



Parent & Student Handbook 2018-2019





PARENT/STUDENT HANDBOOK 2018-19

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Statement of Agreement

Failure to read the material contained herein does not excuse the student from observing the information and/or regulations stated. The Principal retains the right to amend the Parent and Student Handbook if necessary. If this occurs, parents/guardians will receive written notice.

Student Acknowledgment

I have read the Parent & Student Handbook for the 2018-2019 school year. I understand the rules and will cooperate with the school in this regard. Additionally, I hereby consent to the use of my image, likeness, name, schoolwork, and/or work product, in whole or in part, in all media worldwide at any time now or in the future for purposes of advertising and promoting Cristo Rey Tampa High School and/or the Cristo Rey Work Study Program (collectively, "Cristo Rey Tampa") without additional compensation. I release Cristo Rey from any liability or claims arising out of the use of my image, likeness, name, schoolwork, and/or work product, and I hereby waive any right that I may have to review or approve the form and use of any such materials.

Student Signature

Date of Birth

Student Name Printed

Date

Parent/Guardian Acknowledgment

I am the legal parent or guardian of the above signed student. I have reviewed a copy of the Parent & Student Handbook. I understand the policies and agree to comply. Understanding that our relationship is contractual in nature, we also agree to and accept the school's policies. We understand that the School in its sole discretion may expel a student or not accept a student for enrollment. Additionally, I hereby give my permission and grant all rights necessary on behalf of myself and my daughter/son/dependent to Cristo Rey Tampa High School, Cristo Rey Work Study Program, and their respective agents and anyone authorized by them (collectively, "Cristo Rey") for the following:

1. to take my daughter/son/dependent on school or work-related field trips on foot (if within walking distance of school) or in school or work program-provided transportation;
2. to use the image, likeness, name, schoolwork, and/or work product of my daughter/son/dependent, in whole or in part, in all media worldwide in perpetuity for purposes of advertising and promoting Cristo Rey without additional compensation or prior review/approval;
3. to allow my daughter/son/dependent to be interviewed or participate in surveys or written/verbal tests generally related to either work or school;
4. to have my daughter/son/dependent drug tested in accordance with the school and/or work program policies.

On behalf of myself and my daughter/son/dependent, I hereby release Cristo Rey from any liability or claims arising out of the use of my daughter/son/dependent's image, likeness, name, schoolwork, and/or work product, and I hereby waive any right that I or my daughter/son/dependent may have to review or approve the form and use of any such materials.

Parent or Guardian Signature

Date

Please complete and sign this form and return it to the School Secretary by the end of the first week of school.



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School Information

6400 East Chelsea Street Tampa, FL 33610

(813) 621-8300

www.cristoreytampa.org

School Colors: Royal Blue & Gold

School Mascot: Panthers

Disclaimer

The policies outlined in this handbook represent a framework. This list is not exhaustive and should not be considered comprehensive of all Cristo Rey Tampa (CRTHS) policies. Statements in this handbook are subject to amendment by the Principal with due notice. Any challenge or appeal to any CRTHS academic or disciplinary action or relating to the rules, regulations, procedures or principles covered in this handbook may only be made with the school administration of CRTHS. This includes any decision relating to a student's enrollment at CRTHS or the termination of that enrollment.

Mission

Cristo Rey Tampa High School, a Catholic college-preparatory school and work study program sponsored by the Salesians of Don Bosco, forms underserved young men and women who will actively live faith, hope, and love. Through the educational approach of St. John Bosco and under the protection of Mary Help of Christians, we create an environment of trust and loving kindness.

Vision Statement

Cristo Rey Tampa High School provides the environment and opportunities to integrate active faith with high standards for life by:

- Fostering growth in faith and reason.
- Encouraging hard work, commitment, and discipline at studies, work and life.
- Working with home, community and corporate partners in creating future leaders.
- Motivating young people to know and love God and to embrace the gift of life and service.
- Building the Kingdom of God now and for eternity.

Principles and Core Values

The Core Principles and Values of Cristo Rey Tampa High School can be identified in four statements. We are:

- A **HOME** that welcomes where we experience **LOVE, ACCEPTANCE, and MERCY.**
- A **SCHOOL** that prepares for life where we practice **INTEGRITY, DEDICATION, and TENACITY.**
- A **CHURCH** that evangelizes where we model **FAITH, ONENESS, and SERVICE.**
- A **PLAYGROUND** where friends come to meet and live in **JOY, HOPE, and GRATITUDE.**



Spiritual Life

The underlying philosophy of Cristo Rey Tampa High School is to make Christ and the Catholic Christian tradition a living and viable reality for our community. We strive to make Jesus Christ the center and heart of all we do. During the year students are invited to discover and focus on their relationship with God and Church through their religious education classes. In addition, they participate in Eucharistic Liturgies, Advent and Lenten Reconciliation, Rosary, Eucharistic Adoration, and Prayer Services. A retreat experience is offered annually for each CRTHS class.

As a Catholic school, Cristo Rey Tampa High School endorses that each human person has his origin in God and his destiny in God; invites each student to know, love and follow Jesus Christ; and helps each one to discover and fulfill their individual call and mission by giving themselves to the furthering of God's kingdom here on earth. As a *Salesian* school, CRTHS is influenced by the *Preventive System* of education proposed and developed by St. John Bosco. It emphasizes *Reason, Religion, and Kindness* as the fundamental elements essential to the process of educating youth. The Faculty of CRTHS is committed to the implementation of this approach to education.

Building upon a century-long legacy of Catholic education in the United States, the Salesians of St. John Bosco pledge and commit ourselves to educate the young and the poor in our midst. As Salesian educators, we believe that:

- We are called to bring into daily practice Don Bosco's Preventive System - Reason, Religion, Loving Kindness and Active Presence - in all of our ministry activities.
- We are called to collaborate with men and women in our educational mission to the young and poor, given to us by the legacy of Don Bosco.
- We affirm parents/guardians as primary educators of their children while providing Christian educational programs that develop the young, in a family atmosphere of "welcome."
- We are called to create a faith community that witnesses to each other and the world, preparing the young for life-long leadership and service in the Church and society.
- We foster a sense of the unique value of each young person, educating the whole child - spiritually, intellectually, emotionally, and physically - to a sense of moral, professional, and social responsibility.
- We work primarily for the young and the poor, enabling families to choose a Catholic education regardless of race, social, or economic background.

The Salesian Community believes in Don Bosco's system, and we try to realize it at Cristo Rey Tampa High School. For more on the Salesians and Don Bosco's Preventive System, please visit www.Salesians.org.



Morning Oratory

Cristo Rey Tampa High School will ordinarily come together in the gym at 7:30 am sharp for the morning oratory. In the context of our school and mission, the word “oratory” refers to a gathering place similar to the oratory established by Don Bosco where prayer was incorporated with appropriate fun. This was a special place where the message of God’s love could be delivered in a unique format. The morning oratory is an opportunity for the CRTHS family to unite, reflect, prepare, engage, and encourage one another. It is an important element that will promote overall unity and the Salesian spirit of CRTHS. Students will be called to participate in challenges, hear important announcements, and receive a spiritually uplifting message from a faculty or staff member. On occasion, outside speakers may be invited to participate in the morning oratory. The messages are typically 5-6 minutes in length, but the duration may be extended for special presentations or announcements. The messages in the morning oratory will have targeted themes to promote a positive mindset for the entire CRTHS family. All messages are reviewed by the Director of Campus Ministry or a school administrator in advance. The morning oratory is a powerful launchpad for the day.

The Administration of Cristo Rey Tampa High School

Cristo Rey Tampa High School is a separately owned 501(c)(3) corporation. Ultimate authority is vested in the Board of Trustees. The School is managed locally by the President and CEO. The President is the Chief Executive Officer of the school and the Principal is the Chief Operating Officer. The CRTHS Campus Leadership and Academic Teams shall be responsible in a collaborative way for envisioning, defining, and prioritizing strategic challenges to establish tangible and sustainable solutions for the school. The CRTHS Campus Leadership and Academic Teams shall meet regularly to discuss pertinent issues and viable solutions across the non-academic and academic structure of school life with an eye towards a comprehensive and integrated approach for school leadership.

Financial Information

Model Overview

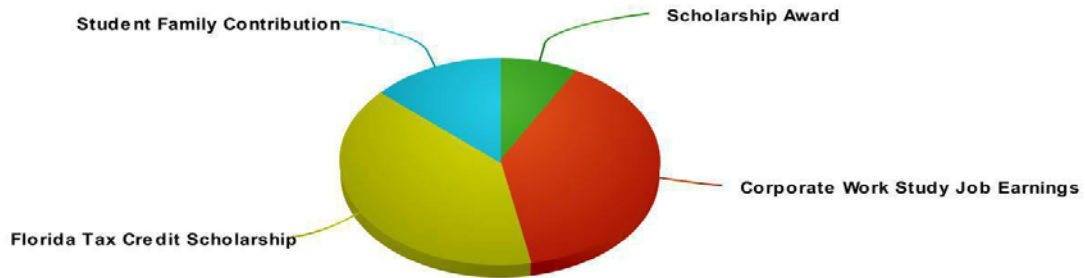
Cristo Rey Tampa High School provides an affordable means of education for deserving young people and their families. Even though the cost to educate a student is more than \$15,500 per year, the maximum any new, incoming freshman family is asked to pay is only \$2,500 per year, and most families pay \$650 per year. This affordable opportunity is made possible because:

1. Every student is awarded a Cristo Rey Tampa scholarship which is often in excess of \$1,500.00
2. Every student is placed in a job through the school's Corporate Work Study Program. Students contribute their earnings from their jobs toward the cost of their education.
3. Every student is awarded the Florida Tax Credit Scholarship administered by Step Up For Students.



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Tuition Model
Cristo Rey Tampa



*Chart percentages do not reflect actual values. Figure is only intended for visual purposes



The family contribution is determined based on the total scholarship awarded by Step Up For Students. If an amount less than the total is awarded, the family will pay the difference. The school cannot fulfill our mission or provide school operations unless the family contribution obligations of every student are met. Therefore, it is imperative that each family pays all family contributions and fees in a timely manner.

Family Contribution Payments

Family contribution payments can be paid (1) all at once, (2) in two separate payments, or (3) in ten monthly payments through **Smart Tuition**, our online service provider. The ten monthly payments are billed August-May. All new families must enroll with Smart Tuition via the website: **enrollwithsmart.com**. The family can select their preferred payment plan and invoices will be mailed electronically. If you prefer invoices to be mailed to your house, you can select that option via the system.

The contact information for Smart Tuition is:

<https://parent.smarttuition.com>

Smart Tuition

P.O. Box 11731

Newark, NJ 07101-4731

(888) 868-8828



Failure to Pay Family Contribution

Timely payment is required for family contribution payments. Failure to make family contribution payments may result in consequences leading up to and including dismissal from Cristo Rey Tampa High School. Family contribution due dates are listed below.

| Due Date | Payment Required | School Action |
|------------------|--------------------------------|---|
| October 6, 2018 | Paid in full through September | Student will begin in-school suspension on the following Monday until past-due family contribution is paid. |
| January 12, 2019 | Paid in full through December | Student will begin in-school suspension on the following Monday until past-due family contribution is paid. |
| March 16, 2019 | Paid in full February | Student will begin in-school suspension on March 19, 2019, until past-due family contribution is paid. |
| May 11, 2019 | Paid in full through April | <ul style="list-style-type: none"> -<u>Student</u> cannot sit for final exams until <u>balance is paid</u>. -Student's academic record will be incomplete; report card will not be issued, and academic record cannot be released. -<u>Student</u> will not be allowed to return to CRTHS for 2019/20 school year if any balance is outstanding. |

Fines & Fees

Cristo Rey Tampa High School and Corporate Work Study Program reserves the right to assess any additional fines or fees as a result of a student missing work or damaging property that belongs to the school. Student records may not be released until any outstanding fines and/or fees are satisfied.



Rights and Responsibilities

As members of the Cristo Rey Tampa High School community, all of us have the following rights and responsibilities. We all have the right to be safe: physically, emotionally, intellectually, and spiritually. Under this right...

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

We will not tolerate: threats, fights, intimidation, and/or corporal punishment.

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

We will not tolerate: verbal abuse, inappropriate public display of affection, distasteful language, loud, disruptive laughter, shouting or inappropriate whistling in the school building.

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

We will not tolerate: verbal harassment, and/or ridicule.

We all have the right to a school environment free of all forms of discrimination and harassment. We have the responsibility of monitoring our own actions as well as reporting instances of discrimination and harassment perpetrated against others. This includes harassment through social media outlets.

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

We all have the right to our own spirituality. We have the responsibility to be tolerant of the beliefs of others and the expectation to participate in all religious activities of the school.

We will not tolerate: beliefs and practices that denigrate the human dignity of others.

We all have the right to a challenging learning climate 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 prepared mentally and attitudinally to learn each day. We have the responsibility to protect each person's right to this learning climate. We have the responsibility to make healthy choices.

We will not tolerate: tardiness, lack of preparation for class, continual absences, and academic expectations that are not met.

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 the physical school plant.

We will not tolerate: spitting, littering, & defacing school property.

We all have the right to be free of unnecessary distractions in the learning environment and around campus

We will not tolerate the unauthorized use of cell phones, earbuds, headphones, personal electronic devices or chrome books playing media that others can hear.



General Information

Bell Schedule

The Cristo Rey Tampa High School schedule design is pursuant to the state of Florida graduation requirement of 135 bona fide instruction hours in a designed course of study. CRTHS students attend school 140 days and work 40 days of the school year. The schedule below will apply to every regular school day. Adjustments will be announced when there is a school-wide Mass or any other day requiring an exception.

| | |
|---------------------|---|
| 7:00 AM - 7:25 AM | Breakfast (optional) |
| 7:30 AM - 7:45 AM | Morning Oratory (mandatory) |
| 7:50 AM - 8:48 AM | A |
| 8:51 AM - 9:49AM | B |
| 9:52 AM - 10:04 AM | 12 Minute recharge Break Warning bell at 10:02 |
| 10:04 AM - 11:02 AM | C |
| 11:05 AM - 12:03 PM | D |
| 12:06 PM - 12:36 PM | E1 - Lunch 1 |
| 12:39 PM - 1:09 PM | E2 - Lunch 2 |
| 1:12 PM - 2:10 PM | F |
| 2:13 PM - 3:11 PM | G |
| 3:14 PM - 4:12 PM | H |

Student Drop-off and Pick-up

Students need to be dropped off in front of the Good Shepherd chapel no earlier than 7:00 AM. From there, they will enter the cafeteria to eat breakfast. Breakfast will not be served after 7:25 and Unity will begin promptly in the gym at 7:30 unless otherwise directed by an administrator. **Any student not in Oratory at 7:30 is tardy and must sign in with the school secretary.** Parents should pick up students in a timely manner at the 4:12 dismissal. If students are not picked up by car they must proceed to the Boys & Girls Club and then to Academic Session, detention. No student should be waiting in front of the school after 4:15 PM.



The Boys & Girls Club

Parents have the option to register their student(s) with the Boys & Girls Club on campus for after school activities. However, it should be noted that the Boys & Girls Club is a separate entity, and this is not an offering for after school care by Cristo Rey Tampa High School. CRTHS assumes no liability for incidents that occur after school hours. Any liability arising from incidents that occur at the Boys & Girls Club must be handled through the Boys & Girls Club. At dismissal, students must vacate the school premises if they are not picked up by car or involved with Boys & Girls Club programming. It is the student's responsibility to have parents pick him/her up after extra-curricular activities. Parents are expected to arrive within a reasonable amount of time at the conclusion of events. An abuse of this expectation could result in the limiting of activities for the student.

Ridesharing Companies

Students must be accompanied by an adult if they use a ridesharing service like Uber or Lyft for transportation. This rule applies for transportation to or from school or to any school related events. In most cases, these companies do not allow minors to have accounts or ride alone with the driver. A formal complaint will be filed with each company whose drivers pick up Cristo Rey Tampa High School Students. Repeat violations by any student may result in disciplinary action.

Emergency Information

The school maintains a comprehensive emergency plan for any situation that may arise. Our AP Notify™ system will also be used to communicate and give instruction for any emergency or non-emergency. Tornado and fire drills are conducted monthly during the school year. Extreme weather conditions in Florida can develop suddenly, and occasionally parents may have a question as to whether or not CRTHS will be open for classes. We urgently request that you do not call teachers or staff to ask if school will be open. The school will contact the media with information regarding weather-related school closings. In addition, the school will send phone and email messages indicating weather-related school closings. The information will also be posted on the school website www.cristoreytampa.org and CRT social media channels.

If it should become necessary in an emergency situation to dismiss students after they have arrived at school, we will follow this established procedure:

- Students in student-driver carpools and students who drive alone will be permitted to leave.
- Students in adult-driver carpools will phone their driver and will be permitted to leave as soon as their driver arrives at CRTHS.
- All non-carpool students will phone their parents to arrange to be picked up as soon as possible.
- All students remain under CRTHS supervision until they are picked up.
- In brief, students will be dismissed to the regular pickup driver/parent as previously arranged by families.

Special Note: Parents who do not want this regular carpool dismissal arrangement, should talk with their son/ daughter to be sure he/she is aware of their preference.



Faculty

All academic faculty hold degrees from recognized colleges and universities and have specialized training in their subject fields, most with advanced degrees. The faculty is the core of the academic community, which affirms the values of Christian living as a community of faith bound by a commitment to live out the message of the gospel.

Guardianship

If parents are to be out of town, it is important you notify the school office and provide an emergency contact phone number of a person locally responsible for the student. If the student is no longer living at home, you must inform the school. If the student is a minor, please notify the school as to the party responsible for the student. CRT students must be residing at their parent's or legal guardian's residence.

Visitors

All visitors will be required to enter through the main office and submit a photo identification to the secretary for criminal check through the Raptor system. If the system is down, a scan or photo of the visitor's ID will be taken.

Lost and Found

Lost personal items such as clothes, books, etc., should be brought to the Dean of Student Growth's office. Valuables should be turned in to the main office. Students who have lost anything should check with the Dean of Student Growth or the main office. Lost items will be held for one month. Any unclaimed items will be recycled or given to charity. Cristo Rey Tampa High School is not responsible for any stolen, lost or damaged property.

Parents as Partners

As partners in the educational process at Cristo Rey Tampa High School, parents are naturally expected to uplift and encourage their student to meet the academic and behavioral expectations set forth by the school. Parents who enroll their students in CRTHS do so because they are committed to their children's wellbeing and future. To that end, parents are expected to send their sons and daughters to school and work ready to learn and actively participate. This is the good faith assumption that comes with the enrollment of any student. If a family chooses not to buy into the CRTHS Mission, they may be asked to leave the school by termination of enrollment within the first 90 days or any time thereafter.



Parent's Role

We ask parents to set rules, times, and limits so that you or your child:

- Gets enough sleep
- Arrives at school on time
- Is dressed in accordance with the uniform policy
- Actively participates in school activities;
- Is accountable for any damage to school books or property due to carelessness or neglect on the part of the student;
- Sends notification to the school with a written note when the student has been absent or tardy;
- Sends notification to the school office of any changes of address, important phone numbers or email addresses;
- Meets all financial obligations to the school;
- Informs the school of any special situation regarding the student's well-being, safety, and health;
- Completes and returns to school any requested information promptly;
- Reads school notes, emails, and newsletters and to show interest in the student's total education;
- Supports the religious and educational goals of the school;
- Supports and cooperates with the discipline policy of the school; and
- Treats teachers and school staff with respect and courtesy in discussing student issues.

Parent Rights & Legal Responsibilities

You have the right and responsibility to ensure that a party held in your home will be drug-and alcohol-free. The responsible adult at a teenager's party is required to be visible and aware. Remember, it is illegal to serve drugs, including alcohol, to minors. You are legally responsible for anything that may happen to a minor who has been served drugs or alcohol in your home. Accordingly, if a student brings drugs or alcohol into your home, you should feel free to remove the substance from the student and contact the student's parents. When parents are going out of town, it is a good idea to notify neighbors and friends who can serve to discourage unsupervised parties at your home during your absence.

The following is an excerpt of Florida Statute #856.015, Open House Parties. No adult having control of any residence shall allow an open house party to take place at said residence if any alcoholic beverage or drug is possessed or consumed at said residence by any minor where the adult knows that an alcoholic beverage or drug is in the possession of or being consumed by a minor at said residence and where the adult fails to take reasonable steps to prevent the possession or consumption of the alcoholic beverage or drug. Any person who violates any of the provisions of subsection (2) is guilty of a misdemeanor of the second degree, punishable as provided in s.775.082 or s.775.083.

Diocesan Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors

In addition to these rights and responsibilities established by the school, Cristo Rey Tampa High School also supports all aspects of the Code of Conduct established by the Diocese of St. Petersburg for parents, guardians, caregivers, volunteers, and visitors.



As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:

- Support in words and actions the philosophy of Catholic Education
- Work in trust with the school for the common goal of achieving what is best for all
- Support your child in all educational endeavors by giving praise and showing interest in school activities
- Help your child to discover that it is more the process that is experienced, rather than the end-product that makes it all worthwhile
- Model flexibility – encourage healthy problem solving
- Respect the decisions made by the administration, even if you disagree with them.
- Help your child to understand that ‘giving of your very best’ is what matters rather than always comparing yourself against the capabilities or achievements of others
- Listen to your child but remember that a different version of the event may be interpreted by others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Validate that both parents and teachers work together for the benefit of the child
- Observe the school’s policies, as outlined on the school webpage and/or the school’s handbook and endeavor to support them in the home
- Cooperate where your child’s behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct and follow the specified protocol for communication with faculty/staff members
- Support the school in its efforts to maintain a positive teaching and learning environment
- Castoff gossip and hearsay by communicating with the school and always model good manners for your child
- Sustain a positive and co-operative attitude and interact positively with other parents and members of the school community
- Encourage community building with other parents in your year, level, and across the school
- Value the school community and its reputation especially when engaging with social media
- Do not smoke or use offensive language on school premises

Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school, regarding your child’s education and development
- To have confidentiality over sensitive issues respected by faculty/staff
- To be treated with professionalism and in a caring and polite manner
- To have a timely response to concerns raised, usually within 24-48 hours

Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members and other parents
- Under no circumstances approach another child while in the care of the school to address, discuss or reprimand them because of actions towards your own child
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school’s handbook
- Respect teachers’ preparation time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged



- To protect our children do not discuss any grievances or perceived failings in front of them regarding the school
- On excursions, helping in class or on campus, parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues
- As valued members of the school community attend and participate appropriately in school liturgies or special events including athletics, concerts, academic and cultural events.

Process for a Parent, Guardian, Caregiver, Volunteer, and Visitor:

Our school wants to work in partnership with our families. If anyone has a current complaint, criticism, or concern it is expected the following steps be followed in the first instance:

1. Speak to the appropriate school personnel involved (e.g. classroom teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible make an appointment with the relevant person. Follow the chain of command.
2. If for some reason this is not possible, then make an appointment to see an administrator or other designated leadership personnel
3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties.

School Guidance Office

The members of the CRT Guidance Department work as a team in a joint effort to promote the spiritual, academic, social, emotional, and physical growth of our students. The counselors will assist students in the assessment of their individual strengths, weaknesses, and differences, especially as they relate to academic achievement and post-secondary planning. The school counselors handle a variety of student issues such as academic counseling, the college admissions process, and crisis screening.

CRTHS has also partnered with Bay Care behavioral health services to offer a variety of free intervention tools for our students and staff who present concerns that may require urgent crisis counseling. Families and students are encouraged to meet with the school counselors regarding these issues. The professional staff members have a moral and ethical mandate to ensure the safety of each child. Parents who do not want their student to see a school counselor for discussion of personal issues should submit a letter stating that fact to the Director of School Guidance and the student will receive academic and college guidance only. The administration reserves the right to require a student and/or his or her family to accept a referral for services through Baycare to continue enrollment at Cristo Rey Tampa High School.

College Bound Advisory & Frameworks Period

The CRT college bound advisory & Frameworks period is a vital part of the schedule that occurs during one half of the lunch block. It is a regularly scheduled time used to teach students how to manage their emotions, develop healthy relationships, and make good decisions for academic, career, and personal success. CRT faculty and staff will use the Frameworks™ curriculum to guide each session social and emotional learning session. For the CRT College bound sessions, various activities and assignments will be coordinated to prepare students for the college application process. Students will be positioned to grow in the core competencies of social and emotional learning and general knowledge of higher education.



Suspected Abuse or Neglect

The State of Florida mandates that any professional working directly with children must report any suspicion of abuse, neglect, exploitation or endangerment of a child to the Department of Children and Families. Knowledge of reasonable suspicion of child abuse must be reported to the Florida Abuse Reporting Hotline: 1-800-962-2873.

Immunization Policy

Cristo Rey Tampa requires enrolling students to submit a Florida Department of Health Certificate of Immunization as provided for in Florida Statute 1003.22 as a condition precedent to acceptance. Students not in compliance with immunization and health requirements within thirty (30) days of schools starting will be withdrawn until they are in compliance.

The Family Educational Rights and Privacy Act (FERPA)

FERPA is a law that protects the privacy of a student's school records. Under this law, parents (of students under 18 years of age) or eligible students (those who are 18 years of age or older) have rights of access to records. Those rights include:

- Parents or 18-year-olds may inspect/review educational records of the school.
- Schools may charge a fee for copies of those records.
- Parents or 18-year-olds may petition for changes to perceived inaccurate or misleading statements on school records.
- Should the record not be changed, parents or 18-year-olds may request a formal hearing and have the right to include a statement of circumstances included in the educational records describing the challenged information.
- Schools must have the written permission of the parents or the 18-year-old student to release any information from educational records. Exceptions include: school officials, schools to which a student transfers, audit officials, financial aid officials, accrediting organizations, courts of law, health and safety officials.
- Typically, "directory" information (Name, address, phone, date/place of birth, honors/awards, dates of attendance) is made available without consent. Parents or the 18-year-old may request that this information NOT be disclosed.
- The law states that the school must annually notify parents and 18-year-olds of FERPA rights.

Hutchinson Amendment

Federal law allows military recruiters access to high school students and student information for the purpose of recruiting to the same extent that colleges and universities have access to students and students' information. A parent of a high school student, or a student 18 years of age or older, may submit a request to the local educational agency (CRTHS) that the student's information not be released. More information is available at www4.law.cornell.edu/uscode/10/503.html.

Shadowing

If a student from outside the CRT community is interested in shadowing a CRT student for purposes of making a decision to attend CRT, that student's parents must contact the Admissions Office. Arrangements must be made at least two days prior to the visit. The visitor must wear a visible visitor pass or name tag as provided by the front office.



Student Messages

The cooperation of parents in complying with our policy concerning the delivery of messages and miscellaneous items (books, lunches, papers, etc.) to students during school hours is greatly appreciated. Messages of an emergency nature will be delivered immediately. However, messages between parent and student of a routine nature will be delivered between classes or at the end of the day. Please make arrangements for doctor's appointments ahead of time. Whenever possible, appointments should be scheduled outside of school hours. Parents should not contact their students by cell phone or text message during class periods. Students must go to the front office to make calls home. Meals can only be brought to students during the lunch block. CRT is not responsible for any meals delivered outside of that timeframe.

Email Etiquette

We all want to experience the benefits of email in a way that is effective, efficient, and polite. Listed below are a few courtesies and customs to guide you in your use of email when communicating with teachers.

- Never say anything to anyone via email that you would not say directly to his/her face.
- Always use an appropriate subject. Teachers may automatically delete messages they suspect may contain a virus.
- Assume the messages you send are permanent and public. Don't say anything in an email that you would not want to be made public or forwarded to others.
- Please keep your emails short and to the point.
- Remember that email is about communication with other people. When you compose an email message, read it over before sending it and ask yourself what your reaction would be if you received it.
- Email messages that are abusive or inappropriate in tone will be forwarded to the Principal.

Academic / Curriculum

Academic Expectations

1. Every student at Cristo Rey Tampa has the right to a good education. All behavior in the school should help to establish and maintain an environment which fosters maximum learning and mutual respect. Students are expected to be respectful of the educational process and to take responsibility for their own learning.
2. All homework assignments should be neat, clean, and legible. Homework should be handed in on time and done to the best of the student's ability. Copying homework, cheating on tests or quizzes, plagiarism, or any other form of academic dishonesty is a serious offense and could result in an F for the assignment and/or for the entire class.
3. Students are expected to study every school night, reviewing the material from the day, and preparing the assignments for the next day.
4. Students are expected to use all resources to enhance their education. (Teachers, tutors, academic support staff, libraries, etc.)
5. In class, students are expected to be active, cooperative learners listening, asking, and answering questions. Students are expected to help establish an orderly, active learning process.



6. Courses from each year must be passed or made up during the summer to continue at Cristo Rey Tampa the following year. Freshmen, sophomores, and juniors with three or more failures at the first semester cannot register for the following year pending second semester grades. Students with 5 or more first semester failures will be subject to dismissal and students with four first semester failures will generally be on probation with one more failure leading to dismissal. Students dismissed from Cristo Rey are generally not eligible to attend summer school. Seniors with a failure in the 1st semester must make up those credits before graduation. Seniors with multiple semester failures in the 1st semester will be dismissed from school. All students must meet the State of Florida High School requirements to graduate.
7. Students who owe money, books, CWSP workdays, detentions, service hours, or other such requirements will not participate in graduation and will not receive a diploma until all requirements are met. Any student who presents disciplinary problems at the end of the year may not be permitted to participate in graduation. Participation in the graduation ceremony is a privilege and students who participate must be in good standing.

Academic Placement/Recommendations

Academic placement is a decision for student placement made by the administration in consultation with our faculty. This decision is based on prerequisites (courses, grades), teacher recommendations, standardized scores, previous subject area performance, four-year plan sequencing or other exceptional circumstances. Students must be enrolled in a minimum of 7 credits per year. A placement exam will also be administered. The administration reserves the right to make an exception to this policy. For course offerings each academic year, please refer to the course catalog that can be found on the school website, under Academics.

Academic Guidelines

Students are required to obtain 28 academic credits with a minimum weighted cumulative GPA of 2.0 to complete the academic program at Cristo Rey Tampa. Students must earn seven (7) credits at Cristo Rey Tampa High School during their senior year unless they are in a dual enrollment program or have a special circumstance approved by the administration. In addition to the academic requirements, students must complete the service hour requirements for program completion.

The credit requirements are as follows:

- English (4 credits)
- Math (4 credits)
- Science (4 credits. 2 courses with labs)
- Social Studies (3 credits.)
- Personal Fitness/PE Elective (1 credit)
- Religious Studies (4 credits)
- Fine/Performing Arts (1 credits)
- World Language (2 credits)
- Electives (5 credits)



Program of Study

Cristo Rey Tampa strives to create a meaningful, engaging, and challenging curriculum for all of our students. A complete breakdown of the program of study can be found on the school website with a link to download.

Academic Probation

A student will be placed on academic probation at the end of a semester if he or she has a GPA lower than 2.0 or deficient credit. **Students who fail two or more classes in any given semester with a final grade of an “F” OR fail to earn credit in three or more classes WILL BE DISMISSED and are not eligible for probationary measures.** The administration reserves the right to place a student on academic probation entering any given school year. This rule may also be applied to transfer students. An academic warning letter will be sent home at the conclusions of any quarter. Academic probation is a serious matter, and it will serve as an indication that a student is not capable of the academic program, that he/she is not choosing to achieve to his/her potential, or that he/she has missed significant instructional/learning time. Ultimately, this status means the student’s enrollment is in jeopardy.

Parents of these students will be notified that their student is being placed on academic probation. The terms of the probation will be explained, and a conference will be required with one or more members of the administration which may include the Principal, Dean of Student Growth and Director of Guidance and Counseling. A student/parent/teacher conference will also be required for courses that a student is failing. This is only required if a prior conference has not been held.

The purpose of the conference is two-fold: first, the conference reinforces the seriousness of this probation, outlines the requirements, and challenges the student to accept the responsibility that is his/hers as a student of CRT; secondly, the conference would clearly identify the purpose of academic probation and attempt to determine the cause for lack of achievement (i.e. poor study habits, lack of motivation, learning disability, past deficiencies, lack of balance in schedule, or other current circumstance that has impeded the learning process). An action plan will then be established with consideration given to the following options: learning study skills, recommending peer or professional tutoring, limiting social activity, or changing a student’s academic program. The student may be excluded from athletic participation and extracurricular activities.

Since the purpose of academic probation is to challenge and motivate the student to perform to a higher level academically, a student who is on academic probation may appeal to the administrative team in order to be reinstated into an extracurricular activity. The student must have made a significant improvement in grades within four weeks of being placed on academic probation in order to be eligible for reinstatement. The student must initiate this process with the aid of his/her school counselor and must strictly follow the checklist provided. The request must be made in the form of a letter with the approval of the school counselor.

The administrative team will review the student’s request and make a final decision. This decision will include a contract outlining the conditions under which a student may participate in these extracurricular activities. This is the only time during a quarter that a student may submit an appeal. The administration reserves the right to place a student on academic probation when circumstances seem to warrant it. Academic dismissal occurs when the administration determines the student cannot succeed at CRT.



Grading System, Reports, & Scale

Credit is awarded on a semester basis. Letter grades have the below numerical equivalents. Courses are assigned the corresponding quality point values. Additional “weighted” values are given to Advanced Placement and Honors courses. Courses designated as Honors will carry an added one-half (.5) quality point. Advanced placement courses will carry an added one (1.0) quality point. Additional points for Honors & AP courses are not awarded for any grade below a 73 which is a “C.” D+ and D grades are not awarded credit at Cristo Rey Tampa. Students with D or D+ grades will be required to improve the grade with additional work given during a winter, spring, or summer break to recover the credit. If they fail to do so, credit will not be awarded. Cristo Rey Tampa uses the suggested quality point scale from collegeboard.org to calculate grade point averages. This is the standard scale for most colleges and universities.

| Letter Grade | Percent Grade | Semester Credit Awarded | Quality Points on 4.0 Scale | With Honors Course Quality Points | With AP Course Quality Points |
|--------------|---------------|-------------------------|-----------------------------|-----------------------------------|-------------------------------|
| A+ | 97-100 | .5 | 4.0 | 4.5 | 5.0 |
| A | 93-96 | .5 | 4.0 | 4.5 | 5.0 |
| A- | 90-92 | .5 | 3.7 | 4.2 | 4.7 |
| B+ | 87-89 | .5 | 3.3 | 3.8 | 4.3 |
| B | 83-86 | .5 | 3.0 | 3.5 | 4.0 |
| B- | 80-82 | .5 | 2.7 | 3.2 | 3.7 |
| C+ | 77-79 | .5 | 2.3 | 2.8 | 3.3 |
| C | 73-76 | .5 | 2.0 | 2.5 | 3.0 |
| C- | 70-72 | .5 | 1.7 | 1.7 | 1.7 |
| D+* | 67-69 | 0 | 1.3 | 1.3 | 1.3 |
| D* | 65-66 | 0 | 1.0 | 1.0 | 1.0 |
| F | Below 65 | 0 | 0 | 0 | 0 |

*Grade is eligible for enhancement to recover credit.

Course Credit / Grade Enhancement

Courses from each semester must be passed for a student to progress to the next grade level at Cristo Rey Tampa. The .5 semester credit is not awarded for course grades lower than “C-.” Grades of D and D+ will be eligible for grade enhancement to recover the course credit during the break following the semester in which it is earned. Students who do not recover credit by the conclusion of the following term in which the D or D+ grade was given may not be readmitted to Cristo Rey Tampa or may be placed on academic probation. **Students who fail two or more classes in any given semester with a final grade of an “F” OR fail to earn credit in three or more classes WILL BE DISMISSED and are not eligible for probationary measures.** Student will be granted a one-time grade enhancement for an “F.” If a student participates in grade enhancement, they are subject to an annual evaluation which may result in academic probation or dismissal from CRT. Student families may be assessed a fee to attend grade enhancement sessions that require additional staffing. This fee will be disclosed to a student and their family no later than one (1) quarter prior to the session start.



Honor Roll

Honor roll is determined at the end of each semester. It is based upon individual grade point averages for the grading period. Anyone receiving an “F” in any course or involved in an academic violation will not be eligible for the Honor Roll or Principal’s List regardless of his/her grade point average.

| | |
|-------------------------|-------------------------|
| Honor Roll | 3.0 - 3.49 |
| Principal’s List | 3.5 & higher |

Courses Taken Outside of Cristo Rey Tampa

Arrangements to take additional courses must be approved by the Guidance Department if they are in line with the school program of study. The actual grade earned is the grade that will appear on the transcript. To be eligible students must:

- 1.) Have a 3.0 career GPA
- 2.) Not be on academic probation
- 3.) Must have Standardized Test Scores showing readiness for college-level coursework.
- 4.) Have less than six total demerits at the time of the request.

If a student earns a WF (withdrawal failure) in any course taken outside of Cristo Rey Tampa, the “F” will be included in the CRT transcript and used in the calculation of the student’s GPA. Students receiving a grade of “F” for a semester course will have the grade recorded on their transcript. High school courses taken in middle school may appear on the CRT transcript for placement purposes only. The courses may not be awarded credit and will not be used in GPA calculations. Parents will be required to give authorization stating they are aware of the impact that a low grade may have on the overall student record.

Advanced Placement (AP) Courses

The rigor of curriculum and instruction in an AP course is seen as a predictor of college success. Many colleges and universities require applicants to have a certain number of AP courses on their transcripts as they apply for admission. Exams are scored on a range of 1-5. Each college or university decides on the awarding of college credit based on their own criteria. Generally, a score of 3 or better is considered a passing score and may be awarded college credit. Grades for AP courses are calculated with an additional full quality point for each semester. The following conditions also apply:

1. All students enrolled in an AP class must sit for the AP exam.
2. There is an AP exam fee associated with each AP exam. AP exam will be invoiced at the beginning of Semester 2 and must be paid in full no later than 30 days prior to the first scheduled exam.
3. Students who miss an AP exam must make up the exam on the assigned date and pay any additional fees associated with the make-up exam.
4. A student may be denied participation in graduation or other activities for failure and/or refusal to take an AP exam.

Additional information on the AP program may be found at: <https://apstudent.collegeboard.org/home>



Dual Enrollment

Cristo Rey Tampa has partnered with Hillsborough Community College to offer Dual Enrollment (DE) coursework to students if they meet and maintain the following criteria as established by Florida State Statute and CRT:

1. Have a 3.0 unweighted cumulative grade point average
2. Obtain passing score on PERT or equivalent score on ACT or SAT All students taking DE courses are required to take DE semester exams.
3. Course cannot be offered at Cristo Rey Tampa High School

Student families are required to cover the costs for books, required class materials, and transportation. Grades for DE courses are calculated with an additional quality point for each semester. Grades for full-year courses are awarded one full high school credit per semester. For these courses, the grade earned and the quality point will be counted twice in the calculation of the student's high school cumulative GPA. Grades for Dual Enrollment courses are calculated based on the collegeboard.org grading scale and will become part of the student's post-secondary GPA.

Transfer Students

Due to the unique work component at Cristo Rey Tampa, transfer students area are only accepted at the beginning of the school year. These students must have completed their freshman year. Cristo Rey does not accept incoming Junior or Senior transfers.

Transfer students with a cumulative grade point average of 2.5 or higher are eligible to be accepted if they meet all criteria listed below. If one or more criteria are not met, admission may be denied. Students who have documented special needs and who do not meet all four criteria may be admitted if the student's needs can be accommodated and there is the probability that those accommodations will ensure success at Cristo Rey Tampa High School. The complete results of a psychological-educational evaluation done within the last three years must be submitted for the application to be considered. If one or more criteria are not met, the student may be denied admission. Transfer students must be on track to graduate based on the Cristo Rey Tampa program of study.

Transfer Student Admission Criteria:

1. High school cumulative grade point average of 2.5 or higher
2. Standardized test results that reflect readiness for college-level coursework.
3. Satisfactory discipline and attendance records
4. No deficient credits
5. Letter of good standing/transfer affidavit from current school administrative office
6. International students wishing to attend Cristo Rey Tampa must demonstrate English proficiency by providing results of TOEFL (Test of English as a Foreign Language) testing.

Applicants of Cristo Rey Tampa with high school course credits from a non-U.S. school system will have those credits evaluated for equivalency in the U.S. school system. These credits once accepted will count towards the student's high school graduation requirements but will not be included in the student's GPA calculation at Tampa Catholic. Tampa Catholic may also require that certain foreign and non-U.S. school system transcripts be evaluated by a recognized independent evaluating body before such course credits are accepted as equivalent to U.S. high school course credits.



Grade Disputing Policy

The school issues grades at the end of each quarter and semester. Students will receive a letter grade for each course. If parents/guardians or students have any disputes concerning grades, they must contact the teacher within ten (10) days of the grade posting. After ten days all grades will be considered accurate and final. It is the parent's responsibility to provide the school with their current email address at the beginning of the year. Parents and students are required to monitor academic progress online through the [Plus Portals website](#).

Teachers are available to parents through email. If a semester grade is F, the student must check with an administrator regarding remediation. Teachers must set up two documented student conferences (once in each quarter) and one parent conference (once in the semester) before a grade of "F" can be given for an entire semester. If a grade lower than a C is given in any quarter, at least one documented notice should occur within a reasonable amount of time after the report card is issued. This can be done through the portal which is linked to parent email.

Discretionary Zero Policy

Failure to turn in assignments can result in a student earning a zero which significantly lowers the grade for the entire course. However, Cristo Rey Tampa is sensitive to the fact that there are a wide range of legitimate reasons for a student to miss an individual assignment. Teachers will be required to investigate underlying obstacles and use fair judgment to determine if a "no-zero" policy will apply to an individual student assignment. The teacher will retain discretion to award appropriate credit for the missed assignment. A maximum grade of 50% can be earned for late homework unless the teacher or administration determines otherwise. The school-wide grading model will be determined by the administration and articulated upon request.

Graduation Policy

Graduation from high school is a momentous occasion with a ceremony to celebrate a student's successful completion of a published list of school requirements. Therefore, if a student does not successfully complete the academic requirements for graduation, the student will not be allowed to participate in the commencement ceremony.

To participate in graduation activities, which include but are not limited to, a Farewell Assembly, Baccalaureate Mass, and Commencement Ceremony, a student must fulfill the school's academic, disciplinary, Service hour, and financial requirements. In order to receive a diploma at the Commencement Ceremony, a student must have complied with all rules and regulations associated with the ceremonies.

Valedictorian & Salutatorian

The Valedictorian is the graduating senior with the highest weighted cumulative grade point average after 8 semesters, and the Salutatorian is usually the graduating senior with the second highest weighted cumulative grade point average after 8 semesters. The following conditions must be met:

- The student must have completed a minimum of five (5) consecutive semesters at Cristo Rey Tampa.
- The student must be a model of exemplary behavior and must have no major disciplinary infractions.
- The student must have a positive overall review from the Corporate Work Study Program.

This honor may be rescinded at any time up to and including after the graduation ceremony for any violation of campus rules or the Code of Conduct.



Academic Honesty & Integrity

At Cristo Rey Tampa, we presume the honesty and integrity of our students. We also expect them to abide by accepted policies of academic honesty. This includes respect for the intellectual property of others, meaning their ideas and writing. While proper learning and research involves the use of the ideas of others, it is vitally important to acknowledge any sources used within an assignment. Proper academic work and research promotes a respect for all those involved. Collaboration is often encouraged by teachers in the completion of various assignments. This working together enhances learning and teaches skills necessary for success later in life. It is an open and cooperative behavior that does not result in allowing one's work to be copied or submitted for assessment by another. As a CRT student, you are responsible for ensuring that all the work you submit is authentic and that any sources used are appropriately acknowledged. If you have any doubts, please ask for advice.

Examinations/Exemptions (Senior Year Only)

Seniors may exempt second semester exams for which they meet all the criteria with the exception of Advanced Placement and Dual Enrollment courses. The exam grade recorded for an exempted exam will be the numerical average of the second semester.

Criteria necessary for exam exemption:

1. A minimum grade of 90% or above as of the exam exemption date.
2. At the discretion of the Administration, students guilty of serious or repeated disregard of school policy may be denied the exam exemption privilege.
3. Student tuition account must be paid up to date.
4. No exam may be exempted if Christian Service requirements are not met by the published deadline.
5. Student must not have any major negative feedback from the Corporate Work Study Program.

CRT Courses (Semester & Full Year)

At the end of the second and fourth quarters, cumulative semester exams will be administered for core courses. Non-core courses may also assign a "culminating task" of equivalent value. Attendance is mandatory for all semester exams. No student will be allowed to take an exam before the scheduled time unless it is approved no later than two weeks before the exam takes place. If a student is absent from an exam due to illness, a doctor's note must be submitted. Semester exams can be rescheduled and made up for full credit with a doctor's note.

If semester exams are missed due to an extreme family emergency, the administration may grant permission to make up exams for full credit. Semester exams not taken by the date set by the administration will result in a grade of "0". As part of the academic requirements, all students must take the required exams. Cristo Rey Tampa reserves the right to make any exceptions to on a case by case basis. This includes exam exemptions.



Records Requests

Cristo Rey Tampa maintains records for current students, graduates, and students who withdraw. Students requesting transcripts for college applications must make the request through the Naviance college planning system and notify the guidance counselor. Requests for any other purpose must be emailed to

registrar@cristoreytampa.org

The request must include:

1. Student Name
2. Student Date of Birth
3. Grade level
4. Brief description of request.

Please allow up to 48 hours for requests to be fulfilled. Official transcript requests for transferring students must be sent by the requesting school to registrar@cristoreytampa.org. All other transcripts provided will be considered unofficial.



Network/Internet Access Policy

Cristo Rey Tampa provides quality academic programs that encourage students to think critically and creatively. To support our academic mission, wired and wireless computer networks and subsequent Internet access are available to the school community. CRT students are expected to follow all guidelines stated below and to demonstrate ethical behavior that is of the highest order in using technology devices, facilities, or infrastructure in our school.

1. Digital transmission of any material in violation of CRT, local, state, or federal regulation is prohibited during on-campus (instructional and non-instructional) time. This includes, but is not limited to – sending, accessing, uploading, downloading, distributing/installing copyrighted/trademarked materials, threatening sites, or materials of an offensive, profane, pornographic, or sexually explicit nature.
2. Specific prohibited actions include the transmission, distribution, or sharing of materials intended to harass, demean, intimidate, cyber bully, or “cyber-threaten” any administrator, teacher, staff, student, or CRT community member via email, cell phone, SMS text, or MMS picture messaging. Using any anonymous false messaging/communications (misidentified) or use of another’s digital identity (i.e., login/password) is prohibited. Deliberate spamming or phishing of any CRT email account is prohibited.
3. Students may not violate the personal rights of others in any school situation where a reasonable expectation of privacy exists. These locations and circumstances include, but are not limited to, locker rooms, restrooms, and any other area where students or others may change or be in any stage of disrobing or changing clothes. This expectation of privacy includes no passive recording where a device might be left so that students may not be aware that their image and/or voice is being recorded.
4. Active or intended image capture/recording anywhere on campus during school hours, either indoors or outdoors is prohibited without administration approval. Active image capture refers to still or moving images obtained by a photographic device (camera, video, CCTV, webcam, camera-enhanced smartphone, iPad/tablet, or computer of any kind from current or future technologies). In addition, uploading of said images to any social networking site is strictly prohibited.
5. Vandalism of any CRT electronic device or resource is prohibited. Vandalism is the malicious/mischievous attempt to destroy data of another user, provider, or the Internet itself, as well as the degrading of any technology equipment or system performance. This includes, but is not limited to, disabling/disconnecting devices, hacking/changing information in any CRT administrative database, uploading or creating computer viruses, downloading or installing monitoring software or plug-ins, or changing the desktop/control panel settings of any CRT-owned device.
6. Students may not bring external devices, other than a USB flash drive, to copy or download data without prior approval from the administration. Students may not use wireless devices (Wi-Fi or Bluetooth connections) to send, intercept, or capture data from other devices except as permitted by classroom teachers during direct instruction. Students may not bypass the CRT firewall through use of a web proxy.



7. The user is expected to only visit authorized sites and entities when accessing the CRT network and make efficient use of time and resources. Students may not use non-academic IM, forums, blogs, or chat rooms. Internet and network computer access at CRT is for educational purposes, not for recreation or entertainment (e.g., web-based computer games) nor for non-school related activities. During the school day, Internet access must be class/assignment related—no surfing is permitted. Printing/copying will be limited to academic, or school club activities and fair use copyright rules must be followed.
8. The user will exercise good moral judgment when using the Internet and will only use those sources that are in keeping with the mission and goals of CRT. Internet sites which go against our Catholic/Christian teachings will be avoided at all times. Forms of plagiarism, including access/use of term paper sites or other forms of student work, is prohibited. Students may be required to submit written work in an electronic format to Turnitin.com by their teacher. Cheating on tests or exams by plagiarism, transmitting/ receiving information or images before, during, or after test/exam administration will result in academic and/ or disciplinary consequences.
9. Students should be cognizant of their personal safety when on the Internet. Students will not reveal their personal address, phone number, passwords for email, Naviance, or any commercial sites. The use of the Internet for financial gain or any form of credit card fraud or electronic forgery (passing or transmitting secure information) is prohibited. CRT will not be responsible for any charges related to fee for service access to online resources or services by users.

Computers and other CRT-owned devices in the library are monitored to keep students safe. Students will be expected to follow any directives given to them by any administrator, faculty, or staff member. Student-owned devices while on campus are subject to confiscation and/or inspection at any time. Failure to comply with the above policy may result in cancellation of privileges and students may face disciplinary and/or legal action including, but not limited to, criminal prosecution under local, state, and federal laws.

Our 1:1 Device Policy

As mentioned in our Network/Internet Access Policy, the use of personal/external electronic devices is not permitted. In our efforts to help bridge the digital divide, Cristo Rey Tampa exercises a 1:1 Device Policy. This means each student will receive a Lenovo Chromebook, charging brick, and charging cord **as a loaner during the academic year**. These devices will be collected, inventoried, and reviewed for damages every summer and redistributed in the fall. It is the responsibility of both parents and students to make sure that each student upholds their responsibility to:

- always remain aware of the fact that **the equipment does not belong to the student**. They are only borrowing it for the school year
- treat the equipment with care because it is fragile
- ensure it is maintained in a safe environment
- immediately file a report with Cristo Rey Tampa administration if it is damaged, lost, or stolen
- under no circumstances deface the property



PARENT/STUDENT HANDBOOK 2018-19

- under no circumstances destroy the property
- under no circumstances personalize (add stickers, glitter, etc.) the property
- under no circumstances loan the property to others
- under no circumstances visit websites that contain inappropriate content. This means any and all content that is sexually explicit, violent, contains foul language or is deemed overall inappropriate by school personnel.
- under no circumstances load or delete any software from the Chromebook
- under no circumstances alter or remove the Cristo Rey part number (located on the back)
- under no circumstances share my passwords with other students or allow them to log in to my accounts
- under no circumstances provide personal information when using the internet
- under no circumstances attempt to make any repairs to the Chromebook, charger brick, or cord

The Lenovo Chromebook will be under surveillance 24 hours a day, seven days a week by a program known as GoGuardian. GoGuardian is designed to record **all** student online activity for the protection of all our students. Students **may not under any circumstances:**

- breach or attempt to breach GoGuardian
- research how to breach GoGuardian online or via discussion with other students on the matter

Violations of the above term may result in any and/or all of the following . . .

- student conference
- parent conference
- cancellation of access privileges and/or loss of computer privileges
- school disciplinary actions including civil or criminal liability under applicable laws

Further details of our 1:1 device policy will be illustrated in the Computer Loan Agreement Form. This is a contract that all Cristo Rey students and their Parent(s)/Guardian(s) are required to sign. Failure complete the form will result in **not receiving** a Chromebook, charging brick, and cord.



Student Service Hours

CRT is a faith-based community that believes service is an integral part of the spiritual and moral development of each person. We require our students to complete service hours in order to help them grow in their appreciation of the importance of service to our world and to encourage them to integrate reaching out to others into their daily lives. These hours will be coordinated through their Religious Studies class.

1. Students must complete 100 community service hours during their time at CRT prior to graduation. This also applies to transfer students. These hours will be coordinated through their Religious Studies class. Service hours should accumulate as listed below:
 - Freshman must have a minimum of 10 hours at the end of the year. At least 5 of these hours should be completed in the first semester.
 - Sophomores must have a minimum of 10 hours at the end of the year. At least 5 of these hours should be completed in the first semester.
 - Juniors must have a minimum of 30 hours. At least 15 of these hours should be completed in the first semester.
 - Seniors will need to complete 30 hours. At least 15 of these hours should be completed in the first semester.

| Grade | Hours Required by End of Year | Hours Required in Semester 1 |
|-------------------|--------------------------------------|-------------------------------------|
| Freshman | 10 | 5 |
| Sophomores | 20 | 10 |
| Juniors | 30 | 15 |
| Seniors | 40 | 20 |

1. Approval must be granted prior to the start of service hours. Freshmen and transfer students cannot begin documenting hours until after their first day as a CRT student.
2. The following do not meet the CRT service requirements:
 - Service done during class instruction hours without administration approval
 - Service providing the student with any type of compensation
 - Service mandated by the court
 - Service performed for any family member
 - volunteer service at a for-profit business (including doctor or vet's offices and children's day care centers)
 - Service done for political campaigns

Students may be permitted to do some of their service hours for CRT. In all cases, the CRT faculty or staff member must contact the Religious Studies teacher for prior approval. Failure to receive prior approval will disallow the use of these hours. Assignment and verification of hours is dependent upon prior approval.



3. Students who do not complete the required community service hours at the pace indicated above will be restricted from participation in extracurricular activities and events. Seniors who do not have completed hours will not participate in graduation ceremonies, and transcripts will be withheld.

Service hour inquiries and forms can be emailed to servicehours@crstoreytampa.org or directed to the campus ministry director in person.

Parent Service Hours & Family Meetings

Cristo Rey Tampa emphasizes the importance of service for all individuals in the CRT family. Each household will be required to fulfill a five (5) service hour obligation in addition to the hours required by each student. This service may include but is not limited to assisting the school office, helping with various school activities and functions, or working concession stands. A monetary payment or in-kind donation of \$10 per service hour can satisfy this obligation as it will go towards furthering the mission of the school. Payment for unfulfilled service hours will be billed to the family's SMART tuition. All service hour inquiries and forms must be emailed to servicehours@crstoreytampa.org

CRT has partnered with Baycare health systems to engage parents in "Family Night" discussions that will look at the various dynamics of parent-teen communication. These nights are aimed at building the awareness needed for overall student success. Parents will be required to attend at least one (1) Family night during each semester.

Academic Session (Homework Center)

Academic Session is a place available to all students to complete unfinished homework, take a missed quiz or test, or receive tutoring from a teacher in a specific subject. Students may be required to go to an academic session if they are on academic probation or have other academic areas needing improvement.

- Academic Session will take place once at least once a week. If the student is assigned, attendance is mandatory.
- Missing a ride or a sporting event, and the like, are not excuses to miss the Academic Session. The student should consider this ahead of time and will be required to face the consequences of incomplete homework.
- Missing required Academic Sessions will result in a notification being sent to the Dean of Student Growth and the assignment of the appropriate consequences through the discipline system. This may include detentions and/or parent conferences.
- Students are expected to communicate with their parents to inform them if they will be staying for the Academic Session
- Any student missing four required Academic Sessions in a quarter will receive Saturday Detention.



Attendance

General Guidelines

For students to benefit from their education at CRT, it is necessary that care is taken to eliminate unnecessary absences and tardiness. Regular attendance is a fundamental element to success in school. A student should be absent only for a compelling reason.

Types of Absences

- **Unanticipated Absences:** Unanticipated absences may occur when a student is ill or for other reasons. A parent or guardian must call the school office before 8:00 a.m. on each day that a student is absent and briefly state the nature of the absence. Parents are asked not to leave a voicemail or email and must speak to a person. Three (3) of these absences in any quarter is considered excessive and will trigger a conference with the Dean of Student Growth. If a student is out sick for any two consecutive days or more, a doctor's note is required to accompany the student upon return. These absences are always considered Unexcused unless there is a doctor's note provided upon the students return.
- **Anticipated Absences:** On rare occasions, a student's family will know ahead of time that he or she will be absent from school for travel or scheduled appointments. Parents or guardians are required to send a written notice to the Dean of Student Growth's office at least three school days in advance and notify the student's teachers. The student is responsible for making arrangements with teachers to secure work in advance. If the student misses a work day, he/she will also be required to report to the Corporate Work Study office to schedule the make-up day. Three (3) of these absences in any quarter is considered excessive. Excessive absences will be reviewed by the Dean of Student Growth to determine the appropriate consequences which may include probation. These absences are considered Excused unless there is no record of notification to the school.
- **Bereavement Absences:** A parent or guardian should contact the Dean of Student Growth in the event that a student will be absent due to a family bereavement. The Dean and Guidance Counselor will work with teachers to help students continue with their academic work. Absences due to family bereavement will be treated with sensitivity and care on an individual **basis**.
- **Excessive Absences:** Any student with three or more unexcused or five or more total excused and unexcused absences in a grading period (quarter), will be scheduled for a student/parent conference with the Dean of Student Growth and the applicable disciplinary measures will be determined.



- **Early Dismissals/ Late Arrivals:** We ask that parents do everything they can to schedule appointments for students outside of the school day. If a student arrives late or is required to leave early for any appointments, the parent must give prior notice in writing to the front office. If the notice is not received, a written warning will be issued once. After the warning, the student will be required to serve a detention for missing instruction time without explanation. Students arriving to school after period C or leaving before period G are considered absent for one half of a day. Three (3) of these early dismissals or late arrivals in one quarter will be considered excessive and will trigger a conference with the Dean of Student Growth to determine the appropriate consequences which may include probation.
- **Extended Medical Absences and Dismissals:** Depending on the circumstances, consecutive absent days due to illness may be considered as one incident. For ongoing medical circumstances that require a partial absence, full absences, early dismissals, or late arrival, a release with documentation must be on file providing an explanation of treatment duration and any limitations related to the condition. Specific medical details do not have to be provided according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

School Work Missed Due to Absence

Students are responsible for obtaining make-up work and have the same number of days as they are absent to make up the work. Work that is not made up within the allotted time frame will earn a zero. Teachers may allow additional time if warranted. If the absence was on a work day, the student will also be required to report to the Corporate Work Study Program to schedule a make-up day. Students absent from school may not participate in any school activity held the day of the absence.

NOTE: All absences are counted on a student's attendance record, and require a note from the parent or guardian, which must be submitted upon the student's return. This procedure must be followed even if the parent or guardian called to report the absence. If a note is not provided, the absence will be automatically deemed unexcused. To prioritize the importance of daily attendance, all extracurricular activities by a student could be limited by the Administration. The Administration reserves the right to rule on unusual cases in an individual and discretionary way.

Truancy

Pursuant to Florida statute 1003.26, CRT acknowledges that truancy is any absence from school without the approval of parents or school authorities. Florida State Law requires the school to report the names of any students with more than 15 unexcused absences within a 90-calendar day period. Truancy may result in Saturday detentions equivalent to the number of hours missed. A second offense may be grounds for dismissal from school. If a student accumulates ten consecutive days of unexcused absences from school and work, those absences will be reported to Child Protective Services. Any student accumulating forty or more unexcused absences from school and work within a full school year will not be promoted, and the school will file a formal complaint with Child Protective Services.



Attendance Probation

Students will be placed on Attendance Probation upon accumulating (for the entire school year)

- **10 or more school tardies,**
- **10 or more class tardies,**
- **8 or more absences, and**
- **2 or more absences from CWSP**

A student on attendance probation will lose a “Good Standing” status until the probationary period is complete. This means that the student will lose privileges to playing in athletic events and may not be allowed to attend certain school events. A part of the probation may be for the student to make up the school time they have missed during an established time by the Dean of Student Growth. Other consequences determined by the Dean of Student Growth may be determined as well.

Front Office Visits

If a student becomes ill or has a need to visit the front office during school hours the following procedures are followed:

1. The student must obtain a pass from the teacher for the clinic. If a student becomes ill between classes, the student must report to the next class teacher to receive the pass. The teacher and/or student should communicate with the Dean of Student Growth via email or in person that the student will be heading to the main office. The student will then be permitted to go to the front office to notify a parent or guardian.
2. The student is permitted to remain in the front office only if it has been decided that they are unable to remain in class for the day and are awaiting a ride home. Parents must pick up the student in the Main Office or call to give permission allowing the student to go home. If parents cannot be reached, only persons on the clinic card may pick up the student unless a parent emails a release stipulating additional parties allowed to pick up the student.
3. Students will not leave school until parents have granted permission. Students will be required to bring in an absence note when returning to school.
4. Records will be kept of the number of times a student visits the front office for illness.
5. Parents should inform the school if their student has any special medical problems.
6. Parents are required to notify the school if their student takes doctor-prescribed medication. All medication will be taken in the clinic. Students are required to bring the medication to the Main Office at the beginning of the day. Medicine should be in the original container with the required dosage on the label and will be administered by school personnel.
7. Students may not carry any medication, prescription or over-the-counter with them or in their vehicles.
8. Students who are in the front office or clinic during class times without a hall pass or have not contacted a parent for an emergency will receive a detention for skipping.



Code of Conduct

Purpose

The Cristo Rey Tampa High School Code of Conduct is set forth to communicate clear standards and expectations for student behavior. The Code of Conduct may not highlight all discipline infractions and outcomes, but it serves as a guide for students, parents, faculty, and administration. School disciplinary policies apply to all CRT students whenever they are involved in a school-sponsored activity that is on or off campus. This also includes the times during transportation to and from these activities.

Conduct that occurs on or off school grounds, which can be considered as detrimental to the reputation of the school, Cristo Rey Network, or the Catholic Church can result in consequences up to and including expulsion. The Administration reserves the right to rule on unusual cases in an individual and discretionary way.

CRT students involved in illegal activities outside the school may also incur disciplinary action by the school administration. If students are involved in illegal matters at school or any school-sponsored activities, the administration may be obligated to notify the legal authorities. The school retains the right to amend the Parent/Student Handbook for just cause at any time.

Philosophy

As mentioned in the school mission, Cristo Rey Tampa is a Salesian school influenced by The *Preventive System* of education proposed and developed by St. John Bosco. It emphasizes *Reason, Religion, and Kindness* as the fundamental elements essential to the process of educating youth. These fundamental elements along with the core values and basic expectations set the tone for an impactful discipline philosophy.

General Progression of Consequences

Naturally, the severity of consequences will increase as infractions accumulate. Please note that any single incident or accumulation of incidents can result in the highest level of disciplinary action.

Demerits - > Detention - > Saturday Detention -> Suspension -> Behavior Contract -> Expulsion

This philosophy provides abundant mercy with loving correction. The Cristo Rey Tampa “Code of Conduct” is founded on the belief that all individuals are uniquely created in the image and likeness of God. This foundational belief mandates that all students embody respect for their peers, faculty and staff, as well as all other members of the greater community, our school, and the environment.

We believe that it is the shared responsibility of the student, parents, faculty, and administration to work together to create an opportunity for the students to grow as individuals. However, it is recognized that students may, at times, make choices that do not align with the core values of the school. The platform for working to modify behaviors that do not align with the school’s core values aims to be one that takes advantage of the positive relationships that are developed between the students, parents, faculty, and administration. For this process to be successful, it requires open and honest communication between all individuals. Furthermore, it is essential that there is a mutual trust that both the school and family are working for the students’ best interests.



Classroom Management and Supervision

CRT believes that the best way for the students to be successful in meeting the behavioral expectations of the school is to have clearly stated expectations that are fairly and consistently enforced in every classroom and throughout the school. Supervision is coordinated and provided for students throughout the school to both ensure the safety of the students as well as give students the best opportunity to make good choices that align with the core values of the school.

For the good of each individual and the community, all faculty and staff have the responsibility to recognize and reward a student for exemplary behavior and to discipline a student when necessary. Disciplinary action will be taken when a student commits an infraction deemed inappropriate by a faculty or staff member. The discipline system at Cristo Rey Tampa recognizes that infractions have varying degrees of seriousness, and consequences are designed to match the infraction in seriousness. When a faculty or staff documents any discipline incident, he or she must notify the student in a discreet manner whenever possible before capturing the incident in the portal system.

Teachers, students, and parents are required to monitor the discipline summary regularly on the portal. Incidents can be viewed in real time once they have been reviewed and approved by the Dean of Student Growth. Normally, disciplinary infractions involving the Corporate Work Study Program will be handled by CWSP. However, the administration reserves the right to apply the appropriate consequences to actions committed by students on their work day.

The Dean of Student Growth may find it necessary for a student to serve their detention with the teacher who documented the incident with the hopes of fostering positive communication without outsourcing the discipline to the administrative level. Infractions, demerits, & detentions will not be viewable in the portal at the beginning of each quarter marking period, but they will continue to be tracked in the database as a permanent record.

Uniform Policy

As a private college preparatory school, the mandatory uniform program at Cristo Rey Tampa establishes an environment of respect and focus on academics. It serves as a means of consistency in student dress while keeping costs of students' clothing to a minimum. It also reduces the problem of competitive dressing. Students are expected to be in full uniform, as outlined in the uniform policy, at all times during the school day unless he/she has written permission from the Dean of Student Growth or in the event of special non-uniform days as approved by the administration. Teachers will perform uniform checks at the beginning of each class period, notify a student if they are out of dress code, & document it in the portal if they are not.

The administration reserves the right to send home any student if his/her dress is not within the regulations or is deemed inappropriate. In these situations, the school will attempt to provide an alternative for the student. However, this cannot be guaranteed. Parents will be notified if a student needs to be sent home. Students must come to school dressed in their uniform and remain in such until after the dismissal bell.

Educational Outfitters is the approved CRTHS uniform vendor for all uniform polos, uniform bottoms, PE uniforms, spirit shirts, and outerwear. The expectation is for CRT students to arrive on campus looking neat. Approval for items that are not sold at Educational Outfitters must be granted by the Dean of Student Growth.



Shirts should be pressed and wrinkle-free. Shirt tails must be worn inside the uniform slacks at all times during the day. No part of the uniform should be faded, and slacks must be hemmed. Pants should be purchased

Educational Outfitters

Phone: 813-350-0222

Website: www.educationaloutfitters.com/tampa/

Dress Code

Girls School Attire

- Navy blue polo with Cristo Rey Tampa logo
- Khaki skirt midrise style 6751 A-line knee
- Khaki pants
- Navy blue or black socks that extend over the ankle
- Brown or black dress shoes-closed toe, flats
- V-neck sweater with school logo

P.E. Gym wear

- Royal mesh shorts with school logo
- Grey T-shirt with school logo
- Sneakers and socks that extend over the ankle joint

Girls Corporate Work Study & Mass Attire

- Khaki skirt (midrise style 6751 A-line knee length)
Khaki pants with CRT logo or pre-approved with letter from Dean of Student Growth.
- White long-sleeved button-down collar oxford shirt with school logo
- School tie
- Black or brown shoes, closed toe, one-inch heels or less
- Blazer (purchased at school as deemed necessary)
- Black or brown belt (match with shoes)
- Black or navy dress socks that extend past the ankle joint
- Company issued shirts are permitted.

Boys School

- Navy blue polo with Cristo Rey Tampa logo
- Khaki pants
- Black or brown dress shoes (Sperry's are allowed at school, but not at Corporate Work Study)
- Dark socks that extend over the ankle joint
- Belt to match the color of shoes worn
- V-neck logoed sweater

Boys P.E. Gym wear

- Royal mesh shorts with school logo
- Grey T-shirt with school logo

Boys Corporate Work Study & Mass Attire

- White long-sleeved button-down collar oxford shirt with school logo
- School tie
- Blazer (purchased at school as deemed necessary)
- Black or brown belt (match with shoes)
- Black or navy dress socks that extend over the ankle joint
- Black or brown shoes
- Company issued shirts are permitted.

Cold Weather Attire

- All students must not wear any articles of clothing not consistent with the school uniform. In the event of cold weather, students may only layer the following approved school clothing;
- Uniform Shirt
- Hoodless Uniform Sweater (navy). Hoodies are not permitted at all during school hours.
- Approved Uniform cold weather attire or Blazer if necessary.
- A white or black undershirt may be worn if it does not exceed the uniform shirt length or show any print through.
- Head coverings, scarves, blankets, and gloves are not permitted



*Uniforms, shoes, and spirit apparel should never have writing or non-approved stitching on them

Grooming

- **Hairstyles should not be extreme, attention-getting, or distracting to others in length, style, or artificial color** (artificial means any color not natural such as green, purple, pink, blue, bright red, etc.).
- **Boys' hair length should be above the collar** of the uniform shirt and above the eyebrow.
- **Extreme differences in length of hair including mohawk style and half-shaved styles are not permitted.**
- Girls' hairstyles are to be kept simple and worn in a controlled style. **Only barrettes, small bows, a sensible number of beads and braiding are allowed.**
- Hair accessories should never wrap around any individual locks of hair or braids.
- **Girls' hair needs to be out of the eyes and must not be bleached, dyed, or tinted in non-natural colors.**
- Headbands may only be a navy, yellow, or a black color and must not have a pattern on them
- **Use of makeup, lipstick, eyeliner, etc. must be modest. Nails are to be kept neat and trim. Simple color nail polish may be worn. Extra-long nails will not be permitted.**
- **Only one pair of small earrings** may be worn at a time (one per ear). No ear cuffs or bars may be worn. **Earrings are not allowed on male students.**
- **No visible body piercings or tattoos** are permitted.
- One necklace, chain or medal may be worn inside of the blouse or shirt.
- **Boys must be clean-shaven on the chin, upper lip, cheeks, side of mouth, and neck area. No exceptions will be made for any mustache or goatee. Sideburn growth should not extend below the earlobe. Students will be given the option to shave at school without receiving detention if it does not become a regular occurrence. After one general warning to shave, boys will be given immediate detention.**

The Dean of Student Growth retains the right to make a decision on any dress code violation that is in question.

Hygiene

Students are expected to maintain a neat and clean appearance. Cologne or perfume, if used at all, should be worn in conservative quantities. Attention should be paid to showering, shaving, using deodorant, brushing teeth, combing hair and washing and ironing clothes.



Spirit Days

To celebrate school spirit, and reward students for meeting dress code expectations, a spirit day may be designated by the Dean of Student Growth one time during any month. On Spirit Days, students may dress out of uniform, if they are in CRT apparel (team apparel, Spirit Gear, apparel from special CRT events). Please Note:

- Only Cristo Rey Tampa tops are allowed on Spirit Days.
- The only bottoms allowed are CRT Uniform bottoms or properly fitting jeans without any large holes or tears that show through to the skin. The Dean will make this determination. Students should have a change of clothes prepared for them in the event they are not dressed appropriately.
- CRT Spirit Gear is sold at Educational Outfitters in the store and online. Arrangements can be made with the to deliver the merchandise to the school.
- If the Spirit Day falls on a student's work day, they miss that particular dress day.
- **Students who are inappropriately dressed for Spirit Days or other dress down days will receive an immediate detention and will be issued a loaner uniform (if available) or sent home. Students who consistently violate Spirit Day expectations will lose the privilege.**

Student Evaluation and Status

A general evaluation will be performed for all students at the end of each semester. This will serve to notify the student and parent of the overall progress a student is making at Cristo Rey Tampa. Evaluation components will include student attendance, behavior incidents, grade point average, standardized test scores, & a number of failed courses. Deficiencies in any of these categories at the end of the first semester may result in a conference to discuss concerns. Deficiencies in any of these categories at the end of the second semester may result in a first or second conference and/or dismissal from CRT. A good standing status is given to every student at the beginning of the school year, and once it is lost, it can only be earned through the passing of time with notable progress. An official status update for any individual student can only be made by the Principal and/or Dean of Student Growth. Parents can request a status check at any time after the first semester.

Tardy Infractions

Attendance and punctuality are key ingredients to success at Cristo Rey Tampa. We strongly believe that every minute inside of the classroom and at the workplace holds enormous value. We will make every reasonable effort to address individual circumstances that pose a threat to a student's ability to consistently arrive at school and work. The tardy infraction consequences have been outlined below, and they will be tracked through the school database.



School Tardy Infractions

Students should arrive at school by 7:25 AM if they wish to eat breakfast. At 7:30 sharp, students are required to meet in the gym for morning oratory to begin the school day. Corporate Work Study students will also attend morning oratory. Attendance will be taken as students enter the building. The doors will be closed and anyone arriving after 7:30 is considered Tardy to school. They will need to sign in at the front office. A school tardy will be excused upon presentation of a doctor/professional note identifying the student having an appointment that required them to be late. Students who miss graded or ungraded activities due to unexcused tardiness may be allowed to make-up these activities at the teacher’s discretion. In the case of extreme or unusual circumstance (significant accident on major thoroughfare to school/ unusually bad weather), students will not be counted as tardy. This determination will be made by the Dean of Student Growth. A student will receive detention after three unexcused school tardy infractions within two weeks. A Saturday detention will be issued after eight unexcused school tardy infractions in any one quarter. Any late arrival of CRT transportation will be viewed as an excused tardy.

Class Tardy Infractions

Students are expected to arrive to class on time, be seated and prepared to learn when the late bell rings each period. Students who are not in class on time, and do not have a note from an administrator or other faculty/staff member, will be considered tardy unexcused. Unexcused tardiness to class will be considered as a classroom disruption as it interferes with instructional time. Students who miss graded or ungraded activities due to unexcused tardiness may be allowed to make-up these activities at the teacher’s discretion. Classroom tardiness will be documented through the student database (visible in the student and parent portal), and consequences are cumulative for each semester. A student will receive detention after three unexcused class tardy infractions within two weeks. A Saturday detention will be issued after eight unexcused class tardy infractions in any one quarter.

| | | | | | | |
|------------------------------------|----------------------------------|----------------------------------|---------------------------------|----------------------------------|----------------------------------|--|
| Unexcused Tardy to School(morning) | 1st offense 2 Demerits | 2nd offense 2 Demerits | 3rd offense Detention | 4th offense 2 Demerits | 5th offense 2 Demerits | 6th offense Saturday detention |
| Unexcused Tardy to Class | 1st offense 2 Demerits | 2nd offense 2 Demerits | 3rd offense Detention | 4th offense 2 Demerits | 5th offense 2 Demerits | 6th offense Saturday Detention |



Restorative Justice & The Rolling Demerit & Detention Cycle (RDDC)

Cristo Rey Tampa High School supports the restorative justice model of discipline that focuses on the reconciliation that should occur between the student committing the offense and the person and/or community at large whom they've offended. This is done through the reinforcement of appropriate interactions following infractions and reflections on past, present, and future dispositions. This impactful method of corrective action is strongly supported by CRT.

Along with restorative justice, CRT utilizes a Rolling Demerit & Detention Cycle that is designed to employ a reasonable and generous degree of mercy. The RDDC creates a window of opportunity for even the most troubled students to adapt to and succeed in the rigorous Cristo Rey College Preparatory and Work Study Program. Demerits may be assigned by any faculty or staff member according to the chart below. This demerit chart should serve as the rule. No exceptions should be made. **A student who accumulates six demerits from any combination of infractions within a two-week cycle will be required to serve a 1-hour detention.**

DEMERIT SCHEDULE

| OFFENSE | DEMERITS | NOTES & EXAMPLES |
|--|----------|--|
| Phone/Electronic Device outside of backpack without permission. | 0 | Phone/electronic device will be taken from student. Refer to p. 53 for full consequences. No demerit given due to consequence of phone removal. |
| Minor Offenses | | |
| I. Dress code: Immediate Correction | 2 | Untucked shirt, No ID Must be corrected immediately |
| II. Unexcused Tardy to Class | 2 | Refer to class & Tardy administration |
| III. Unexcused Tardy to School (after 7:30) | 2 | Repeat Offenders will require a parent meeting |
| IV. Eating/Drinking Outside Cafeteria | 2 | No food or drink outside of cafeteria including gum |
| V. Class Disruptions: a. Unprepared for Class b. Inappropriate Voice or Object Volume in class or halls c. Failure to follow directions d. Talking out of turn during class | 2 | - Not bringing a book, charged Chromebook, or other supplies to class - Screaming, shouting, extremely loud laughter that is Disruptive and/or immature at any time. Banging on floors, walls, tables, chairs etc. - Out of seat, not starting work after warning. |
| Major Offenses | | |
| I. Inappropriate Language | 4 | Use of foul or vulgar language, disrespectful tone |
| II. Horseplay/ Inappropriate Contact | 4 | Ex: Pushing, play fighting, public display of affection. Parents are notified for p.d.a. |
| III. No Hall Pass/ Loitering in Hall | 4 | Pass is required in the hall between 7:30 and 4:12 PM. After 4:12 Students should be in a supervised area |
| IV. Excessive Disruption | 4 | Shouting, throwing, taunting that excessively disrupts learning |
| V. Disrespect of Faculty or Staff | 4 | Insubordination, disrespect, attempting to argue with adults |



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| | | |
|--|--------------------------------|--|
| VI. Dress Code: Non-Correctable | 6 | Students may be sent home if not in proper dress code at any time |
| VII. Inappropriate Use of Technology | 6 | Inappropriate, illicit, or graphic websites; bypassing school filters |
| VIII. CWSP Van | 6 | No seatbelt, inappropriate behavior, failure to follow driver or chaperone instructions, littering inside or outside of van, loud music, shaking/rocking vehicle |
| IX. Throwing Food in Cafeteria | 6 | Student will also be required to clean cafeteria |
| X. Skipping Class | Direct Referral to Dean | Absent from any class after 7:30 without pass or note. |
| XI. Gross Disrespect of Faculty/Staff | Direct Referral to Dean | Use of profanity, threats, intimidation, gross insubordination |
| XII. Damage to School Property | Direct Referral to Dean | Student will be responsible for cost of cleaning, replacement or repair |
| XIII. Bullying/Harassment | Direct Referral to Dean | Repeated taunting, intimidation, threatening. Includes cyberbullying |
| XIV. Altercations | Direct Referral to Dean | Verbal or physical. 1st Offense: Discipline Council (student may be asked to withdraw) 2nd Offense: immediate expulsion |

Mini detention breakdown:

6 demerits in two weeks = 1 detention

18 demerits = Saturday detention (Meeting with parent and student)

2 Saturday Detentions = Suspension (Behavioral contract)

Detention Scheduling

Depending upon the workday of the student, it will be expected that the student attends detention on the day he/she has arrived at the six demerits within two weeks. So, for example, if the student has a tardy on Monday which gives him six demerits, he/she will need to attend detention on that day. Students will report to a location that the Dean of Student Growth determines. If a student is absent from detention after school, he/she will be given a Saturday detention. **If there is a conflict that will impact student attendance in detention, he/she needs to communicate in person to the Dean of Student Growth on that day of the detention. If a student should accumulate two detentions in one academic day, then the student will serve two consecutive detentions on the following two days of the event.**



The Dean of Student Growth may establish other detention times such as lunch. In the event detention is at lunch Dean of Student Growth will let the student(s) who need to attend know ahead of time. A student serving lunch detention will need to do two days of lunch in order to complete one detention.

Detention Schedule & Thresholds

Excessive demerits and detentions will be evaluated by the Dean of Student Growth to determine the appropriate consequences. Cristo Rey Tampa employs a graduated demerit and detention system, holding students to a higher degree of responsibility and accountability at each grade level. Students may not exceed the following thresholds for detentions during the academic year. Those who exceed these guidelines may be asked to leave Cristo Rey Tampa immediately or denied re-enrolment for the following year. Demerits and Detentions are visible to parents, students, and staff on the portal. **A conference will occur when a student is in danger of exceeding these thresholds.**

| | |
|-------------------|---|
| Freshman | May not exceed 16 detentions. Conference held at 8th Detention + Saturday Detention |
| Sophomores | May not exceed 12 detentions. Conference held at the 6th Detention + Saturday Detention |
| Juniors | May not exceed eight detentions. Conference held at the 4th Detention + Saturday Detention |
| Seniors | May not exceed four detentions. Conference held at the 2nd Detention + Saturday Detention |

All Students May Not exceed 2 Saturday Detentions

A student will be assigned detention upon receiving six demerits in a two-week cycle beginning on the day of the first demerit earned. **Detention must be served following dismissal on the day following the infraction. Daily detentions are one hour** and if student is assigned a “double detention” it will be expected that student will serve the next school day immediately following the first detention. Students are not permitted to speak during these sessions. Dean of Student Growth will assess where daily detentions will take place and how they will be monitored.

A detention reflection may be required by the faculty or staff member supervising the detention. If a student does not serve his/her detention and one penalty detention within the week earned, they will automatically receive a Saturday Detention. The student’s work day will be taken into consideration. A detention may also be automatically assigned at the discretion of the Dean of Student Growth for excessively disruptive behaviors. If extenuating circumstances require the rescheduling of detention, it is the student’s responsibility to communicate and clear this rescheduling with the Dean of Student Growth either in writing or through email communication.

If a student should have a conference due to getting to the “half” point of the allowed detentions, it is probable that the student be placed on “Disciplinary” probation. Refer to section on “Disciplinary probation.”



(Direct Dean Referral) Consequence Range Table

The Dean of Students will reserve the right to utilize any combination of consequences within a set range for certain infractions. The range of consequences and specific infractions are listed in the table below.

| | | |
|---|-----|--|
| Electronic devices | Min | - Confiscation & Detention by teacher or Dean and released to student at the end of school day. |
| | Max | - Confiscation—for release to legal guardian or a designated emergency contact with guardian approval only, Saturday Detention |
| Failure to serve detention | Min | - Serve missed detention, serve penalty detention |
| | Max | - Suspension |
| Gambling | Min | - Item/money confiscated |
| | Max | - 3-day suspension |
| Improper use of technology | Min | - Detention possible - Suspension of network use privilege, parent communication |
| | Max | - 3-day suspension |
| Leaving class without permission/ skipping | Min | - Detention |
| | Max | - 3 Day suspension |
| Solicitation or sale of any goods or services for any fundraiser or other reason while in the school (unless if done for a school-sponsored club or organization) | Min | - Detention and confiscation of items |
| | Max | - 3-day suspension |



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| Forgery/academic dishonesty | Min | - Detention low or no credit is given for the assignment minimum of 3 demerits |
| | Max | - 5 days suspension |
| Possession or use of tobacco, vaporizers or related items (such as lighters or matches) or look-alike item | Min | - Detention, confiscation of item |
| | Max | - 3 Day Suspension |
| Cutting a school day | Min | - Detention, parent conference |
| | Max | - 3 Day Suspension |
| Gross disrespectful behavior to a staff member, student, or visitor, including verbal disrespect, written disrespect, obscene gestures, and disrespect on the internet | Min | - Detention, parent conference and/or 1-day suspension |
| | Max | - 3-day suspension |

Due to the egregious nature and the likelihood that the continued presence at school of the student who commits such an act of gross misconduct will pose a threat to school safety, and/or disrupt other students' learning opportunities, and/or substantially disrupt, impede or interfere with the operation of the school the following offenses incur a suspension as a minimum consequence:

| | | |
|--|-----|--|
| Possession, use, intoxication, distribution, or sale of alcohol or illegal drugs, or drug paraphernalia or look alike item | Min | - 1-day suspension and/or outpatient counseling |
| | Max | - Referral for an expulsion hearing |
| Fighting/Battery | Min | - 1 Day suspension |
| | Max | - Referral for an expulsion hearing |
| Gang-related or group organized disruptive activity | Min | - 1-day suspension and character development class |
| | Max | - Referral for an expulsion hearing |
| Theft, robbery, or extortion | Min | - 1-day suspension |
| | Max | - Referral for an expulsion hearing |
| Threats, harassment, bullying or hazing of staff or students including sexual harassment and threats on the internet | Min | - of 1-day suspension |
| | Max | - Referral for an expulsion hearing |



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| Vandalism or damage of school or community property including hacking into or disrupting network technology systems | Min | - Saturday Detention and restitution of property & cost |
| | Max | - Referral for an expulsion hearing |
| Possession of weapons/dangerous objects | Min | - Item confiscated, 1-day suspension |
| | Max | - Referral for an expulsion hearing |
| Repeated violations of the CC including repeated disruptions to the learning process after earning 30 or more detentions in any one school year. | Min | - 1-day suspension |
| | Max | - Referral for an expulsion hearing |
| Use or attempted use of a weapons/dangerous objects | Min | - 1 Day suspension |
| | Max | - Referral for an expulsion hearing |

Saturday Detention

A Saturday Detention will be assigned for failing to serve detention within the week that it is earned. The Dean of Student Growth may also assign this penalty for misconduct that calls for more than a detention as a consequence. Students must attend Saturday Detention from 8-11 a.m. on the date assigned. Failure to attend Saturday detention will result in a one-day suspension.

If a student cannot attend a Saturday detention for any personal reason, a parent/guardian must justify the absence in writing before the date the detention is scheduled to be served. **At that point, the student should make a sincere effort to re-schedule the Saturday to serve.**

Suspension

Suspension is a grave penalty imposed for very serious offenses. When a student is suspended, the following procedures will be followed:

- The student’s parents will be called to notify them of the suspension.
- The parent will be asked to pick up the student from school immediately.
- The student, during his/her time of suspension, will not be allowed to participate in any school functions and is not allowed on campus except to attend work.
- Academic work missed during a suspension may be made up following a student’s return. The student is given the same number of days as he/she was suspended to complete make-up work. Failure to complete make-up work within the expected timeframe will result in a grade of 0.



- No student will be allowed back on campus until the Dean of Student Growth has met with his/her parent or guardian. **Repeated suspensions will lead to further consequences, including Disciplinary Probation or expulsion.** Cristo Rey Tampa will employ a range consequence system, and student consequences can escalate for performing the same behavior multiple times.

Conferences

Teachers may require students to come before or after school, or during other periods to participate in a student/teacher conference. Student/teacher conferences will be required when students are failing to meet behavior expectations in the classroom. The purpose of these conferences is to ensure that the student is aware of the inappropriateness of their choices in the classroom as well as to work together with the teacher to find a solution that will promote student success. Student/teacher conferences will be documented by the teacher and may be accompanied by disciplinary action as required by the teacher (after school classroom detention, etc.). Mandatory student/teacher conferences resulting from misaligned behaviors will be documented through the student database (visible in the student and parent portal), and consequences are cumulative.

When a student is in danger of exceeding demerit thresholds, or at other times deemed appropriate by the Dean of Student Growth, a parent meeting will be required. The Dean of Student Growth will meet with a student and his/her parent or guardian to review the student's discipline record and to formulate an action plan to support the student in changing his/her behavior. The Dean of Student Growth will monitor progress at regular intervals to determine whether Disciplinary Probation is necessary.

Parent Communication

When student behaviors that are misaligned with the school's core values and expectations continue after a conferencing intervention, teachers will engage in a dialogue about the issues with the student's parents. It is the expectation of the school that the parent, student, and teacher work together to create clear expectations and explore the possibility of further interventions to modify student behavior in the class. Parent communication will be documented by the teacher and may be accompanied by disciplinary action as required by the teacher (classroom detention, etc.). Mandatory parent communication resulting from repeated behaviors will be documented through the student database (visible in the student and parent portal), and consequences are cumulative.

Referrals

Any faculty or staff member may use the direct referral process for a student who has engaged in academic integrity infringement, is a continuous disturbance in class, is defiant anywhere on campus, or is involved in a more serious situation either in or out of the classroom. This process transfers the student behavior problem to the Dean of Student Growth immediately, and the teacher presents all previous interventions employed to help resolve the situation. The Dean of Student Growth determines the appropriate intervention(s) and/or consequence(s) to remedy the situation. Consequences may include detentions, demerits, parent conferences, suspension, or behavior contract. Failure of a student to respond positively may result in the student's dismissal from school.



Disciplinary Probation / Behavior Contract

When a student consistently demonstrates behavior that threatens the culture of peace and excellence at Cristo Rey Tampa, the Dean of Student Growth may place him/her on Disciplinary Probation and implement a Behavior Contract. Examples of cause for Disciplinary Probation include, but are not limited to, the following:

- Exceeding (or at-risk for exceeding) demerit thresholds or at a Conference due to reaching half of the demerits allowed.
- Multiple offenses of the same behavior
- 2 or more suspensions for any behavior
- Physical Altercation
- Any situation that puts the students, faculty, staff, and school community in a dangerous or unsafe environment

Students who are on Attendance Probation or Disciplinary Probation will meet with the Dean of Student Growth to discuss their status. Parents will also be informed of the student's status. The Dean of Student Growth will review the student's behavior record to determine if the student should be removed from participation in athletics or co-curricular activities. If the Dean of Student Growth determines that a student should be removed from participation in athletics or co-curricular activities, that student's status will be added to the Eligibility Report, with the accompanying reason indicated.

Students on Disciplinary Probation can have eligibility restored by:

- Receiving merits to decrease their demerits under the quarterly threshold
 - Going two academic weeks without receiving a demerit
 - Updated eligibility will be determined at the end of the quarter
- Students on Attendance Probation can have eligibility restored by:
- 16
 - Going two academic weeks without a tardy or absence to/from school

Updated eligibility will be determined at the end of the semester. The Dean of Student Growth will update a student's status on the Eligibility Report if eligibility has been restored. For one-time events (i.e., conferences, trips, etc.), students who are not in good academic standing must petition the Principal to participate. The determination of the Principal in such matters is final.

When initiating Disciplinary Probation, the Dean of Student Growth will meet with the student and his/her parent or guardian to establish a written behavior contract outlining behavioral expectations. **The conditions of probation may include counseling and/or community service.** Both the student and his/her parent or guardian will be required to sign this agreement. The aim of Disciplinary Probation, as with all other consequences, is to correct misbehavior so that the student may be returned to good standing.

Failure to comply with the terms of Disciplinary Probation can result in a referral for expulsion. Participation in all co-curricular activities is a privilege at CRT and thus may be restricted. A student may request an appeal for consideration to participate in activities after one month. The appeal must be made in writing through their school counselor. Special conditions may be put on student eligibility for the coming year. Any student reaching disciplinary probation twice during his/her enrollment may be expelled or denied re-enrollment for the coming year.



Student Support Team

A Student Support Team will meet regularly to discuss students who are struggling to meet academic and/or Corporate Work Study expectations. General behavioral concerns may also be discussed during these meetings to determine the appropriate interventions that can assist any struggling student. The team will be comprised of the Dean of Student Growth, one school guidance counselor, Director of Campus Ministry. Cristo Rey Tampa Reserves the right to modify this structure at any time.

Expulsion

Cristo Rey Tampa retains the right to expel students. When the expulsion process is initiated due to the student reaching the thresholds listed in the handbook, he or she will be sent home for the remainder of the school day. This student will not return to the school unless the parent schedules a conference no sooner than the following school day. The Dean of Student Growth will meet with the Principal, a guidance counselor, and a member of the Corporate Work Study team to review the incidents that led to the student's expulsion as well as the interventions that occurred before the date of expulsion. The Principal will communicate the decision to parents or guardians and direct them to the information supporting the decision.

The family has the right to appeal the decision. This request must be made in writing to the Principal within five (5) business days of the date of the Principal's letter. Parents/guardians forfeit the right to an appeal if the written appeal is not made within this time frame. The appeals team is convened within five business days of receipt of the parents/guardians written request.

The appeals team is comprised of the Director of Guidance and counseling, a Religious Studies teacher, the Director of Campus Ministry, and a Corporate Work Study staff member, and another teaching faculty member. Their purpose is to review the decision that resulted in expulsion and the written appeal submitted by the parent. The student and his/her parent do not attend this meeting.

The decision of the appeals team and the action taken will be communicated to the Principal. The Principal of the school retains the right to accept or decline the decision. In the event of a split vote by the appeals team, the Principal will have the final vote. The action will be documented and placed in the student's file with copies mailed to the parents/guardians and sent to the President and CEO of Cristo Rey Tampa.

Cafeteria

Students have access to the school cafeteria during breakfast and during lunch. Students will clean their own area after eating. Any student who fails to act in a responsible manner during lunch is subject to detention. He/she may be required to eat lunch in a separate area designated by the Dean of Student Growth. Eating lunch outside the cafeteria is not permitted except as an approved privilege. Throughout the entire lunch period, students must remain in the cafeteria unless they are part of a club or event that requires them to eat in a different area. Microwave use may be permitted upon release of liability by the students' parent. This is a privilege that may be granted and taken away at any point from an individual or the entire school.



Eating/Drinking During the School Day

Students are not permitted to eat during times outside of lunch. Students may only drink water using clear water bottles throughout the day; water bottles should be kept in the student's backpack. Food and drinks other than water are prohibited from academic buildings always and may be confiscated if student is seen consuming them. Parents should never bring lunches outside of the designated lunch time. Students and parents should never have food delivered to the school. Cristo Rey Tampa is not responsible for meals delivered by third parties or by parents prior to or after the lunch period.

Student Drivers

Student drivers will be required to register their vehicle with the front office, and a decal must be purchased for \$10 at the front office. A copy of the student's driver's license, make, model and tag of the car will be recorded. The student parking area will be published prior to the beginning of the school year, and signs will be posted on the school campus. Student drivers must observe all speed limits as posted on campus. If speed limit is not posted in a specific area, a limit of 5 mph will apply. Seatbelts must be used by every passenger. Students are not permitted to access their vehicles between 7:30 AM and 4:12 PM for any reason. Student vehicles on campus may be subject to a search by an administrator under any reasonable suspicion. The student driving privilege may be forfeited entirely upon any violation of rules set forth. A student who drives to school will be required to have his or her parent pick them up if they become ill during the school day.

The Florida Legislature enacted CS/CS/SB 265 relating to the driver's license for students, age 15 to 18, as an incentive for students to stay in school and continue their education. Specifically, if a student withdraws from school and does not attend another high school or home education program or is absent for 11 unexcused consecutive days, 15 unexcused days within a 90-day period, or is absent for a total of twenty (20) unexcused cumulative days, that student's driver's license may be suspended.

Phones and other Electronic Devices

Students are prohibited from using electronic devices during the school and work day unless a teacher has given permission to use the device for an assignment in that class period only. All electronic devices must be turned off and kept in student backpack during the academic schedule including Morning Oratory, lunch and mass without any exception. Even if a student takes out the phone from backpack and it has it in hand, this is subject to an offense. This includes personal laptops, tablets, earbuds, headphones, and may include smart watches or graphing calculators if used inappropriately. **If a student should need to make a phone call home for any reason, they will need to report to the Dean of Student Growth office. Student phones will not be permitted at the CWS placement. Students will be subject to the same procedures listed below but for offense #1 device will be held overnight by the Dean of Student Growth.**



| 1st offense | 2nd offense | 3rd offense |
|--|--|--|
| <p><u>Phone or device held by teacher or Dean until the end of the day.</u> Student will meet with teacher to collect phone and incident will be documented by teacher or Dean. In the event the phone is taken at CWS (work) then the phone will be kept overnight.</p> | <p>Phone or device will be held by Dean of Student Growth for <u>one full week</u>. This may include weekend depending upon when phone was taken. Parent will receive phone call and will need to personally pick up the phone once the full week has ended.</p> | <p><u>Phone or device will be kept until the end of the semester or until further notice.</u> Parent and student will meet with Dean of Student Growth and student. It may be decided that phone remains in Dean office during the school day.</p> |

Dean of Student Growth will have the right to inspect any phone pending further investigation of any incident involving student safety or wellbeing. Dean may need to ask for student cooperation regarding content on the device they own.

Prohibited Items

It is prohibited to carry, use, or store weapons, or other dangerous objects in a school building, on school grounds or in vehicles. Included in this are imitation weapons such as toys that may appear to be real, lighters, matches, guns, knives, chains, clubs, mace, pepper spray or explosives, including fireworks. Students violating this policy will have materials confiscated and will face higher disciplinary action (suspension).

Public Displays of Affection

Kissing, clinging, and other displays of romantic affection are not appropriate to the academic setting due to the professionalism we provide and seek to teach our students. This includes holding hands. Students who show public displays of affection will receive two demerits and write an incident report in the Dean of Student Growth office. A second offense in this regard will result in a Saturday detention and/or parent notification outside of the portal documentation.

| 1st offense | 2nd offense | 3rd offense |
|--|---|--|
| <p>Three demerits and meet with Dean. The student will write an incident report.</p> | <p>Three demerits and serve detention; the parent will be notified.</p> | <p>Serve a Saturday detention, and Dean of Student Growth will meet with parent and student.</p> |



Search and Seizure Policy

The school Administration makes every attempt to maintain a school environment that is safe and conducive to learning. Whenever the school has reasonable suspicion, the Administration reserves the right to search student automobiles, lockers, book bags, backpacks, purses, water bottles, socks, pockets or effects and to confiscate any contraband item. Also, subject to search would be any computer, software program, external data storage, e.g., flash drive, phone or CD. Searches will always be facilitated by an Administrator and could include another adult witness. Drug-sniffing dogs may be employed in the search. In addition, the Hillsborough County Sheriff's Department may be notified if a crime has been committed.

Special Policies and Procedures

Academic Infringement

Anything that compromises the integrity of your work being your own is considered academic infringement. It includes, but is not limited to: copying someone else's work, letting someone else copy your work, looking at a test, quiz or exam of another student, attempting to communicate during an assessment, having cheat sheets or written information, using a cell phone or any form of technology, looking at a quiz, test or exam materials prior to their administration, giving information regarding an assessment to another student who is scheduled for that same evaluation at a later time, failing to give credit or any form of plagiarism. Students found to be in violation of this policy will receive an "F" for the test or work, one detention and three (3) demerits. Parents will also be notified. The teacher may weigh in on remedies for the grade impact.

Harassment Policy

Cristo Rey Tampa strives to establish a Christian, professional and supportive education community for administrators, faculty and staff, parents, and students. CRT has adopted and promulgated a harassment policy that addresses behaviors that interfere with fulfilling the school's mission. We, at CRT, condemn any form of harassment. Concerns should be reported directly to a school administrator. All credible allegations will be addressed according to this policy.

Purpose

This policy intends:

- that everyone is free from physical, psychological or verbal intimidation and harassment in the school setting;
- that everyone involved in schools maintain and further develop attitudes and behaviors which express respect for others and are reflective of each person's God-given dignity;
- to encourage a heightened sensitivity toward behaviors that others may find offensive and intimidating, whether these behaviors refer to race, religion, color, gender, sexual orientation, national origin, age, marital status, familial status, veteran status or disability.

This policy is not intended to limit the expectation of staff, children, students, and volunteers to engage fully in the traditions of teaching, celebrating, participating in and being formed by the Catholic faith, including but not limited to curriculum, catechesis, the Sacraments, other liturgies, worship services and ministries.



Explanation of Harassment and Bullying

Harassment can result from a single incident or a pattern of behavior involving verbal, written or physical conduct or communication. Harassment encompasses a broad range of behaviors, which could include, but are not limited to:

- Physical, mental or verbal abuse
- Insults, jokes, or derogatory slurs based on one or more of an individual's protected status(es)
- Unwelcome sexual advances or touching
- Implicit or explicit requests for sexual favor
- Unwanted sexual comments (serious or humorous)
- Unwanted sexually suggestive telephone calls, letters, e-mail, etc.
- Comments or jokes based on issues of modesty and developing social awareness
- Unwanted forced involvement in activities (e.g., physical, religious, etc.)
- Coercion of religious styles or personal beliefs upon a participant
- Intimidation in front of a group or forced personal sharing in groups
- Inappropriate media or music use that would violate this policy

Cristo Rey Tampa defines bullying as any repetitive, unwanted, and aggressive behavior that involves a real or perceived power imbalance or communicates a threat of any kind to a student's person, reputation, or property. We acknowledge and address bullying in its many different forms:

- **Physical:** students inflicting bodily harm on other students or their property
- **Verbal:** communicating aggression by word of mouth to other students that creates perceived fear of harm to other students or their property
- **Written:** communicating threats or aggression in the form of notes, bathroom graffiti, etc. to other students
- **Social/Emotional:** involves creating a hostile environment at school to purposely harm another student's reputation, relationships, or infringe on their rights
- **Academic:** purposely and substantially disrupting the learning process or systematic functions of the school, school-related, and school-sponsored events both on and off campus.



- **Cyber:** Similar to social/emotional bullying, wherein technology or other digital means are used to post, share, or communicate information to one or more persons with the intent of harming another student's reputation, relationships, or infringe on their rights. Cyberbullying can occur at non-school-related locations and through non-school technology or electronic devices if it is determined that the bullying affects the school environment.

Bullying will not be tolerated at school, school-related events, school-sponsored events both on and off campus, on the school bus, at school bus stops, and online via cyber means. Any student found participating in the bullying of another student will be subject to swift disciplinary consequences. If a student is being bullied, that student should reach out to any teacher or administrator.

Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected to the extent possible but will be consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Reporting Procedures

When an individual believes he/she is being harassed or feels uncomfortable with the actions or comments of another, or observes harassment of another person, the individual must report his/her concerns in writing as follows:

1. Individuals involved must report their concerns to the Principal. It is desirable that the Principal, as an administrative authority, is informed of any allegations, but the investigation must be conducted, nonetheless, as promptly as possible in accordance with designated procedures. The investigation will not be delayed due to the inability to make immediate contact with administrative authorities.
2. If any individual is uncomfortable reporting to the above person, the report should be made to the President and CEO of CRT.

Investigating Procedures

1. Once a written report of offensive comments or actions is received, it will be promptly and carefully investigated. Cooperation by all individuals involved in a complaint is necessary to conduct the investigation properly and equitably.
2. The confidentiality of everyone involved with the investigation or complaint will be observed, provided it does not interfere with the ability to investigate the allegations or take corrective action.
3. Individuals who engage in behavior, which violates this policy, are subject to disciplinary action, up to and including expulsion, dismissal, discharge, and any legal consequences for this behavior.



4. Individuals should recognize that knowingly and willfully bringing false accusations of harassment or discrimination can have serious effects on innocent individuals and may subject such individuals to expulsion, dismissal, discharge, and any legal consequences for this behavior.
5. Retaliation against individuals who in good faith file a complaint of harassment or participate in the complaint is prohibited. Any person who feels he/she has been subjected to retaliation under policy should report such conduct as outlined above in the "Reporting Procedures."

Bathroom Passes

Students will be allowed **ten bathroom breaks per each semester**. Teachers will track bathroom passes on a digital document or physical sheet within the classroom. It will be documented the date and time student left and returned.

The reason for the limit on passes is to maximize class time spent for each student and ensure that the class time is not wasted. Students will be asked to leave backpacks in classrooms when going to the restroom. Students need to make every effort to get back to class in a timely fashion to resume learning time and practice. Bathroom passes do not roll over if not used but will re-set at the beginning of Semester 2.

Falsifying School Records and Documents

Falsifying school records or documents is considered serious. This would include tampering with a teacher's grade book or computer, as well as any school record or form, including report cards, notes from parents, or weekly reports.

Family Assistance/Drug Testing

Rationale

Cristo Rey Tampa High School is committed to educating young people to become leaders in the world of today and tomorrow. In many cases, this is calling our students to make choices that are counter-cultural. We want to give students the information they need to make choices based on accurate knowledge and rooted in faith and gospel values. At the same time, we recognize the peer pressure that exists in the adolescent years making it more and more difficult for young people to remain faithful to their beliefs and values. As a Catholic school, we are committed to providing a safe, drug-free campus. We have a Substance Abuse Policy that is specific in content and consequences. Its focus is to eliminate drug use on campus

However, at this time we feel the need to extend this policy beyond the campus. We do this because when students are under the influence of drugs, the educational process and the safety of the school community are compromised. The purpose of this program is to identify, aid, and assist students to refrain from drug use at any time.



Procedures

1. Cristo Rey Tampa is committed to a program for random drug testing.
2. All CRT students are eligible for testing.
3. Student names will not be used by the lab; students ID numbers will be used for identification purposes.
4. CRT will randomly choose students over the course of a year for testing. The days and times of the testing will also be at random.
5. An oral fluid drug test will be conducted on campus with supervision.
6. The test will include a full adolescent profile providing results on a variety of widely used drugs by young people.
7. The lab will notify the Principal of the results. In the Principal's absence, the lab will contact the Assistant
8. Principal. The Principal will notify the parents of any student who tests positive.
9. The Principal will call those parents and their child to come to school for a follow-up conference. The main purpose of the conference is to provide support for the child to change his/her behavior.
10. Drug Intervention counseling will always be mandated. There will be no disciplinary action taken for the first positive test.
11. Parents will be asked to sign a release of confidentiality agreement allowing confirmation to the school that the student has engaged in counseling and agreed to comply with a recommended plan for treatment.
12. Any student who tests positive will automatically be part of random testing for the remainder of the current school year.
13. Any student who tests positive a second time at any time during his/her high school years will be asked to leave the school.
14. There is no fee for this drug testing.
15. Failure to comply with any of the above steps will result in withdrawal from CRT.
16. Any student who appears to be under the influence of any chemical substance, or with reasonable suspicion, may be drug tested at any time.



Alcohol, Drugs, and Tobacco

Policy Goals In the service of the safety of all Cristo Rey Tampa High School students, the goals of our policies regarding drugs, alcohol, and tobacco are (1) to maintain a campus free of drugs, alcohol and tobacco and (2) to support our students in choosing not to use these substances.

Definition of “Drugs” The term “drugs” as used in these policies includes but is not limited to controlled substances and controlled substance analogues and any abusable glue or aerosol paint

Use, Possession, and Distribution of Alcohol and Drugs The use, possession and/or distribution of alcohol, marijuana or other drugs, whether illegal or prescription, or drug paraphernalia on school grounds, buses, corporate work study, or at school sponsored activities (including school sponsored events which take place off-campus) is forbidden. Infractions against this regulation are considered grievous in themselves and a danger to other students.

Students violating this regulation are subject to immediate expulsion. In compliance with the law, all students found to be in possession of drugs or alcohol may be remanded to the police department.

Use of Alcohol and Drugs Prior to Attending School and School Events The use of alcohol, marijuana or other drugs prior to attending school, corporate work study or any other school-sponsored event (including school-sponsored events that take place off-campus) is also forbidden. **Students violating this regulation will be immediately suspended pending more serious disciplinary action, up to and including expulsion.**

Use, Possession, and Distribution of Tobacco Smoking and the use, possession or distribution of tobacco products are prohibited in all areas of the school building, on the school grounds, buses, corporate work study or at school sponsored activities (including school-sponsored events which take place off-campus). **Students violating this regulation will be immediately suspended pending more serious disciplinary action, up to and including expulsion.**

Suspension for Substance-Related Incidents

The American Psychiatric Association specifies that when the use of alcohol or other substances interferes with a student’s fulfillment of school obligations, a *Substance Abuse Disorder* may be indicated. Substance related suspensions are cited as an example. For this reason, when a student is suspended from school because of an incident involving the use of alcohol and/or other substances, Cristo Rey Tampa High School requires that:

- The student must undergo, at his/her own expense (after FAP coverage expires), a complete substance abuse assessment performed by a properly credentialed mental-health provider assigned by the Principal.
- The student and his/her parents must sign an authorization allowing the service provider to release to the Principal of Cristo Rey Tampa the results of the substance abuse assessment.



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- The student must show evidence of compliance with these requirements (e.g., show that an appointment has been made) within one week of the suspension.

Compliance with these requirements is a condition of reinstatement to Cristo Rey Tampa following the suspension.

Failure to comply may lead to expulsion.

After reviewing the results of the substance abuse assessment, the Principal may require the student to undertake further professional treatment, at his/her own expense, as a condition of continued enrollment at Cristo Rey Tampa.

Deterrence - As a deterrent to the sale, distribution, possession, and use of alcohol, drugs, drug paraphernalia, and tobacco by Cristo Rey Tampa students, the following measures can and will be employed by the school:

- Unannounced inspections of students, lockers, automobiles, school bags and school facilities with and without the use of trained drug-detection dogs.
- Drug testing of any student selected by the Principal (with or without probable cause) at the student's expense, including on-site testing.

By enrolling at Cristo Rey Tampa, parents and students agree to submit to these deterrence measures.

Positive drug test results will be reported to parents and will not, in and of themselves, result in disciplinary measures.

Asking for Help – Any student who voluntarily seeks the assistance of any school official about a substance abuse problem will be referred for professional assistance and **will not be subject to disciplinary measures, provided that no violation of school policies has occurred or subsequently occurs. Students will be placed in a drug-counseling program to include urine surveillance until discharged by the program director and by agreement with school administration.**

The appropriate role of parents is to require their children to both comply with school policies and cooperate fully with deterrence measures. Parents also bear responsibility for ensuring that their children are protected from unchaperoned parties or any social setting where drug, alcohol and tobacco use is likely. It is unrealistic to expect that Cristo Rey Tampa can regulate the behavior of students at parties and other gatherings that are held off-campus and that are not sponsored or supervised by the school.

Students involved in extracurricular activities are considered role models and school leaders; therefore, there are further consequences in cases involving substance abuse. The transmission or selling of chemical substances on campus or at school-sponsored activities off campus may result in immediate dismissal from CRT.

The substance abuse policy applies equally to the sale, use, or transfer of counterfeit chemical substances as well. Drug paraphernalia will not be permitted on campus. If found in a student's possession, it will be confiscated immediately, and the student's parents will be informed of the violation. Students violating this policy may be subject to disciplinary action by the CRT Administration. Appropriate legal authorities may also be contacted. The Administration reserves the right to solicit the resources of the Hillsborough County Sheriff's Department and its specially trained drug-detecting canine unit.



Unauthorized Distribution of Materials

Any student distributing written or graphically explicit material on school grounds without permission from a school official may be subject to disciplinary action by the administration of CRT.

Pregnancy

We support the Catholic Church's teaching on premarital sex, contraception, and abortion. We hold a pro-life position and present these teachings in religious education classes. The school will endeavor to bring the couple involved together with their parents, school counselors, administration and other pastoral and professional figures in pursuit of a workable solution that will enable the students to continue study at CRT. In every case, professional counseling of both the boy and the girl is strongly recommended as they face critical life decisions. The girl may remain in school until she is advised by her physician (or it is decided by the school) that it is no longer advisable to do so. Married students may not attend CRT.

Student Activities

CRT is proud to offer a variety of co-curricular clubs, organizations and honor societies to further enrich the lives of our students. All students are encouraged to get involved and take advantage of the opportunity to use and share the gifts and talents they've been given. Clubs are determined at the beginning of each year based on interest. If there is not an adequate turnout from the student body to participate in any sport or club, sessions/practices, or the entire season may be canceled. This decision will be made by the sponsoring adult or athletic director on behalf of CRT. A faculty or staff sponsor is required for any club to form.

Prior clubs include:

Art
Audio Visual (A.V.)
Chess
Dance
Journalism
Key Club
Student Council

Student Council

Cristo Rey Tampa Student Council will be comprised of a school President and cabinet members which include the Vice President, Secretary, and Treasurer. There will also be 4 grade representatives, one from each class, included in the general council. Duties of Historian, Sergeant of Arms, and Press Secretary will be assigned to the class representatives once elected. Cristo Rey Tampa reserves the right to modify this structure at any time.

All candidates for school President & cabinet must:

- Have a CRT career Grade Point Average of 3.0 at the time of the election.
- Have no more than one detention in the school year.
- Meet any requirements for administration approval.
- Support the school's Mission & Spiritual Philosophy.
- Be willing to carry out the Constitution of the Student Council. Candidates running for class representative may be members of any class.



All candidates for grade representative must:

- Have a CRT career Grade Point Average of 2.5 at the time of the election.
- Have no more than one detention in the school year.
- Meet any requirements for administration approval.
- Support the school's Mission & Spiritual Philosophy.
- Be willing to carry out the Constitution of the Student Council. Candidates running for class representative may be members of any class.

Candidates for all levels of office, both elected and appointed, must complete a self-nomination form. Each candidate must obtain signatures from each of their instructors, and ten signatures of classmates. Current grade point average and behavior record of each candidate will be verified before running. Time will be provided for candidates for elected office to address the school or their classes in an assembly. Student Council will publish more specific guidelines no later than one week before campaign week.

In the election process, each candidate must receive the majority percentage of the vote to be elected. Should no candidate be elected, a run-off election will take place between the top two candidates. Candidates for Homeroom Representative will be asked to meet with a board of faculty members, to determine their qualifications for the position.

If a student fails to uphold good behavior and academic standing after being elected, the remaining council members will collaborate with the faculty sponsor to implement an impeachment procedure. This procedure will be disclosed prior to members taking oath.

Field Trips

Students wishing to attend a field trip must present a completed official permission form to the sponsoring teacher before the posted deadline. The permission form must be signed by the parent or guardian and by the teachers whose classes will be missed. Parental/guardian permission to attend off-campus events will not be accepted over the telephone or via email.

Student Activities Policy

The following are general guidelines for school-sponsored events:

- If a student was absent, he or she cannot participate in a club or sport that day.
- CRT students are responsible for any guest that is not a CRT student.
- Once students leave any event, they cannot return.
- Appropriate behavior is expected at all events. Students who are misbehaving will be asked to leave, and the parents will be notified.



Athletics

Cristo Rey Tampa is in the process of building a competitive sports program that will reinforce a positive culture while enriching the overall experience for everyone in our school family. We are currently in the process of CRT will have to meet the requirements set forth by the Florida High School Athletic Association (FHSAA) to become a new member school. This is a complex multi-year process that will require dedication from the school, student-athletes, student body, faculty, staff, and the community at large. In 2018, We aim to offer the following sports programs in their developmental stages with confirmed dates for competition against local high schools:

BOYS SPORTS - Basketball, Soccer,
GIRLS SPORTS - Volleyball, Basketball, Soccer,

The full sports schedule is published on the school website. There are many other sports that will begin as clubs in 2018. It is the hope that CRT will establish meaningful relationships and competition dates against local high schools in the near future.

Students participating in athletics must conform to the following:

- Complete all paperwork for FHSAA & CRT including acknowledgment and compliance with the CRT Athletic Department Code.
- Meet all eligibility requirements set by the FHSAA and CRT.
- Provide a certified birth certificate, consent for participation, and a physical form to the Athletic Director. The FHSAA states that a physical is valid 365 days from date completed.
- Schedules and information on athletic programs are available from the Athletic Director.

Athletic Participation

Frequently, participation on an athletic team at Cristo Rey is a commitment embarked upon through the tryout process. Coaches go to great lengths to ensure sufficient time and opportunity for each student to demonstrate his or her skills to the coaching staff of a sport. CRT is confident that each coach maintains an unbiased opinion during the selection process. When a limited number of students are allowed on a roster, the tryout process is employed as the fairest way to field the most capable athletes. Inherent in the process is the need to inform some students that they have not qualified for the team. If not chosen, an athlete should be of the attitude that he or she will do whatever is necessary to improve his or her skills and try harder the next time. Parents are expected to support the coach, abide by his or her decision and encourage their child to set a goal for the next season and assist them in attaining it.

Those who are selected to be members of any team are expected to give one hundred percent and demonstrate true sportsmanship on and off the field. They are valued representatives of CRT and should exhibit those Catholic values we expect of them. Parents of team members must follow the same guidelines. This must be a total effort by all parties to continue to make the CRT athletic programs the success that they are. During the season, a parent may feel that there may be a situation that requires a conference with a coach. If appropriate, please encourage your child to discuss the situation with his/her coach first. If the child feels uncomfortable in such a meeting, the Athletic Director will sit in and facilitate it.



The following procedures should be used when seeking a meeting with a coach:

- Contact the coach by email to set up an appointment.
- If the coach cannot be reached, call the Athletic Director to set up a meeting.
- Do not attempt to confront a coach before or after a contest or practice. This can be an emotional time for both the parent and the coach and meetings of this nature rarely promote a resolution to the problem.
- Do not leave the team seating during a contest.

If the meeting with the coach does not provide a satisfactory resolution, the next step would be to set up an appointment with the Athletic Director. If this meeting does not provide resolution, contact the Dean of Student Growth.

Athletic Playing Time

With selection on a team, the athlete must recognize the obligations he or she has as a team member. High school competition is played on a different level than recreational or club teams. Performance on other teams does not ensure or deny playing time or a position on our school team. Decisions to play and assessment of athletic ability are left solely to the appointed coaches and these decisions must be afforded respect, both by the athletes and their parents.

Grade Requirements for Athletes

Cristo Rey Tampa adheres to the FHSAA policy regarding athletic eligibility. The GPA for eligibility is a 2.0. However, CRT also enforces its own Academic Probation Policy regarding student participation in extracurricular activities. For the sake of reinstatement to an athletic program, an athlete may appeal the CRT academic probation. This appeal must be coordinated with the student's school counselor and presented to the Academic Team. Student athletes who are ineligible may practice but will not play during the period of ineligibility.

Hazing

Hazing and other acts of initiation of students during athletic or extracurricular events are not condoned by CRT and are strictly forbidden. Before school activities and events, students will be advised of the school's policies to ensure the safety of all participants as well as maintain the personal dignity of each student and the reputation of the school. Students and/or coaches found to be guilty of such activities are subject to serious disciplinary consequences.

Required Parent Meetings

Parents of athletes will be required to attend any organizational meetings with the coaches, Athletic Director, and/or school administration. Meeting times, places, and agenda items for each sport will be published.

School Absences & Suspension

A student may not attend practice or game the day of an absence. A student missing more than three (3) classes is considered absent for a full day. If a student is absent from or tardy to school on a day following an athletic event without a serious reason, participation in future games may be limited. The Administration reserves the right to rule on unusual cases in an individual and discretionary way. If a student-athlete is suspended from school, he or she may not participate or practice during the suspension period. This policy includes both in-school and out-of-school suspensions. If the suspension results in disciplinary probation; suspension or dismissal from athletics may result.



Team Uniforms

Athletes practicing or in athletic contest must wear appropriate practice gear or uniforms. Girls may not be in sports bras only, and boys may not be bare-chested at practices and events.

Athletic Fees & Concessions

Cristo Rey Tampa High School has the authority to charge an athletic fee of up to \$25 per student-athlete per year. Concessions may be sold at sporting events and home game admission fees will be \$2 per person in 2018-19. For any additional questions related to the Athletics program email panthersports@crstoreytampa.org

Corporate Work Study Program

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

While the Corporate Work Study Program strives to create an environment for success for its students, the student must take personal responsibility to ensure individual success by projecting a positive attitude, behaving in a mature manner, and acting like an adult while participating in the program.

Students are assigned to work at a sponsoring organization for five full days each month, without missing any instructional time. Students gain valuable exposure to a variety of office environments and learn to work with adults in a professional atmosphere. In return for their work, students earn income which is paid by Corporate Partners, directly to the school to offset the full cost of education.

Structure

Cristo Rey Tampa Work Study, Inc. is the legal employer of the students.

- Students are not direct employees of our Corporate Partners, and therefore not eligible for employee benefits from Partners. Students should never presume that they may partake in these benefits.
- Parents or guardians **MUST NEVER** contact Corporate Partners directly under any circumstances, even if the parents or guardians know the Corporate Partners and/or supervisors.
- Any concerns must be addressed solely with CWSP staff members.

Placement

- The CWSP staff members decide where students will be placed.
- CWSP staff members will do their best to place students with Corporate Partners that best suits his/her abilities and interests.
- Student job responsibilities are outlined in a job description by the Corporate Partner.



- During the school year, a CWSP staff member may transfer a student to another Corporate Partner for any reason.

Safety and Confidentiality

- Students with special medical needs, i.e., medications, inhalers, and EpiPens, must sign a school disclosure form to be shared with his/her work supervisor. Partners are NOT to administer ANY medications to a student worker.
- All CWSP Corporate Partner information must remain confidential. If a student discloses information to anyone outside of the organization, which is considered confidential, it is considered a breach of contract and may result in termination from job, and/or suspension or expulsion from school. Students may not, under any circumstance, take any files—paper or electronic—from the work site.

Student Expectations

- A positive attitude and a commitment to high standards of responsibility, productivity, and self-discipline are required.
- All students will be held to high standards of honesty and integrity.
- Students are expected to follow the policies of the Corporate Partners as set forth in their orientation materials.
- Students who do not meet the expectations and standards of the CWSP and/or the Corporate Partners will be required to successfully complete the re-employment program or may be asked to withdraw from the school.
- Additionally, failure to follow the CWSP policies may result in fees, fines, detentions, probation, or termination from employment and/or expulsion from CRT. For a summary of the fines and fees see the CWSP Fines and Fees section in this handbook.

Grading/Performance Assessment

- The CWSP will issue students a grade for each semester that will be reflected on a student's report card.
- Grades are based on performance at work, attendance, adherence to the CWSP policies, personal attitude and behavior, school-based skills tests, and special assignments given by the CWSP.
- Supervisors provide mid-year and end-of-year evaluations that count towards student CWSP grades.

Work Etiquette and Code of Conduct

- Students represent themselves, their families, the school, as well as current and future students of CRT.
- Students are expected to be: honest, respectful, and productive.
- Proper conduct is expected in the workplace while being transported to and from work, and in special workplace events.



Cell Phone and Other Electronic Devices

- Consistent with school policies, the use of personal cell phones, iPods, or other electronic devices is not allowed while students are at work unless approved by a supervisor during breaks and lunch ONLY.
- Students are strictly prohibited from taking any photos at the worksite due to corporate confidentiality policies.
- If a student is found using a personal electronic device, disciplinary actions may result, including removal of the device and termination from their job.

Use of Internet

- Students who are assigned the use worksite computers for work business must adhere to all employer and school use policies.
- Personal use of work computers, including accessing the internet (Facebook, YouTube, Google, etc.) is strictly prohibited.
- Unauthorized use of the internet will result in appropriate disciplinary action, which may include termination from the job and school.

Visitors

- Students shall not receive any visitors, including parents or other family members, during work hours.
- Visitors to ANY Corporate Partner is strictly prohibited at all times.

Check-In

- Students must be on time for check-in with CWSP Staff.
- Students must be in uniform and ready for work.
- Once students have been checked-in, they are not permitted to leave the check-in area.
- Personal electronic devices such as cell phones, iPods, or any other personal device are not permitted at check-in when announcements are being made.

Absence/Tardiness

- If a student is going to be absent, his/her parent/guardian must call the school by 7:30 AM - **Cristo Rey Office (813) 621-8300**.
- If students miss the van/car due to late arrival, they will remain on campus for the day, and they will be required to make-up the work day.



Transportation

- All students are required to ride CRT vehicles to and from work.
- If a student needs to be picked up or dropped off to work due to an *exceptional situation*, the parent/guardian must first contact a CWSP staff member for permission. CWSP will make the necessary arrangements.
- Students are required to act professionally on the vans and to treat each van driver with respect and courtesy.
- Students are to keep the vans clean and free of all trash.
- Students and/or parents are not allowed at any time to transport themselves or other CRT students to or from work or lunch. This includes students who are 18 years of age. (No student drivers.)
- Students will remain in uniform at work and on the way back from work.

Arrival at Work

- Students must report to their supervisors as soon as they arrive at work
- Students must complete and submit timecards the end of each workday.
- Time cards record the number of hours worked and supervisors rate student performance for the day.
- Supervisors will complete their respective sections in the time cards.

Lunch Break

- Students are required to follow the lunch and break schedule followed by other employees at the work site.
- Students are required to tell their supervisor when they start and end lunch or break.
- Students are not allowed to leave their workplace campus without being accompanied by at least two adults. If a student is with co-workers (adults), the supervisor must be made aware.

Work Day Commitment

- Student commitment to complete the full workday takes precedence over all other commitments, including sports, extra-curricular activities, and other school-sponsored events.
- Students may neither arrive to work late nor leave work early for school sports or other school activities.
- School early dismissal days do not apply to workdays.
- Students are not allowed to work additional hours after a CWSP work day. Students work a maximum of eight (8) hours a day, and a maximum of 2 days per week at a CWSP work site.



Missed Workdays

- If a student is absent on a workday, a parent/guardian **MUST CALL** the school by 7:30 AM on the morning of the absence: **Cristo Rey Office (813) 621-8300**
- Students must make-up any missed time from work during designated make-up days.
- Students absent from work will not be permitted to attend school functions or extracurricular activities on that day.
- Excessive, unexcused absences may result in dismissal from the school.
- It is the expectation of the CWSP that missed time must be made up as soon as possible and **before** school closes in June.

Illness at Work

- If a student becomes ill at work, the student must call the CWSP office.
- A CWSP staff member will pick up the student at work and bring the student to CRT.
- The student's parent/guardian is responsible for transporting the student home once he/she arrives at CRT.
- If a student leaves his/her job before 12:00 PM due to illness, he/she must also make-up any of the lost time.

CWSP Closing for Inclement Weather

- If CWSP is canceled due inclement weather, students will be notified by CRT.
- Time off for inclement weather will not need to be made-up unless a CWSP staff member determines otherwise.

School Vacations and Holidays

- Students may be scheduled to make up work days on a vacation day and/or a holiday. They must provide their own transportation to school.

Termination

- The CWSP program and student employment is a critical part of the CRT education. Students must be employable and remain employable in Corporate Partner jobs for their entire time as a student at CRT.
- Students are expected to exercise personal responsibility to ensure success by working diligently while on the job, behaving in a mature and conscientious manner, and communicating with CWSP staff members and their Supervisors to resolve any questions or concerns.



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- If a student does not meet the CWSP and/or Corporate Partner's expectations, he/she will be terminated from the workplace.

Re-Employment

- A student who is terminated from the workplace must meet with a CWSP staff member and his/her parent/guardian and sign a Re-Employability Agreement.
- The student must successfully complete the CWSP Re-Employability Program. This program typically lasts 4-8 weeks but may take longer.
- A student who is terminated from the workplace will automatically receive an F for that quarter.
- Upon successful completion of the Re-Employability Program, the student will be assigned to a new work site.
- Any student removed from a job placement for disciplinary or performance reasons more than once may be dismissed from the school.

Corporate Work Study Program Probation

Student with recurring violations (i.e., three absences from work or ongoing tardies) or a significant violation (i.e., termination from a job or leaving the workplace without permission) may be placed on CRT Contract.

Parents/guardians will be called if a student is placed on probation and a special disciplinary contract must be signed. The contract may include disciplinary assignments and prevent a student from participating in sports or extracurricular activities. The contract typically lasts 4-8 weeks until the student has proven an improvement in behavior.