



Cristo Rey Kansas City
SCHOOL HANDBOOK
2020 - 2021

SECTION 1: INTRODUCTION

Program Overview

Cristo Rey Kansas City High School is an accredited, coeducational, college preparatory, Catholic secondary school founded to provide a rigorous, affordable, faith-based option for motivated high school students of Kansas City, Kansas and Missouri. Opening in Midtown Kansas City, Missouri in August 2006, Cristo Rey is a sponsored work of the Sisters of Charity of Leavenworth.

As a member of the Cristo Rey Network, Cristo Rey Kansas City High School is modeled after Cristo Rey Jesuit High School in Chicago, the first of a growing network of Cristo Rey schools around the country. In the fall of 2020 there are 37 Cristo Rey model schools operating nationwide. For more information about the Cristo Rey Network, please visit www.cristoreynetwork.org

The intention of Cristo Rey Network schools is to reach students and serve communities that have traditionally been unable to afford a private, college prep high school education. Cristo Rey Kansas City High School is affordable because of a unique corporate work study program, in which students work in entry-level clerical positions for area businesses and non-profit organizations. As a result, students have access to an excellent, Catholic, college-prep education; earn approximately 50% of the cost of their education themselves; and receive excellent work experience for their resumes.

- The school is located at 211 W. Linwood Blvd., Kansas City, MO 64111.
- CRKC is accredited by AdvancEd and is a member of the Cristo Rey Network.
- Job site sponsors contract with Cristo Rey Kansas City in a “fee-for-service” agreement. Students are employees of the Cristo Rey Kansas City CWSP.

Cristo Rey Kansas City Mission Statement

Cristo Rey Kansas City provides a Catholic, college prep education enhanced by an innovative corporate work study program to culturally diverse students with economic need.

Cristo Rey Kansas City Vision Statement

Cristo Rey is recognized as an educational force in the urban core:

- *Igniting hope*
- *Expanding possibilities*
- *Investing in dreams*

Cristo Rey Kansas City Core Values

At Cristo Rey Kansas City, we value:

- Integrity - We value honesty and authenticity of character and action.
- Respect - We believe in the dignity and worth of each person, and we value treating everyone with courtesy and utmost regard.
- Responsibility – We value a trustworthy accountability in all our works and relationships.
- Partnership - We value connecting and working with others to promote cooperation and new possibilities.
- Spirituality -We believe in God’s constant, loving presence and we value openness to divine guidance in all we say and do.

An Inclusive Community

Cristo Rey Kansas City High School is a community of students, families, faculty, staff, and patrons. Through partnerships, employment, and the admission of students, the school welcomes all, without regard to race, color, national or ethnic origin, faith, gender, physical ability, or sexual orientation.

Campus Environment

Cristo Rey Kansas City is a closed campus school. Permission is needed to be off campus from the time a student arrives on campus until classes end. The school day ends at 3:45 pm unless students are participating in after school tutoring, athletics, or another club, organization, or activity. Students are not required to use the CRKC provided transportation for home to school or school to home services.

Only current students, graduates or individuals authorized by school administrators are permitted beyond the lobby.

Please see the visitor policy for more information about outside guests.

The Sisters of Charity of Leavenworth

The Sisters of Charity of Leavenworth is a religious community of Catholic women – about 190 in all – who have dedicated their lives to the love and service of God and their neighbor, especially women and children and the poor. The Sisters serve throughout the mid-western and western United States and in South America working primarily in the areas of education, health care, social services and pastoral ministry. The Sisters also work in California, Montana, Colorado, Kansas, Missouri, and the country of Peru. SCL sponsored community works include the University of Saint Mary in Leavenworth, KS and Cristo Rey Kansas City. To learn more about the Sisters of Charity of Leavenworth, please visit the website: www.scls.org.

Policies Disclaimer

The policies outlined in this Handbook represent a framework. This list is not exhaustive and should not be considered comprehensive of all CRKC policies. Statements in this Handbook are subject to amendment with or without notice. CRKC will attempt to keep parents/guardians informed of all changes as soon as practical. Some changes may be made immediately due to unforeseen circumstances. Corporate clients will also have work specific policies that students must follow. Students will become familiar with client specific policies and procedures during their corporate orientation in the beginning of the school year.

SECTION 2: DISCIPLINE/CODE OF CONDUCT

Expectations of Students

Every Cristo Rey Kansas City student has been admitted to this school because she/he has demonstrated desire and motivation to go to college. Each student is welcome and will be respected here. Each CRKC student has the right to participate in the academic, spiritual, social, athletic and work experiences that are offered here. In accepting admission to Cristo Rey KC, each student also has accepted a tremendous responsibility: the responsibility to represent not only themselves and their families, but also the school, the people who comprise the school family, the surrounding community, and the work sponsors. Should a student violate the rules of the Cristo Rey Kansas City community, the school will take action.

To guide students in the effort to make the most of this great and challenging opportunity, and to live up to the responsibility of caring for the school and all the people who comprise the school family, the following high expectations have been set:

These expectations apply to any student who

- 1. is on school property at any time;**
- 2. is engaged in any school activity at any place, including CWSP jobsite;**
- 3. at any other time, place or digital space demonstrates behaviors that have an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of the school or its students, families, faculty and staff, sponsors or benefactors of Cristo Rey Kansas City.**

- ❖ *Students must be on time and prepared in all school and Corporate Work Study situations.*
- ❖ *Students should be active learners and maximize their academic potential.*
- ❖ *Students must show respect to each member of the Cristo Rey Kansas City community.*
- ❖ *Students must conduct themselves in a professional manner in accordance with the Cristo Rey Kansas City Core Values.*
- ❖ *Students must demonstrate pride in stewardship of school property and its surroundings.*

Corporate Work Study Program Pledge

As a Cristo Rey Kansas City student in the Corporate Work Study Program, I pledge to

- Be a hardworking and motivated employee;
- Greet people by name with a firm handshake;
- Use all electronic media for professional use only;
- Do not take my mobile device to work;
- Demonstrate integrity by respecting the time and property of my sponsor and coworkers;
- Adhere to the Cristo Rey dress code;
- Power off my cell phone and only keep it in my possession in case of emergency;
- Take initiative by asking for more work when I complete a project;
- Take responsibility for my actions and let someone know when I have made a mistake;
- Am conscious of my body language and know the messages it conveys;
- Use complete sentences, proper grammar, and appropriate language in conversations and electronic messaging;
- Follow the CRKC Corporate Work Study transportation rules (e.g. always coming to school before work on time, following safety procedures on the buses);
- Accept that there is a financial penalty for missing a CWSP workday;
- Agree that I will make up any missed workdays;
- Will act in accordance with the CRKC core values at work.

Code of Conduct

Students are expected to follow all behavioral guidelines and directions from their classroom teachers, as well as those found in the Student Code of Conduct listed below.

Conduct and Core Values

In accepting admission to Cristo Rey Kansas City, each student also has accepted a tremendous responsibility - the responsibility to represent not only themselves and their families, but also the school, the people who comprise the school family, the surrounding community, and the work sponsors in any academic, spiritual, social, athletic, and/or work activities in and out of school. Being a Puma comes with great responsibilities. A Code of Conduct was established to address behaviors not aligned with Cristo Rey Kansas City's Core Values and student expectations. These Core Values are described below. A sample list of discipline consequences is identified after the Core Value section.

Core Value: Spirituality

At Cristo Rey Kansas City, we believe in God's constant, loving presence and we value openness to divine guidance in all we say and do. The partial and non-exhaustive list highlights offenses that could delay our blessings or dampen another's spirit: Liturgy Disruption, Desecration of Religious Icons, Hate-Related Conduct

Core Value: Integrity

At Cristo Rey Kansas City, we value honesty and authenticity of character and action. The partial and non-exhaustive list highlights offenses that could disrupt the learning environment and diminish your standing in the school community: Defamation, Stealing/Theft, and Academic Dishonesty.

Core Value: Respect

At Cristo Rey Kansas City, we believe in the dignity and worth of each person, and we value treating everyone with the utmost regard. The partial and non-exhaustive list highlights offenses that could disrupt the learning environment and disrespect you and others in our school community: Bullying, Defiance of Authority/General Insubordination, Fighting, Gang Related Activity, Gross Disrespect/Verbal Abuse of Teacher/Staff, Obscene Behavior/ Use of Profanity, Sexual Harassment or Misconduct.

Core Value: Responsibility

At Cristo Rey Kansas City, we value a trustworthy accountability in all our works and relationships. The partial and non-exhaustive list highlights offenses that could prevent you from becoming a responsible citizen, one accountable for your actions: Excessive Tardiness, Inappropriate Computer/Internet/Technology Device Misuse, Non-Conformity to Dress Code, Skipping Class, and Truancy.

Core Value: Partnership

At Cristo Rey Kansas City, we value connecting and working with others to promote cooperation and new possibilities. The partial and non-exhaustive list highlights offenses that could create an unsafe environment and prevent others from learning, collaborating, or building a sense of community:

Contributing to or Inciting a Disruptive Situation, False Reports/Bomb or School Threats, Gambling, Gross Disruptive Behavior, Inciting to Fight, Possession of Educational Nuisance, and Vandalism.

Adherence to our core values and high behavioral expectations applies to any student who:

1. is on school property at any time;
2. is engaged in any school activity at any place, including CWSP jobsite;
3. at any other time, place or digital space demonstrates behaviors that have an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of the school or its students, families, faculty and staff, sponsors or benefactors of Cristo Rey Kansas City.

Any student whose rights are violated should notify the Dean of Student Life immediately. Any student who interferes with the rights of other students, faculty and staff will be disciplined accordingly.

Depending on the violation(s), a student may be asked to leave the school.

The Discipline System

The students of Cristo Rey Kansas City are respected as individuals of substantial merit and potential. The discipline system used at Cristo Rey Kansas City simply provides an objective and cumulative record of a student's demonstration of behavior as well as an attempt to right those behaviors that may inflict harm to the student's potential and merit and highlight a disconnect between the student and our school community's core values.

The discipline system at Cristo Rey Kansas City recognizes that different actions must be taken depending upon the circumstances of the incident. As such, the discipline system attempts to reflect differences in student decision-making by delineating between the severity of infractions.

The following is a three-tiered system which addresses minor infractions and more severe infractions in different ways: Disciplinary action will be taken when a student commits an infraction deemed inappropriate by a faculty or staff member.

Level I Infractions

Level I infractions are considered errors in judgment, but not serious violations of the Cristo Rey Disciplinary Code. In most cases, response strategies used by the teacher or staff will be sufficient to bring the student's behavior to an acceptable level.

Examples of such behavior include, but are not limited to:

- Chewing gum in class
- Eating/ drinking in class (1st offense)
- Leaving rubbish/not cleaning area
- Dishonesty
- Inappropriate language
- Dress code violations
- Tardy to class (1st offense)
- Cell phone out/use in class (1st offense)
- Academic dishonesty (1st offense)
- Possession of Educational Nuisance
- Talking in class (1st offense)
- Defiance of authority/insubordination (1st offense)
- Inattentive/ sleeping in class/ unfocused
- Device misuse - i.e., downloading an unauthorized game, taking selfies during instruction, etc (1st offense)

All teachers will be required to create and adhere to a classroom management plan that includes how to respond to Level I infractions prior to written documentation to the Dean of Student Life. Teachers must have documentation of all communication with students and their parents/guardians regarding the incident/infraction in question. Teachers are encouraged to set up in-class consequences (class detention, individual student conferences, parent contact, etc..) for minor Level I infractions.

Cell Phone/ Personal Electronic Device Policy

Students are not allowed to use cell phones or other personal electronic equipment during school (in class, the hallways, during assemblies, or during religious activities), a school function (i.e., field trips) or at work. They are permitted to use their phones during lunch.

If personal electronic devices (this also includes headphones or earbuds/pods) are seen or heard, they may be confiscated and held by the Dean of Student Life. Note: Teachers have the OPTION of taking the cell phone/electronic device and returning it at the end of the class.

The first incident may result in the student's phone/device being returned at the end of the day. Any additional offenses will require a parent or guardian to pick up the item personally. ***The school is in no way responsible for items brought to and/or stored at school.***

Smart watches or other non-phone devices used for communication and/or messaging are not permitted to be used in a communicative capacity. If students are actively using these devices to communicate or obtain academic information (cheating and/or plagiarism), devices will be confiscated, turned into the Dean of Student Life, and only returned to a parent/guardian in person.

Recording classes, students, and/or teachers without their permission is prohibited. Any infraction of this policy will be treated as a social media violation and may additionally be investigated as a bullying incident.

Detentions

1. Detentions will be held on designated days after school beginning at 3:50pm as designated by the teacher or the Dean of Student Life.
2. Detention work may include written corrective assignments, service to the school community including campus cleaning and beautification or cafeteria cleaning, or service to the neighboring school or community.
3. Detentions take precedence over any other school activity (jobs/sports/clubs)
4. Detentions will be served on the date assigned by the Dean of Student Life or Administrative Team.
5. Detentions must be served within a 24 hour period of being assigned (or arrangements made exclusively with the Dean of Student Life) to avoid more serious consequences.
6. Multiple detentions in a week or missing an assigned detention may result in more serious consequences.
7. Chronic detentions will be handled by the Administrative Team and could lead to further disciplinary action.

Detention will be held in a place designated by the Dean of Student Life. If a daily detention is not attended, students may be required to attend daily detention for two consecutive days. If a student does not attend the two consecutive daily detentions to make up for the one that he/she missed, then the student will be issued a more serious consequence. Repeated infractions could result in further and more serious consequences.

Level II Infractions

Level II infractions are considered major violations of the Cristo Rey Code of Conduct and a failure to meet the expectations for a Cristo Rey Kansas City student.

Examples of Level II infractions include, but are not limited to:

- Truancy
- Vandalism
- Gross Disrespect during Liturgy or Religious Services
- Desecration of Religious Icons

- Hate-Related Speech and/or Conduct
- Defamation
- Bullying
- Fighting
- Gang Related Activity
- Gross Disrespect/Verbal Abuse of Teacher/Staff with or without Profanity
- Obscene Behavior
- Sexual Harassment or Misconduct
- Inappropriate Computer/Internet Misuse/Social Media Violations - i.e. posting pictures of students without permission and/or during class, using technology to bully/ harass others, etc
- Contributing to or Inciting a Fight
- Gambling
- Tobacco/K-2/Vaping/E-Cigarettes/Alcohol possession and/or use on campus or on the worksite

If such incidents occur, the faculty or staff member will document the incident and forward a copy of all documentation to the Dean of Student Life, who will meet with the student(s) involved. The school Administrative Team will issue a consequence that is commensurate with the severity of the violation.

Level II consequences range from suspension to a recommendation for dismissal to the Principal.

Suspensions

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

1. The student's parents will be called to notify them of the suspension and a written communication will be mailed to the home address within two school days of the infraction.
2. The parents will be asked to meet with and administrator/counselor and pick-up the student from school.
- 3.. The student, during his/her time of suspension, will not be allowed to participate in any school functions and is not allowed on campus.
4. No student will be allowed back on campus until a member of the administrative team and counselor has spoken with the parents of the suspended student concerning their child's behavior; repeated suspensions may lead to dismissal from Cristo Rey.
5. If a CWSP work day falls during a suspension, students must schedule a makeup day with the CWSP department or pay the \$100 fine.
6. Students who have been suspended, forfeit the privilege of participating in any extracurricular activity or sports during their suspension (MSHSAA guideline).
7. Suspensions that occur within 10 school days of a school sponsored extracurricular event (dances, dress-down opportunities, etc..) will prevent students from participating.

****Suspended students are responsible for all missed assignments while on suspension. Work completed during suspension must be turned in within two days of student's return to school.****

Discipline Probation

Student discipline records will be maintained and monitored by the Dean of Student Life. Students may be placed on probationary status based on the severity of a specific incident or an accumulation of incidents

over the course of any given semi-quarterly period. Parents/Guardians will be required to meet with the Dean of Student Life when a student is placed on probation. A disciplinary contract will be created to monitor behaviors. If discipline issues persist after/during the probationary period and are in violation of the contract and other interventions, the student may be asked to leave Cristo Rey Kansas City.

Level III Infractions

These offenses are behaviors considered criminal acts (arson, illicit drug use/possession/distribution, robbery, sexual assault, false reports/bomb or school threats) that seriously jeopardize school order and security. Students who commit any of offenses will be immediately placed on suspension and subject to dismissal from the school.

Search and Seizure

School authorities are allowed to inspect and search lockers, desks, parking lots, other school property and any other items brought to school, as well as personal items left in those areas by students without notice to or consent of students and without search warrants. Inappropriate items will be confiscated at the discretion of school officials. At various times during the school year, Cristo Rey may seek the assistance of the Kansas City Missouri Police Department's (KCPD) K-9 drug dog search unit. Search dogs are used to detect the presence of illegal drugs in lockers and other common areas of the school building. Searches that reveal the presence of illegal drugs or other illicit objects are subject to school discipline consequences as well as criminal charges when applicable.

Dismissal from School

Dismissal is the loss of one's privilege to attend Cristo Rey Kansas City. This is generally the last step taken after following the discipline procedures described in the "Code of Conduct." Certain continuous or serious actions may result in immediate dismissal.

Appeals

If a student is dismissed from Cristo Rey Kansas City, parents have the right to request an appeal hearing with the President of Cristo Rey Kansas City. Appeals must be scheduled within two weeks of the student's dismissal from school. At the appeal, students are expected to present a written request explaining the reasons he/she should be allowed to return to Cristo Rey Kansas City. The results of the appeal hearing will be communicated to the parent/guardian within 3 days. This handbook notification is considered notice of this policy.

Year-End-Review

At the end of each academic year, the Administrative Team, after consulting with the faculty and staff, may review the enrollment of any student. Those demonstrating disciplinary difficulties, and those not making progress toward achieving the goals and objectives of the school, may be asked to leave Cristo Rey. No additional prior notice is required before students are asked to leave Cristo Rey Kansas City.

Discretionary Authority

The President, Principal, and Administrative Team reserve the right to apply the discipline code of conduct for just cause at their discretion. In addition, a student may be dismissed for repeated violations of the Cristo Rey Kansas City school expectations or for a single act.

Drug Testing

We support parents in efforts to keep students away from destructive decisions. The school staff encourages parents to:

- Discuss the use of drugs and alcohol and the reasons this is not a good idea.
 - Ask questions about where your teens are going, and with whom. Teens, ages 14 – 17, are not adults and do not make adult decisions.
 - Keep your teens very busy with family, sports, club and community activities that are healthy and allow little time to get into trouble or try things that you want them to avoid.
 - Call other parents and check out the plans your teens are making.
1. At various times throughout the year students may be chosen, some randomly and some intentionally, to be tested for drug use. The School Counselor or Nurse and an administrator will be present to explain the process to students. Cristo Rey Kansas City, as the employer of the students, reserves the right to drug test any student at its discretion. The school may use different kinds of tests to determine if students are using drugs. The parent/ guardian may be required to cover the cost of the test. Upon receiving the results of the testing, an administrator will meet with each student individually to share the results.

If the drug testing results indicate the presence of drugs, parents/guardians will be notified immediately and the student must begin outside drug counseling at the family's expense. In addition, the student will be required to participate in counseling at Cristo Rey Kansas City. Students who test positive for drugs will be subject to ongoing drug screening throughout their attendance at Cristo Rey KC. The student must remain drug-free to continue as a student at Cristo Rey KC. A second positive drug screening test will result in the student being asked to leave Cristo Rey Kansas City.

2. Some of the companies where the students work also require random or ongoing drug testing as a condition of employment. As student employees of those companies, some students may be required to participate in a drug testing program at work just like every other employee at that job site.
3. When Cristo Rey Kansas City holds events such as dances, students will be subject to screening for alcohol use and symptoms of drug use at the door. Students who test positive or are suspected of being under the influence of drugs will not be admitted to events. Their parents/guardians will be contacted immediately.

Harassment/Bullying

Cristo Rey Kansas City is a “No Place for Hate” school. Harassment or bullying is strictly prohibited. This includes any verbal or physical conduct that denigrates or shows hostility or aversion toward any individual or her/his relatives, friends or associates because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, citizenship or disability and that, has the purpose or effect of creating an

intimidating, hostile, or offensive school environment, has the purpose or effect of unreasonably interfering with an individual's performance in school, and otherwise adversely affects an individual's school experience.

Harassing conduct includes, but is not limited to:

- epithets, slurs, or negative stereotyping;
- threatening, intimidating, bullying or hostile acts;
- electronic, written, or graphic material that denigrates or shows hostility or aversion toward an individual or group where it could be viewed by others or circulated by any means in the school or workplace.

Bullying means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

1. Harming a student or staff member, whether physically or mentally;
 2. Damaging a student's or staff member's property;
 3. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
 4. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property
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Cyber Bullying/Social Media Conflicts: Cristo Rey retains the right to protect students from all forms of bullying both on and off campus. Bullying that occurs online or through social media falls under the category of cyber bullying. Instances of cyber bullying or social media abuse/conflicts will incur serious consequences similar to in-person bullying infractions.

Sexual harassment is strictly prohibited. Government regulations define sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.” This includes language and actions indirectly seen or heard by any individual or group. Any incident of sexual harassment should be reported by the student to the proper school authority when such conduct has the purpose or effect of unreasonably interfering with the student's performance or creating an intimidating, hostile, or offensive school environment.

Employees OR students who violate this policy against sexual and other forms of harassment will be subject to corrective action up to and including termination or expulsion.

1. Any student who believes that she/he has been the subject of sexual or any other form of harassment by anyone at Cristo Rey KC or by any person who does business with Cristo Rey KC, must bring the matter to the attention of his/her Cristo Rey Kansas City advisor, an administrator, or another staff member.
2. Upon notification, prompt and thorough investigation of any alleged incident will be conducted as soon as possible within 72 hours. Appropriate corrective action will be taken if warranted. To the extent possible, complaints of harassment will be treated as confidential.
3. Cristo Rey KC will not retaliate in any way against any current, potential or former student who, in good faith, reports harassment or participates in the investigation of such a complaint or report. Any attempt at such retaliation will not be tolerated and will itself be subject to appropriate corrective action up to and including termination or expulsion.
4. The Principal and President will review and monitor the handling of all complaints.

Language

Faculty, staff, students, visitors, and community members are to be treated in a courteous and respectful manner. The language people use is a reflection of how they feel about themselves and others.

- a. The speaking and practice of formal register, limiting the use of casual speech. Regardless of the language spoken, offensive and rude language and behavior is unacceptable and will be treated seriously. Racial slurs or other verbal and nonverbal references are inappropriate at any time.

SECTION 3: ATTENDANCE

Parents should notify the main office of any telephone number or information changes to ensure prompt communication.

General Attendance Policies

Students are expected to arrive at Cristo Rey Kansas City and to each class on time every day.

- *Students are expected to be on time for all parts of the school day: to school, class, work, lunch, advisory, etc...*

Tardy to School

- School begins at 7:30 am. Students who are tardy to first hour (7:30 am) are considered tardy to school.
- Waking up late, missing the bus, car trouble, bad weather, etc. are not acceptable excuses for being late.
- A tardy to school will be considered excused if a verifiable note or parent call is received and only if the Dean of Student Life considers the reason excused.
- If a student is tardy to school, the student must report to the front office and must be issued a signed pass in order to enter class.
- For a student who is tardy after 9:00 am, with an excuse, a half-day excused absence will be entered into the student's attendance file.

Students must be on time to school. When students are tardy to school, the following consequences will be assigned:

- **Up to two unexcused tardies to school** = verbal warning
- **Three unexcused tardies to school** = after school detention
- **Five unexcused tardies to school** = letter mailed to parent by Dean of Student Life
- **Seven unexcused tardies to school** = recommendation for parent meeting w/ Dean of Student Life and assigning of Attendance Contract
- **Ten unexcused tardies to school** = may result in loss of academic credit and/or recommendation for dismissal from Cristo Rey Kansas City.

Automated phone calls are made when students arrive tardy to school to notify parents/ guardians of student tardiness.

Tardy to Class

Students must be on time to classes throughout the day. When students are tardy to individual classes, the following consequences will be assigned:

- **Tardies one and two** = verbal warning
- **Three tardies to class** = in-class teacher detention
- **Five tardies to class** = discipline referral plus after school detention
- **Seven tardies to class** = recommendation for parent meeting w/ Dean of Student Life and assigning of Attendance Contract

*** Tardy to class statistics will reset on a quarterly basis. Any student placed on an Attendance Contract must meet the terms or face the possibility of dismissal from Cristo Rey Kansas City*

Frequent Absenteeism, Tardiness, and Loss of Credit

Rates of absenteeism and tardiness will be monitored by the office of the Dean of Student Life and regularly assessed. All parents/guardians will be informed of student absence rates on mid-quarter progress reports and quarterly report cards. Daily automated phone calls will be made to notify parents of absences and tardies to school. Students absent from 10 classes in an academic semester are subject to dismissal and the loss of academic credit.

Medical Absences

After three consecutive days of absence due to illness or a medical condition, students should present a doctor's note to the main office to verify the absences and release the student to return to school and work. Extended absence due to illness or injury will be evaluated for credit on an individual basis. Parents/guardians must notify the school as soon as possible.

Planned Absences

A planned absence requires a parent or guardian provide written or verbal notification to the school. The Dean of Student Life will issue a note that the student must show to all her/his teachers.

Unplanned Absences

A parent or guardian should call the school at (816) 457-6044 between 6:30 - 7:30 a.m. and briefly state the reason for the absence. A phone call must be made each day the student is absent. Failure to notify the school of an absence may result in the student's inability to receive credit for assigned work.

Scheduling of Outside Appointments

Parents are expected to schedule medical and dental appointments during non-school and non-CWSP hours. Please do not schedule appointments on work days. Failure to work the whole day will result in assessment of \$100 fine and/or making up the day. Vacations, college visits, and other such activities should be scheduled after reviewing the school calendar so they do not conflict with school attendance.

Early Dismissal

If a student is to be dismissed early, a parent or guardian should contact the main office explaining the circumstances. Under normal procedures, a parent/guardian must come to the office to sign a student out

prior to dismissal. If an unforeseen circumstance requires that a student leave school early, a phone call from a parent/guardian is acceptable; however, the procedure for an unplanned absence should be followed. Early release from work should not be requested except for an emergency.

Holidays/Vacations

Cristo Rey Kansas City recognizes family commitments to schedule vacations outside of school breaks. Students who intend on missing school and/or work because of a planned vacation or time away must notify the school of their plans in advance. Students are responsible for completing missed academic work and are responsible for scheduling a CWSP make up day or be subject to a \$100 fine if the CWSP work day is not made up.

Illness at School/Work

If a student becomes ill, the student should ask permission to see the school nurse. If the nurse determines that the student should not remain at school, a call will be made to the parent/guardian to come to school to sign out the student. Students should not contact parent/guardian by cell phones from school. Parents should call the school before responding to a cell phone call or text message from their children.

- An absence is only considered excused if the student has conferred with the nurse or school office personnel. If a parent/guardian or emergency contact cannot be reached, the student will remain in the nurse's office until the end of the day or until someone can be reached. When the nurse is not here, students who are ill should report to the main office.

Participation in Extracurricular Activities When Absent

If a student is absent from school/work, he/she may not attend any school function (dance, game, event) or athletic practice on that day. To be considered present for school and eligible for after school activities, a student must attend at least two-thirds of the day. When a student is absent on a Friday, the student may not participate in any weekend school activities.

Returning to School After Absence

Students will have two school days to make up assignments for each day absent. Assignments may not be accepted after the second day. Teachers will not normally prepare work in advance for students who take vacations other than those scheduled on the school calendar.

Truancy/Skipping School

Absence from school, class or work without sufficient reason is considered truancy (skipping school) and will result in the student receiving three hours of detention for every hour of class missed. Students are subject to drug testing before returning to school. A second offense will result in an automatic suspension and mandatory meeting between the student, his/her parent and the Dean of Student Life.

SECTION 4: HEALTH AND SAFETY

Health Overview

The safety of students, staff and visitors at Cristo Rey Kansas City is of paramount importance. Many of the policies and procedures contained in this handbook are intended to ensure safety. The school has an important partnership with students and their parents/guardians to have the necessary communication and healthy practices in order to protect everyone's health.

As teens begin high school, there are many new responsibilities including learning to manage some of their health concerns. Students should remember that not every stomach ache or headache needs to be medicated. Many teenagers skip meals, do not go to bed at night, and do not drink enough water, which causes many of these symptoms. Taking care of oneself every day is very important. It is rare that students become so ill during class time that they need to leave class to see the nurse. Most issues can be managed between classes, before and after school, or during lunch/advisory. When the nurse is not in her office, or is out of the building, students should report to the main school office with their health concerns.

Physical Exams

It is recommended that all students have a yearly physical on file at Cristo Rey Kansas City. All students wishing to participate in any athletics at Cristo Rey Kansas City must have a physical exam and a copy must be on file at the school on the required MSHSAA form. MSHSAA **physicals** are now acceptable for a **two year period. There is also a yearly interim participation document that must be filled out by the parent/guardian.** If a student had a physical examination after February 1 of the previous school year, this physical will be accepted for the upcoming school year. Parent/guardian and doctor will need to complete the physical form, available in the main office. The form must be returned to the school nurse before any student can participate in any sport practice or athletic competition. **Immunizations**

If a student is in need of immunizations, a notice will be sent to the parent/guardian. The State of Missouri requires all students to be current with their immunizations before entering school. At Cristo Rey Kansas City, any student who is not in full compliance with the immunization policy will be unable to attend school or work.

Special Health Care Plans

All students with any health concern, asthma, diabetes, or food allergy must set up a plan with the school nurse. In order to provide for students' safety, limited information is given to staff who interact with the students and need to recognize potential for an emergency. Parents/guardians should contact the school nurse as soon as possible to arrange to meet and create a health care plan. Once the plan is on file, it must be re-confirmed annually.

Asthma/Asthma Action Plans

All students with asthma are required to have an asthma action plan on file. All students using an inhaler while at school and carrying that inhaler with them will need to complete the necessary paperwork for self-administering asthma medications according to Missouri Statute Section 167.627. If a student has asthma, the parent/guardian should notify the school nurse.

School Health Screenings

School health screenings will include vision, hearing, height, weight, and body mass index calculations. These screenings will be performed in the fall for 9th and 11th graders. If abnormal results are noted after two separate screenings, parents/guardians will be notified of the results.

Over the Counter (OTC) Medications

Annually, the school sends parents/guardians an over the counter medication permission form. There are a limited number of over-the-counter medications that the school nurse administers: Tylenol (Acetaminophen), Ibuprofen, Tums, and eye drops. Parents/guardians will need to mark what is appropriate to dispense for each student, sign the form, and return it to the school nurse. If there is no signed form on file for a student, no medications will be administered. State law requires that no medication be given without written parental consent.

Prescription Medications

If a student is taking prescription medications, the ideal situation is that the medications will be administered at home. Sometimes a student must take one or more doses of a prescription during school hours. When that occurs, the parent/guardian must complete a prescription medication request form and send the medication to school. The medication must be in the original bottle with the student's name, name of the doctor, name of the medication, dose to be given, time the medication is to be given, and the route it will be given, (i.e., oral, topical...). Many pharmacies will provide a second labeled bottle specifically to send to school. The medication will be stored in the nurse's office or the main office, not in a student's locker or on their person. Please contact the school nurse to arrange for prescription medications to be administered.

Students requiring the use of an inhaler or epi-pen will be allowed to carry this medication. The school nurse/office will need to be informed that a student may use an inhaler or epi-pen while at school. The appropriate parental and physician consents must be on file (Missouri Statue 167.627). The student will need to meet with the nurse to demonstrate competence, safety, and understanding of these medications. If these medications are used during the school day, student must report use of medication to the school nurse/office.

When Students Should Stay Home

If students are sick in the morning, they should stay home in order to limit their exposure to other students and staff. Parents/guardians should call the school office between 6:30-7:30 am to let the office staff know why the student will be absent, especially if she/he has a temperature of 100 degrees (F) or greater. Parents/guardians should review the information below to know when a student is sick enough to stay home.

<u>EXCLUDE from school</u>	<u>READMIT to school</u>
Fever of 100 degrees or greater	Fever free for 24 hours
Diarrhea (2 or more loose/watery stools)	Until free of symptoms for 24 hours. If symptoms include severe cramping, blood or mucous in stool, the student is not re-admitted until free of symptoms, a stool sample has been tested and appropriate therapy, if necessary, has begun
Vomiting	Free of symptoms for 24 hours
Abdominal Pain	Continues for greater than 2 hours or intermittent pain with fever or other symptoms

Pink or red conjunctiva (whites of eyes) with white or yellow eye mucous/drainage often with matted eyelids after sleep and eye pain, or redness around the eye	24 hours after treatment has been started
Streptococcal pharyngitis (strep throat) or other streptococcal infection	24 hours after treatment has been started
Rash with fever	Until physician determines the student is not contagious
Impetigo	24 hours after treatment has been started
Herpes Simplex	No need to exclude, cover weeping vesicles
Scabies	Until after treatment has begun
Chickenpox	Until all lesions have crusted over (usually 6 days after onset)
Pertussis/Mumps/Measles	As directed by local health department
Hepatitis A	As directed by local health department
Head lice or nits	Until after the first treatment

Exclusion from PE or Activities

If a student has a temporary or permanent medical condition that would necessitate him/her being excluded from any required course, any exclusionary note must come from a medical doctor and be on file with the school nurse.

Student Accident Insurance

Cristo Rey Kansas City carries a student accident insurance policy on all students. This is accident insurance coverage, not health insurance. If students become injured at school or while involved in school events, coverage is available for medical expenses. A parent/guardian's primary insurance coverage is used first, and the school's insurance policy covers any expenses that are not covered by the primary insurance. In order to activate this coverage for medical expenses, the parent/guardian completes a form describing their coverage and then provides copies of the detailed medical bills related to the accident or incident.

Food Related Health/Allergies

Many young people today deal with food-related allergies or health issues.

1. The school does not serve peanut products in the school lunch/breakfast program or in the after school snack program.
2. The only food served to students at Cristo Rey Kansas City must be prepared by a certified, health department approved, food service staff. Any food sent from outside the school cafeteria program must be in the original product packaging. While we value the idea of "home-cooked" foods, we can only ensure the safety of food provided to students when there are safety controls in place.

Food Related Celebrations

Although many people associate food and parties with family and community celebrations, high school is not the place for the parties that may have been part of elementary and middle school. Food related celebrations are acceptable in advisory groups with two weeks prior notice to Kitchen Manager and a member of the administrative team.

Federal Nutrition Guidelines

As part of the Healthy, Hunger Free Kids Act of 2010, many new regulations and requirements have been implemented in schools and children's nutrition programs. Cristo Rey Kansas City fully implements these requirements and supports the efforts to educate students on healthy lifestyles with particular attention to healthy eating habits. To read more about the school-related requirements of the new nutrition guidelines, visit the Missouri Department of Education's website www.dese.mo.gov for the Food and Nutrition Services page.

SECTION 5: TRANSPORTATION

Home to School and School to Home

Cristo Rey Kansas City offers transportation services in four areas of the Kansas City metro area: Northeast KCMO, Eastside KCMO, South on Highway 71, and Kansas City, KS. This service is offered to families at \$1.00 each way.

1. To ensure each student has a seat on his/her bus route, bus passes will be sold more than a week before the month ends. Bus pass sale dates are listed on the school calendar as well as on the schedule that is mailed annually to parents/guardians. If there is a problem with meeting any deadlines to purchase a bus pass throughout the school year parents/guardians should contact the transportation manager to ensure the students have seats on their bus route for the next month.
2. The cost of monthly ridership is based on how many days the school is in session that month.
3. When the student purchases the bus pass he/she will be assigned to a certain bus. Students may only ride the bus to which they are assigned.

School to Work and Back to School

If students are aware that they will be tardy on a workday, they must contact the school office as soon as possible to alert the CWSP staff that they will be late. Within reason, the CWSP staff will hold the buses or make alternative arrangements to allow the student to get to work. Students must go to work and return to school via school transportation.

Students are not allowed to drive themselves to CWSP work.

Late Arrival to Work

Due to the liability of the Corporate Work Study Program, students must be taken to work by Cristo Rey staff and must return to work with the Cristo Rey staff. Parents/Guardians may not transport the student to or from work. If the student misses the bus to work, a fine of \$25 is charged to the student's account.

If a parent violates this policy and transports a student to or from work, the students will have to make up the workday or pay a \$100 fine.

Loss of Transportation Privileges

If there are any behavioral problems on any Cristo Rey Kansas City vehicle, student transportation may be revoked to and from school and to and from work. During this suspension of privileges, parents/guardians will be responsible to get the student to school on time and on a workday to work on time. Repeated suspensions of transportation privileges will result in a review of the student's attendance at CRKC.

Bus Safety Procedures

All students ride in CRKC vehicles at one time or another: home to school, school to work, or field trips. Every student then, is subject to the bus safety guidelines. Students and parents will sign a form acknowledging the safety procedures and indicating cooperation with the rules.

Student Parking

Students may not park in the Parish lot directly behind the school. Cristo Rey will provide a limited number of parking spots for students in the staff parking lot located on Broadway, south of the church. Students must fill out an application in the Dean of Student Life office to receive a school approved parking tag for their vehicle. This application requires a driver's license, license plate number, vehicle make, model, color, and year, insurance information, and student and parent signatures. When students park their cars in spaces that are not assigned to them, they may be towed and lose the privilege of parking.

Parking is not acceptable in the front of the school or in front of public driveways, fire hydrants, or in handicap zones. Students driving to and from school are expected to follow applicable local laws regarding licensing, proof of insurance, age and passenger limits.

Public Transportation

Students who take public transportation to and from Cristo Rey are encouraged to be vigilant at all times of their surroundings. They should not display their mobile devices or other valuables in public as this creates both safety and theft risks. Students should be aware of arrival and departure times. Being late to school because the student caught a bus late is not an acceptable excuse.

SECTION 6: ACADEMICS

Credit Requirements for Graduation

English	4 credits
Mathematics	4 credits
Science	4 credits
History/Social Studies	3.5 credits
**New credit total beginning w/ class of 2023	
Physical Education	1 credit
Health	½ credit
Fine Arts	1 credit
(Business Internship)	4 credits
CWSP	
Personal Finance	½ credit
Modern Language	2 credits
**New credit total beginning w/ class of 2023	
Theology/Religion	4 credits
Senior Core Science Elective	1 credit
Senior Core Non-Science Elective	1 credit
Seminar	2 credits
TOTAL	<hr/> 32.5 credits**

****All students must pass every class attempted at Cristo Rey. To successfully graduate, students in the class of 2023 must have at least 33 credits. Some students may graduate with more credits depending on additional classes taken during their four year academic tenures.**

Academic Expectations

1. Every student at Cristo Rey Kansas City has the right to an excellent, college prep education. All behavior in the school should help to establish and maintain an environment within the school that fosters maximum learning and mutual respect. It is also each student's responsibility to guarantee the learning environment for other students.
2. All assigned work should be handed in on time and completed to the best of a student's ability. Copying homework, cheating on tests or quizzes, plagiarism, and any other form of academic dishonesty is a serious offense. ****See plagiarism/academic dishonesty statement below.**
3. Students are expected to study every school night for at least one-two hours, reviewing the material from the day, reading, and preparing the assignments for the next day.

4. Students are expected to use all available academic websites and community resources to enhance their education (teachers, tutors, academic support staff, libraries, internet, etc.).
5. In classes, students are expected to be active, cooperative learners who listen, ask and answer questions. Students are expected to help establish an orderly, active learning process.
6. To be a Cristo Rey Kansas City High School student in good standing, students must pass all courses each year or make them up during the following summer. Students with failed courses must prepare a plan for recovery of credits. Students who accumulate more than 1.5 failed credits for the year risk being dismissed from Cristo Rey Kansas City. Students who fail to recover all missing credits from the previous year during summer school will not be readmitted to CRKC.

Plagiarism/Academic Dishonesty Statement

Academic Dishonesty/Cheating/Forgery: Academic dishonesty through cheating, copying, forging signature of teacher and/or parent, plagiarizing, or altering records, or assisting another in such actions.

The academically honest student:

- completes his/her own homework and does not allow his/her work to be copied by other students; completes quizzes, tests, and exams without seeking help from or offering help to another student; completes quizzes, tests, and exams without copying from notes or from a book;
 - acknowledges another person's contributions to his/her own work, whether written or oral, by citing the source and individual's name;
 - submits his/her own work and does not misrepresent someone else's work as his/her own.
-
- Cristo Rey Kansas City stands firmly against academic dishonesty in any form whether it is intentional or not.
 - Students caught copying daily homework assignments, assessments, or projects may receive a zero for the final grade with additional consequences by the teacher.
 - If a student has multiple offenses of copying homework during his/her time at Cristo Rey, s/he may face more severe consequences (up to and including suspension from school) given by the school administrators.
 - If a student is found to have engaged in or facilitated a more serious act of academic dishonesty (hacking gradebooks, cheating rings with other students, etc...), the student and the parent will meet with the Dean of Student Life to be assigned further consequences.

CRISTO REY KANSAS CITY GRADING POLICY

At Cristo Rey Kansas City, teachers and students will use the same grading scale that will be used at many colleges and universities. The courses will be both challenging and rigorous. The grading scale is:

A+	100% or greater	C+	77 – 79%
A	93 – 99%	C	73 – 76%
A-	90 – 92%	C-	70 – 72%
B+	87 – 89%	D+	67 – 69%
B	83 – 86%	D	63 – 66%
B-	80 – 82%	D-	60 – 62%
		F	Less than 60%

The grade point average (GPA) that is reported on the quarter/semester report cards is a calculation of all the grades given. Grade point averages are used to calculate honors as well as communicate with colleges. The numeric equivalent for letter grades are:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

If students receive all A's, their GPA would be a 4.0.

If students receive all C's, their GPA would be a 2.0.

Advanced Placement (AP) courses carry a higher GPA weight and can boost students' GPAs. In these classes, students who receive an A receive 5.0 quality points and B's equal 4.0 quality points. Students attaining a C, D, or F grade will not receive any additional GPA/quality point weight boost.

- In order to be eligible for extracurricular activities students must maintain the following:
 1. The student's GPA for the last full semester must be 2.0 or above, with the student passing a minimum of 80% of the core classes (classes that meet every day) in which he/she was enrolled. The student may make up no more than one credit in summer school toward that eligibility.

AND

2. The student's GPA during the current semester of enrollment must be at least 2.0 with the student passing a minimum of 80% of the classes in which she/he is enrolled. The Athletic Director will perform weekly eligibility checks to determine qualification for practices/games.

The only semester not affected by the eligibility rules is the first semester of freshman year.

If at the end of a grading period students have earned one or more F grades in any of their classes, they will be placed on an intervention plan managed by the Student Success Team. This intervention plan is a positive support system to aid students who are not meeting his or her primary responsibilities as a student: to complete all assignments each day, to use all the resources available to help her or him, and to strive to do as well as her or his abilities will allow. Students who are placed on an intervention support plan should

understand it contains the challenge to improve their academic standing quickly. The school will work with students to devise a plan to assist them in reaching their goals.

When a student is placed on an intervention plan, he/she will conference with a member of the Student Success Team as well as a parent and advisor to develop a plan of action to improve classroom performance.

The intervention plan may include required academic time outside of the school day, 1:1 tutoring, peer study groups, or other additional services.

Honor Roll

Honor Roll is posted at the end of each quarter at the end of each semester based on individual grade point averages for that grading period:

- First Honor Roll – 3.45 – 4.0
- Second Honor Roll – 2.95 – 3.44

Any student receiving an “F” in any course is not eligible for the Honor Roll regardless of her/his grade point average.

Eight times per year students will receive reports of academic progress. Progress reports are issued at the middle of each academic quarter.

1. First quarter progress report: available via plusportals
2. First quarter report card: parents/guardians and students pick up report cards and meet with the student’s pride leader and teachers at the October Report Card Day Conferences
3. Second quarter progress report: available via plusportals
4. First semester report card: available via plusportals
5. Third quarter progress report: parents/guardians and students pick up report cards and meet with the student’s pride leader and teachers at the February Report Card Day Conferences.
6. Third quarter report card: available via plusportals
7. Fourth quarter progress report: available via plusportals
8. Second semester report card: available via plusportals

In addition, there are four performance reviews for student jobs throughout the year. Students are evaluated by their workplace supervisors. A copy of these evaluations will be sent home. If you have questions about the CWSP evaluations, contact the CWSP staff.

If parents or guardians have any questions regarding academic or workplace concerns, they are encouraged to contact the student’s PRIDE leader. The staff member will connect the parent/guardian to the appropriate information or refer them to the appropriate person.

The parent plusportal is available to parents/guardians to monitor course grades and student academic progress. Access to the portal requires a valid email address.

SECTION 7: CORPORATE WORK STUDY PROGRAM

Program Overview

The Corporate Work Study Program (CWSP) is an innovative part of the Cristo Rey experience. CWSP provides students with real-world job experiences and allows them to earn a portion of the cost of their high school education. It is integral to the educational experience at Cristo Rey Kansas City and results in 1.0 academic credit per year.

All students and parents/guardians are expected to read and follow the rules and guidelines herein as part of their agreement with the Cristo Rey Corporate Work Study Program.

CWSP is the legal employer of the students and therefore reserves the right to conduct random drug testing.

Students earn real income through the Corporate Work Study Program. In their contracts, students and parents agree to assign this income to Cristo Rey Kansas City to help offset the cost of their high school education.

Because of the tax responsibility created by the program, every student is required to complete an IRS Form W-4, a MO state W-4 and an INS Form I-9. Students must be at least 14 years old to participate in the Corporate Work Study Program. Students under 16 years of age must complete a Missouri work permit in addition to other employment forms. Students are required to abide by the work restrictions set forth on the work permit.

The Corporate Work Study Program is the legal employer of the students. Parents/guardians may not contact CWSP sponsors directly. All questions and concerns should be directed to the CWSP Office.

CWSP Summer Training Institute

The Training Institute is conducted every year before the start of school to prepare incoming freshmen and transfer students for the corporate work environment.

- Attending the entire training program is mandatory.
- If a student is absent more than twice during training, the student may not be accepted into CWSP and therefore cannot be a student at Cristo Rey Kansas City.
- Any student who does not successfully complete the Training Institute will not be accepted into CWSP and therefore cannot be a student at CRKC High School.

One day of retraining is provided at the beginning of every school year for returning students in grades 10-12.

Onboarding Requirements

The students must meet job sponsor requirements. Onboarding may include, but is not limited to drug testing, confidentiality agreements, background checks, flu shots and possibly a physical.

CWSP Dress Code

Students are to adhere to Cristo Rey's Dress Code (listed below) at all times. Students must leave **and return** from work in school uniform. If other clothing is required for the job site, students must bring that clothing in a clear plastic backpack that will be provided by the CWSP Office.

CWSP Attendance Policy

Each student is required to attend each assigned workday. While there may occasionally be a reason that a student needs to be absent on a workday, all missed days of work will result in a monetary charge. Fines are billed to the student's tuition account each month. After the first absence, students will receive a letter in the mail, detailing dates that are available for make-up days and the consequences for not doing so. Each recorded absence results in a \$100 fine.

All absences must be made up the semester they occur or the \$100 fine will remain. Students will have two weeks after the end of each semester to complete any make up days. The student is responsible for making the arrangements with her/his supervisor and notifying the CWSP Office. Students are responsible for arranging their own transportation and providing their own lunches for any days they must make up.

Absences may never be made up on a school day.

Three absences from a student's designated worksite during one semester will result in an administrative firing and the student being placed on probation. A student may only be fired once before enrollment at CRKC is in jeopardy.

Illness and Medical Concerns at Work

If a student becomes ill at work, the student should notify the supervisor and then call the school. The CWSP staff will arrange for transportation of the student back to school. The CWSP staff will contact the student's parent/guardian in order for the student to be picked up from school. The student may not arrange his/her own transportation.

Truancy

Any sort of truancy, will result in student needing to make up that workday. Depending on the situation, the student may be fired from their workplace.

Sexual Harassment in the Workplace

The United States Department of Labor requires all employers to create and implement sexual harassment policies and procedures. All students receive instruction annually regarding their rights and responsibilities regarding harassment, and we strongly encourage our students to report to us any behaviors that make them feel uncomfortable or unsafe.

If a student experiences harassment of any kind, the student should immediately report the behavior/offense to CWSP, preferably the same day.

The school's response will include the following:

- A. CWSP staff will inform the student's parent/guardian, the CRKC President, and the Principal that a report has been made the same day as the student report, or document the attempt to do so.
- B. CWSP will verify the report with the job sponsor and address the concerns in a timely way (prior to the student's next assigned workday).
- C. If the report is validated, if there is reason to believe it is valid, or if the student is uncomfortable in the work environment and the sponsor does not address the issue to the school's satisfaction, the student will be removed from the worksite or the position.
- D. CWSP Staff will create an action plan for the student.
- E. The CRKC President will approve of the action plan prior to implementation.
- F. The parent/guardian and the student will be informed of the outcome/action plan before the student's next assigned workday.
- G. The Cristo Rey CWSP policy will always stand on the side of caution in making the determination and, given the responsibility to protect minors working within adult workplaces, staff will remove students when a romantic or inappropriate interaction with an adult is disclosed, whether or not such a relationship appears to be welcome by the adult employee or the student.
- H. The CRKC President will notify the Chairman of the CRKC Board of Trustees, within one week of the incident resolution, an Incident Report describing the workplace incident and the actions taken by the CWSP office in response.

Firings from Work

Being removed or fired from a sponsor work site is a serious issue. If a student is fired or removed from the work site, he/she must successfully complete Corporate Work Study Program retraining in order to remain at Cristo Rey Kansas City. CWSP retraining will last at least two workdays. Failure to complete retraining can affect the student's enrollment at Cristo Rey. Being fired will also result in an automatic "F" grade for the quarter in which the firing occurred.

Depending on the severity of the firing, the student can be asked to leave the school. If a student is fired, parents will be notified immediately and a mandatory meeting will be setup with the parents, the student, a CWSP staff member, and a school administrator. If fired a second time, the student will be asked to leave Cristo Rey Kansas City.

CWSP reserves the right to administratively fire a student in cooperation with the job supervisor on a case-by-case basis.

Theft in the Workplace

Theft of money or anything of value while at work is a very serious matter that will result in an automatic firing and immediate dismissal from Cristo Rey Kansas City.

STUDENT CWSP PERFORMANCE REVIEW

The student is graded each quarter. Students are evaluated based on their performance across each of these ten professional skills ranging from 1 (lowest) to a 5 (highest).

1. **Judgment:** The ability of the student employee to make decisions wisely and responsibly.
2. **Work Efficiency:** The ability of the student employee to complete projects quickly and accurately.
3. **Reliability:** The ability to work independently and follow-through.
4. **Willingness to Learn:** The ability of the student employee to accept constructive feedback.
5. **Adaptability:** The ability of the student employee to retain previously taught skills.
6. **Initiative:** The extent to which the student employee is self-motivated.
7. **Enthusiasm:** The extent to which the student employee is eager to succeed.
8. **Professionalism:** The extent to which the student employee's behavior and appearance demonstrate respect for authority and the work environment.
9. **Teamwork & Collaboration:** The extent to which the student employee is willing to cooperate with others and develop positive working relationships.
10. **Communication:** The ability of the student employee to engage with peers and supervisors.

CWSP Grading: Weighted Expectations*

Work Performance (*Supervisor Evaluations*) = 70% of the CWSP grade

Academic (*Assignments and Timecard Completion*) = 20% of the CWSP grade

Attendance, Bus Behavior and Dress Code = 10% of the CWSP grade

* Being fired from a CWSP job will result in an automatic "F" grade for the quarter in which the firing occurred.

Parents will receive a copy of the CWSP evaluation report quarterly, with the grade report.

SECTION 8: DRESS CODE

The intent of the dress code is to ensure that every student will dress in school uniform and present a professional, modest, and conservative appearance.

Cristo Rey Kansas City wants to students to present a consistent image to the public. A uniform purchased through the school standardizes the image conveyed by all CRKC students regardless of the sponsoring company where they work. The Cristo Rey uniform consists of a purple, yellow, or white button down shirt with the school crest for both boys and girls. The shirts must be ordered through the main office.

Young men are expected to wear the uniform shirt with a complementary tie and sleeves rolled down each day. Their uniform also consists of black dress pants, black dress socks, black belt, and black dress shoes.

Young women are expected to wear the uniform shirt with a pair of black dress pants, black or flesh color socks, and black dress shoes.

Proper footwear and the absence of distractions such as music headphones, etc. help ensure student safety. Students are expected to follow the exact same uniform for work as they do for school, regardless of the dress code enforced at the work place.

The school reserves the right to determine what constitutes appropriate appearance. The following is meant as a set of general guidelines. In all cases, the school staff has the final say.

- The uniform at Cristo Rey Kansas City is intended to allow every student to achieve her/his best, both in the academic world and professional world. Personal hygiene is very important to one's health and appearance; therefore, each student should practice good hygiene.
- Students are expected to be in full uniform at all times while on school grounds, at work, to and from work, at special events and during all field trips unless otherwise specified by the school.
- If a student arrives at school out of uniform, he or she must get into compliance before going to work or attending class. If necessary, a parent/guardian may be called. A student will not be excused for classroom time missed for avoidable dress code violations. Any extra, inappropriate item will be confiscated and may not be returned until the end of the year, regardless of value.

Proper Attire for Young Men

Shirts

Long-sleeved uniform shirt purchased through the school office. Shirts are available in purple, yellow, or white.

Trousers/Pants/Slacks

Black dress pants are required. Pants must be dress style, full length, not beyond mid-heel of the shoe, with a bottom hem. Pleated and creased pants are preferred.

Unacceptable: sagging or baggy pants; visible undergarments; rivets, patch pockets, bell-bottoms; work pants or cargo pants; corduroy, denim materials; frayed or slit legs; exterior patch pockets.

Uniform Jackets

Uniform fleece jackets may be purchased through the main office. These jackets are black and have the school emblem embroidered on them. These are the only acceptable jackets/sweaters to be worn with the school uniform. Older school sweaters/vests (with school logo/name) are also appropriate.

Unacceptable: sweatshirts of any kind, turtlenecks; sports logos, hoodies.

Ties

Ties are knotted all the way up and worn appropriately at all times. The length should meet the top of the waistline. ***Unacceptable:*** ties with sports or other logos, cartoon characters or distracting designs.

Belts and Socks

A belt, which must be solid black with plain buckle, and socks (solid black) are worn at all times. Belts are visible. ***Unacceptable:*** belts with rivets, oversized or insignia/logo buckles; white, light or multi-colored socks.

Shoes

Shoes are leather or leather-like, clean or polished, solid black, and closed all around. Loafer or tie-up styles are preferred. Sperry boat shoes are acceptable if both sole and upper are black.

Unacceptable: sandals, athletic shoes, clogs, slides, construction or work boots, Vans or other canvas materials

Overcoats and Jackets

Coats and jackets are appropriate for the weather. They are worn outside, not indoors. They may be worn on the bus to work but not at work during the work day.

Jewelry and Other Accessories

Jewelry is worn in moderation, generally accepted are watches, small rings, small bracelets. Religious medals/necklaces are also permitted.

Unacceptable: necklaces visible on the outside of clothing; chain wallets; earrings, gauges, body or facial piercing, tongue piercing; visible tattoos; scarves.

Hair/Head Coverings

Hair color is natural and styles are clean, neat, off the face, and out of the eyes. Hair is cut no longer than the bottom of the ear and the top of the back collar. Hair length should blend from one length to another.

Unacceptable: shaved heads, long or unkempt hairstyles, pony tails, faux-hawks, hair nets, do-rags, hats, or other head coverings. No dramatic styles or carved designs.

Facial Hair

Students are clean shaven. Students will be required to shave on site if necessary.

Unacceptable: beards, mustaches, goatees, long sideburns, notching or markings in eyebrows.

Sunglasses

Sunglasses are worn outdoors, not at work or at school.

Hygiene

Students maintain a neat and clean appearance, with attention to showering, shaving, using deodorant, brushing teeth, combing hair, laundering and ironing clothes, etc.

Unacceptable for all apparel: lettering, any logos-including sports logos; soiled/frayed clothing.

PROPER ATTIRE FOR YOUNG WOMEN

Blouses

Three-quarter length sleeve uniform shirt purchased through the school office. Ladies' shirts are available in purple, yellow, or white.

Slacks/Pants

Black dress pants are full length, not beyond mid-heel of the shoe, with a bottom hem. They are worn at the waistline. Slacks with outer pockets or stitching are not considered professional.

Unacceptable: tight fitting, low-rise or high-rise; denim, leggings, yoga pants, corduroy materials; rivets, patch pockets, wide flared-leg, slit legs; shorts, capris, or cropped pants.

Uniform Jackets

Uniform fleece jackets may be purchased through the main office. These jackets are black and have the school emblem embroidered on them. These are the only acceptable jackets/sweaters to be worn with the school uniform. Older school sweaters/vests (with school logo/name) are also appropriate.

Unacceptable: sweatshirts of any kind, turtlenecks; sports logos, hoodies.

Overcoats and Jackets

Coats and jackets are appropriate for the weather. They are worn outside, not indoors.

Shoes

Dress shoes are solid black in color. Under the pants boots are acceptable.

Unacceptable: sandals, flip flops, athletic shoes, clogs, slides, platform shoes, casual boots, Vans or other canvas materials. .

Jewelry and Other Accessories

Jewelry is worn in moderation. Earrings are no longer or larger than the size of a quarter. One earring is worn per ear, in the lower ear lobe only. One bracelet is worn at a time per arm. Pendants on necklaces should not be larger than the size of a quarter.

Unacceptable: body, facial or tongue piercing other than earrings, gauges, visible tattoos; multiple necklaces, ankle bracelets, multiple wrist bracelets or bangles; belts with rivets or belts that hang and do not go through belt loops.

Make-up

Make-up colors and styles are moderate. Perfume, if used, is worn in small quantities. Fingernails are trimmed, clean, and of moderate length and color.

Unacceptable: Extremely dark or bright lipstick or nail polish; extreme nail treatments, including design, black, blue, green, purple, etc. nail colors; glitter. Make-up will not be put on during class time.

Hair/Head Coverings

Hair color is a natural color (not blue, green, yellow, pink, etc..) and styles are clean, neat and out of the eyes, with safety in mind while working around office machinery. Head coverings may only be allowed for religious reasons. Headbands are allowed if solid color and simple, no larger than 1 inch in diameter.

Unacceptable: bold highlights or streaks with bright colors that are not a natural hair color, bald heads, two or more pony tails, long bangs hanging down in the front of the face, hair nets, hats, other head coverings including berets. No decorative headbands or bandannas will be allowed.

Sunglasses

Sunglasses are worn outdoors, not at work or at school.

Hygiene

Students maintain a neat and clean appearance, with attention to showering, feminine hygiene, using deodorant, brushing teeth, combing hair, laundering and ironing clothes, etc.

Unacceptable for all apparel: soiled or frayed clothing; lettering; any logos, including sports logos.

SECTION 9: SCHOOL OPERATION

PRIDE Groups

Each student is assigned an Pride Leader who is a faculty or staff member of Cristo Rey. The primary responsibility of the Pride Leader is to connect with a limited number of students by establishing strong relationships with both the student and family. The Pride Leaders will meet with their students three to four times a week. During these meeting times, various topics will be discussed including the academic and behavioral progress of the students.

Pride Leaders are meant to be a primary contact between the school and family. Therefore, if parents want to know the current progress of their student, they are encouraged to contact the student's Pride Leader. Parents are also welcome to contact teachers directly for particular class information. However, general questions or concerns should start with the student's Pride Leader.

Campus Ministry and Service

A series of experiences directed to help each student "look forward to the good that is yet to be" is the backbone of the Campus Ministry program. The rigor of the academic curriculum prepares the graduate to succeed in college, but more importantly to use her/his critical skills in a larger sense. The school staff also wants to cultivate a consciousness of God's continual presence and a passion for justice by recognizing that God desires a life of happiness and peace for everyone. Cristo Rey Kansas City challenges everyone to fulfill their God-given potential and to place their gifts at the service of others. For Christian believers, Jesus Christ is the model for this service.

Liturgies and Prayer

Students and faculty are encouraged to be an active part of the planning and execution of all liturgies and school-wide prayer. Masses will be held regularly for the school community, with opportunities for theology classes to participate in small group liturgies and prayer experiences. School prayer services may be held during special seasons.

Retreats

All students will participate in one grade level retreat each of the four years.

Service Program

Each student is responsible to complete the annual service hour requirement. Students complete a minimum of 20 hours of service for every year of attendance at Cristo Rey Kansas City for a total of 80 hours by graduation. Various organizations in which a student may participate may have additional service hour requirements. Students receiving the Service Scholarship complete 40 hours per year.

Students must complete a time sheet and confirm their service sites and completed hours with the Campus Minister. The first 10 hours of service should be completed by the Christmas break and the remaining ten hours by the 1st of May. These hours must be completed after school, in the evening, on weekends, or during school breaks, but not during school days or class time.

Child Abuse

By law, the State of Missouri requires school personnel to inform the Child Abuse Hotline of any allegation or suspicion of child abuse/neglect. All school personnel will cooperate fully with authorities from the Missouri Family Support Division and the Kansas Department for Children and Families, or local law enforcement personnel.

College Counseling Department

It is the goal of Cristo Rey Kansas City to assist students in choosing the appropriate college for each student and maximizing success. The school has a College Counseling Department that will work with students and families to bring college representatives on campus, arrange college visits, and assist with college applications and financial aid form (FAFSA).

Computer Use Policy/ Acceptable Use Policy (AUP)

Access to computing devices and the Internet is an excellent opportunity to interact with the world at large, enriching the learning that takes place both in and out of classrooms. The opportunity to access the Internet brings with it a number of responsibilities. In order to use the computing devices and Internet services available through Cristo Rey Kansas City, students and their parents/guardians must read and sign the Technology/Acceptable Use Policy (AUP).

Social Media Policy (SMP)

Students and parents read and sign acknowledgement forms for this policy as well as the AUP described above. Since all Cristo Rey Kansas City students are issued a one-to-one learning device for the year, it is important for them to demonstrate responsibility and integrity when using the devices.

Counseling

The school counselor is committed to assisting students and families in dealing with issues that may arise in school, at work, at home, or in the neighborhood. The counselor assists students in understanding their abilities and interests as well as setting and achieving realistic goals and making satisfactory personal and social adjustments to the high school environment.

Daily Schedule

Cristo Rey's doors open at 6:30 a.m. Breakfast is served from 7:00-7:20 a.m. The school day begins promptly at 7:30 a.m. with first hour classes. Classes are 50 minutes (Monday – Thursday) and 45 minutes on non-liturgical day Fridays. The school day concludes at 3:45pm unless students are participating in after school tutoring, athletics, or another club, organization, or activity. Seniors are permitted to leave campus at 2:50 (Monday - Thursday) if their grades are in good standing. Seniors with Ds or below will be required to stay in their AST (Academic Support Time) classrooms until regular dismissal at 3:45pm. Progress will be monitored every 4 - 5 weeks (consistently with the timing of mid-term and quarterly report cards).

CRKC students work at locations throughout the Metro area. Their return time on workdays depends on the job to which they are assigned. Buses will accommodate the work schedule. On a workday, the school vehicles will return to school between 4:15-5:00 (weather permitting). The school office will close at 5:00pm. Only students involved in organized school activities will be supervised. Please plan accordingly to pick up your student by 5pm each day.

Dining Hall

The Dining Hall will be available to all students every morning until 7:20 a.m. Since all students use the dining room, the following procedures must be followed.

1. Tables should be cleaned when finished eating.
2. Trash should be placed in the trash cans.
3. Food may not be taken from the dining hall to any part of the school property or outside of school building. If students choose to eat breakfast in the dining hall before school, they must be finished by 7:25 a.m.

Elevator

There is an elevator in the building for deliveries, visitors, and staff. Students who have a disability or are injured and need to use the elevator will be permitted to do so with authorization from the school nurse.. In general, students will not use the elevator for daily movement in the school building. Students have been instructed not to use the elevator without a member of the staff present unless they are bringing their parents/guardians for a meeting.

Emergency School Closing

In the event that Cristo Rey Kansas City needs to close school or delay the start of the school day due to an emergency or weather conditions,

- A. An announcement will be made over local television stations.
- B. An automated phone call will be made through School Messenger
- C. An announcement will be posted on Plus Portals with an email sent to parents and students

ID Cards

Students will receive school photo ID cards on Cristo Rey lanyards, which should be worn at all times. These cards also will be used for meals, to confirm attendance, and may be used to verify the individual's status as a student at off-campus events. If a card is lost, the student will be charged \$1 for a replacement.

Lockers

Students' lockers are school property loaned to the students to use during the school year. Only a limited number of appropriate photos, pictures, signs, may be displayed in lockers and these should be attached by magnets, not tape.

1. Only items of appropriate nature will be allowed in lockers. No food or soiled clothing items should be kept in a locker overnight. Lockers should be kept in a clean and orderly manner.
2. According to law, the lockers remain the property of the school and students are allowed to use them. Administrators or their agents may search them at any time.
3. Students will not be allowed to go to their lockers during class without permission from a teacher. Book bags, backpacks and purses should be kept in lockers. Students are not allowed to bring bags of any kind to class.
4. Each student will be issued a combination for his/her locker. Student should never leave money or valuables in lockers. The school staff will lock valuables in the main office if requested. The school assumes no responsibility for lost items. If students choose not to lock the lockers, the responsibility of stolen goods is theirs alone.
5. Lockers may not be shared. Only a student's own books should be kept in a student's locker. Students should not give out their combinations.

Parent Communication and Visitation

- Students are accepted at Cristo Rey at the request of a parent/guardian and remain at Cristo Rey because of parent/guardian support and willingness to communicate with school authorities.
- Students are not recognized as independent adults at CRKC, regardless of age.
- Exceptions to this pattern of communication may only be made with permission of an administrator in order for a student to remain at Cristo Rey Kansas City.
- Parents are strongly encouraged to maintain cordial and close communication with the school through the student's assigned advisor.
- This communication may be achieved through e-mail, phone or personal conversations. Parents/guardians should expect a response within 24 hours.
- To ensure the professionalism of the educational process, prior arrangements should be made with the instructor when a classroom visit is deemed helpful.

Student Relationships

The primary purpose for the school community is not social, but academic – to earn admission to and finish college, then to become young professionals who serve others. Serious relationships, sexual relationships, and parenthood are all worth waiting for.

Public displays of affection are not appropriate at CRKC. Such behaviors will result in disciplinary consequences

Solicitations

Student solicitations (fundraisers, collections, etc. from outside groups or other family members) of any kind are not permitted at school or at work unless first approved by the Principal and President.

Student Activity Conflicts

The school's contractual obligations with the employers require that the only people who can communicate with the corporate sponsors are the CWSP staff. Due to the nature of the Corporate Work Study Program at Cristo Rey Kansas City, conflicts will sometimes arise between work schedules and practices, games, clubs or other activities. Work and academics always take precedence over extracurricular activities. Absences from work are not permitted. A student may not miss work to participate, nor should the student ever ask their supervisor at work for an exception under any circumstances.

Student Jobs Outside of the School Day

It is expected that all students will follow the guidelines set forth in the Fair Labor Standards Act. The CWSP jobs count as part of the students weekly hours. Refer to www.dol.gov for additional information.

Students may not miss school or CWSP work for personal outside employment.

Shadow Students

1. Only visitors who are seriously interested in attending Cristo Rey Kansas City will be allowed to visit the school and attend classes. Any student who would like to enroll must schedule a Shadow Day with the Admissions staff in advance. The visiting student must follow the assigned schedule during the entire time at Cristo Rey Kansas City.
2. All shadow students must be in professional dress or school uniform.
3. An appointed staff member will meet with student guests before the visit to ensure that expectations have been clarified.
4. Visiting students must remain at Cristo Rey Kansas City for the entire program unless otherwise indicated prior to the visit.
5. All visitors will wear a name badge indicating their status as a visitor.

Telephone

Students who need to make an emergency phone call during the school day should report to the main school office and get permission from office personnel.

Teacher Academic Expectations

Each teacher will give students the written syllabus for that class. These course expectations are for parents/guardians to review and for the students to keep. These will be kept on file by each teacher to be reviewed with students during the year. The semester assignments for each class will be explained in the course expectations.

Textbook and Electronic Devices

Textbooks and an electronic device will be issued to each student at the beginning of the school year, or semester. Each student is responsible for the condition of the books and electronic device that has been issued to him/her. Students may not share or borrow books or electronic devices. Textbooks and electronic devices must be brought to class each day along with required notebooks, assignment books, pens or pencils, and paper. Students must return all textbooks to the appropriate subject teacher at the end of the school year in June. Electronic devices will be returned to the IT staff. Students will be required to pay the replacement cost of any textbooks or electronic devices that are not returned in good condition.

Unauthorized use of School Name

No student, parent or guardian, without the express, prior written authorization of the Principal and President, may utilize the school's name or identifying logo for any inappropriate purpose, including but not limited to the use of the school name:

- To open up any bank account
- To solicit funds on behalf of the school
- To collect money on behalf of the school
- To sell products on behalf of the school
- To schedule any field trip, vacation or other accommodations
- To post on any website for any purpose including, but not limited to, support or defamation of a particular personal, social or political agenda

Any such unauthorized use of the school's name or identifying logo, if committed by a student, may subject the student to disciplinary action, up to and including dismissal. Any such unauthorized use of the school's name or identifying logo, may also result in legal action.

Valuable Items

Students are discouraged from bringing valuable items to school, including but not limited to: cash, electronic equipment, and cell phones. Because these items are inappropriate for the classroom, they should be left in lockers. The school assumes no liability for any valuable items that are lost or stolen.

Visitors

1. All visitors, including family members of staff, must check in through the main office. No guns, weapons, drugs or other inappropriate items are permitted. (Refer to **Missouri Revised Statutes**, Chapter 571, Weapons Offenses)
2. Former students must be greeted at the door by the Alumni Coordinator or an administrator: President, or Principal.
3. All visitors must wear a visitor badge.
4. Staff who encounter any visitor without a visitor badge will escort them to the main office. This includes former students and family members of staff.
5. Former students should call ahead to make arrangements to visit. When students leave CRKC, they become visitors to the school.
6. All visitors (including graduates, former students, vendors, etc.) will be escorted.
7. Any classroom visitor must be approved by the teacher and the office. High school-aged youth who are not CRKC students do not visit classrooms or the lunchroom. The only student visitors are the Shadow Day students considering attendance at CRKC. If teachers are on a planning period or other staff has time to visit with former students, the office staff will verify that by phone and arrange for passage in the halls.
8. Students who have been asked to leave CRKC are not authorized to be in the building, on the property, at dances, or any other school activities. Staff will report their presence to an administrator and they will be asked to leave.
9. Students who are withdrawing from school will be escorted when cleaning out their lockers and leaving the building. They may not visit classes to say goodbye.
10. Former students and other non-students should not hang around on school property. This places an undue burden on supervisors. Undesignated guests will be reported to the main office.
11. No one should let anyone in to the building without proper authorization. If there are any questions or problematic behaviors, please contact the main office.
12. Former students or non-students who do not comply with school procedures will be asked to leave. If they continue to be non-compliant, the school staff will contact the authorities to report trespassing. This will be handled through the main office.

SECTION 10: CRKC FINANCIAL OBLIGATIONS

Please note: All questions regarding tuition, financial aid, billing and payments should be directed to the Student Accounts Payable office.

1. Registration Fee

All students pay a \$25 *non-refundable* registration fee annually.

2. Payment of Monthly Family Financial Commitment

- The family financial commitment is divided into ten monthly payments beginning in August and ending with the May payment.
- Monthly payments are due on or before the fifth (5th) of each month.
- Any monthly payment that is more than 30 days past due may result in a \$10 late fee.

3. Transportation

- All home to school transportation must be pre-paid.
- Refer to the transportation mailing or the school website for the monthly bus pass sale dates and prices.

4. Payment Methods

- Payments may be made in person or by mail.
- Payments may be made by money order, cash, or credit/debit card.
- Money orders should be made payable to Cristo Rey Kansas City and indicate the name of the student for whom the payment is made.
- Payment for lunch should be made directly in the dining room to avoid confusion on lunch accounts.
- Students or parents making a payment will receive a receipt for their records.

5. Failure to Make Payment

- Students who have delinquent accounts may be remain at home if communications with families have not been successful.
- 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 school. No academic records will be released until all money owed to the school is paid in full.
- If there are exceptional circumstances that prohibit making a payment on time, an appointment should be made with the payment office at (816) 457-6044, to discuss the situation.

6. Returned Checks

- A \$35 fee will be charged for each check returned to Cristo Rey Kansas City.

7. Additional Charges

- Any additional charge/fee (aside from monthly family financial commitment) must be paid in a timely manner: bus transportation, corporate work study program absences, lunch/breakfast, mobile devices, lost book fees, etc.
- Any of these additional charges left unpaid after 30 days will be treated the same as late tuition and will be past due.

8. Additional Financial Aid

- Cristo Rey Kansas City has limited resources to help students whose financial situation prohibits them from making the full contribution of \$3,000.00 per school year.
- Financial aid decisions are made by the President and are based on economic need.

Section 11: CRISIS PLAN

In the event of a natural disaster, power failure, terrorist attack or other broad-scale emergency, Cristo Rey Kansas City will take the following actions to provide for the safety of our students.

Students at Work

Each job sponsor has provided CRKC with the name of a direct supervisor who has the responsibility of knowing the whereabouts of the Cristo Rey Kansas City students at all times during the assigned workday. In any emergency, the direct supervisor will communicate to an administrator at Cristo Rey Kansas City what has happened and what steps the company has taken in response. The direct supervisor will inform the administrator of the student's location. Once the nature of the emergency and the paramount objective of maintaining student safety allows, either (1) the job sponsor will accompany the student directly to the school at 211 W. Linwood Blvd.; OR (2) CRKC staff will meet the supervisor and student at a designated site and bring the student back to school.

Parents/guardians of students who are at their CWSP work placement at the time of an emergency will be instructed to meet their son or daughter at Cristo Rey Kansas City.

Students at School

If there is a broad-scale emergency affecting Kansas City during the school day, CRKC will, so long as events allow, contact all families to let them know we are closing school. CRKC will keep all students at school and wait until a parent or guardian arrives to accompany the student home.

- There are posted visitor signs in all the entryways indicating that all visitors must report to the main office. All personnel must send all unauthorized people to the main office.
- Off-duty police officers are hired for large athletic events and dances. Any problems at these events should be reported to an administrator or the officer.
- We do not allow visitors to eat lunch with students unless they are parents/ guardians, approved mentors, or other sanctioned visitors.
- Students must have permission and a pass in order to be in the parking lot or outside the building during the school day. Teachers should notify the main office if any strangers or strange cars are loitering around the building.
- Cristo Rey Kansas City students are annually issued student ID cards. Teachers may ask students to present their ID cards at any time, particularly at extracurricular events during which they are required.
- If anyone hears rumors regarding weapons or dangerous situations, they should obtain as much information as possible and report the situation to an administrator immediately.
- Classrooms will be locked when students leave for Mass, lunch or assemblies. One or more staff persons will monitor the building during all school assemblies and Masses.
- Plans are in place to deal with the following types of emergencies:
 - A. Fire Evacuation
 - B. Other Emergency Evacuation
 - C. Lockdown of the building
 - D. Tornado sheltering

SECTION 12: ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

CRISTO REY KANSAS CITY HIGH SCHOOL
211 W. Linwood Blvd., Kansas City, MO 64111
Phone: 816-457-6044, Fax: 816-457-6046

As a member of the Cristo Rey Network, CRISTO REY KANSAS CITY participates in programs in which students' personally identifiable information, such as social security numbers, are disclosed to school officials for purposes of tracking alumni throughout college. This data enables Cristo Rey Network schools to better serve their alumni and informs discussions that take place at each school about curriculum and instruction.

The release of student information is made pursuant to The Family Educational Rights and Privacy Act (FERPA), which affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. CRISTO REY KANSAS CITY, "a Cristo Rey Network school," is obligated to inform students and parents of their rights under this law. The following explains the rights of parents and students over 18 under FERPA:

- 1) You have a right to inspect and review your education records within 45 days of making a written request of the specific records you wish to inspect to your school Principal. Parents or eligible students should submit to the Principal of Cristo Rey Kansas City, a written request that identifies the record(s) they wish to inspect. Cristo Rey Kansas City officials will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) You have the right to request an amendment or change of your education records if you believe them to be inaccurate. The request should be in writing and should specify the part of the record you want changed. Parents or eligible students may ask Cristo Rey Kansas City to amend a record that they believe is inaccurate. They should write to the Principal of Cristo Rey Kansas City and clearly identify the part of the record they want changed, and specify why it is inaccurate. If Cristo Rey Kansas City decides not to amend the record as requested by the parent or eligible student, Cristo Rey Kansas City will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) You have the right to consent to disclosure of personally identifiable information contained in the student's education records, except FERPA does permit disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by Cristo Rey Kansas City as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on Cristo Rey Kansas City's Board; a person or company with whom Cristo Rey Kansas City has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or a company providing degree verification services to Cristo Rey Kansas City; 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 or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- 4) You have a right to file a complaint with the U.S. Department of Education concerning alleged failures by Cristo Rey Kansas City to comply with the requirements of FERPA.

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, DC20202-5901

Notification of Designation of Directory Information

In fulfillment of Cristo Rey Kansas City's obligations to parents and eligible students pursuant to the Family Educational Rights and Privacy Act ("FERPA" or "the Act"), notice is hereby given of Cristo Rey Kansas City's FERPA policy and parents' and eligible students' rights under the Act.

FERPA is a Federal law that protects the privacy of student education records. The law applies to all institutions that receive funds under an applicable program of the U.S. Department of Education. FERPA was designated to protect the privacy of educational records, to establish the rights of parents and eligible students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Parents and eligible students also have the right to file a complaint concerning any alleged failure of Cristo Rey Kansas City to comply with the Act. Complaints may be addressed to:

The Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue SW
Washington, DC20202-5901

Designation of Directory Information: Parents and eligible students are advised that notwithstanding the above, Cristo Rey Kansas City has designated certain information contained in the education records of its students as "Directory Information" for purposes of FERPA. Directory Information may include, but is not limited to, information such as 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 Cristo Rey Kansas City, degrees and awards received, and previous educational institution(s) attended.

Parents' and Eligible Students' 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 proper school official. A parent or eligible student may initiate a hold on the release of directory information at any time. This may be done in writing to the Principal. If the parent or eligible student submits the request to the Principal, it becomes effective on the day it is entered by the Principal.

Parents and eligible students are advised that previously printed documents (or documents already prepared and/or sent for publication prior to the parent or eligible student initiated hold) may contain directory information as it was consented to before the request for limited disclosure.

Once the parent or eligible student places a hold on the release of directory information, the restriction remains in effect permanently, unless rescinded by the parent or eligible student. For this reason, parents and eligible students are encouraged to review their demographic data periodically.

In the event that no restriction is filed, Cristo Rey Kansas City will assume that the parent or eligible student does not object to the release of directory information.

Disclosure of personally identifiable information: Under FERPA, Cristo Rey Kansas City may disclose personally identifiable information such as a student's social security number to school officials and from time to time may choose to contract individuals or organizations to act as school officials to assist the school in tracking its alumni throughout the college. Unless a parent, student or former student files a notice to prevent disclosure as described above, a student's social security number may be released for the purposes described herein.