Disclaimer

The policies outlined in this handbook represent a framework. This handbook is not exhaustive and should not be considered comprehensive of all Cristo Rey Dallas College Prep (Cristo Rey Dallas High School, Inc.) and Corporate Work Study Program (Cristo Rey Dallas Corporate Work Study Program, Inc.) (collectively, "Cristo Rey Dallas") policies. Statements in this handbook are subject to amendment at Cristo Rey Dallas’s discretion. Cristo Rey Dallas will notify parents/guardians of significant changes when practical. Cristo Rey Dallas reserves the right to make immediate changes to this handbook at its discretion.
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Welcome to Cristo Rey Dallas. I consider it a great blessing to join with our students, families, faculty, staff and community to create a culture of lifelong learners.

Cristo Rey Dallas is a very special school, not just because our Corporate Work Study Program allows students to earn their education while gaining valuable real-world work experience but because our partnership with families fosters a truly unique learning opportunity. At the core of our mission, we believe that we are doing this together—guiding students toward a brilliant future, assisting them as they develop high standards and the “grit” needed to persevere through challenges and sharing important values that begin at home and extend well beyond our classroom walls.

The Student Handbook will assist you in planning and partnering with us throughout the school year. In it you will find information and guidelines for uniform requirements, discipline system, campus operations and more. Please note that this handbook is updated as needed. Any changes in policy that affect the Student Handbook provisions will be made available to students and parents through newsletters and emails.

Thank you for entrusting me with the minds, hearts, and spirits of your child. It is my pleasure to join with you in developing young men and women of faith, purpose and service.

Christine T. Román, Principal
Cristo Rey Dallas

Bienvenidos a Cristo Rey Dallas. Considero que es una gran bendición el poder unirme junto a nuestros estudiantes, familias, maestros, personal y comunidad para crear una cultura de aprendedores de por vida.

Cristo Rey Dallas es una escuela muy especial, no solamente porque tenemos un Programa de Estudio y Trabajo único que le permite a nuestros estudiantes trabajar para pagar su educación a la misma vez que ganan una experiencia real y evaluable de trabajo pero porque trabajamos junto con nuestras familias para fomentar una enseñanza única para nuestros estudiantes. Cómo centro de nuestra misión, creemos que estamos creando esto juntos—guiando estudiantes hacia un futuro brillante, asistiéndoles mientras desarrollan altas expectativas y las “ganas” de perseverar ante todo reto y compartiendo valores importantes los cuales comienzan en el hogar y se extienden más allá de las paredes de nuestros salones.

Este Manual de Estudiantes los asistirá en la planificación y unión con nosotros a través del año escolar. En este manual encontrarán información y reglamentos de la vestimenta, sistema de disciplina, operaciones diarias y mucho más. Por favor sepán que este manual se actualiza cómo y cuando se necesite. Cualquier cambio en estos reglamentos que afecte lo que se indica en este manual, se les comunicará a los estudiantes y padres a través de correo electrónico o por carta.

Gracias por confiar en las mentes, corazones y espíritus de sus hijos(as). Es un gran placer unirme a ustedes en el desarrollo de unos jóvenes de fe, propósito y servicio.

Christine T. Román, Principal
Cristo Rey Dallas
This handbook serves as a reference guide to the expectations and responsibilities you have as a Cristo Rey Dallas College Prep and Corporate Work Study Program ("CWSP") (collectively, "Cristo Rey Dallas") student and student worker. All policies, rules, and regulations contained in this handbook (the "Handbook") and other relevant documents apply while students are on Cristo Rey Dallas’s campus, at a Cristo Rey Dallas program or event, on a Cristo Rey Dallas mode of transportation, at a Cristo Rey Dallas job partner worksite, at any time that student workers leave their worksite during an assigned work day, and at any time while student is under the supervision of Cristo Rey Dallas or a Cristo Rey Dallas job partner.

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

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

Please take the time to read the Handbook and familiarize yourself with the contents. Once you have done so, please sign and date the Handbook Acknowledgement form that was included in your new student package and return it to the Main Office. As students of Cristo Rey Dallas, you have the responsibility to follow school policies and procedures.

Thank you for contributing your skills and effort to making Cristo Rey Dallas a success for your peers and our community.
Cristo Rey Dallas is a college preparatory institution that has certain expectations of its student body. These expectations range from the school campus to the Corporate Work Study Program environment to the classroom. By signing this agreement, I am confirming that I have read this document and that I am committed to following this agreement on a daily basis.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Print Student Name: ______________________________________________________

Student Signature: ______________________________________________________

Date: ___________________________________________________________________
Who We Are

Mission Statement
Located in Pleasant Grove, Cristo Rey Dallas College Prep provides economically disadvantaged students of all faiths with a Catholic college preparatory education, enabling them to become men and women of faith, purpose and service. Through a rigorous curriculum that is integrated with hands-on professional work experience, students graduate ready to succeed in college and in life.

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

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

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

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

We are Committed to Academic Rigor. We demand the utmost effort from all members of the Cristo Rey Dallas community. Through academic rigor, we strive for excellence and professionalism. These high expectations result in a good work ethic that will carry through to all facets of our lives. We are student-centered in curriculum, instruction and decision-making at all levels. What the students learn in the classroom will apply to their jobs and what the students learn in their jobs will apply in the classroom. We are owners of the mission and as such, we take responsibility for the progress we make. Our faculty/staff challenge each other and our
students. Our students tackle each new challenge with our support. Our job partners open their doors to this new experience. Our families embrace the demanding culture we create for the betterment of their children.

We are Dependable. We empower the Cristo Rey Dallas community to be the best version of itself through trust, confidence and accountability. We make a promise to support the needs of our community spiritually, emotionally and physically. Students, faculty and staff make the commitment to one another to arrive prepared for the coming day. We are honest with one another and express our needs for support, be it spiritual, emotional or academic. We show compassion towards our classmates, co-workers and families. We have a shared responsibility to keep our surroundings physically and emotionally welcoming. In the instances when we do not make wise choices, we rely on our community to help us onto a correct path.

We are Called to Serve. God calls every member of the Cristo Rey Dallas community to give of their time, treasure and love through their daily actions and interactions. We make the intentional decision to be involved with the mission of Cristo Rey Dallas. We ask our students to follow their passions toward external acts of service in the community. We also encourage our students to discern their vocation internally through counseling and emotional support, which helps them to quiet the noise of the outside world to better hear the voice of God directing them.

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

We are Committed to Growth. Like the mighty oaks in our grove and on our crest, Cristo Rey students, faculty, staff and families are committed to growing our roots deeper in faith and reaching new heights of learning. Our students grow spiritually by strengthening their understanding of God’s mysteries through reflection and discussion on retreats and in theology class. We support the spiritual growth of our faculty and staff through staff retreats and daily reflection on our mission. We encourage our families to continue their spiritual growth by attending Mass and engaging in discussion with their children. Our commitment to growth encompasses the emotional and mental growth of the Cristo Rey Dallas community. We ensure the freedom to question the way things are done and encourage the exploration of new ideas. This freedom allows us to fail and then learn from these missteps. To enable growth in all facets of life, we are committed to a culture of feedback. After every event, class or lesson, we ask what went well, what could have gone better, and what would make the experience better next time. Join us in growing to be the change we wish to see in the world.
Expectations

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

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

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

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

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

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

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

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

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

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

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

*We do not tolerate: views or practices that compromise the human dignity of others.*
We all have a right to a challenging learning environment that will allow us to realize our academic potential. We have the responsibility to come to each class on time with the proper materials and to be mentally prepared to learn each day with the appropriate attitude. We have the responsibility to protect each person’s right to this learning climate.

*We do not tolerate: tardiness, lack of preparation for class, unexcused absences, or 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 our campus.

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

**Academic Expectations**

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

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

- Student should submit assignments that are timely, neat, clean, legible, and reflective of his/her best ability.
- Students should expect to study at least two hours every night to review the day’s lessons and prepare for the next day.
- Students should take advantage of all available resources, both at home and in the community, to enhance their education. These resources include teachers, tutors, academic support staff and libraries.
- Students should be active, cooperative learners by bringing their expertise to the classroom as they actively participate in discussion to enhance the learning experience of the entire class.
Course Credits
Cristo Rey Dallas aligns its course requirements with the expectations outlined for the state of Texas by the Texas Catholic Conference Education Department (TCCED).

Students must successfully complete all of their courses in order to advance to the next grade level. Students may make up to two credits lost due to failure in a core class (English, Math, Science, Fine Arts and PMW) during their freshman year. Students must make up these credits at Cristo Rey Dallas during the summer before their sophomore year if they wish to continue at Cristo Rey Dallas. Cristo Rey Dallas may request that a student transfer to another school if that student fails at least one core class after freshman year.

After sophomore year, summer credit recovery is not available for Cristo Rey Dallas students. Thus, Cristo Rey Dallas may ask students, who do not successfully complete any course at the end of their sophomore year, to transfer.

Grading System and Academic Infractions
Grades are the measure of a student’s knowledge, skills and growth in each class. In order to be prepared and take ownership of their own education, students will be asked to complete “prep work” in advance of a class. If a student chooses not to complete prep work, s/he will earn a zero for that assignment.

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

1. If a student does not turn in a major assignment or turns in a major assignment late, s/he will earn a Level I Academic Infraction and will be assigned an extended deadline. The student will also receive a 10% deduction from their final grade due to missing the original deadline.

2. If the student misses the extended deadline, s/he will earn a Level II Academic Infraction and will meet with an administrator and the teacher involved to discuss extra means of support and the final extended deadline. The student will also receive a 20% deduction from their final grade due to missing the original deadline.

3. If the student still does not turn in the assignment, he/she will earn a Level III Academic Infraction. The student and the student’s parents will be asked to come meet with the principal, and further consequences will be discussed. The student will also receive a 30% deduction from their final grade due to missing the original deadline.

At all points during the infraction process, parents will be notified to ensure they are aware of their child’s failure to meet expected deadlines.
If a student accumulates more than four academic infractions of any level, an administrator will meet with the student and his/her parents or legal guardians. The student may be placed on a performance improvement plan or may have to appear before the Student Accountability Council.

Cristo Rey Dallas records each instance of an infraction in the student’s academic record, progress reports, and report cards.

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

**Grading Conversion Table**

<table>
<thead>
<tr>
<th>College Prep (Regular)</th>
<th>Advanced Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: 94-100% (4.0 QP)</td>
<td>A: 94-100% (5.0 QP)</td>
</tr>
<tr>
<td>A-: 92-93% (3.67 QP)</td>
<td>A-: 93-93% (4.67 QP)</td>
</tr>
<tr>
<td>B+: 90-91% (3.33 QP)</td>
<td>B+: 90-91% (4.33 QP)</td>
</tr>
<tr>
<td>B: 86-89% (3.0 QP)</td>
<td>B: 86-89% (4.0 QP)</td>
</tr>
<tr>
<td>B-: 84-85% (2.67 QP)</td>
<td>B-: 84-85% (3.67 QP)</td>
</tr>
<tr>
<td>C+: 82-83% (2.33 QP)</td>
<td>C+: 82-83% (3.33 QP)</td>
</tr>
<tr>
<td>C: 78-81% (2.0 QP)</td>
<td>C: 78-81% (3.0 QP)</td>
</tr>
<tr>
<td>C-: 76-77% (1.67 QP)</td>
<td>C-: 76-77% (2.67 QP)</td>
</tr>
<tr>
<td>D+: 74-75% (1.33 QP)</td>
<td>D+: 74-75% (2.33 QP)</td>
</tr>
<tr>
<td>D: 70-73% (1.0 QP)</td>
<td>D: 70-73% (2.0 QP)</td>
</tr>
<tr>
<td>F: 0-69% (0.0 QP)</td>
<td>F: 0-69% (0.0 QP)</td>
</tr>
<tr>
<td>P: 70% or better (0.0 QP)</td>
<td>P: 70% or better (0.0 QP)</td>
</tr>
</tbody>
</table>
Honors and Leadership Opportunities
Cristo Rey Dallas awards academic honors for the following grade point averages (GPAs):

*Dean’s List of Highest Honors*: Cumulative GPA of 93 or above; no grade below 86

*Dean’s List of Honors*: Cumulative GPA Between 86-92; no grade below 80

Cristo Rey Dallas encourages students to become peer tutors. Peer Tutors must have a GPA of 90 or above in the particular class for which they would like to be a peer tutor. Teachers of potential peer tutors will also be asked to confirm that the student has shown good leadership, is well behaved in class, and has shown an acceptable grasp of class material in order to be helping others. Peer tutors will undergo training with a staff member in the academic administration. They are expected to attend occasional follow-ups throughout the year to receive tips and suggestions for effective peer tutoring. Peer tutors are expected to be open to growth and feedback as they hone their skills of teaching others.

Mandatory Academic Support
At multiple points during the year, the academic administration will run grade checks for all students. Students who have earned grades below 71% in two or more classes may be required to attending academic support sessions with an academic counselor (“Mandatory Academic Support”). Mandatory Academic Support may be held during study hall time and before/after school. Part of the support program would also include mandatory assigned office hours with teachers or tutoring sessions with peer tutors.

Mandatory Academic Support sessions attempt to accomplish the following:
1. Provide individualized and small group support to struggling students,
2. Assist students in setting goals and reflecting on those goals regularly, and
3. Assist students with academic skills (time management, prioritization, study skills).

Cristo Rey Dallas will notify parents/guardians if their son/daughter is placed on Mandatory Academic Support.

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

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

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

Consequences for academic dishonesty include, but are not limited to, the following:

- An administrator may note in a student’s official academic record if s/he engaged in academic dishonesty, regardless of the type of assignment.
- The student must still complete the assignment(s). The student, however, will receive a zero grade on that assignment.
- Depending on the severity, a school administrator will contact parents/guardians.
- Depending on the severity, the student risks a zero grade for the trimester entered for the course.
- Cristo Rey Dallas reserves the right to pursue further discipline, including dismissal from the School, at the discretion of an administrator and the teacher.

**Grading Periods**

Cristo Rey Dallas splits the academic year into three academic sessions called trimesters. The first two trimesters each count for 30% of the final grade in a course. The third trimester will count for 40% of the final grade in a course. (The mathematics and PMW courses may be weighted differently.)

For grading period, there is a “false bottom” on the grades of freshmen and sophomores. Freshmen cannot earn a grade below 60% at the end of each grading period. Sophomores cannot earn a grade below 50% at the end of each grading period.

Cristo Rey Dallas issues report cards at the end of each trimester and progress reports midway through each trimester. In addition, CWSP will conduct at least three reviews throughout the year.
Technology Policy

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

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

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

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

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

**Disciplinary Action**

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

**Privacy**

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

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

**Safety**

Students should never agree to get together with someone they “meet” online without parent/guardian approval and participation. If someone offers to meet them, students should notify a Cristo Rey Dallas staff member and parent/guardian immediately. If a student receives an inappropriate message(s) or one that makes him or her uncomfortable, s/he should promptly notify a Cristo Rey Dallas staff member and parent/guardian. The student should not delete the message(s) until written permission has been given by the Director of Information Technology. Students must secure prior written approval from a Cristo Rey Dallas staff member before joining bulletin boards or chat rooms.
We encourage parent(s)/guardian(s) to have a frank discussion with their students about Catholic values and how those beliefs should guide the students’ activities while using Technology Resources. Every student and his/her parent or legal guardian must sign the SAUP, and every student must abide by its policies.

**Personal Electronic Devices**

Cell phones and other electronic devices are only permitted in class with the stated permission of the teacher of that specific class. Otherwise, they should be stored in the student’s backpack out of the view of the teacher at all times. If a teacher requests that students cease using any electronic device, then the students must put the devices away and out of view. If the student refuses or fails to do so, then the teacher will inform the principal. At no point, are cell phones or other electronic devices permitted while standardized testing is in progress. Failure to observe the rule regarding standardized tests and electronic devices will result in immediate suspension, contact of parent/guardian, and turning over of the test to state testing officials.

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

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

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

If a student is asked to hand over a device by an administrator and s/he refuses, creates an incident, or argues against the request, he or she risks further corrective action at the discretion of Cristo Rey Dallas.

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

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

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

Daily School Schedule
Cristo Rey Dallas’s doors open at 7:00 a.m. All students should be in school by 7:40 a.m. School begins promptly at 7:45 a.m. Cristo Rey Dallas considers students tardy who are not in their appropriate destination within the building by 7:45 a.m. Students who fail to check in at the cafeteria before 7:45 a.m., regardless of arrival time, will earn an unexcused tardy.

Daily Work Schedule
Check-in for work begins at 7:25 a.m. All students must check in by 7:35 a.m. on their assigned workday. The CWSP bus leaves promptly at 7:45 a.m. CWSP considers students tardy who check in at or after 7:35 a.m.

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

A parent/guardian must call Cristo Rey Dallas, (469) 844-7956, or email the school at reception@cristoreydallas.org, if s/he anticipates his/her student may be late to school. A parent or guardian must call, (469) 844-7957, or email, cwsp@cristoreydallas.org, CWSP if s/he anticipates his/her student may be late to CWSP check-in.

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

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

If a student is late three times to a particular class, that teacher will ask that student to call his/her parent or guardian to explain why he/she was late and apologize to his/her parent or guardian. After a student has earned more than three tardies in a particular class, the registrar, the receptionist, or an academic support coordinator will call that student’s parent/guardian to inform them of the situation. After a student has earned six tardies in a particular class, the parent/guardian will be asked to meet with the principal or other member of the administration. Cristo Rey Dallas may place the student on a performance improvement plan or request that the student appear before the Student Accountability Council.
CWSP considers three workday tardies as an unexcused, unplanned absence from work, which triggers the consequences listed in the section, Absences from Work. After a fourth workday tardy the student worker will fail CWSP Practicum. After a fifth workday tardy, the student worker will appear before the Student Accountability Council.

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

**Unforeseen Absences from School**
A parent/guardian must telephone the school at (469) 844-7956, or email the school at reception@cristoreydallas.org, by 7:45 a.m. and briefly state the nature of the unforeseen absence. The parent/guardian must make this phone call for each day the student is absent from school.

**Medical Absences from School**
Absences due to medical conditions must be certified by a physician’s note to the main office upon return to Cristo Rey Dallas. Without a physician’s note, an absence due to a medical condition is unexcused. Students with a medical emergency requiring a hospital visit must have a physician’s note authorizing that the student is able to return to school.

**Foreseen Absences and Scheduling Outside Appointments**
Cristo Rey Dallas requests that parents schedule medical and dental appointments during non-school and non-CWSP hours. If not possible, the student must provide a verifiable doctor’s note immediately upon his/her return to school. Appointments cannot be made during workdays. Students are only allowed three excused dentist/orthodontist appointments per year. Any additional dentist/orthodontist appointments, even if accompanied by a doctor’s note, are not excused.

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

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

Students may not miss workdays or leave work early to attend extracurricular activities or events, including sporting events, conferences, and trips.
Returning to School
Upon returning to school after each school absence, the student must report to the receptionist with a note from a parent or guardian. Upon returning to school after a work absence, the student worker must report to the CWSP office with a note from a parent or guardian. If a note is not received by the third day, the absence will automatically become unexcused.

The written note should include the student’s name, date(s) of absence, and reason for absence. Please see the Sample Absence Letter at the end of this Handbook (Appendix B).

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

If a student worker will be absent from work on an assigned work day for any unforeseen reason, a parent or legal guardian must notify CWSP before 7:30 a.m. that day. CWSP may be reached at (469) 844-7957 or cwsp@cristoreydallas.org.

Student workers must make up any missed workdays, whether excused or unexcused, before the end of the trimester. Student workers must also pay a $100 fine for any unplanned, unexcused absence from work. Unplanned, unexcused absences from work include but are not limited to skipping, or sickness without a doctor’s note. If a student worker misses CWSP transportation in the morning, s/he will incur an unexcused absence. CWSP will contact that student worker’s parent/guardian to immediately retrieve the student. The fine for a planned, unapproved absence, from work, including vacations, is $250. All fines will be added to the next monthly bill from TADS.

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

Early Release from School or Work
Parents/guardians are urged to make all appointments after school hours. In the event that it is necessary for a student to leave school early, the student should present a note from his/her parent/guardian to the
receptionist the morning that the student requests an early dismissal. The note should state the reason for requesting an early dismissal and the time at which the student should be dismissed. Please see the Sample Early Dismissal Letter at the end of this Handbook (Appendix B). The student must present this letter to the receptionist before first period on the same day. When the parent/guardian arrives at Cristo Rey Dallas to pick up the student, the student will report to reception to be signed out by the parent/guardian and the student will be dismissed. If an unforeseen circumstance requires that a student leave school early, a phone call from a parent/guardian is acceptable. In either circumstance, a parent or guardian must come to Cristo Rey Dallas and sign out his/her son/daughter in person for the student to depart early from school. If a student does not present a signed note from the parent/guardian, or if the parent/guardian does not call in advance of the early dismissal, the student will not be permitted to leave early.

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

Attendance at Mandatory Weekend Events
Cristo Rey Dallas administers tests at least one Saturday per year. The date is published in the Cristo Rey Dallas Academic Calendar. Attendance to any Saturday test date is mandatory and is treated as a regular school day.

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

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

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

Attendance for Credit
In order to receive credit or a final grade for a class, a student is required to attend class 90 percent of the days class is offered regardless of whether the student’s absences are excused. The number of days the class is
offered will depend on the academic year calendar and the student’s work day. A student who attends class less than 90% of the days the class is offered cannot receive credit unless the registrar finds that the absences are a result of extenuating circumstances or can be made up during a designated time period. If a student is denied credit by the registrar, the student may appeal the decision to the principal.

**Extended Absence Due to Illness or Injury**
Extended absence due to illness or injury will be treated on an individual basis. Parents must notify Cristo Rey Dallas as soon as possible.

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

**Illness at School or at Work**
If a student becomes ill at school, the student should ask permission to go to the main office. If Cristo Rey Dallas determines that the student should not remain at school, Cristo Rey Dallas will call the parent/guardian in order to release the student to his/her care. If Cristo Rey Dallas cannot reach a parent/guardian or emergency contact, the student will remain in the main office until either the end of the day or until Cristo Rey Dallas can reach a parent/guardian.

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

**Holidays**
Cristo Rey Dallas does not permit vacation outside of defined school breaks. Cristo Rey Dallas considers such absences unexcused. For example, if a family chooses to take a vacation that goes beyond the allotted Christmas break, the student will be subject to appropriate consequences as described in the attendance policy. This could lead to loss of credit. The student is responsible for any work missed.
Often schools have holidays that businesses do not share. Student workers may be required to attend work even if there are no classes scheduled for a particular day. It is the student worker’s responsibility to verify with CWSP if s/he does not have to work on a particular school holiday. Student workers should assume that they have work every designated weekday of the year unless CWSP notifies them otherwise.

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

**Inclement Weather Policy**

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

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

If you have any questions, please call (469) 844-7956. For information about the closing of Cristo Rey Dallas because of an emergency, please see the section title Emergency School Procedure.

**Student Records**

All student records, which include the student’s application, immunization records, and academic and discipline records accrued during the student’s tenure at Cristo Rey Dallas, will be securely stored for 5 years after the student’s last date of enrollment. After this date, all records will be destroyed.
Student Information System: Infinite Campus
Parents/guardians may view their student’s grades online via the Infinite Campus Parent Portal. The Parent Portal enables parents/guardians to access their student’s schedule, grades, assignments, test scores and absences and to update basic contact information. The web address is https://txcloud1.infinitecampus.org/campus/portal/cristoreydallas.jsp. Parents/guardians can also access this information on a mobile device via the Infinite Campus Mobile Portal mobile app. Parents/guardians are strongly encouraged to download the free Infinite Campus Mobile Portal mobile app. The Cristo Rey Dallas district ID for Infinite Campus is TQWBTH.

Student Transcripts
Students or parents may request a copy of a student’s transcript in the Infinite Campus Parent Portal. Parents may also request a transcript by contacting the registrar. In most circumstance, transcripts will be provided within two business days.

Transfer of Records
Parents/guardians of students who transfer to another high school must provide written authorization for Cristo Rey Dallas to release the student’s records to the student’s new high school. The Cristo Rey Dallas records release form can be found in Appendix B.

Changes in Contact Information
It is essential for Cristo Rey Dallas to have a student's current address and phone number at all times. Our emergency contact system allows us to communicate with all parents by telephone and email to provide timely information about emergencies, school closings, absences and school events. Because the system uses contact information from our student information system, parents should always make sure that the school has correct contact information. Parents can update contact information in the Infinite Campus Parent Portal or by contacting the receptionist with any change in address, phone number, email address, or emergency phone number.
Course Catalog
Cristo Rey Dallas offers the following courses, with credit available upon passing the course, to students:

1. Freshmen
   1. Aesthetic Literacy (1 credit)
   2. Composition (1 credit)
   3. Corporate Work Study Program Practicum (1 credit)
   4. Integrated Mathematics I or Integrated Mathematics II (1 credit)
   5. Introduction to Literature (1 credit)
   6. Physics (1 credit)
   7. Preparedness for the Modern Workplace I (0.5 credit)
   8. Theology I (1 credit)

2. Sophomores
   1. Chemistry (1 credit)
   2. Corporate Work Study Program Practicum (1 credit)
   3. Creative Writing (1 credit)
   4. Integrated Mathematics II or Integrated Mathematics III (1 credit)
   5. Music Appreciation and Performance (1 credit)
   6. Preparedness for the Modern Workplace II (.5 credit)
   7. Theology II (1 credit)
   8. World Literature (1 credit)
   9. World History (1 credit)
Dress Code and Appearance Guidelines

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

Students must be in full uniform while at Cristo Rey Dallas, at work, to and from work, at special events, and during all field trips unless otherwise specified by Cristo Rey Dallas. On occasion, students will have the opportunity to dress casually (jeans and Cristo Rey Dallas attire). Cristo Rey Dallas will announce these events in advance.

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

For your reference, the dress code (professional business dress) and appearance guidelines are outlined below, including examples of inappropriate attire. If in doubt regarding an item of clothing, it is best to exercise an abundance of caution and err on the side of conservative attire. Cristo Rey Dallas reserves the right to determine what constitutes appropriate dress. The following is merely a set of general guidelines, as Cristo Rey Dallas determines at its discretion whether a student meets the dress code and appearance guidelines.

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

Uniform
1. White, collared, buttoned-down the front dress shirt with long sleeves and logo*
   a. All buttons on the shirt must be buttoned.
   b. The shirt should be neatly tucked into pants.
   c. Short-sleeved dress shirts are only permitted at school. Students are not permitted to wear short-sleeved dress shirts to work.
2. Blue blazer with logo*
a. Blazer must be worn every workday and at special school functions, including Mass.
b. Students may wear their blazers to school. They are not required to do so.

3. Neatly pressed gray dress pants*

4. School tie^ 
   a. Tie must be tied neatly and worn appropriately at all times.
   b. The knot should touch the top edge of the buttoned collar.

5. Belt 
   a. Belt must be visible.
   b. Belt must be solid black or solid dark brown, in a leather or leather-like material that roughly matches students’ shoes. Fabric or riveted belts are not allowed.

6. Dress Socks 
   a. At work, students must wear neutral-colored (brown, black, navy blue) socks on workdays.
   b. At school, students may wear any type of socks. Cristo Rey Dallas reserves the right to deem socks inappropriate at its discretion.

7. Dress Shoes or Boots 
   a. Shoes and boots may be brown or black and must hold a shine.

Jewelry and Tattoos
Cristo Rey Dallas does not permit earrings, any other piercings, or visible tattoos.

Make-up
Cristo Rey Dallas does not permit make-up or nail polish.

Hair Color/Style
Conservative, neat, natural color hairstyles are required. Cristo Rey Dallas does not permit two-tone hair, multi-colored hair, or “cornrows.” Students must cut their hair if it covers the shirt collar, eyes or ears. Cristo Rey Dallas does not permit Mohawks of any kind. Eyebrows must be natural without any slashes or markings.

Facial Hair
Students must be clean-shaven at all times. If any Cristo Rey Dallas employee or volunteer asks a student to shave, he has ONE opportunity to shave before he returns to school or work the next day. That student must then report to the athletic director the following day to verify he has shaved.
Sweaters
Traditional sweaters, cardigans, and sweater vests ("Sweaters") may be worn over the uniform shirt and tie. All must be solid in color (navy-blue), embroidered by Affordable Uniforms with the official Cristo Rey Dallas logo, and without any other pattern or design. When wearing a Sweater, the shirt collar and tie knot must be visible above the collar of the Sweater. Cristo Rey Dallas does not permit sweatshirts, including “hoodies” or fleeces, or turtlenecks to be worn on campus, at work, and to/from work.

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

Jackets/Overcoats
Coats should be appropriate to the weather. Coats and jackets are not to be worn inside the school building at any time.

Sunglasses / Hats
Students may not wear sunglasses at work or at school. They may wear them to school and remove them prior to entering the school building. They may also wear them to work and remove them prior to entering their office building.

Students may wear hats to school and remove them prior to entering the school buildings. They may only wear weather-appropriate hats between the CWSP bus and their office building when necessitated by the weather. Baseball caps may not be worn on workdays.

Examples of inappropriate attire:
- Sandals, flip flops and sneakers
- Revealing or tight clothing
- Exposure of undergarments
- Jeans/denim clothing
- Sweatpants, sweatshirts, t-shirts or any athletic clothing

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

Uniform
- White, button down the front dress blouse with logo*
• The blouse must be buttoned modestly.
• The shirt should be neatly tucked into pants.
• Blue blazer with logo*
  o Blazer must be worn every workday and at special school functions, including Mass.
  o Students may wear their blazers to school. They are not required to do so.
• Neatly pressed gray dress pants*
• School tie^
  o Tie must be tied neatly and worn appropriately at all times.
• Belt (Optional)
  b. If worn, belt must be solid black or solid dark brown, in a leather or leather-like material that roughly matches students’ shoes. Fabric or riveted belts are not allowed.
• Dress Socks
  c. At works, students must wear neutral-colored (brown, black, navy blue) socks on workdays.
  d. At school, students may wear any type of socks. Cristo Rey Dallas reserves the right to deem socks inappropriate at its discretion.
  o Belt must be solid black, solid dark brown, beige or gray in leather or leather-like material only. No fabric or riveted belts allowed.
• Dress shoes or Boots
  o Closed-toe, neutral color (black, brown, beige, gray, or white) shoes are required.

Jewelry and Tattoos
Cristo Rey Dallas does not permit excessive jewelry. Jewelry must be conservatively-styled and an appropriate length. The number of bracelets may be limited at Cristo Rey Dallas’s discretion. Cristo Rey Dallas permits up to two earrings on each earlobe and up to one total ear cartilage piercing. No other piercings are allowed. Cartilage earrings must be stud earrings. Hoop earrings should be of moderate length and size. Gauging of the ears is not allowed. No visible tattoos are permitted.

Make-up
Make-up must be in conservative colors and styles. Black lipstick or excessive eye makeup is not permitted. Eye shadow must be soft, neutral colors. Perfume may only be worn in conservative quantities. Fingernails should be of moderate length and one, solid, conservative color.

Hair Color/Style
Conservative, neat, natural color hairstyles are required. Cristo Rey Dallas does not permit two-tone hair or multi-colored hair. If braids are worn, they must be neat and well-maintained.
Sweaters
Traditional sweaters, cardigans, and sweater vests ("Sweaters") may be worn over the uniform shirt and tie. All must be solid in color (navy-blue), embroidered by Affordable Uniforms with the Cristo Rey Dallas logo, and without any other pattern or design. When wearing a Sweater, the shirt collar and tie knot must be visible above the collar of the Sweater. Cristo Rey Dallas does not permit sweatshirts, including "hoodies" or fleeces, or turtlenecks to be worn on its campus, at work, and to/from work.

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

Jackets/Overcoats
Coats should be appropriate to the weather. Coats and jackets are not to be worn inside the school building at any time.

Sunglasses / Hats
Students may not wear sunglasses at work or at school. They may wear them to school and remove them prior to entering the school building. They may also wear them to work and remove them prior to entering their office building.

Students may wear hats to school and remove them prior to entering the school building. They may only wear weather-appropriate hats between the CWSP bus and their office building when necessitated by the weather. Baseball caps may not be worn on workdays.

Examples of inappropriate attire:
- Sandals, flip flops and sneakers
- Revealing or tight clothing
- Exposure of undergarments
- Jeans/denim clothing
- Sweatpants, sweatshirts, t-shirts or any athletic clothing

*This item must be purchased at Affordable Uniforms.

^ At least two ties must be purchased directly from Cristo Rey Dallas’ Spark Store.
Code of Conduct

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

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

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

The code applies to any student who is:

1. On Cristo Rey Dallas property or in the community where the school is located,
2. At a worksite or in transit to/from a worksite,
3. Engaged in any Cristo Rey Dallas activity,
4. Under the supervision of any Cristo Rey Dallas employee or volunteer, or
5. Engaged in conduct that affects the order and discipline of Cristo Rey Dallas, the safety and welfare of others, or the reputation of Cristo Rey Dallas.

Positive Peer-Leadership

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

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

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

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

All students at Cristo Rey Dallas begin the school year with the same expectations and privileges, and it is up to the students to demonstrate that they can handle the responsibilities associated with such privileges. Students who are not able to demonstrate such responsibility are subject to the following discipline procedures through the System of Accountability.

Cristo Rey Dallas recognizes that students work best in an environment with fair and reasonable practices and performance standards that are clearly understood and consistently administered. Occasionally, a student may not meet the standards and expectations of Cristo Rey Dallas. In these cases, the System of Accountability may be used for any resolution that is needed. Cristo Rey Dallas and CWSP follow but are not limited to the exact order of the suggested courses of action found in the System of Accountability.

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

1. **Immediate Consequence** – An Immediate Consequence is not considered a major infraction; however, multiple “Immediate Consequences” may lead to a major infraction. These consequences include but are not limited to cell phone use outside of permitted times and/or places, dress code violations, and minor classroom disruptions.
2. **Disciplinary Meeting** – A Disciplinary Meeting will be held with the principal’s designee either
immediately at the time of incident or after school in the case of multiple Immediate Consequences such as outbursts in class or any other action that a faculty or staff member of Cristo Rey Dallas sees fit.

3. Improvement Plan – If any behavior issues continue or recur after the Immediate Consequence or Disciplinary Meeting, a student may be part of the Improvement Plan. At Cristo Rey Dallas we not only focus on the community within the school but also the community surround the school. If a student becomes part of an Improvement Plan they will meet with the principal or a designee to create a plan that works for the benefit of the student and the larger school community.

Student Accountability Council – If the conduct does not improve to an acceptable level or if a new issue occurs during the Improvement Plan period, the student will be referred to the Student Accountability Council.

Student Accountability Council
The Student Accountability Council is the most serious and potentially final step in the Student Support Phase. The Student Advisory Council is appointed when traditional methods of correction have not proven effective. The Council is composed of, but may not be limited to:

- Principal or Director of Academics,
- School Social Worker,
- CWSP Representative,
- Student’s Advisor, and
- Two Faculty Members.

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

1. Action 1: Disciplinary Probation with a focused Developmental Agreement
   - Action 2: Dismissal from Cristo Rey Dallas College Prep

The finality of the decision(s) of the Student Advisory Council is subject to the principal’s approval. The signed Code of Conduct is also considered at this stage of the disciplinary process. The Principal will promptly notify the student and his/her family of the Council’s decision.
Gum Chewing
Students are allowed to chew gum as long as they do so in professional manner (no loud or excessive chewing, no popping). Only minty gum is allowed (no bubble gum). Gum chewing is not allowed during Mass.

If students decide to discard their gum in places other than the trash, they may lose this privilege.

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

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

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

Therefore, Cristo Rey Dallas prohibits the sale, purchase, use, or possession of any illegal drug or controlled substance and prohibits its students from being under the influence of any illegal drug or controlled substance (other than those legally prescribed for a student and administered according to that prescription). Cristo Rey Dallas may report such student behavior to the appropriate authorities if it occurs while on Cristo Rey Dallas’s premises, at the student’s workplace, or under the supervision of a Cristo Rey Dallas employee or volunteer.

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

Cristo Rey Dallas reserves the right to drug or alcohol test a student if a staff member of Cristo Rey Dallas reasonably suspects that the student is in violation of this policy.
In addition, if a student is arrested for any reason, that student must notify the principal within five calendar days of the arrest.

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

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

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

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

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

**Year End Review**
At the end of each academic year, the administration will review the enrollment of each student in consultation with faculty and staff. Cristo Rey Dallas may dismiss students experiencing disciplinary or academic difficulties or not making progress toward achieving the goals and objectives of Cristo Rey Dallas if, in the judgment of the administration, the students would be better served elsewhere.
Drug Testing
Cristo Rey Dallas reserves the right to drug or alcohol test any student at its discretion. Since many job partners require drug or alcohol testing, results of the testing may be made available to job partners (in confidence) at their request. Positive results may be grounds for dismissal from Cristo Rey Dallas.

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

Harassment
Any form of harassment is strictly prohibited at Cristo Rey Dallas. Harassment is defined as any conduct that denigrates, shows hostility, or aversion toward any individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, citizenship or disability that:

1. has the purpose or effect of creating an intimidating, hostile or offensive school environment, or
2. has the purpose or effect of unreasonably interfering with an individual’s performance.

Harassing conduct includes, but is not limited to:

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

Sexual harassment of any form will not be tolerated. Federal law defines sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.” Within the above definition, Cristo Rey Dallas views the following conduct as grounds for immediate expulsion:
1. when submission to such conduct is made a condition of a student’s continued attendance at Cristo Rey Dallas or as a condition of employment by CWSP,
2. when submission to or rejection of such conduct is used as the basis for decisions affecting a student or employee, or
3. when such conduct has the purpose or effect of unreasonably interfering with the student’s or employee’s performance or creating an intimidating, hostile, or offensive school environment.

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

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

Change of Personal Information
Parents are expected to notify the main office promptly if there is a change in address, telephone number, email address, parent or guardian occupation, or any other pertinent information.

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

Cristo Rey Campus
Cristo Rey Dallas is a closed campus. Students must receive permission to leave campus during school hours (7:00 a.m. to 6:00 p.m.).

Food
Food for students is restricted to the cafeteria and designated outdoor areas during breakfast and lunch periods. Students may not bring food, snacks or drinks into the rest of the buildings on campus except during first period and morning break. Students may only bring a clear plastic bottle of water into the building. Students may not any other beverage or type of bottle into the building.

All Cristo Rey students must participate in the Cristo Rey Dallas’s food program. Students may not bring in outside food unless it is a snack on the list of acceptable snacks.

Identification
Each Cristo Rey Dallas student will be issued an identification card at the beginning of the year. All students are required to carry their Cristo Rey Student ID card with them at all times during school, work and school-related activities. Students must replace lost or vandalized IDs promptly. The cost to print additional IDs is $10.
Lockers
Cristo Rey Dallas students will not be assigned a locker.

Restrooms
Students may use the restroom before and after school, during breakfast and lunch, and during class transitions. Though discouraged, students may also use the restroom during class if it is necessary and they have the classroom teacher’s permission.

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

Medication Policy
Cristo Rey Dallas will only give medications to students who have a medication form on file signed by a parent/guardian. Students may bring prescription medication in pharmacy-labeled containers that they register in the main office. Parents must notify the main office of any serious student health issues, concerns or allergies.
Corporate Work Study Program

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

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

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

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

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

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

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

Incoming Student Summer Training Institute (Freshman ¡Viva!)
Freshman ¡Viva! is a three-week summer training institute for incoming students that takes place every summer before the academic year begins. All incoming students, whether rising freshman or sophomores, must participate in Freshman ¡Viva!.

Freshman ¡Viva! prepares incoming students for working in a professional work environment and a challenging academic environment. Freshman ¡Viva! is graded like other classes, with prep work and various assessments, and students are expected to engage with the coursework. Students must successfully complete Freshman ¡Viva! to matriculate at Cristo Rey Dallas for the academic year.

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

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

Tardies
During Freshman ¡Viva!, student check-in begins at 7:30 a.m. Cristo Rey Dallas and CWSP consider students that check-in at or after 7:55 a.m. tardy. If a student earns two tardies during Freshman ¡Viva!, Cristo Rey Dallas and CWSP will schedule an in-person meeting with the student’s parents. CWSP and Cristo Rey consider tardies when determining whether a student has successfully completed Freshman ¡Viva! CWSP may consider two or more tardies sufficient grounds to terminate the student’s relationship with CWSP and Cristo Rey Dallas.
Dress Code
Students are required to be in full uniform, as defined by this handbook, at all times during Freshman ¡Viva! Students, however, are not required to wear ties during Freshman ¡Viva! If, during Freshman ¡Viva!, a student is out of dress code twice, CWSP will meet with that student’s parent/guardian. CWSP may consider two or more dress code violations sufficient grounds to terminate the student’s relationship with CWSP and Cristo Rey Dallas.

Returning Student Summer Training Institute (Sophomore ¡Viva!)
Sophomore ¡Viva! is a four-day summer training institute for all rising sophomores, including returning and transferring sophomores. Sophomore ¡Viva! takes place every summer before the academic year begins.

Sophomore ¡Viva! reinforces skills developed by the rising sophomores during Freshman ¡Viva! and over the course of their first year of work. Sophomore ¡Viva! is graded like other classes, with prep work and various assessments, and students are expected to engage with the coursework. Students must successfully complete Sophomore ¡Viva! to continue at Cristo Rey Dallas during the academic year.

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

Attendance
Rising sophomores must attend every day of Sophomore ¡Viva! CWSP will not approve or excuse absences during Sophomore ¡Viva! If an emergency arises that may prevent a student from attending a day of Sophomore ¡Viva!, a parent/guardian must contact the CWSP staff immediately. After a student absence during Sophomore ¡Viva!, Cristo Rey Dallas and CWSP will meet with the student’s parent/guardian. In its discretion, CWSP may consider an absence or absences sufficient grounds to terminate the student’s relationship with CWSP and Cristo Rey Dallas.

Tardies
During Sophomore ¡Viva!, student check-in begins at 7:30 a.m. Cristo Rey Dallas and CWSP consider students that check-in at or after 7:55 a.m. tardy. If a student earns two tardies during Sophomore ¡Viva!, Cristo Rey Dallas and CWSP will schedule an in-person meeting with the student’s parents. CWSP and Cristo Rey consider tardies when determining whether a student has successfully completed Sophomore ¡Viva! CWSP may consider two or more tardies sufficient grounds to terminate the student’s relationship with CWSP and Cristo Rey Dallas.
Dress Code
Students are required to comply with Sophomore ¡Viva!’s modified dress code. If, during Sophomore ¡Viva!, a student is out of dress code twice, CWSP will meet with that student’s parent/guardian. CWSP may consider two or more dress code violations sufficient grounds to terminate the student’s relationship with CWSP and Cristo Rey Dallas.

Transportation
CWSP will coordinate the transportation of student workers to/from work using a variety of modes of transportation, including contracted vehicles, leased vehicles, owned vehicles, and public transportation. Student workers that use public transportation are responsible for returning the public transportation pass to the designated person at the conclusion of each workday. If a student worker loses a public transportation pass, the student worker will incur a fine based on the numbers of days remaining in the month ($3/day, $40 maximum). While at work, student workers may not use taxis or ride-sharing services.

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

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

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

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

**Taxes and Employability**

Student workers earn real income through the corporate work study program. CWSP pays any student earnings from the corporate work study program directly to Cristo Rey Dallas under CWSP’s Qualified Educational Assistance Plan (QEAP). Any CWSP contributions are limited to maximum amount permitted by the QEAP for a given calendar year.

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

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

**Non-program Work Days**

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

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

**Timecards**

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

1. 1st Late Time card – CWSP will send a warning email to the student worker.
2. 2nd Late Time card – CWSP will contact the parents or legal guardians regarding the missed time cards and the consequences that result from additional late time cards.
3. 3rd Late Time card – CWSP will assess a fine of $20 per missed timecard for a total fine of $60.
4. 4th Late Time card – CWSP will assess a fine of $60 for the fourth missed timecard.
5. 5th Late Time card – The student worker will automatically receive a failing grade in CWSP Practicum.
6. 6th Late Time card - The student worker will appear before the Student Accountability Council.

If a late time card is not submitted after one week from its original due date, CWSP will fine the student worker $60 for the delinquent time card. The student worker will fail CWSP Practicum for a second delinquent time card and will be asked to attend Student Accountability Council for a third delinquent time card.
Faith

At Cristo Rey Dallas we are a community both united and motivated by our Catholic faith. Catholic truly means universal. We at Cristo Rey Dallas live up to that ideal by remaining rooted in the Catholic Church while remembering that every person comes with his/her own story and faith experience. A Catholic Education empowers students to “reach the fullness of their potential as individuals created in God’s image and assisting them to direct their gifts toward building the earth.”¹ Active participation in the faith life of Cristo Rey Dallas plays a key role in students reaching their potential. As such, we hope and expect our students will actively participate in the faith life of our school.

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

Prayers and Liturgies
Daily prayer and community prayer play a major role in our school culture both in classrooms and in our school community. Why do we think it is so important to pray?

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

With this in mind, prayer is something that is impossible to require or force someone to do. We at Cristo Rey Dallas, however, expect that our students will be open to prayer. If someone is not interested in prayer at any given time, his or her behavior and attitude must never inhibit another person’s desire to pray. The same applies to the Masses and prayer services that will form major moments in our school year. These times of communal prayer, especially when tied to the Sacrament of the Eucharist, are both “the source and summit”² of our faith life as a school. Students, faculty, staff, and friends of Cristo Rey Dallas are expected to participate in these liturgies by praying through: speaking, singing, and praying quietly when each is appropriate. Not every member of the community will be Catholic, and therefore Catholic Mass may not be part of everyone’s faith

¹ From the Constitution of the School Sisters of Notre Dame
² A quote from the Mass’ Eucharistic Prayer
tradition. Regardless of personal faith preference, Mass, however, can be a time of prayer and reflection, and we expect everyone’s behavior to allow those around them the quiet that each may need.

**Retreats**

Retreats are not in addition to the education of our students but rather central to it. Retreats give us the “why” behind the “what” of our school, they give us time to step back and make sure we each have our own lives and faith lives in a place where we can then offer them fully in our studies and formation, and honestly they simply give us a break to focus more directly on Christ. We have developed a retreat program that both calls students to stretch themselves in their faith journeys but also allows for individual decision and choice. It is only by helping students take ownership of their faith in high school that we setting students on a path for success in continuing to be faithful in college.

**Freshman Year**

All students attend a class retreat for one night in the winter built around the theme of igniting both faith and relationships in their first year at Cristo Rey. Our Scriptural Inspiration is the story of the Burning Bush.

**Sophomore and Junior Years**

Students will be given two “retreat days.” These retreat days are days in which they have an excused absence from school in order to attend either a Cristo Rey Dallas retreat or a retreat offered by their own Church.

The faculty and staff will work together with Campus Ministry to offer numerous smaller retreats. The size will vary, the price will vary, the length will vary, and the theme will vary. This schedule will be made public early in the year so that the students are able to decide how they would like to spend their allotted two days.

Students are responsible for checking their work calendar because retreat days are not an excused absence from school. They are also responsible for communicating with teachers before and after their retreat. Students who are on academic probation are not permitted to miss class for a retreat.

**Senior Year**

Once again the entire class will attend an overnight retreat together designed around both building community and taking our faith with us as we go out from Cristo Rey Dallas. Our Scriptural Inspiration is the story of Pentecost and the Tongues of Fire.

Since retreats are so central to our school culture we expect all students to be present to the experience both by attending the retreat and by participating in the activities as fully as they are able. This involves coming with an open mind, welcoming challenges as opportunities, and limiting distractions while on retreat (i.e. music, games, phones, etc.).
Called to Service
Ultimately, all of the faith at Cristo Rey Dallas would be fruitless if it did not lead to a difference in our lives and community. An attitude of servant leadership is the distinguishing characteristic of a member of the Cristo Rey Dallas community. This attitude flows from a recognition of the blessings that we have received and is the first step in sharing those gifts with those around us. Members of the Cristo Rey Dallas community serve each other in the school, the neighborhood, and the world.

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

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

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

Enrichment
Enrichment Period is held at the beginning of the school day. All students are required to participate in at least one non-Study Hall enrichment activity. At Cristo Rey Dallas, we want to cultivate students’ talents not only through academics and CWSP, but also through new experiences with clubs and other extracurricular activities. It is also expected that students are able to take responsibility for their work and complete it on time so that they are able to participate in other activities.

Physical Education
Students are required to participate in a Friday physical education (“PE”) activity. A student will be placed in a PE activity if they do not select one that they prefer. By the end of a student’s junior year of high school, the student must have reached the minimum amount of PE credit hours as required by the state of Texas for high school graduation. Those hours will be confirmed and approved by the athletic director and the registrar by each student’s junior year. Subject to the discretion of the registrar and athletic director, a student may receive PE credit by participating in athletics or a club deemed as active.

College Counseling
College Counseling at Cristo Rey Dallas is an integral part of the school's overall counseling program and is designed to lead our young men and women and their families to a deeper understanding of their individual talents, characteristic learning styles, academic interests and career goals. The college admissions process at Cristo Rey Dallas is, therefore, viewed as a developmental process. Its purpose is not only to assist students and their families in finding colleges that meet their needs and match their academic strengths and interests, but also to engage each student in a process of self-assessment. Parents, faculty and staff members and college counselors all encourage each student's aspirations while supporting the young men and women in taking personal responsibility and initiative for their college process.

Although College Counseling is not a course that is graded and calculated into the GPA, students must still meet requirements in this department at each grade level.

GRADE 9: EXPLORING COLLEGE I
As part of the college-readiness curriculum, ninth graders will:
1. Explore what college is and the advantages it offers,
2. Develop a growth mindset and an understanding of the brain,
3. Explore what it means to go to a college prep school,
4. Analyze disparities in college readiness and high school and college completion by race, ethnicity and socioeconomic status,
5. Identify and explain key terms, including transcripts, selectivity, ACT, SAT, major, first generation college vs. first time college, socioeconomic disadvantage, disparities, growth mindset, private vs. public, community college, university,
6. Explore the selectivity of different colleges and comparing ACT average scores to their ACT scores,
7. Draft a research paper on the challenges that first generation college students face and the resources available in different universities for these students,
8. Create resumes,
9. Spend the night at a college campus, and
10. Take the PLAN ACT Exam in October and interpret the results by the end of December.

GRADE 10: EXPLORING COLLEGE II
As part of the college-readiness curriculum, tenth graders will:
1. Analyze ninth grade performance and the impact it may have in the college application process,
2. Identify key financial aid terms, including scholarships, grants, loans, and work-study,
3. Compare the total cost of attendance of different types of colleges,
4. Calculate GPA,
5. Register for an account on Naviance Family Connection by November,
6. Complete a Career Interest Inventory and discuss the results with his/her counselor by June,
7. Create an essay portfolio and begin to draft College Admission Essays,
8. Spend the night at a college campus,
9. Attend at least one local college campus visit,
10. Update their resumes with the most recent activities, work experience skills and awards, and
11. Take the PLAN ACT Exam in October and interpret the results by the end of December.
Athletics

Policies Regarding Participation in Team Sports
A decision to participate in a team sport is a commitment that must not be taken lightly. A team cannot function properly with an ever-changing roster, as it would be unfair to both coaches and participants. As such, the following policies are in effect:
1. If a student develops a medical issue during a particular athletic season, s/he will still remain a member of the team for the duration of the season. S/he will follow a rehabilitation program assigned by his/her physician. If the injury is not of a serious nature, the student will help his team in a way designated by his coach. As long as the student is a member of the team, s/he is expected to be at all practices and games.
2. If a student is removed from a sport for any reason, s/he will not receive credit towards PE fulfillment.

Parent Expectations
At Cristo Rey Dallas we value creating a culture of community and support. As such, parents are encouraged to support their children and their children's teams in a vocal and positive manner that does not reflect negatively on the school or our Catholic affiliation. The most valuable fan in the stands is the parent who is supportive at the competition as well as at home.
Parents who become verbally abusive to officials, coaches, players or other fans may be asked to leave the event. Parents should also refrain from talking to their children or coaching them from the sidelines or stands during the course of the game. Athletes need to hear one voice during athletic competitions, and that voice should be the voice of the coach of their team.

Athletic Discipline
In the event that an athlete is disciplined for behavior issues at school, his athletic participation does not supersede his obligation to fulfill the assigned disciplinary action. The athletic director or coach may also assign extra disciplinary measures or may remove any player from practices or games for the purpose of discipline or behavioral issues.

Academic Eligibility & No Pass-No Play Policy
If a student-athlete falls below 75% but is at or above 70% in any classes, the teacher of the class and the coach will meet with the student to develop an academic support plan and parents/guardians will be contacted. Until the grade rises to at or above 75%, the student may be allowed to practice and will be able to attend games, but will not be able to play in a game.
If a student-athlete's grade falls below a 70% in any of the classes, they will not be able to play or practice in the sports or intramurals that they are part of until they bring the grade up to a 75% or above. A meeting will also be scheduled with the student, parent/guardian, teacher, athletic director, and principal to discuss the appropriate next steps and to create an academic support plan.
Tuition and Other Financial Information

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

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

2. If a family selects a payment plan, the remaining family contribution is divided into one of the four payment options:
   1. Option 1: Payment in full, July 2016
   2. Option 2: Two equal payments, July 2016 and January 2017
   4. Option 4: Monthly equal payments, July 2016 - April 2017

3. There is a payment plan administration fee of $45 unless the family pays the full tuition in one or two payments as arranged with TADS.

4. Payments are automatically drafted on the 1st, 5th or 15th of each month from July to April, unless family arranges alternative draft dates with TADS.

| Actual Cost to educate student | $15,725 |
| Family Contribution            | $500 - $2,500 (3% - 16% of actual cost) |
| CWSP Earnings                  | $8,200 (52% of actual cost) |
| Scholarship                    | $5,025 - $7,025 (32% - 45% of actual cost) |

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

Additional Financial Aid
Cristo Rey Dallas has limited resources to help students whose financial situation prohibits them from making the tuition payments of up to $2,500 per school year.

1. The Financial Aid Committee makes all decisions regarding additional financial aid based on economic need as determined by the committee.

2. In the event of a major family event or life change impacting income (job loss, birth, or death), please contact the Director of Admissions to reassess family contribution.
Refund Policy
There are no refunds on tuition and any acquired charges, such as work study fines or lost Chromebook fees. Registration fees are non-refundable unless prior to the start of school, Cristo Rey Dallas determines that a student will not return to Cristo Rey Dallas the following school year.

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

Failure to Make Payment
Accounts are considered delinquent if payment is not received on the due date each month.

The following fees will be applied to the TADS account in the event of a late or returned payment:
1. Payment received by TADS after the due date: $29.00 per payment
2. Payment returned from the bank: $29.00 per return
3. TADS will make one follow-up phone call on unpaid bills per month. If payment is made during this phone call, late fees related to the payment will be waived.
4. Families of withdrawing students must pay all of the tuition due and other balances through the end of the month in which the student officially withdraws from Cristo Rey Dallas. Cristo Rey Dallas will not release any official records until all money owed to Cristo Rey Dallas is paid in full.
5. If there are exceptional circumstances that prohibit making a timely payment, a family must make an appointment with the Director of Admissions.

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

SPARK cards
All families must purchase an introductory $20.00 SPARK card to use for school activities (such as dances or movie nights) or at The SPARK Store. If the initial $20.00 is spent, students may reload funds onto the existing card at the spirit store. Students are responsible for their SPARK cards, Cristo Rey will not refund any funds due to lost or misplaced SPARK cards.
Emergency School Procedures

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

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

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

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

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

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

Designation of Directory Information
Parents and eligible students are advised that Cristo Rey Dallas College Prep has designated the following information contained in the education records of its students as “Directory Information” for purposes of FERPA: the student’s name, addresses (including e-mail addresses), telephone number, date of birth, year of school, dates of attendance, participation in officially-recognized activities and sports, weight and height of members of athletic teams, photographs (including identification pictures), videos depicting and/or concerning life at the Cristo Rey Network school, degrees and awards received, and previous educational institution(s) attended.

Directory information may be disclosed without consent.

Parents’ and Eligible Student’s Right to Prevent Disclosure of Directory Information
Any parent or eligible student wishing to prevent disclosure of directory information must file a written notification to this effect with the principal of Cristo Rey Dallas.

Annual Notification of Rights under FERPA
FERPA affords parents and eligible students certain rights with respect to students’ education records. These rights include:
1. The right to inspect and review the student’s educational records within 45 days of a written request to the Principal of Cristo Rey Dallas College Prep,

2. The right to request in writing an amendment of the student’s education records that the parent or eligible student believes is inaccurate and to a hearing if the requested amendment is denied,

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cristo Rey Dallas College Prep to comply with the requirements of FERPA, and

4. The right to consent to disclosures of personally-identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Cristo Rey Dallas or CWSP as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School’s Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or company providing degree verification services to the school); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

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

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

Sample Absence Letter

Date

To Whom It May Concern:

Please excuse my son/daughter, __________________________, (name of student) for being absent on __________________ for _________________________. (date of absence(s) (reason for absence)

If you have further concerns, please feel free to contact me at ____________________. (phone #)

Thank you,

Parent/Guardian Signature
Sample Early Dismissal Letter

Date

To Whom It May Concern:

Please excuse my son/daughter, ____________________________, (student name) from school early today, ____________________, for __________________________.

(today's date)                                       (reason)

I will pick up my son/daughter at __________________. (time for pick up)

If you have further concerns, please feel free to contact me at ____________________. (phone #)

Thank you,

Parent/Guardian Signature
Records Release Form

AUTHORIZATION FOR TRANSFER OF STUDENT RECORDS

I, the undersigned, authorize Cristo Rey Dallas College Prep to transfer all school records of:
_________________________________________, DOB ____________________
(student’s legal name) (date of birth)

to the following school: __________________________________________________
(name of student’s new school)

located at __________________________________________.
(address, city, state, ZIP code)

Parent signature: _____________________________________ Date: _____________

Parent printed name: ____________________________________________________