



CRISTO REY
RICHMOND HIGH SCHOOL

Student & Family Handbook

Policies and Procedures
2023-2024

5th Edition, July 2023

304 N. Sheppard Street
Richmond, Virginia, 23221

(804) 447-4704

www.cristoreyrichmond.org

Transforming Richmond One Student at a Time

FAITH * PURPOSE * SERVICE

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Academic Vision

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

Students will be challenged by on-grade level, college-preparatory content and tasks. Content and tasks will increase in rigor in a measured and meaningful way to prepare students to be college-ready by graduation. Academic tasks will center students’ voices to explain their thinking and provide evidence in order to build student’s academic confidence.

Cristo Rey Richmond High School Creed

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

“I am....

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

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

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

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

School Culture & Expectations

Students will demonstrate an active desire to be a Cristo Rey Richmond Royal. They will sustain, promote and contribute to the betterment of our school community by upholding our A-quad values. All activities, events, and programs will center students’ voices to maintain an intentional and enjoyable environment.

Code of Conduct

Level 1: Minor Misconduct	Level 2: Serious Misconduct	Level 3: Severe Misconduct
<ul style="list-style-type: none"> • Actions unbecoming of a member of the CRRHS community • Amorous behavior such as kissing and inappropriate touching • Leaving class without permission • Not following directions • Eating/drinking in class • Talking at inappropriate times 	<ul style="list-style-type: none"> • Threatening another member of the CRRHS community either physically, verbally, or in writing (whether on paper or digitally, including Social Media) • Harassment (sexual, physical or verbal) 	<ul style="list-style-type: none"> • Physical altercations, Abuse (sexual, physical, or verbal) • Theft (at school or school- related events including CWSP and in School vehicles) <ul style="list-style-type: none"> • ¹Vandalism and/or destruction of School property including School

<ul style="list-style-type: none"> ● Sleeping in class ● Using profanity ● Improper use of technology ● Failure to comply with uniform/dress code ● Classroom/campus disruptions (including disrespect towards other community members) ● Tardiness to school, class or work ● Lack of preparation for the day 	<ul style="list-style-type: none"> ● Skipping class or leaving campus without permission. ● Discriminating against another individual based on their race, ethnicity, nationality, gender, sexual orientation or other personal beliefs ● Cheating and/or academic dishonesty, such as plagiarism, aiding in plagiarism, including the use of artificial intelligence (AI) helping provide unauthorized access to assessment materials, providing unauthorized assistance to a peer, taking advantage of unauthorized access to assessment materials and/or unauthorized assistance from a peer, etc. ● Improper use of technology (cyberbullying, stalking, porn) ● Termination from the company assignment of the CRR Corporate Work Study Program. 	<ul style="list-style-type: none"> ● vehicles and spaces leased for School activities <ul style="list-style-type: none"> • ²Weapons ● Possession, use, or distribution of illegal drugs on campus (including lookalike powders, pills and substances intended to be distributed under false pretenses) ● Possession, use, or distribution of tobacco products (including e-cigarettes) on campus (including cigarette rolling devices, smoking pipes, accessories and vaping supplies) ● Possession, distribution, distribution assistance, supply or sale of alcohol or drugs on or off School grounds during or outside of School hours ● Gang membership and/or gang-related behavior, recruitment or personal presentation, including gang-related tattoos, hairstyles or other gang-related markings ● Sexual misconduct ● Second termination for company assignment of the CRR Corporate Work Study Program
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Consequences:

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

- Personal or written apology
- Written reflection
- Phone call home
- Silent lunch
- After School Detention
- Community service to the school
- Loss of after-school privileges
- Athletic ineligibility
- Family meeting and contract

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

Level 2 offenses will receive an automatic In-School Suspension, parent conference with School Administration and a restoration plan. Repeated Level 2 offenses may result in more severe consequences, including a behavior contract.

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

Personal Electronics

Cell phones and other electronic devices (e.g. “Smart Watches,” iPads, digital music players, etc.) are **not to be seen, heard, or used during the instructional day**. They may be used before school, during lunch, and after school. Any student seen using a cell phone or electronic device during the instructional day will be disciplined. The consequence for having personal electronics out during class time are as follows:

IF → THEN
<p>Step #1- Teacher or staff will ask the student to put the phone, smart watch, or airpod away.</p> <ul style="list-style-type: none">- If the student puts it away immediately, then the issue is resolved.- If the student does not put it away immediately, then the consequence moves to the next step.
<p>Step #2- The teacher or staff member will ask the student to hand over the device to be kept for the duration of the school day.</p> <ul style="list-style-type: none">- If the student hands over the device immediately, then the teacher or staff member will deliver it to the DOS for safe keeping. The student may report to DOS at the end of the day to retrieve their device.- If the student does not hand over the device, or if this is a repeated incident, then the consequence moves to the next step.
<p>Step #3- The teacher or staff member calls the parent or guardian and creates a referral to DOS.</p> <ul style="list-style-type: none">- If the student and/or family accepts responsibility and consequence is served, then the issue is resolved.- If the incident is repeated, then the consequence moves to the next step.
<p>Step # 4- If the student continues to use the device during instructional time, then DOS increases consequences appropriately.</p>

Assignments

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

Late Work

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

- One day late = 5% deduction
- Two days late = 10% deduction
- Three days late = 15% deduction
- Four days late = 20% deduction
- Five days late = 25% deduction

Four-year Academic Program and High School Graduation Plan

Cristo Rey Richmond High School graduates must complete a minimum of 32.5 credit hours and meet the minimum requirements in each category.

Minimum Graduation Requirements

English	4 credits
Math	4 credits
Science	4 credits
Social Studies	4 credits
Foreign Language	3 credits
Health/PE	1 credit
Fine Arts	.5 credit
Religion	4 credits
Elective	2 credits
CWSP	4 credits
Student/College Success	2 credits

* All students are expected to take (1) Advanced Placement (AP) Course during their time at CRR. AP courses require a mandatory summer preparation program.

Grading Policy and Philosophy

<u>Grade</u>	<u>Percentage</u>	<u>Grade Points awarded for regular courses</u>	<u>Grade Points awarded for honor courses</u>	<u>Grade Points awarded for AP courses</u>
A	94-100%	4	4.5	5
A-	90-93%	3.667	4.167	4.667
B+	87-89%	3.333	3.833	4.333
B	84-86%	3	3.5	4
B-	80-83%	2.667	3.1667	3.667
C+	77-79%	2.333	2.833	3.333
C	74-76%	2	2.5	3
C-	70-73%	1.667	2.1667	2.667
F	50-69%	0	.5	1.0

Academic Supports

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

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

Progress Reports/Report Cards

Parents and guardians can monitor their student's academic progress and attendance regularly by checking PowerSchool. Contact dcheatham@crestoreyrichmond.org to set up an account or reset your login credentials.

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

Academic Integrity

The Academic Oath:

*I have neither given nor received unauthorized assistance on this work,
nor am I aware of any infraction of the Academic Oath.*

Instructors will provide written guidelines about which resources are and which resources are not authorized for each task, assessment, project, and assignment. If a student is unsure about what type of help is or is not appropriate on an assessment or is unsure about a test question or testing procedure, they should ask their teacher or an administrator for direction.

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

Academic Probation

If a student fails 1 or more classes, that student will be placed on Academic Probation for the next quarter. Students on Academic Probation will be required to attend Mandatory Office Hours. Families will be notified at the end of each quarter if their student has been placed on Academic Probation. Academic Probation will affect athletic eligibility, and students on Academic Probation, who do not attend Mandatory Office Hours, will be prohibited from attending Student Life Events including but not limited to Homecoming, Lock-In, Prom, etc..

Participation in Campus Ministry

Students are expected to attend school-wide Campus Ministry events such as Mass, prayer services, retreats, and service trips, which usually take place in the regular school day.

Community Service Requirement

It is a graduation requirement for all CRRHS students to complete the service requirement every year at CRRHS. The table below specifies the requirements for each Cristo Rey student. This, and any requirement, may be subject to change at the discretion of the Principal.

Year	Number of Hours Required	Due Date
Freshman	10	May 1, 2024
Sophomore	10	May 1, 2024
Junior	15	May 1, 2024
Senior	15	End of Quarter 3 (March 15, 2024)

What Qualifies for Community Service

Generally speaking, any activity where students give their time and talents to meet a need in their greater community can count towards service hours. Activities that DO NOT count toward the community service requirement include tutoring in which the student receive school credit, money or NHS credit; participating in any extracurricular activities; child care or chore service for family members or relatives; court-directed community service projects; or anything for which the student receives payment or compensation.

Attendance Policy

Daily attendance is determined by students swiping into school. To be counted present, a student must swipe in by 8:15am. Students arriving after 8:15am will not be counted present for that day unless the student arrives with a note from their parent, guardian, or doctor's office to explain their tardiness. A student must remain in school for all classes. If a student is dismissed early from school, they must also have a note from their parent, guardian, or doctor's office with an explanation of their dismissal.

Reporting an Absence

A parent or guardian must phone the school at (804) 447-4704 or email at attendance@crstoreyrichmond.org before 8:00 a.m. on the day of absence.

When a student is absent:

- A parent or guardian must phone the school at (804) 447-4704 or email at attendance@crstoreyrichmond.org before 8:00 a.m. on the day of absence.
- If no call or email is received, the Front Desk will attempt to call the student's home.
- If the school does not hear from a parent or guardian of the student who is absent, the absence will be considered unexcused.

Attendance Expectations

For the academic success of our students, **we expect that students will not miss more than 3 days per quarter or a total of 12 days per school year.**

Attendance Probation

If a student misses more than 3 days per quarter, they will be placed on Attendance Probation during the next quarter, and they will be required to make up missed school days. Families will be notified at the end of each quarter if their student has been placed on Attendance Probation. Students on Attendance Probation are required to attend make-up school days, and these days will occur on the (4) Staff Development days/year:

- November 10th
- January 3rd
- March 8th
- May 3rd

Attendance Probation may affect athletic eligibility, and students on Attendance Probation, who do not make-up school days, will be prohibited from attending Student Life Events including but not limited to Homecoming, Lock-In, Prom, etc..

If the absence falls on a CWSP day, students must make up that work day during a school break. Transportation by the school will not be provided.

Planned Absences

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

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

The student is responsible for any missed work and will be expected to make-up missed workdays. If a student is not present for a final exam at the end of the academic semester, and the absence is deemed unexcused, then, the make-up exam will be scheduled at the discretion of the administration. If a final exam is scheduled as a "make up," the maximum possible score is 80%.

Missing Academic Work Due to an Absence

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

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

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

Extracurricular Participation on Days of Absence

Students who are absent, excessively late for school (after 8:15 a.m.) or who go home sick on a given day are not allowed to attend or participate in any after school or evening activity sponsored by the school on that day. Students failing to adhere to this policy may be suspended and may jeopardize their participation in future activities.

Daily Hours/Tardy Policy

Students are able to be on campus beginning at 7:30 AM. Students will have the opportunity to eat breakfast and prepare for the day until 7:55 AM and are considered tardy if they arrive to class or work study after 8:00 AM. Late arrivals must check in with the front office and will be assigned an outcome according to the number of tardies they have.

Tardy sweeps will be performed during the school year at random. Tardies will be documented and consequences will be applied.

Cristo Rey Richmond Bell Schedule | 2023-2024

Academic Schedule			CWSP Work Day Schedule	
Time	Period Description	Mins	Time	Description
7:30 - 7:55am	Arrival/Breakfast	30	7:30 - 7:55am	Arrival/Breakfast
8:00 - 8:55am	Period 1	55	8:00-8:15am	CWSP Check-in
8:55 - 9:00am	Announcements/Prayer	5	8:20am	CWSP Departure
9:05 - 10:00am	Period 2	55	8:30-3:30pm	Work Day
10:05 - 11:00am	Period 3	55		
11:05 - 12:00pm	Period 4	55		
12:00 - 12:30pm	Lunch A	30		
12:35 - 1:30pm	Period 5A	55		
12:05 - 1:00pm	Period 5B	55		
1:00 - 1:30pm	Lunch B	30		
1:35 - 2:30pm	Period 6	55		
2:35 - 3:30pm	Period 7	55		
3:30 - 3:35pm	Prayer	5		
3:45pm	School Dismissal	10	3:30-4:00pm	CWSP Pick-up
3:45 - 4:15pm	After School Programming	60	4:00-4:15pm	CWSP Check-in
4:20pm	Bus Dismissal	15	4:20pm	CWSP Dismissal

Classes at CRRHS are 55 minutes long. Lunch is approximately 30 minutes long. Students have 5 minutes to transition between classes.

On school days, students will be dismissed from class at 3:35pm. If a student has private transportation, they are free to go at the final school bell unless they have mandatory office hours, club meetings, or need to see a teacher. If they are bus riders, the bus will depart at 4:20pm.

On work days, students will be dismissed at 4:15pm, and they may ride the 4:20pm bus.

School Calendar and Closings

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

School Closure Policy

CRRHS will alert local media outlets, issue a Remind text alert and post an announcement on the School's Facebook and Instagram platforms so that the information is easily accessible to families.

Transportation Policy

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

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

Uniform Policy (Dress Code)

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

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

Students need to be mindful of the following expectations of professionalism at Cristo Rey Richmond High School:

- Students must be in formal uniform for work days (white shirt, tie and blazer) and Mass.
- The uniform must be clean and pressed, with the shirt tucked in.
- The tie must be worn at all times with the white button down shirt.
- Students must have a collared shirt on at all times.
- Students must be neat and presentable in clothing and appearance. Attention should be paid to showering, grooming, using deodorant, brushing teeth, combing hair, and laundering and ironing clothes.

	Pautas Adicionales
Hair (style and color)	<ul style="list-style-type: none"> ● Hair should be clean and neatly styled ● Hair must be of a natural color, i.e., brunette, black, blonde, amber. (unnatural colors such as, but not limited to, blue, green, purple, or pink are unacceptable) ● No hats, bonnets, beanies, scarves or wraps. ● Hair accessories for cultural or religious purposes are allowed (with permission by the administration).
Jewelry	<ul style="list-style-type: none"> ● Single, small nose rings are permitted. ● No rings, bars or multiple nose or facial piercing nor ear gouging allowed. ● All jewelry must be appropriate for a Cristo Rey school. ● Earrings must be professional in size and shape. ● Watches may be worn. ● No more than two pairs of earrings in each earlobe is allowed.
Nails	<ul style="list-style-type: none"> ● Fingernails may be of any color or design, but length and shape should not impede functionality.
Makeup	<ul style="list-style-type: none"> ● Makeup must be used in moderation.
Facial Hair	<ul style="list-style-type: none"> ● Facial hair must be neatly shaven.
Tattoos	<ul style="list-style-type: none"> ● No visible tattoos are allowed.
Jackets/Outerwear	<ul style="list-style-type: none"> ● Non-Cristo Rey branded Jackets and outerwear may not be worn inside the school and must be kept in the students locker while on campus.

Uniform Violations

Students should arrive in full uniform. The Dean of Students will check uniforms before first period, and each classroom teacher will recheck uniform at the classroom door at the beginning of each class. **If a student is out**

of uniform, the student will receive Silent Lunch on the first available day after they are out of uniform and those consequences will increase with frequency of violation.

Free Dress/ Non- Uniform Days

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

- Tank tops
- Crop or sheer tops, shirts or blouses; cleavage may not be exposed
- Shirts that expose the midriff or stomach
- Overly distressed garments
- Clothing with inappropriate logos, messages or labeling
- Bonnets, hats, scarves, etc.
- Shoes without backs- slides, flip flops, etc...
- Skirts or shorts that are more than 3 inches above the knee

Athletics Program

During the 2023-2024 school year, Cristo Rey Richmond High School will offer the following:

Boys/Girls Cross Country - Fall
Boys Varsity Soccer - Fall
Boys Varsity Basketball - Winter
Boys Junior Varsity Basketball - Winter
Girls Varsity Basketball - Winter
Cheerleading - Winter
Girls Varsity Soccer - Spring
Boys/Girls Track & Field - Spring

1:1 and Personal Electronic Devices

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

School Lunch Policy

Both breakfast and lunch will be available at CRRHS. As part of its participation in the National School Lunch Program (a federal program that subsidizes student meals), the School may collect completed lunch application forms for all students. Students **may not** have food delivered to the school. Any food delivered will be confiscated. If a student or family member wishes to bring treats in for a special occasion, they should obtain

prior approval from a school administrator at least 24 hours in advance.

Food and Drink During Designated Times Only

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

Food Sales

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

Supports the Student in the Home

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

- Make sure students are on time to school.
- Make sure that students are dressed appropriately for school (tie and white dress shirt or approved polo).
- Check emails, PowerSchool, BehaviorFlip regularly and respond accordingly.
- Check schoolwork and homework completion.
- Relate school learning to real life experiences.
- Create and maintain an adequate academic space for schoolwork and project completion (neat and orderly).
- Assist students with time management and study skills.
- Meet the basic needs for school supplies (computer charged, paper, pencils, etc.).
- Be supportive and give affirming dialogue.
- Actively support the college going process.

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

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

Closed Campus

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

After the school day ends at the designated times (or earlier on special-schedule days), the School cannot take responsibility for students if they leave campus. As is stated above, after 4:30 PM, when the School building closes, students cannot remain in the building unless they are participating in a School-sponsored activity and the School cannot take responsibility for students after this time.

Family Emergencies

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

Wellness and Medication

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

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

Media Release Policy

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

Family Concerns Resolution Process

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

Corporate Work Study Program (CWSP) Policies & Procedures

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

Academic Information

The CWSP grade measures student workers' performance in the following areas:

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

CWSP Dress Code

Student workers are expected to conduct themselves with the utmost professionalism. This includes their professional work attire and appearance. Students workers' presence and conduct is a direct reflection of Cristo Rey Richmond. Improper behavior and appearance can have a negative impact on the relationship with our Corporate Partners, including the termination or discontinuance by the CP of that partnership for current and future school years. It is imperative that all student workers are in full professional uniform every work day without exception.

Students should report to school in full uniform (blazer, tie, gray slacks, white button down shirt, approved belt, approved shoes) ready to board the bus to work, with zero dress code infractions. They should not count on time to "get into work uniform," remove unacceptable attire, or make uniform adjustments. Student workers are employees of Cristo Rey and their Corporate Partner and should arrive at school as they would a professional job outside of CRR: dressed and ready to work.

CWSP is an imperative component of the Cristo Rey model and adherence to the CWSP Dress Code must be strictly addressed due to the impact to our Corporate Partners and sustainability of those relationships. Therefore, the consequences of CWSP Dress Code violations will be as follows:

Forgotten blazer infractions	Protocol and consequences
1st infraction	Student worker will sign the uniform violation tracker and rent a blazer from CWSP staff <i>*students will be charged \$89 for unreturned rented blazers</i>
2nd infraction	Student worker will sign the uniform violation tracker and rent a blazer from CWSP staff providing collateral to include: cell phone, keys, ear buds or \$20 (to be returned at end of work day sign-in with return of rented blazer) <i>*students will be charged \$89 for unreturned rented blazers</i>
3rd infraction	Student worker will sign the uniform violation tracker and be sent home. This will count as a missed work day and must be made up by the student in compliance with the <i>CWSP Attendance</i> protocol listed herein.

Each additional infraction	Student worker will sign the uniform violation tracker and be sent home. This will count as a missed work day and must be made up by the student in compliance with the <i>CWSP Attendance</i> protocol listed herein. A meeting will be scheduled with student, parent/guardian, and CWSP staff member to discuss next steps and further consequences.
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CWSP Transportation

STUDENTS MAY NOT DRIVE THEMSELVES to work in a personal vehicle on a workday. The transportation plan cannot be changed on the workday. Any changes must be done in advance.

Assignment of Earnings

When a student enrolls at Cristo Rey Richmond High School, he or she becomes an employee of the Corporate Work Study Program company and is assigned to a CWSP partner company. By working five full days a month throughout the school year, each student earns approximately \$9,000 towards her or his high school education.

CWSP Attendance

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

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

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

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

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

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

Tardiness

If a student worker arrives after CWSP buses have departed to take students to their workplace, they will be sent home and this will count as a missed work day and must be made up by the student in compliance with the *CWSP Attendance* protocol listed herein.

Co- and Extracurricular Activities

Given the nature of Cristo Rey Richmond High School's CWSP program, conflicts will arise between work schedules and practices, games, meetings, and activities. **Work always takes precedence** over co-/extracurricular activities. Students are not allowed to miss any work in order to participate, nor should students ask their supervisors for an exception under any circumstance.

Acknowledgement Form

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

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

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

Student Name (printed)

Student Signature

Date

Parent Name (Printed)

Parent Signature

Date