



HIGH SCHOOL

710 East 37th Street • Brooklyn, NY
11203



**STUDENT AND PARENT
HANDBOOK AND PLANNER**

2019 - 2020

Cristo Rey Prayer

Be it known:

Christ is the reason for the school.

Christ is the teacher in the classroom.

Christ is the model of the faculty.

Christ is the mentor of the students.

Cristo Rey, may your light help guide our way.

Student Name: _____

Grade: _____



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Cristo Rey Brooklyn High School

Student and Parent Handbook and Planner for 2019-2020

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Policies Disclaimer

The policies outlined below represent a framework. This Handbook is not exhaustive and should not be considered comprehensive of all Cristo Rey Brooklyn High School (CRB, Cristo Rey, or School) policies. Statements in this Handbook are subject to amendment whenever the School deems necessary. Cristo Rey will attempt to keep parents/guardians informed of all changes as soon as practical. Some changes may be made immediately due to unforeseen circumstances.

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Student Code of Conduct

Cristo Rey Brooklyn High School is a college preparatory institution which has certain expectations of its student body. These expectations range from the School Campus to the Corporate Work Study Program environment to the Classroom. By signing this agreement I am confirming that I have read this document, that I understand it to be an agreement which I am committing to, and that I will work daily to follow it.

_____ I understand that I must, at all times, respect the rules of Cristo Rey Brooklyn as put forth by the Administration, Faculty and Staff. I understand these rules can be found in the Cristo Rey Brooklyn Student and Parent Handbook.

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

_____ I understand that my individual teachers set the specific rules and standards of behavior within their individual classrooms in accordance with the Mission of the School. I will not disrespect any teacher regardless of difference of opinion. When a teacher is speaking I will make eye contact and avoid private discussion and disobedience. I will also avoid participating in class disruption at all times.

_____ I understand that each Corporate Work Study office is a place of business. I realize that I must follow their individual rules of timeliness, behavior, decency and appearance. I understand that I must handle myself professionally at all times.

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

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

_____ I understand that being a part of the Cristo Rey Brooklyn community means that I will always respect the school campus, building, classrooms, and all of the physical items contained within, and work to keep the space clean and presentable. I will not, in any way, vandalize, deface or destroy the building or its property.

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

_____ I understand that I am to comply with and respect the full and complete uniform of Cristo Rey Brooklyn. I will wear the uniform correctly and with pride.

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

_____ I understand that at no time is it acceptable for me to be in possession of weapons, drugs and/or alcohol while on the Cristo Rey Brooklyn Campus or the surrounding grounds of the school, or at any CRB-sponsored event.

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

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_____ I confirm that I have received this Student and Parent Handbook and I will read it and be completely aware of all of the rules of Cristo Rey Brooklyn. My failure to read the rules of this handbook or to follow the rules of this handbook will in no way excuse me from being held accountable to these rules.

_____ I FULLY UNDERSTAND that if I violate any of these terms or if I choose to abuse them in any way I will be held accountable for all of my actions. I realize that I may be asked to explain my actions and thoughts to a Student Review Board. I also realize that improper action may lead to me serving a detention, school suspension, or being asked to leave Cristo Rey Brooklyn High School.

Print Student Name: _____

Student Signature: _____

Date: _____

Print Parent Name: _____

Parent Signature: _____

Date: _____

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Mission Statement

Cristo Rey Brooklyn is a Catholic High School that educates young people of limited economic means to become men and women of faith, purpose and service. By offering a rigorous curriculum, a unique work-study experience, and the support of an inclusive school community, we prepare our students to succeed in college and beyond with the values essential to a fulfilling life.

Graduate Profile

Open to Growth

The graduate of Cristo Rey Brooklyn High School is confident, inquisitive, reflective, motivated, and flexible. He/she views learning as a life-long pursuit, inside and outside the classroom. The graduate always strives for success and excellence, but is also aware that failure is an important part of the learning and maturing process.

The graduate knows that an understanding of and deep appreciation for one's self is essential to a full life. Moreover, the graduate sees this self-awareness as the basis for any further growth. Ultimately, the Cristo Rey graduate learns to seek out new challenges and opportunities to enrich his/her experience or perspective, be it religiously, socially, culturally, emotionally, or intellectually.

Religious

The Cristo Rey graduate has a sincere and deep sense of God's presence and love in his/her life. The graduate understands that he/she was created for a unique purpose which awaits fulfillment in this life and the next. Such a realization compels the graduate of Cristo Rey to be an active participant in his/her own faith journey and to be ever reliant on prayer and reflect on Christ's example for guidance and development.

The Cristo Rey graduate maintains a deep understanding of the Church's teachings and the Good News, and relies on these as the basis for strong morals and ethical judgments. He/she participates in his/her church community and views it as a source of strength. The graduate of Cristo Rey appreciates the rich religious gifts of his/her family, community and culture and is also eager to build on those in an ever deepening and personal way.

Intellectually Competent

The Cristo Rey graduate has a firm foundation in the liberal arts, as well as a mastery of critical and analytical thinking, reasoning and cognitive skills and habits, all necessary for future success. The graduate constantly thinks across disciplines and cultures, always maintaining a deep respect for wisdom and truth. The graduate is able to express himself/herself effectively, with both spoken and written word.

The graduate of Cristo Rey is capable of engaging with all types of work and pedagogy at the college level and is also prepared to educate himself/herself outside of the classroom. The graduate wonders about the world around him/her and is in the habit of analyzing the problems and questions that one may encounter. The Cristo Rey graduate is expected to assume enthusiastically his/her role as a life-long learner who savors the rich opportunities that the world provides and who truly owns his/her education by helping others to learn as well.

Loving

The Cristo Rey graduate believes that he/she is truly loved by God. This love is made manifest in the beauty of creation and the love of the people around him/her. The graduate sees loving relationships with others as the foundation of a Christian life. He/she has a healthy love of self; rooted in deep self-respect and confidence in his/her own gifts and talents. This love of self enables the graduate to move toward true and meaningful love for others. The graduate is aware that a full life involves loving other human beings as much as one's self, and he/she values the uniqueness of each relationship. The graduate sees his/her own way of loving as a response to God's gifts and heeds the call to demonstrate that love through service and dedication to others. The graduate is generous with his/her time and talents, and strives to share his/her gifts with others. The graduate knows that respect, trust and fidelity are the basis of any loving relationship, and that love, for God and for another person, requires us to give without asking anything in return.

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Committed to Justice

The Cristo Rey graduate gives himself/herself in service to others because he/she believes in the dignity and equality of all people. The graduate works for and with the impoverished, the unfairly treated, and those who are without representation, both locally and globally. As a leader and role model, he/she speaks out, and when necessary, he/she takes action. Experienced in service, the Cristo Rey graduate heeds the call of the Gospel to effect change and see service as a gift to self, not only to others. The graduate is ready to lead, especially by example. The graduate understands that some of life's most worthwhile endeavors are neither easy nor comfortable. The graduate of Cristo Rey Brooklyn also believes that justice is necessary for equality, liberty, respect, and love.

Work Experience

Through the Cristo Rey Corporate Work Study Program, the Cristo Rey graduate is a dependable, responsible worker of integrity with a strong work ethic. The Cristo Rey graduate will have participated in the professional culture of the workplace and has begun to explore and develop his/her own potential. The Cristo Rey graduate is a personable and effective team player, a confident self-starter who is respectful and respectable.

The graduate has learned the value of work both in the rewards it produces and in the self-satisfaction it engenders. The Cristo Rey graduate views work as an invitation to discover and demonstrate personal talent and encourage growth. As a future leader in the workplace, the Cristo Rey graduate recognizes the dignity of work, its integral connection to justice, and the choices he/she has to create a better society.

Rights and Responsibilities

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

- A. *We all have the right to be free from physical harm and from fear of physical harm on school property. We have the responsibility to be aware of building security, addressing all forms of intimidation and violence in positive ways. We do NOT tolerate: threats, fights, intimidation and/or corporal punishment.*
- B. *We all have a right to our emotions. We have the responsibility to express our emotions in an appropriate and constructive manner. We do NOT tolerate: verbal abuse, inappropriate public displays of affection, distasteful language or shouting and whistling in the School building.*
- C. *We all have the right to our opinions, ideas and learning perspectives. We have the responsibility to be honest, express ourselves as clearly as possible, and actively listen to others' viewpoints. We do NOT tolerate: verbal or written personal harassment and/or ridicule.*
- D. *We all have the right to a school environment free of all forms of discrimination and harassment. We have the responsibility of monitoring our own actions as well as reporting instances of discrimination and harassment perpetrated against others. We do NOT tolerate: conduct that belittles or shows personal or physical hostility toward an individual.*
- E. *We all have a right to our own spirituality. We have the responsibility to be tolerant of the beliefs of others and the expectation to participate in all religious activities of the School. We do NOT tolerate: beliefs and practices that compromise the human dignity of others.*
- F. *We all have a right to a challenging learning environment that will allow us to realize our academic potential. We have the responsibility to come to each class on time with the proper materials, and to be mentally prepared to learn each day with the appropriate attitude. We have the responsibility to protect each person's right to this learning climate. We do NOT tolerate: tardiness, lack of preparation for class, unexcused absences, and academic expectations that are not met.*
- G. *We all have the right to a clean and aesthetic school environment. We have the personal responsibility to contribute to the cleanliness and beauty of the physical school plant. We do NOT tolerate: spitting, chewing gum, littering, and defacing school property.*

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Academic Expectations

Every student at Cristo Rey Brooklyn High School has the right to a great education. All behavior in the School should help to establish and maintain an environment within the School which fosters maximum learning and mutual respect. Students are expected to be respectful of the learning process and to take responsibility for their own learning.

- All homework assignments should be neat, clean, and legible. Homework should be handed in on time and done to the best of a student's ability.
- Students should expect to work every night for the minimum amount of time required to fully complete and comprehend their work, but in any case for a minimum of two hours.
- Students should, and are highly encouraged to, take advantage of all available resources to enhance their education. (Teachers, tutors, academic support staff, libraries, etc.)
- In class, students must be active, cooperative learners, listening, asking and answering questions. Students are expected to help establish an orderly, active learning process.

No student will matriculate into the next school year without passing all required coursework. Seniors who have not passed all coursework will not graduate until, and if, all courses are recovered. Courses must be made up in the summer to continue at Cristo Rey Brooklyn High School the following year.

College Counseling

Cristo Rey Brooklyn's comprehensive college preparatory program includes college visits, mock interviews and individualized tutoring. As part of the comprehensive college preparatory program all students in grades 9-12 receive a minimum of 5 college guidance lessons a year, visit at least one college, are invited to meet with college admissions officers, and are required to attend the yearly college fair hosted by CRB. All juniors and seniors are required to take a College Prep course and attend Tuesday test prep classes and attend all Saturday testing days. Rising seniors take part in a mandatory College Week each August.

College guidance-sponsored trips and events are a privilege. There are two Mandatory parent nights held prior to each trip in which both parent/guardian and student are required to attend. If there is a conflict parents/guardians must arrange to have a separate meeting/call with a member of the college guidance team. Failure to attend meetings may make student ineligible to attend college trips and events. Any student who is not in good academic, behavioral/disciplinary, or financial standing, or has not satisfied all College Guidance requirements (including ACT preparatory requirements), may be deemed ineligible to participate. Ineligible students will still be required to attend school and complete coursework instead of attending trips and events.

Cristo Rey Brooklyn High School has purchased Naviance Succeed as part of its commitment to offer a world-class college counseling program that prepares all students for success in college and in their careers. Naviance Succeed is an online college counseling platform created to collect, store, and report real-time data about students' goals, objectives, and outcomes related to planning for college and their careers. As a member of the Cristo Rey Network, Cristo Rey Brooklyn High School discloses aggregate college admissions for the purpose of benchmarking with other schools and to track the impact of Network university partnerships. This data also enables Cristo Rey Network schools to better advise students through the college search and application process. Personally-identifiable information is only disclosed to the college counselor, members of the Admissions Department, Principal, President, and the Network's Director of Postsecondary Initiatives.

Academic Honesty

Consistent with our Christian values and academic integrity, Cristo Rey Brooklyn High School expects students to act responsibly with regard to his/her own learning.

Maintaining academic honesty falls on all members of the Cristo Rey community including teachers, staff, students and parents. CRB believes that all academic work is the product of the individual student and stands firmly against academic dishonesty in any form, which can be described as offering someone else's ideas or work as one's own. Behaviors that fall under the description of academic dishonesty include, but are not limited to: copying another student's work, cheating in any form on a quiz, test, or exam, and plagiarism (presenting in a written or oral manner another person's words or ideas as one's own).

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Students should not lend their work to others. If one student seeks assistance on an assignment, the assistance should be given in face-to-face instruction and not by passing written work from one student to another. The student who ignores this requirement and provides his/her answers or work to another student shares equal responsibility and consequences.

If a student is found to have been academically dishonest the following procedures will be followed:

- All students engaged in any type of academic dishonesty, regardless of their assignment or infraction, will receive demerits from the Dean of Students.
- Teachers are required to have students caught cheating still complete their assignments, however, with an understanding that the student will receive a grade of “F” for the assignment.
- Depending upon the level of severity, the Dean of Students or teacher will contact parents/guardians.
- Depending on the level of severity, the student risks being suspended and having an “F” for the quarter entered for the course.
- Further consequences may be pursued at the discretion of the Dean of Students and the teacher, the Principal may impose consequences that include dismissal from the school.

Late Work Policy

In an effort to prepare our students for college and their academic responsibilities, the expectation is that ALL work will be handed in on time. All school work, including homework, major assignments, projects and/or essays, must be submitted in accordance with due dates given by teachers as well as provided on class syllabi. The academic policies for any and all late work are as follows:

- Students are required to complete work by the due date given by teachers.
- Student may be asked to remain after school to complete assignments.
- If a student has an excused absence, whereby a parent has called Cristo Rey Brooklyn to inform the administration before the start of the school day, the student will have the opportunity to hand in the assignment the first day the student is back in class.
- A doctor’s note will be required if a student is absent more than two days, in addition to a phone call from a parent (prior to the start of the school day, on each day missed), in order for work to be accepted by the teacher.
- If a student is absent on the due date of a major assignment, project or essay, the student is expected to submit electronically any portion that the assignment permits. If the assignment is handwritten or an oral presentation, the student is expected to be prepared to submit/present on the first day back in class.
- A teacher may choose to grant an extension only if the student requests one prior to the actual due date given. Any extension is solely up to the teacher’s discretion and may be dependent upon assignment/course/time of year/student’s responsibility level regarding work and timelines in the past. No further extensions will be granted to the student for the same assignment.

Grading System

Grade	Description	Grade Value
A	Superior	94-100
A-	Superior	90-93
B+	Good	87-89
B	Good	84-86
B-	Good	80-83
C+	Average	77-79
C	Average	74-76
C-	Average	70-73
F	Failure	<70
I	Incomplete	0
NG	No Grade	0
P	Passing	0

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Semester I: September 9, 2019 – January 31, 2020

- First Quarter: 20%
- Second Quarter: 20%
- Midterm Assessment: 10%

Semester II: February 3, 2020 – June 19, 2020

- Third Quarter: 20%
- Fourth Quarter: 20%
- End of Course Assessment: 10%

Students who do not earn a C- or higher in any academic course must attend an approved summer school program. A list of approved programs will be distributed by the Office of the Assistant Principal.

Students will be considered eligible to graduate after successful completion of the following courses:

- 4 units of Math
- 5 units of English (including .5 unit of Business Communication as part of 9th grade English)
- 4 units of Science
- 3 units of Social Studies
- 4 units of Religious Studies*
- 3 units of Foreign Language
- 1.5 units of Physical Education

Additionally at Cristo Rey Brooklyn, all students must complete the following:

- .5 units of Health
- .5 units of Professional Writing
- .5 units of Fine Arts
- 1 unit of college level electives

**transfer students from non-religious schools may be eligible for a replacement course to be taken over the summer.*

Minimum Grade Expectations

Students are expected to achieve an average of at least 70 for the year in each individual academic course. If a student does not pass an academic class for the year, he/she must attend summer school and remediate the failure in order to be invited to continue at CRB and be promoted to the next grade; students must obtain at least a 70 in all summer-school coursework to receive credit for the course. Students who fail more than 2 academic classes for the year risk being dismissed from Cristo Rey Brooklyn.

Academic Honors

At the conclusion of the academic year, students with an 85 or above average and their teacher's recommendation in specific academic classes may be eligible for placement in honors classes for the next school year.

Honor Roll is posted at the end of each semester. Students must meet the following criteria to qualify:

- **First Honors:** 90 or above overall average, with no grade lower than 85.
- **Second Honors:** 85 or above overall average, with no grade lower than 80.

Graduation Requirements

Students must fulfill all requirements in order to graduate. Students who have failed a class and, therefore, have not fulfilled their credit requirements, will not graduate. Students who owe money, books, Christian service hours, CWSP workdays, or other such requirements will not receive a diploma or transcript until all requirements are met and might not be able to participate in graduation. Any student who presents discipline problems throughout the school year may be at risk of not participating in graduation.

Graduation Privilege Policy

Graduation Mass, Graduation Banquet, Senior Prom and Commencement Exercises are privileges granted only to Seniors that are eligible academically and behaviorally to attend. Should a Senior not be academically, behaviorally, financially, or otherwise eligible to graduate, he or she may have one or more of these privileges revoked.

Students who are not in good financial standing may also have these privileges revoked.

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Student Evaluation

Students will receive a report card at the end of each quarter and a progress report midway through each quarter. In addition, the Corporate Work Study Program conducts three reviews throughout the year.

Academic Probation and the Academic Support Program

If a student is struggling academically he/she is required to participate in the Academic Support Program which may be assigned after school, during the school day or on Saturday. If at the end of a marking period a student has earned a grade below 70 in two or more of his/her classes, he/she will be placed on academic probation. Academic probation is a formal warning from the School that a student is not meeting his/her primary responsibilities as a student—to complete all assignments each day, to use all the resources available to help him/her, and to strive to do as well as his/her abilities will allow. Students who receive this warning should understand it is a serious message which contains the challenge to improve one's academic standing quickly so as not to risk losing one's place at Cristo Rey.

Students placed on academic probation will also be assigned to attend our Academic Support Program (ASP) after School for several days each week. Students who are assigned to ASP must continue to participate regularly and faithfully in the program until they receive a subsequent report card or progress report showing the student to be in good academic standing in all classes. Students assigned to ASP must attend every session of the program. Academic assistance takes precedence over all other school obligations. Students placed on academic probation will be ineligible to participate in extracurricular activities and to compete in interscholastic sports. Please refer to the section entitled, "Athletic Code of Conduct and Eligibility."

After School Priorities

All students should refer to the following list in the order in which it appears here to confirm their attendance at the following place for all after school activities:

1. Academic Support Program – **All tutoring and mandatory academic assistance**
2. College Guidance – Activities, Programs, Meetings and/or Information Sessions
3. CRB Extracurricular Activities – Teams, Clubs, Meetings and/or Events
4. Any and all outside doctor appointments, tutoring, activities, clubs, meetings, events, gatherings

General Computer/Internet Information

Cristo Rey provides Internet access to students as a means to facilitate resources-sharing, skills acquisition, and communication. Information gathered from the Internet is viewed in the same manner as other reference material in School; such resources enhance the learning environment. School personnel provide guidance to the student in the use of the Internet and monitor usage to the best of their ability. Controlling all materials on a global network, however, is impossible, and an industrious user may discover inappropriate information or perform inappropriate actions in spite of adult supervision. We encourage parents to have a frank discussion with their children about Catholic Christian values and how those beliefs should guide student activities while using the Internet. Inappropriate use of the Internet is a serious matter.

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

All students are expected to conduct themselves via the Internet in a manner befitting Cristo Rey Brooklyn High School. Any student whose behavior on the Internet demonstrates either a serious disregard for the rights and dignity of self and others or the good name and reputation of Cristo Rey Brooklyn may be subject to disciplinary action. Students will be held responsible for material and messages posted on the Internet through blogs, web pages, etc., regardless whether the students used school, work, home, or other outside computers. It is important for students to understand that the Internet is a public forum where inappropriate messages and conduct can be monitored and viewed by anyone, thus jeopardizing the health, welfare, and safety of students and the entire Cristo Rey community. The parent/guardian is responsible for any damage caused by the student's inappropriate use of the Internet system.

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The failure of any user to follow the terms of this policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

- A. **Acceptable use:** Access to Cristo Rey's Internet service must be for the purpose of education or research, and be consistent with the educational objectives of the School. School officials may monitor any use of the Internet.
- B. **Unacceptable use:** The user is responsible for his/her actions and activities involving the Internet at School, work, home, or other outside Internet connection. Some examples of unacceptable uses are:
- Using the Internet for any illegal activity, including violation of copyright laws or other contracts, or transmitting any material in violation of US or State of New York law or regulation;
 - Unauthorized downloading of software
 - Downloading copyrighted material for other than personal use;
 - Wastefully using resources, such as file space or paper;
 - Invading the privacy of individuals or using another user's account or password;
 - Posting material authored or created by another without his/her consent;
 - Accessing, submitting, posting, publishing, or displaying defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially-offensive, harassing, or illegal material;
 - Any form of plagiarism—i.e., claiming another person's work through the Internet as one's own;
 - Using the School's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity, and political purposes;
 - Using the Internet for any unauthorized purchases.

Cristo Rey Brooklyn HS iPad Loaner Program - Acceptable Use Policy

Cristo Rey Brooklyn is proud to announce the next next step in incorporating technology into its programming; the **iPad Loaner Program**.

As part of Cristo Rey Brooklyn's commitment to academic excellence and technology, students and faculty are provided with access to the Internet and hardware such as iPads and Chromebooks to support instruction, conduct research, enhance curriculum and communicate with scholars throughout the world. The school strongly believes in the educational value of this technology for collaboration among students, teachers, parents and administrators. The school use of the Internet and tablet computers is primarily instructional and must be consistent with educational objectives.

Cristo Rey Brooklyn's Internet Services (web, e-mail, PodCasts, FTP, IM, blogs, newsgroups, chat) are designed to guide users in navigating through vast resources while minimizing the possibility of accessing information that is inappropriate in the context of a school setting. CRB, however, cannot guarantee that such material will not be accessed.

Users must adhere to the same code of ethics that govern all other aspects of CRB life pursuant to the CRB Parent-Student Handbook. The following Internet and Technology Acceptable Use Policy is not an inclusive listing, but general guidelines dictated by decorum, privacy, respect and the law.

General Usage

- Accounts may be used only by the authorized owners of the accounts. Access of other accounts is prohibited.
- Users are responsible for the file content and e-mail communications of their accounts. All messages shall be purposeful, appropriate and school related.
- Users shall not use their accounts or the network to create, view, download, store, or distribute any images, sounds, messages or material which are obscene, pornographic, harassing, racist, inflammatory, malicious, fraudulent or slanderous.
- Users shall respect the privacy of others, and shall not access, modify, or copy passwords of data belonging to other users. Users will not publish private information on students or staff without permission.
- The use of the network for personal profit, commercial purposes or illegal activities is prohibited.
- Users are not to install unauthorized software or download unauthorized files, programs or other electronic media.

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- Illegal installation or transmission of copyrighted materials is strictly forbidden. Software piracy and plagiarism are illegal.
- Users will conduct themselves online as they would do in person just as the code of conduct details in other areas of the Parent-Student Handbook.
- Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages, social media sites and live audio or video broadcasts.
- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users will not post information that could cause damage or a danger of disruption. Users will not engage in personal attacks, including but not limited to abuse, intimidation, threats, obscenity, and prejudicial or discriminatory attacks.
- Users will not harass other people. Harassment is acting in a manner that distresses or annoys another person. Cyber-bullying will not be tolerated and will be subject to the same disciplinary action as harassment carried out in a non-electronic context.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.

iPad Usage

- The iPad's primary function is as an educational tool. By accepting the iPad, students agree to participate in all class activities and assignments as directed by their teachers.
- Only the student that receives the iPad is authorized to use it, unless otherwise instructed.
- Students are responsible for populating the iPad with only appropriate apps directed by the school.
- Students leaving CRB (through graduation or otherwise) must return the iPad in like condition as received.
- The user cannot modify the equipment at any time.

Security

- Students are responsible to protect and safeguard their iPad, including - taking reasonable measures to prevent theft. They will be required to reimburse CRB for any and all damage, theft, or loss. In the case of theft or vandalism that takes place outside of CRB, a police report must be filed. For loss, theft, or damage beyond reasonable repair, reimbursement to CRB will be at the purchase price for a replacement unit. Any incident within the school must be reported immediately to the Dean of Students and Operations Staff.

Reimbursement Costs:

iPad Air 2 32GB Cellular Version: \$450

Clamcase Keyboard/Case: \$130

Charging kit: \$30

Repair Costs: Students and families will be responsible for repair replacement as estimated by repair shop of the school's choosing.

Replacement of the entire kit (total loss): \$600

Rules, Regulations and the Law

- Cristo Rey Brooklyn will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the use of school technology.
- In the event there is a claim that a student has violated this Policy in his or her use of the Network, the student will be provided with a written notice of the suspected violation and an opportunity to present an explanation before the administration.
- If the violation also involves a violation of other provisions of the Parent/Student Handbook it will be handled in a manner described in the Handbook. Additional restrictions may be placed on a student's use of his or her Internet account.

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Right to Inspect

Cristo Rey Brooklyn reserves the right to inspect all electronic equipment and transmissions over the Network or on school property without prior notice. The School also reserves the right to assess information in the public domain on the Internet and to discipline students for any violation of these policies or the code of conduct.

Respect for Privacy

- Students will protect the privacy of Cristo Rey of students and faculty.
- Students will not post private, personal information about another person.
- Students may not, under any circumstances, create digital still photos, digital video or audio recordings of Cristo Rey community members either on campus or off-campus for online publication or distribution without the knowledge and consent of those being recorded or photographed.
- Students are not permitted to record video or audio. Cameras may never be used in a restroom or private vicinity.
- The iPad camera/microphone is not to be used in school except at the discretion of a teacher. Anyone found taking or uploading unauthorized photographs, video or audio will face severe disciplinary actions to include expulsion.

iPads Left at Home

- If students leave their iPad at home they are responsible for getting the course work completed as if they had their iPad present. Students repeatedly forgetting iPads at home will face academic and disciplinary action.

iPad Maintenance, Repair, Battery

- iPads must be brought to school each day in a fully charged condition. This means students need to charge their iPads each evening.
- Additional Loaner iPads may be issued to students at the discretion of the administration. There may be a delay in getting an iPad should the school not have enough to lend.

Screensavers/Background and Photos

- Inappropriate media may not be used as a screensaver or background photo.

Sound and Music

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be accessed at the discretion of the teacher or the administration.

Any user who does not comply with this Acceptable Use Policy will be subject to one or more of the following consequences:

- Conference with parent or guardian
- Compensation equivalent to the cost of repair or replacement as determined by the school. (This includes labor time/cost needed for the repair.)
- Disciplinary measures at the discretion of the administration, including loss of privilege to use computer systems and devices
- Expulsion
- Legal action

Attendance Policy

Daily Schedule

Cristo Rey Brooklyn's doors open at 7:30 a.m. First Period begins promptly at 8:00 a.m. Students who are not in their appropriate destination within the School building and in full uniform by 8:00 a.m. will be considered tardy.

Unforeseen Absences

A parent or guardian must telephone the School at 718.455.3555 between 7:15 a.m. and 8:00 a.m. and briefly state the nature of the absence. A parent may excuse an absence due to sickness up to two days ONLY, provided that the parent or guardian calls to inform the school within the specified time. After two days, a doctor's note is required to excuse any additional absence. A phone call must be made for each day the student is absent on their academic or work days.

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Returning to School

Upon returning to School or work after each absence, the student must report to the Main Office with a note from a parent or guardian. If a note is not received by the third day, the student will not be allowed to return to class.

Early Release

If a student is to be released early, he/she should present a note from a parent or guardian to the Main Office upon arrival to School in the morning stating the time and reason for the departure. If an unforeseen circumstance requires that a student leave School early, a phone call from a parent/guardian is acceptable. Either way, a parent or guardian must come to Cristo Rey Brooklyn and sign out his/her son/daughter in person. Students age seventeen or older, may sign themselves out only with the permission of a parent or guardian. Students receiving an early release will not be permitted to participate in any extracurricular activities. There will be no early release from work.

Scheduling Outside Appointments

Parents are requested to schedule medical and dental appointments during non-school and non-CWSP hours. Vacations, college visits and other such activities should be scheduled after reviewing the School calendar so as not to conflict with School attendance. Students may not miss CWSP work days to attend extracurricular activities or events including conferences and trips.

Excessive Absences

Absences from School in excess of 10 per semester or 20 in one year may result in a student losing credit in one or more of their classes for the semester or being dismissed from Cristo Rey Brooklyn. Absences from work are considered School absences. However, even if the total School absences are within the above parameters, a student may still face the possibility of dismissal due to excessive work absences even if those absences amount to fewer than 20.

Medical Absences

Absences due to medical conditions must be certified by a physician's note to the Main Office upon return to School. Students with a medical emergency requiring a hospital visit must have a physician's note authorizing that the student is able to return to School.

College Guidance-Related Absences (Interviews, preview programs, summer programs, SYEP, etc.)

As part of the CRB commitment to offering a comprehensive college preparatory program students are often asked to attend college related events outside of the CRB building. In order to have an absence excused students MUST complete the College Absence Form located in the College Guidance Office and return it to the office no later than 24 hours before the event. Students requesting permission need to be in good academic/disciplinary standing or they may not be granted an excused absence. Absence request forms handed in after the college related event will not be excused.

Truancy

Absence from School, class or work without sufficient reason is considered truancy and may result in suspension. Additional offenses may result in additional and increasingly severe disciplinary action up to and including expulsion. Please be advised that any work missed during truancy cannot be made up and may be subject to a failing grade.

Absence Due to Illness or Injury

Extended absence due to illness or injury will be treated on an individual basis. Parents must notify the school as soon as possible and work with all school personnel immediately to make up any school-related work.

Absence from Work and Makeup Days

Cristo Rey and the student promise the Corporate Work Study Program sponsor that they will fulfill their work responsibilities for the entire school year. Sponsors pay Cristo Rey for this work, and students automatically receive financial credit towards their education. Each student is expected to attend work each and every day work is assigned. Since students generally only work four days per month, missing a day of work is a very serious event.

If a student will be absent from work, for any reason, the School must be notified by a parent by 7:30am on the missed

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work day. Failure to notify the school will result in a \$25 fine. A missed work day must be made up by the specified time period for the quarter in which the day was missed. The periods are:

- 1st and 2nd Quarter – Mid-Winter Break (February 17th – February 21st)
- 3rd Quarter – Spring Break (April 13th – April 17th)
- 4th Quarter – Year End (June 10th for Seniors Only)
Year End (June 22nd – July 3rd for all Underclassmen)

If a Student misses a day of work for any reason, including illness or a family emergency, he or she is required to make up the work day over a school break. The student must coordinate with the CWSP office and their supervisor to make up the work day at their job placement. If the Sponsor cannot accommodate the student, the student must make up the day at Cristo Rey Brooklyn. Failure to make up a work day will result in a \$100 fine per each missed work day. On make-up days, there is no check-in at CRB. Students are expected to go directly to work from their home. Students are responsible for communicating with the CWSP team regarding lateness or absence to work on a makeup day by or before 8:00AM. Students must contact the CWSP team on the CWSP cell phone.

Students are not allowed to have more than three (3) make up days to complete at Year End. If a Student has more than three (3) make up days at the end of the 4th quarter, there will be a \$100 fine per each missed day in addition to the three (3) make up days the student must complete.

Tardiness Policy

Tardiness to School, class or work is not acceptable. Each instance of tardiness will be entered into the student's attendance file and on their official transcript. A parent or guardian must call the School if they are anticipating tardiness of any manner. All students are expected to be in School at 7:45 a.m. in order to arrive at their first period class on time. A student is officially tardy if they are not in their appropriate classroom at 8:00 a.m. Tardy students may be directed to a Tardy Room instead of interrupting their class already in progress. In some cases the Dean of Students may contact the parent or guardian and ask the student to explain their lateness.

Arriving to Corporate Work Study check-in after 8:00 a.m., results in a "tardy" being entered into their file and the student will receive demerits and detention. If a student arrives after check in has concluded, he/she will be assessed a \$25 fine. If a student misses check in without prior permission from the CWSP Department, they will be assessed the \$25 late fee.

Illness at School

If a student becomes ill at School, the student should ask permission to go to the Main Office. If it is determined that the student should not remain at School, a call will be made to the parent/guardian in order to release the student to their care. If a parent/guardian or emergency contact cannot be reached, the student will remain at school until either the end of the day or until someone can be reached.

Illness at Work

If a student becomes ill at work, the student should respectfully request that their Supervisor call the CWSP Department at 516-341-1642 and the CWSP Department will arrange for the student to return to School. The student's family should not contact CWSP if they are ill, the contact must come from the student's supervisor or co-worker. The CWSP will call the student's parent/guardian in order for the student to be picked up from the School. If a parent/guardian or emergency contact cannot be reached, the student will remain in the CWSP office until either the end of the school day or until someone can be reached. A student who is feeling seriously ill during morning check in should not go to work and CWSP will use its discretion to make this decision.

Holidays

Cristo Rey Brooklyn does not permit vacation outside of defined School breaks. Such absences will be considered unexcused. For example, if a family chooses to take a vacation that goes beyond the allotted Christmas break, the student will be subject to appropriate consequences as described in the attendance policy. This could lead to loss of credit. The student is responsible for any work missed. Often schools have holidays which businesses do not share. Students may be required to attend work even if there are no classes scheduled for a particular day. Early school dismissals and half-days do not apply to students who work on those days. Students are expected to complete a full day of work regardless of any

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special school day scheduling. Students should assume that they have work each and every designated work day of the year unless they are notified otherwise. It is the student's responsibility to verify with the CWSP Office if they do not have to work on a particular school holiday.

On extremely rare occasions, a sponsor may have a business holiday or special meeting day when a student's services are not required. In this event, the student should report to School on that day, and a special work task will be assigned by the CWSP Office.

Weather Conditions and School Closing

Cristo Rey Brooklyn High School follows the lead of the New York City Public Schools, regarding School closings due to weather conditions.

- **If the NYC public schools are closed, Cristo Rey Brooklyn will be closed.**
- **If the NYC public schools remain open, CRB will remain open unless notified otherwise by the Principal.**

If you have any questions, please call the School at 718.455.3555. For information about the closing of School because of an emergency, please see the Emergency School Procedure.

Uniform

Students are required to purchase a standard, approved uniform from Ideal Uniform Store or Lands' End online retailer and adhere to all additional uniform rules, as outlined in this Handbook. Students are expected to follow the exact same uniform for work as they do for school, regardless of the dress code enforced at the workplace by the company or Sponsor. The uniform ensures that every student dresses in a professional, modest, conservative, and safe manner. Cristo Rey Brooklyn High School's uniform corresponds to professional business, semi-formal dress. When they go to work, students enter professional work environments. Their dress should reflect a high standard of professionalism. Work environments are also adult environments. Parents must be sensitive to the fact that their sons/daughters might be assumed to be much older than their actual age. For the comfort and security of all our students, they are required to wear the uniform mandated and outlined here.

The safety of our students is a priority. Most jobs require some interaction with office machinery, such as copiers, fax machines, etc. A neat appearance and properly fitting clothes help avoid potential mishaps. In addition, students are taking public transportation and walking to their workplaces. Proper footwear and the absence of sensory distractions such as music headphones, etc. help ensure their safety.

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

- Personal hygiene is very important to one's health and appearance; therefore, each student will practice good hygiene.
- Students are expected to be in full uniform at all times during school hours, at work, to and from work, at special events and during all field trips unless otherwise specified by the School.
- It has been observed over and over again that the more seriously a person dresses, the more seriously that person performs in his/her role and the more seriously others receive him/her. Expressing individuality should be done through hard work at School and at the workplace, and not through one's clothing.
- Undergarments should never be visible.
- Students who arrive out of uniform or dressed inappropriately on their work day may be sent home or asked to change their clothing. If a student is sent home this day will not be eligible for make-up and the student will be fined \$100.
- Violation of Uniform Policies will result in immediate action by the Dean of Students. In some cases students may be made to serve a School suspension and/or sit before the Student Review Board if the issue becomes problematic. In most cases a parent or guardian will be called regarding lack of appropriate uniform. In some cases a parent/guardian may be called to bring the appropriate uniform items to School for the student.
- All instances in which students violate the school uniform policy will result in 2 demerits. Instances of consistent uniform violations will result in the student being held out of classes to call their parent to drop off the correct uniform item or items. In more severe instances, the specific student may be sent home to change and return to school. In all of these instances, any and all work missed due to uniform violation, will not be available for make-up or a grade.

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Uniform and Proper Attire for Boys **

Shirt

Boys must wear one of the embroidered dress shirt options sold by one of our approved uniform vendors ONLY (IDEAL Uniform Store or Lands' End). Shirts must be tucked in at all times.

Pants

Boys must wear one of the authorized dress pants (in khaki or charcoal gray) options sold by one of our approved uniform vendors ONLY (IDEAL Uniform Store or Lands' End).

Sweater

If choosing to wear a sweater, boys must wear one of the embroidered sweater options sold by one of our approved uniform vendors ONLY.

Tie

Boys must wear an appropriate bowtie or necktie. Ties must be neatly and properly tied around the neck at all times during the school and work day.

Belt

A standard, solid black dress belt with standard silver buckle must be worn at all times. The belt must be leather or leather-like material only. No fabric or riveted belts allowed.

Socks

Solid black dress socks must be worn at all times. Students may not wear athletic socks or socks with patterns or other colors.

Shoes

Shoes must be solid black leather or leather-like oxford-style dress shoes. Shoes must be of professional appearance, be closed all around and have a sole. Sandals, gym shoes, moccasins, Toms, Sperrys, construction or work boots, clogs, platform or slipper-like shoes are not permitted.

Jewelry

No earrings or other body or facial piercings are allowed. Covering earrings or other piercings with band-aids or other similar bandages is not permitted. Visible tattoos are not permitted.

Make-up

Makeup is not allowed. Boys may not wear nail polish of any kind.

Hair Color and Style

Natural hair colors only. Hair should not be excessive in length, and should be worn off the face and with safety in mind while working with office machinery. Students whose hair covers the shirt collars, eyes or ears may be asked to cut their hair or tie their hair back. Carvings of any kind are not permitted. Eyebrows must be natural, without any slashes or markings.

Facial Hair

Should the appearance of a student's facial hair become unprofessional, the school reserves the right to consult with the family and the student may be required to shave before returning to school or the workplace.

Hygiene

Students are expected to maintain a neat and clean appearance. Attention should be paid to showering, shaving, using deodorant, brushing teeth, combing hair, ironing clothes, etc.

Jackets, Coats and Sweatshirts

Coats, jackets and sweatshirts of any kind are not to be worn inside the school building or workplace at any time and must be stored in a student's locker (at school) or desk (at the workplace).

Sunglasses and Hats

Sunglasses and hats may not be worn inside at work or at school at any time.

****DISCLAIMER:** Please note that some workplaces may require small but important deviations from the school uniform as it is laid out in this handbook. In the event that a student is placed at a workplace where such deviations exist, a school administrator or CWSP staff member will communicate the requirements to the family with the understanding that the student will meet the expectations on every work day.

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Uniform and Proper Attire for Girls**

Shirt

Girls must wear one of the embroidered dress shirt options sold by one of our approved uniform vendors ONLY (IDEAL Uniform Store or Lands' End). Shirts must be tucked in at all times. The shirt must fall below the waist in length and be loose fitting, not tight. A maximum of only one button may be unbuttoned.

Pants

Girls must wear one of the authorized dress pants (in khaki or charcoal gray) options sold by one of our approved uniform vendors ONLY (IDEAL Uniform Store or Lands' End).

Sweater

If choosing to wear a sweater, girls must wear one of the embroidered sweater options sold by one of our approved uniform vendors ONLY.

Belt

A solid black dress belt with standard silver buckle must be worn at all times. The belt must be leather or leather-like material only. No fabric or riveted belts allowed.

Socks

Solid black dress socks must be worn at all times. Students may not wear short socks, ankle socks, athletic socks or socks with patterns or other colors. Leggings and fishnets (or similar items) are not permitted.

Shoes

Shoes must be solid black leather or leather-like ballet flats or oxford-style dress shoes. Shoes must be of professional appearance, be closed all around and have a sole. Sandals, gym shoes, moccasins, Toms, Sperrys, construction or work boots, clogs, platform or slipper-like shoes are not permitted.

Jewelry and Other Adornments

Jewelry must be conservative in style and length. No excessive jewelry is permitted. Limit bracelets. Body, facial or industrial piercings are not allowed. Stud earrings are preferred. Hoop earrings, if worn, should be of moderate length and size. Gauging of the ears is not allowed. No visible tattoos are permitted.

Makeup and Nail Polish

Conservative colors and styles are permitted. Black lipstick is not permitted. Excessive eye make-up is not permitted. Eye shadow, if worn, must be soft, neutral colors. Perfume, if used at all, should be worn in conservative quantities.

Hair Color and Style

Natural hair colors only. Hair should be worn off the face and with safety in mind while working with office machinery.

Head Scarves and Bonnets

Hair coverings of any kind may be worn for religious purposes ONLY. Outside of religious reasons, girls may NOT wear head scarves, bandanas, or bonnets. Hair should be properly maintained to avoid the need for any hair coverings. Only a proper, thin, solid-colored headband may be worn (with no words or patterns).

Hygiene

Students are expected to maintain a neat and clean appearance. Attention should be paid to showering, using deodorant, brushing teeth, combing hair, ironing clothes, etc.

Jackets, Coats and Sweatshirts

Coats, jackets and sweatshirts of any kind are not to be worn inside the school building or workplace at any time and must be stored in a student's locker (at school) or desk (at the workplace).

Sunglasses and Hats

Sunglasses and hats may not be worn inside at work or at school.

****DISCLAIMER:** Please note that some workplaces may require small but important deviations from the school uniform as it is laid out in this handbook. In the event that a student is placed at a workplace where such deviations exist, a school administrator or CWSP staff member will communicate the requirements to the family with the understanding that the student will meet the expectations on every work day.

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Code of Conduct

An official copy of the Cristo Rey Brooklyn High School Code of Conduct appears in the front of the Student and Parent Handbook. Students are required to sign and date this copy agreeing to the terms as stated. That copy is kept in the handbook and acts as an official agreement between the student and the school. The code applies to any student who:

- Is on School property or the community in which the School resides
- Is engaged in any School activity
- Through his/her conduct at any other time or place, affects the order and discipline of the School, the safety and welfare of others, or the good reputation of Cristo Rey Brooklyn High School

Positive Peer-Leadership

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

- Respect for God, others and self.
- Respect for personal, School and other's property.
- Possession of required materials and timely completion of homework assignments.
- Cooperation with classroom procedures.
- Completion of class work.
- Performance to the best of one's ability.
- Attention and respect at all times, particularly during School assemblies and Mass.
- Respect for classroom and office work through maintaining appropriate volume in one's conversations at all times and places, including during passing periods, in the cafeteria during breakfast and lunch, and before and after school.

Consequences for Disregarding the School Code of Conduct

Lapses in any of these areas will be dealt with through the discipline system. Gross or repeated behavior unbecoming of a Cristo Rey student is grounds for dismissal from the School.

Gang Affiliation

We strongly believe that gang membership is contrary to the Cristo Rey Mission, dangerous for students, harmful to the safe learning environment of the School, and destructive to the community and families we serve. Therefore, students will also be subject to immediate suspension or expulsion for gang membership, affiliation or behavior, which can be defined in many ways, including, but not limited to:

- Gang graffiti and/or tagging
- Representation of gang affiliation by way of colors, symbols, signs, or clothing at any time or place, including online
- Overt or covert recruitment of students
- Violence of any kind, including verbal threats or physical harassment
- Membership in gang-like organizations
- Tattoos of affiliation
- Shaved brows and/or bald heads

Drugs and Weapons

The student will be subject to immediate dismissal and potential legal action for the following:

- Possession of weapons, firearms, or explosives
- Possessing, supplying, buying, or using alcohol or other drugs

School officials will immediately report any, and all, weapon violations to the local police. The definition of weapons for which students can be dismissed and/or reported to the legal authorities includes, but is not limited to, knives, shotguns, brass knuckles, billy clubs, look-a-likes, or any other item (such as bats, pipes, sticks, etc.) if used or intended to be used to cause bodily harm.

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Cohabitation

Cohabitation: If a student chooses to marry and/or cohabitate, he/she will be unable to continue attending Cristo Rey Brooklyn High School.

Discipline System

Students who accumulate an excessive amount of demerits or commit Level I, Level II or Level III Infractions will be held accountable in a variety of ways:

- Parent/Guardian Contact by Dean of Students
- Parent/Guardian/Student formal meeting with Dean of Students and/or Principal
- A School Suspension
- Mandatory Appearance at Student Review Board meeting with Parent/Guardian
- Student Dismissal from Cristo Rey Brooklyn High School

Please be advised that the accumulation of excessive Level I, Level II or Level III infractions will also compromise that student's participation in any and all Club and Athletic Activities for a daily, Semester or school year basis. All Disciplinary Issues within Cristo Rey Brooklyn High School are assigned to one of the following categories:

LEVEL I INFRACTION

Infractions at this level are considered errors in judgment, but as one time incidents are not considered serious violations of the Cristo Rey Code of Conduct.

- ***Example of Infraction at this level: Unprepared for Class, Gum, Eating in Class.***
**Habitual display of Level I Infractions may require escalation as necessary*

LEVEL II INFRACTION

Infractions at this level are considered more serious errors that have violated the Cristo Rey Code of Conduct and possibly the Mission of the School. They will be handled accordingly and the student will face a more immediate and elaborate consequence.

- ***Examples of Infractions at this level: Tardiness; Uniform Violation; Cell Phone Violation; Plagiarism (First Offense); Insubordination; Disrespect to Student, Faculty, Staff or Administrative Member; Littering on School Grounds; Disrespect of School Property.***

LEVEL III INFRACTION

Infractions at this level are considered the most serious violations of the Cristo Rey Code of Conduct and highly detrimental to the overall Mission of the School. These actions require immediate and extremely severe consequences. Students who commit an infraction at this level risk appearance before the Student Review Board as well as dismissal from Cristo Rey Brooklyn High School.

- ***Examples of Infractions at this level: Bringing Drugs and/or Alcohol to School or School Functions; Vandalism of School Property; Plagiarism (Multiple Offenses); Violent Behavior; Theft of Property; Bullying or Cyberbullying; Fighting; Cutting School or Work; Gambling.***

If a student commits any of these infractions a faculty, administrator or staff member will immediately inform the Dean of Students. The Dean of Students will record the information and distribute demerits for the corresponding action(s). The Dean will meet with and discuss the action/s of the student with the teacher, administrator or staff member (if necessary). The Dean will also meet with the student or students involved in any of the infractions. The objective of the meeting is to provide immediate intervention and achieve an immediate recognition of the infraction and a correction of behavior. These efforts work in accordance with our identity as a School and a community and they seek to always place the student in the forefront of our efforts to create a community that values the dignity of each person.

In all instances, whether it be a parent/guardian contact, a meeting or an appearance before the Student Review Board, the Dean of Students will work in accordance with the Principal to arrive at a consequence that is fair and equivalent to the Infraction committed.

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Suspensions

Suspension is a grave penalty imposed for very serious offenses. When a student is suspended, the Infraction and Suspension is placed on their permanent record. When suspended, the following procedures will be followed:

- The student's parents will be called to notify them of the suspension.
- Depending upon the severity of the situation, parents may be asked to pick up their child from School immediately.
- The Dean reserves the right to assign an in-school or out-of-school suspension when appropriate.
- The student, during his/her time of suspension, may be allowed to sit for a test and go to work but will not be allowed to participate in any other School functions.
- If a student is sent home to serve a suspension the work missed is not eligible for make-up and it may result in a forfeit of the assigned grade.
- Depending upon the circumstances, suspended students may also be required to complete an assignment, deliver a public apology and/or perform community service. Student may also be asked to make up an entire day of school in the form of a formalized Saturday School Session.
- No student will be allowed back on campus fully until the Dean has contacted the parents of the suspended student concerning their child's behavior; repeated suspensions will lead to expulsion.

Expulsion/Dismissal

Expulsion or Dismissal is the loss of one's privilege to attend Cristo Rey Brooklyn High School. Normally, this would be the last step taken after following the discipline procedures described in the "Discipline System." Certain serious actions may result in immediate expulsion.

Once a student has been informed he/she is expelled, the student is required to return all articles belonging to CRB (including, but not limited to, textbooks, School loaned technology, School identification card). No School records or transcripts will be forwarded until all School articles have been returned and the family has met all financial obligations as determined by the School Finance Office.

Search and Seizure

School authorities are allowed to inspect and search places such as lockers, desks and other School property as well as personal effects 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.

Student Review Board

The Student Review Board is a serious and sometimes final step in the Student Support Phase. The Student Review Board is appointed when traditional methods of correction have not proven effective. The Board is comprised of, but may not be limited to:

- Principal and/or Assistant Principal
- School Social Worker
- Dean of Students
- CWSP Representative
- Faculty Members
- Director of Admissions
- Director of College Guidance

During Student Review Board meetings all participants are made aware of violations and past infractions. If any positive anecdotes exist, they will be highlighted and mentioned. The student and parent/guardian will also be given an opportunity to speak after which the Board members will vote on one of two actions to be taken.

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- ACTION 1: Disciplinary Probation with a focused Contract
- ACTION 2: Dismissal from Cristo Rey Brooklyn High School

The decision(s) of the Student Review Board is final once the Principal signs off on the decision. The Principal holds the final vote of approval, or right of refusal, once it is made by the Board. The signed Code of Conduct is also held to task at this stage of the disciplinary process. The student and their family will be notified immediately in regard to this decision.

Merits

Cristo Rey Brooklyn High School establishes a firm yet fair disciplinary system that promotes reflection and encourages positive growth. Students who demonstrate exemplary conduct and performance may earn Positive Anecdotal Recordings from faculty, administration, work study officials and staff. These Positive Anecdotal Statements will be recorded and placed in the specific students file. They may lead to extended privileges or other recognition. Students and Parent/Guardian may be notified of any and all Positive Anecdotal Statements. Students may not ask for, nor request, Merits from any Administrator, Faculty or Staff Member.

Technology Policy and Procedures

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

1. Cell Phones, Laptops, Netbooks, Tablets, Smart Watches (such as Apple Watches) and any similar device or equipment and accessories, may not be on a student's person or in a student's bag at any time during the school day. The lone exception to this rule is the school-issued iPad, which must be used in accordance with the school's Acceptable Use Policy at all times. Cell phones and similar devices and equipment must be locked away in a locker before the start of the school day (8:00 am) and remain locked away until after the day has concluded (3:35 pm or after any mandatory after school programming). If a student is found to be in violation of this policy in any way, a teacher or staff member is required to take that device or accessory from the student immediately and turn it over to the Principal, Assistant Principal, or Dean of Students. Any student that demonstrates resistance in turning over the device or accessory to an adult, for any reason, faces an immediate suspension. At no point are any of the above mentioned devices permitted while Standardized Testing is in progress. Failure to follow this rule will result in immediate suspension, contact of parent/guardian and turning over of the test to Testing Officials.
2. The above mentioned devices are not permitted in any of the public areas of the building. This includes, but may not be limited to hallways, bathrooms, cafeteria, gym, auditorium, chapel, library or offices. The School reserves the right to extend this list to any other section of the building it sees fit. If a student is seen using any of the devices mentioned above in these designated areas without permission he/she risks having that device confiscated by a faculty member, the Dean of Students or an Administrator.
3. If a student has been issued permission to use one of the devices above and they "abuse" that privilege by engaging in any activity other than the work given, that student risks being suspended and handing that device over to the Dean for an undisclosed period of time.
4. If a student is asked to hand over a device to a member of the faculty, administration or staff and they refuse, create an incident or argue the request, that student risks suspension.
5. Please be advised that all of the devices listed above are the sole responsibility of the owner of that device. At no point is Cristo Rey Brooklyn High School or any member of the staff, faculty or administration responsible for that device or its reimbursement unless confiscated. If a device is found missing or lost, then that student must report it to the Dean of Students immediately and file the appropriate paperwork. The Principal will then decide the outcome of this situation on an individual basis. If a student is found to have taken or destroyed another student's property then that student may face immediate dismissal from Cristo Rey Brooklyn High School. In this case the Principal will decide if any legal action is deemed appropriate and necessary.

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Athletic Demerit Policy

Student-athletes are expected to adhere to all rules of the school and set a positive behavioral example. High school is an academic institution first, and rules are to support a positive academic and extracurricular environment.

Detentions, due to the accumulation of demerits or given for more serious behavioral infractions, will supersede any game or practice. That said, student-athletes who are given a detention for the accumulation of demerits resulting from minor infractions (tardiness or uniform violations) will be given exactly one opportunity per school year to put off their detention assignment due to a game conflict. All subsequent detentions will be served when assigned.

Major infractions will result in more immediate repercussions. Major infractions may result in a game suspension, after discussions between the Dean of Students, Athletic Director, and coaches. Major infractions include bullying, disrespect to a teacher or staff member, insubordination, etc.

Student-athletes assigned an in-school or out-of-school suspension will be ineligible to participate in games or practices on days when the suspension is served.

Student-athletes who accumulate excessive demerits in any given semester will have their athletic eligibility reviewed by the Dean of Students, Athletic Director, and coaches.

Student Activities Demerit Policy

Students participating in clubs and extracurricular activities are expected to adhere to all rules of the school and set a positive behavioral example. High school is an academic institution first, and rules are to support a positive academic and extracurricular environment.

Detentions, due to the accumulation of demerits or given for more serious behavioral infractions, will supersede any club or activity. That said, students who are given a detention for the accumulation of demerits resulting from minor infractions (tardiness or uniform violations) will be given exactly one opportunity per school year to put off their detention assignment due to a club or activity conflict. All subsequent detentions will be served when assigned.

Major infractions will result in more immediate repercussions. Major infractions may result in a one week suspension from practices and activities, after discussions between the Dean of Students, Student Life Coordinator, and club moderators. Major infractions include bullying, disrespect to a teacher or staff member, insubordination, etc.

Students assigned an in-school or out-of-school suspension will be ineligible to participate in club activities or practices on days when the suspension is served.

Students who accumulate excessive demerits in any given semester will have their activities eligibility reviewed by the Dean of Students, Student Life Coordinator, and club moderators.

Year End Review

At the end of each academic year, the Administration, after consulting with the faculty and staff, will review the enrollment of each student. Those experiencing disciplinary or academic difficulties, and those not making progress toward achieving the goals and objectives of Cristo Rey Brooklyn High School, may be dismissed if, in the judgment of the School administration, they would be better served elsewhere.

Drug Testing

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

Forgery

Throughout the year, students are asked to provide documentation signed by a parent or other adult. Examples of such documentation include Contracts, absence notes, permission slips, verification of service hours, etc. Forgery, in any form, is a serious offense subjecting the offending student to immediate suspension or expulsion.

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Harassment

CRB fosters a learning environment whereby all students are entitled and expected to thoughtfully develop, hold and articulate individual opinions, ideas and learning perspectives. We have the responsibility to be honest, express ourselves as clearly as possible, and actively listen to others' viewpoints. Vigorous and respectful debate is encouraged in the proper setting and circumstances.

However, personal harassment is strictly prohibited. This includes any verbal or physical conduct that personally 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, citizenship or disability that:

- has the purpose or effect of creating an intimidating, hostile School environment;
- has the purpose or effect of unreasonably interfering with an individual's performance;
- otherwise adversely affects an individual's School experience.

Sexual harassment is viewed particularly harshly. Government regulations define sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:"

- when submission to such conduct is made a condition of a student's continued attendance at CRB.
- when submission to or rejection of such conduct is used as the basis for decisions affecting a student.
- 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 dismissal or expulsion. Any student who believes that he/she has been the subject of sexual, or any other form of harassment, by anyone at CRB or by any person who does business with CRB, even a Corporate Sponsor, should bring the matter to the attention of a CRB staff member, the Principal or the President of Cristo Rey. A prompt and thorough investigation of any alleged incident will be conducted and appropriate corrective action taken if warranted. To the extent possible, complaints of harassment will be treated as confidential. CRB 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 dismissal or expulsion.

General Policies

Change of Personal Information

Parents are expected to notify the Main Office promptly if there is a change in address, telephone number, email address, parent or guardian occupation, or any other pertinent information.

Child Abuse

Child abuse (child maltreatment) is any physical, sexual, emotional, psychological or other act involving a child with intent to harm the child. Child abuse can take the form of physical abuse, emotional or mental abuse, sexual assault, or neglect (Safe Horizons, 2013). By law, the State of New York requires all mandated reporters, including School personnel, to inform the New York State Central Register (SCR) of Child Abuse and Maltreatment of any allegation/suspicion of child abuse/maltreatment, including truancy.

Cristo Rey Brooklyn Campus

Cristo Rey Brooklyn is a closed campus school. Permission is needed to be off campus between the hours of 8:00 a.m. and 3:35 p.m. Students leaving campus during school hours without permission are subject to immediate suspension.

Food

Food for students is restricted to the cafeteria during breakfast and lunch periods. Students are not allowed to have food, snacks, or drinks in the rest of the building. Students may only bring a clear plastic bottle of water in the building and no other beverage or type of bottle will be permitted. The only exception to this is if a teacher or staff member arranges

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with the Principal for a special event ahead of time. All Cristo Rey students must participate in the Lunch Program and may not bring outside food. Cristo Rey Brooklyn will continue to operate a Free and Reduced Lunch Program and to partner with Acquista Dining to provide fresh, healthy and affordable meals on a daily basis. All students are required to complete and submit a free and reduced lunch form on an annual basis and must do so before the first day of school. Once submitted, CRB will apply a deduction to the family's lunch contribution based on your financial status. Any and all questions regarding this service should be directed to the CRB Finance Office.

Identification

Each Cristo Rey student will be issued an identification card at the beginning of the year. All students are required to carry their Cristo Rey Student ID card with them at all times during School, work and School related activities.

Locker

Each Cristo Rey student will be assigned a locker and a lock. Lockers are used for the personal storage of books and other school-related necessities. Students are permitted access to their lockers in the morning until 7:55 a.m. at which time the locker room will be locked. All locks and lockers remain the property of Cristo Rey Brooklyn High School during the time they are loaned to students while attending school. Should School authorities have reasonable cause to believe items are concealed in locker that violates School rules or the law, they may inspect belongings contained therein without student or parent permission. PLEASE NOTE: Students may not switch or change locks or lockers without permission from the Dean of Students. If a student violates this policy they may lose their right to a locker for the remainder of the school year and risk Suspension.

Coats and Backpacks

Students are not permitted to carry coats to class. All coats must be kept in a School locker. Students are allowed to carry backpacks. In addition, girls are permitted to carry a small purse.

Restrooms

Students are only allowed to use the restroom before and after School and during lunch. Though discouraged, students may also use the restroom during class if it is absolutely necessary and with permission. Students are not permitted to use the restroom during class transitions.

Visitors

All guests to Cristo Rey must have approval from the Principal prior to the visit. All visitors must report to the Main Office to sign in and indicate their presence at the School. Visitors present in the building without permission will be escorted out and the student they are visiting may be suspended.

Medication Policy

Medications will be given only to students who have a medication form on file signed by a parent or guardian. Prescription medication must be brought in annually in pharmacy-labeled containers and registered in the School Office. Parents MUST notify the Main Office of any serious health issues, concerns and/or allergies that exist.

Solicitations

Student solicitations (fundraisers, collections, etc) of any kind are not permitted unless first approved by the Dean of Students and/or Student Activities Coordinator.

Student Passes

Students are expected to be in classes at all times. Any student who is not where they are scheduled to be must have a pass signed by a faculty or staff member. This includes seeing a counselor, the dean, etc. If a student is between periods and needs to see a staff member, they must first report to the next class and receive permission from that teacher as well as a signed pass.

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Student Activities & Athletics

Student participation in activities, sports and clubs is strongly encouraged. With few exceptions, the majority of clubs meet after the academic day has concluded. The purpose of any extracurricular activity, club or sport is to complement and enhance the educational experience of the students. Participation, however, is a privilege, not a right. All students involved in extracurricular activities will be required to meet eligibility requirements. For the good of the student's overall academic welfare, this privilege may be revoked at any time.

Given the nature of Cristo Rey's work program, conflicts will arise between work schedules and practices, games and activities. Work takes precedence over ALL extracurricular activities. Students may not, under any circumstance, ask supervisors for an exception. Students may not miss any work in order to participate in sports or activities.

Activities and clubs are overseen and managed by the Student Activities Coordinator. Sports are overseen by the Athletic Director. Students participating in sports must have a report of a physical exam less than 365 days old on file with the School. Students who arrive to school unexcused after 3rd period are not eligible to compete in games/meets or participate in formal shows/performances."

Athletic Code of Conduct and Eligibility

Student-athlete must submit a completed Annual Sports Medical Form, Athletic Permission Slip and Student-Athlete Contract in order to be eligible to tryout, practice and/or play with team.

Athletic Academic Eligibility Policy

Student-athlete academic eligibility will be determined based on grades from progress-report and report-card. Eligibility will be posted on the following dates:

- October 14, 2019 (based on Q1 Progress Report)
- November 11, 2019 (based on Q1 Report Card)
- December 16, 2019 (based on Q2 Progress Report)
- February 3, 2020 (based on Q2 Report Card)
- March 16, 2020 (based on Q3 Progress Report)
- April 6, 2020 (based on Q3 Report Card)
- May 18, 2020 (based on Q4 Progress Report)

Full Eligibility

Student-athlete needs to pass every class on Progress Report/ Report Card to be fully eligible to practice and compete.

Student-athlete will still be fully eligible to practice and compete if he/she has only one failing grade in the 60's on Progress Report/ Report Card and has a GPA for the quarter that is 2.5 or 80% or greater.

Partial Eligibility and Returning to Full Eligibility

Student-athlete with one failing grade on Progress Report and a GPA for the quarter that is under 2.5 or 80% is eligible to practice, but not eligible to compete for one week and until passing every class.

Student-athlete with two failing grades on Progress Report is eligible to practice, but not eligible to compete for one week and until passing every class.

Student-athlete with one failing grade on Report Card and a GPA for the quarter that is under 2.5 or 80% is eligible to practice, but not eligible to compete for two weeks and until passing every class.

Student-athlete with two failing grades on Report Card is eligible to practice, but not eligible to compete for two weeks and until passing every class.

Ineligibility and Returning to Partial or Full Eligibility

Student-athlete with three or more failing grades on Progress Report will be ineligible to practice and compete for one week and until passing every class.

Student-athlete with three or more failing grades on Report Card will be ineligible to practice and compete for two weeks and until passing every class.

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Student Activities Academic Eligibility Policy

Student clubs and activities eligibility will be determined based on grades from Progress Report and Report Card. Eligibility will be posted on the following dates:

- October 14, 2019 (based on Q1 Progress Report)
- November 11, 2019 (based on Q1 Report Card)
- December 16, 2019 (based on Q2 Progress Report)
- February 3, 2020 (based on Q2 Report Card)
- March 16, 2020 (based on Q3 Progress Report)
- April 6, 2020 (based on Q3 Report Card)
- May 18, 2020 (based on Q4 Progress Report)

Students who are failing one or more classes will not be eligible to participate in clubs and activities.

Two weeks after a progress-report or report card, grades of ineligible students will be checked again, and if the student is passing every class, he/she will be fully reinstated until the next progress-report or report card posting.

Athletics and Student Activities Financial Eligibility Policy

Please be advised that should a student be in arrears regarding any financial obligation, that student will be deemed ineligible and not allowed to participate in any and all athletic events, extracurricular clubs and/or activities.

Corporate Work Study Program

The Work Experience

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

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

Students are assigned to work at a sponsoring organization one full day each week without missing any instructional time. Students gain valuable exposure to a variety of office environments and learn to work and act with adults in a professional atmosphere. At the same time, students earn income which is paid directly to the School to help offset the full cost of their education.

Students are held to high standards of honesty and integrity. The use of a sponsor's telephone, office equipment, services (e.g., Internet access, etc.), or materials without a supervisor's approval is tantamount to stealing and will not be tolerated. Students may not use facilities and resources such as the Internet or office equipment at work for any reason unless it is directly related to the performance of their job and during the specified and approved work hours.

Students are employees of the Corporate Work Study Program and not employees of the sponsors. Students are not eligible for sponsor benefits unless specifically told by their supervisor and agreed to by the CWSP. Students should never presume that they may partake in these benefits.

All students and parents/guardians are expected to read and follow the rules set forth in this as part of their agreement with the Cristo Rey Corporate Work Study Program. Since Cristo Rey Brooklyn is the legal employer of the students, parents/guardians are not to contact sponsors directly. Any communication with the student or the student's employer must go through the CWSP office. Parents/guardians are not permitted to visit their student at their job site for any reason.

Failure to follow any of these guidelines by Student and/or Parent may result in dismissal of the student from Cristo Rey Brooklyn High School.

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Taxes and Employability

All parties agree that the Client Fee(s) any Client remits to CWSP are solely for the funding of tuition at CRB and therefore are not at any time personal earnings of the Student. Student and Parent agree that at no time shall they have or make any claim, for any reason, to any portion of the Client Fee(s) paid by the Client to CWSP. Student may be requested at a Client's discretion and the Student's option to provide services to the Client similar to those provided as a condition of his/her participation in the CWSP on a day or at a time when the CWSP is not in operation. Compensation for such services rendered by the student at his/her election and not as a condition of his/her participation in the CWSP, whether paid by the Client directly or through a payroll processing mechanism of the CWSP, are not Client Fees, but the personal earnings of the Student. All parties agree that Student and Parents will be responsible for any income tax or other personal or tax-related expenses incurred as a result of such Non-CWSP Compensation. Students, who work on non-school days, and are eligible to retain a portion of their earnings, will receive a W-2 form for tax purposes every January. Because of the tax responsibility created by the program, every student is required to complete an IRS Form W-4 and an INS Form I-9. Students must be at least 14 years old to participate in the CWSP. Students under 17 years of age must complete a State of New York work permit form in addition to other employment forms. Students are required to abide by the work restrictions set forth on the reverse side of the work permit form. These restrictions may affect a student's ability to work at a job outside of CWSP.

Termination from Work

If a student is terminated from work (i.e., the Sponsor asks that the student not return to work for a negative reason), the student is subject to expulsion or to undergo "Retraining," the choice of which is at the discretion of the Corporate Work Study Department and the Principal. Retraining will result in a mandatory fee of \$250. A student requiring retraining must complete retraining to the satisfaction of the Corporate Work Study Department. If a student fails to comply with retraining, the Corporate Work Study Program and the Principal have discretion to expel the student from Cristo Rey Brooklyn. The student cannot return to work, if retraining has been determined to be appropriate, until he/she has satisfied the requirement of the retraining curriculum. Over the course of being a student at CRB, a student is only allowed to be retrained once. Depending on the severity of the problem, the student may be asked to leave CRB. Being asked to leave a Sponsor for a second time is a grave matter, seriously bringing into question a student's appreciation of his/her opportunity to gain work experience while attending a low-cost, college-preparatory high school. A determination as to whether a student will remain in the CWSP and remain a student at CRB will be made by the Corporate Work Study Department and the Principal.

Chaperones

Students must meet their chaperon after work, dressed in proper CRB attire, unless notified in advance by a member of the CWSP Department. All School regulations are in effect until the chaperon "releases" the student. If alternate arrangements need to be made due to an after-work appointment, permission must be granted to the parent/guardian by CWSP staff.

Absence from Work and Makeup Days

See page 16 for regulations on absences from work and makeup days.

Summer Training Program (STP)

A four week "Summer Training Program" is conducted every year before the start of School to prepare new students for the corporate work environment and for the academic year. Students are required to be in the School by 8:00 a.m. Anyone arriving after 8:00 a.m. is tardy. Attendance and dress code policies are the same as during the academic year and adherence to these policies is mandatory.

During the entirety of the Summer Training Program students are expected to adhere to all school policies, including uniform and cell phone usage. All infractions of school policy will be recorded by the CWSP Office and the Dean of Students. Multiple infractions of any school policies will result in a phone call to the parent/guardian of the student. Any serious infraction or continual infractions throughout the program will result in a meeting to determine whether the student will be allowed to continue at Cristo Rey Brooklyn High School. The Summer Training Program is graded like the regular school year, with homework, quizzes, and tests. Any student who fails STP will not be accepted into the Corporate Work Study Program and will therefore not be granted official acceptance into Cristo Rey Brooklyn High School.

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Timesheets

Students must complete a timesheet for each day of work. Timesheets detail the time a student arrived at work, took lunch, returned from lunch and left for the day. They also provide CWSP and the Department of Labor with a brief summary of the student's work day. Timesheets serve as a written record of the daily activities of a student. Students are required to write at least two full sentences detailing their work day on each time sheet. Failure to complete a timesheet leaves CWSP with no record of a student's workday and can result in additional make up days for a student. Timesheets must be completed by 8:00 a.m. on the school day following the student's workday.

The consequences for missing timesheets in any given quarter are as follows:

- **1st Missed Timesheet** – Student must attend after school detention the day following student's workday and complete the Timesheet.
- **2nd Missed Timesheet** – Student must attend an extended after school detention the day following his or her workday, complete the timesheet, and the CWSP Department will contact the parent or guardian regarding the missed timesheet and how it will put the student's grade in jeopardy.
- **3rd Missed Timesheet** – The Student must attend an extended after school detention the day following his or her workday, complete the timesheet, and will automatically receive a failing grade in CWSP for that quarter. He or she may also be subject to sit before a Student Review Board.
- **4th Missed Timesheet** – The student will automatically receive a failing grade in CWSP. They may also be subject to Student Review Board. Student will be assessed a \$10 fine.
- **5th+ Missed Timesheet** – For each missed timesheet over 4 that student will be assessed an additional \$10 fine per timesheet.

Student Performance

Students are evaluated by their supervisors weekly via their timecards as well as evaluated in depth during mid-year and end-of-the-year performance evaluations. Students are also evaluated by the CWSP Department for completion of assignments, attendance, dress code, and professionalism in the school. If a student performs below expectations, the CWSP Department reserves the right to ask for a parent meeting, have the student attend the CRB Professional Support Program, assign additional training materials to the student, and/or, in severe cases, consider the evaluation tantamount to a firing.

Withholding Documents

In order to be in compliance with the Department of Labor (DOL) every student must adhere to very specific rules and policies (ex. Timesheets, Safety Training, etc.). In addition, all Freshmen and Sophomores are required to complete computer based training that will enhance their ability to be more productive at work and assist their supervisors.

If a student chooses to not comply or complete the required assignment or activity they are subject to being asked to stay after school. If a student is unable or unwilling to comply, their report card will be held until they are in compliance.

Campus Ministry and Christian Service Expectations

A series of experiences directed to help each student become men and women of faith, purpose, and service provide the backbone of the Campus Ministry Program. The rigor of the curriculum prepares the graduates to succeed in college, but more importantly to use his/her critical skills in a larger sense. Cristo Rey wants to cultivate a consciousness of God's continual presence and passion for justice by recognizing that God desires a life of happiness, freedom and peace for everyone.

Cristo Rey challenges all involved to fulfill their God-given potential and to place that fullness at the service of others. Jesus Christ is the model for this service. While such a notion is contrary to much of the contemporary understanding of success, Cristo Rey believes it allows the student to engage in a loving dialogue with the world upon graduation.

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Expectations/Requirements

Religious life at the School is an integral and indispensable part of the Cristo Rey experience. Just as a student matures socially, intellectually, and physically, his/her relationship with God should mature to include a strong personal faith and the active response of a Christian adult. Cristo Rey combines the academic discipline of theology with a program of worship, retreats, and Christian Service. Campus Ministry at Cristo Rey coordinates all liturgies, retreats and service, offering a number of opportunities for students to grow in their faith and spirituality.

Liturgies and Prayer

Students and faculty are actively encouraged to be part of the planning and execution of all liturgies and school-wide prayer.

Retreats

Each year, all Cristo Rey Brooklyn students are required to participate in retreats throughout the school year. These retreats are focused towards giving the student an opportunity to reflect on their own personal growth, the relationships they share with their peers, and their relationship with God. As a Catholic school, these retreats will reflect major Catholic beliefs and values; however, they will be intentionally planned to ensure that they provide a safe and beneficial environment for students of all faiths. Freshmen participate in an overnight retreat, Sophomores and Juniors participate in a day-long retreat, and Seniors participate in both a day-long and an overnight retreat.

Campus Ministry works to limit the costs of these retreats, but students are expected to contribute a small fee to help sustain the program. Retreat fees will be added to the student's tuition and collected via the Finance Department. If a particular retreat fee is too high, Campus Ministry will work with students to ensure that they attend the retreat.

Christian Service

As part of Cristo Rey's mission of helping our students become men and women of faith, purpose, and service, all students complete Christian Service Hours through all four years at CRB. Freshmen must complete 20 hours. Sophomores, Juniors and Seniors must complete 60 hours, which can be spread out and completed throughout the three years. The Christian Service Program is designed to bring students, through experience and reflection, to a mature understanding of their personal responsibility to serve their families, communities, and those the most in need.

Students will receive additional information at the individual grade orientations. All Christian Service sites must be approved by the Director of Christian Service and hours must be logged by turning in a Christian Service Timesheet.

Christian Service Hours should not be completed at School, but as outlined below:

- *Freshmen:* As Freshmen begin at CRB, they begin their journey of service at home. Service begins at home, so freshmen lay a foundation for their future service by intentionally helping their families to complete their 20 hours.
- *Sophomores:* Sophomores should continue their service hours at their church or worship community, such as a parish, church, temple, mosque, etc. A school or organization attached to or run by a worship community will also be approved. If you are not active in a particular faith community, we encourage you to join one for a new experience, or to partner with a friend who is active in his/her worship community. When service at a worship community is not possible, students should meet with the Director of Christian Service to find an alternate service site.
- *Juniors:* Juniors will continue their service hours in the larger Brooklyn/New York City community. All hours should be completed with one organization. Students will be provided with a list of possible service sites, but are encouraged to research other sites as well.
- *Seniors:* Seniors will complete the remainder of their hours at an organization of their choice, either within their worship community or their larger community. It is our hope that by senior year, students will have found a cause or organization that they feel strongly about, and wish to continue to serve. Students will be provided with a list of possible service sites.
- *Note:* Satisfactory completion and submission of all Christian Service paperwork is a graduation requirement. Failure to hand in this paperwork will result in diploma being withheld from a student until the completion of hours (60)."

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Tuition and Other Financial Information

Cristo Rey Brooklyn, provides an affordable educational option to urban families who seek a small, Catholic, college preparatory school for their sons and daughters. By attending Cristo Rey, students automatically receive a sizeable amount of financial assistance. The yearly cost of educating a student at our School is in excess of \$12,000. Families contribute up to \$2,000 of the total cost. Our innovative Corporate Work Study Program and fundraising efforts make up the difference, enabling us to provide a very competitive education at a tuition rate equal to a fraction of the actual total cost.

Family Contribution Plan

- A non-refundable, non-transferable registration deposit is due at the time of registration.
- The remaining family contribution is divided into 10 monthly payments from September to June.
- Payments are due on or before the first of each month. Your account will be considered in arrears if payment is made after the 10th of the month at which time a late fee of \$25.00 will be applied. A late fee will be applied every month that payment is not made. To avoid this fee, families should pay on time and/or communicate with the Finance Office.

Payment Methods

Payments may be made in person or by mail. Payments must be paid by check or money order. Cash is accepted only under unique circumstances and is subject to the approval of the CRB Finance Office. Money orders or checks should be made payable to Cristo Rey Brooklyn High School and must indicate the name of the student to whom the payment is related. Payments must be submitted directly to the Registrar in the Finance Office during office hours of 9:00 a.m.-5:00 p.m.; payments should never be paid to any other staff or faculty member.

Refund Policy

There are no refunds on tuition and any acquired charges such as work study fines and lost book fees. Registration fees are non-refundable unless the School Administration determines that a student will not return to Cristo Rey the following school year.

Failure to Make Payment

- Accounts are considered delinquent if payment is not received in full within 10 days of the due date.
- Students with accounts more than one month delinquent are subject to suspension from school and or participation in activities, clubs and sports teams until their families resolve the situation with the Finance Office
- 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 official records will be released until all money owed to the School is paid in full.
- Cristo Rey Brooklyn High School reserves the right to withhold all student/school documentation until the family has met their financial obligation/s to the school. This includes, but is not limited to, Progress Reports, Report Cards, access to PowerSchool, College Transcripts, and student verification paperwork.
- If there are exceptional circumstances that prohibit making a payment on time, an appointment must be made with the Finance Office at 718.455.3555, to discuss the situation.

Returned Checks

- A \$12.00 fee will be applied to any check returned to Cristo Rey Brooklyn.
- A copy of the returned check will be returned to its owner at the time he/she replaces the original check amount.
- Persons writing a returned check will not be allowed to make future payments with personal checks if this occurs more than twice.
- If the tuition account becomes past due as a result of the returned check, a \$25.00 late fee will be charged in addition to the \$12.00 returned check fee.

Acquired Charges

- Any additional charges/fees (aside from tuition) must be paid by the due date (some examples include work study program fines, finance charges, lost book fees, etc.).
- Acquired charges left unpaid after the due date will be treated the same as late tuition.

Cristo Rey Brooklyn High School

Student and Parent Handbook and Planner for 2019-2020

Late Fees

- A \$25.00 late fee is applied for each month that an account is past due.
- If, after the tenth of the month, an account has an outstanding balance for any reason, late fees will be charged and will accumulate until the account is brought up to date.

Additional Financial Aid

- Cristo Rey Brooklyn High School has limited resources to help students whose financial situation prohibits them from making the full contribution of \$2,000 per school year.
- Decisions are made by the Financial Aid Committee based on economic need as determined by the Committee.

Emergency School Procedure

In the event of an emergency, Cristo Rey Brooklyn High School will take the following actions to provide for the safety of our students:

Students at Work

Each job sponsor has provided CRB with the name of a direct supervisor who has the responsibility of knowing the whereabouts of the Cristo Rey student worker at all times during his/her assigned work day. In any emergency situation, the direct supervisor will communicate to the Corporate Work Study Personnel what has happened, what steps the company has taken and the student's location. Once the nature of the emergency and the paramount objective of maintaining student worker safety permits:

- The student will be instructed to return to School or possibly to their home, or
- the student will be asked to meet their chaperone, or
- some other option as may be appropriate to the circumstances, keeping in mind the safety of the students and logistics considerations. Parents and guardians of students who are working at the time of an emergency will be contacted and should feel free to contact the Corporate Work Study personnel.

Students at School

If there is an emergency, CRB will, so long as events allow, contact all families to advise them of arrangements being made for the safety of the students.

Appendix

Non-Discrimination Statement

Cristo Rey Brooklyn High School does not unlawfully discriminate on the basis of race, color, gender, sexual orientation, religion, or national or ethnic origin in its student admission process, faculty and staff hiring practices, educational policies, scholarships, athletics, or other school-administered programs.

Notification of Designation of Directory Information

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

Designation of Directory Information

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

Parents' and Eligible 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 Principal of Cristo Rey Brooklyn High School.

Cristo Rey Brooklyn High School

Student and Parent Handbook and Planner for 2019-2020

Annual Notification of Rights under FERPA

FERPA affords parents and eligible students certain rights with respect to the student's education records. These rights are:

- A. The right to inspect and review the student's educational records within 45 days of a written request to the Principal of Cristo Rey Brooklyn High School.
- B. The right to request in writing an amendment of the student's education records that the parent or eligible student believes is inaccurate and to a hearing if the requested amendment is denied.
- C. The right to consent to disclosures of personally-identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by Cristo Rey Brooklyn High School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School's Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or company providing degree verification services to the School); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School official in performing his/her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
- D. The right to file a complaint with the U.S Department of Education concerning alleged failures by Cristo Rey Brooklyn High School 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, DC 20202-590

AUGUST 2019
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OCTOBER 2019
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 27 28 29 30 31

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 Student and Parent Handbook and Planner for 2019-2020

SEPTEMBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day (School Closed)	3 First Day of School Academic Awards Ceremony Academic Orientation	4 Student Academic and CWSP Orientations	5 PSAT (Seniors) Student Academic and CWSP Orientations	6 Mass of the Holy Spirit Student Academic and CWSP Orientations	7 Athlete Test Prep
8	9 QI Begins First Day of Classes	10 Senior Test Prep				14 Athlete Test Prep
15 Hispanic Heritage Month Begins	16 Peer Leadership Meeting	17 Senior Test Prep Student Activities Fair	18 CRB Board Meeting	19 Student Activities Fair	20 Junior Class Full Retreat	21 Athlete Test Prep
22	23	24 Mercy Day Senior Test Prep	25	26 Junior and Senior Women's Wilderness Retreat Junior and Senior Men's Wilderness Retreat	27	28 Athlete Test Prep
29	30 CRN Principals Visit	Notes				

August 26 - September 1

Monday, August 26

Additional Notes/Special Projects

Tuesday, August 27

Wednesday, August 28

Thursday, August 29

Friday, August 30

Saturday, August 31 / Sunday, September 1

September 2 - September 8

Monday, September 2

Additional Notes/Special Projects

Tuesday, September 3

Wednesday, September 4

Thursday, September 5

Friday, September 6

Saturday, September 7 / Sunday, September 8

September 9 - September 15

Monday, September 9

Additional Notes/Special Projects

Tuesday, September 10

Wednesday, September 11

Thursday, September 12

Friday, September 13

Saturday, September 14 / Sunday, September 15

September 16 - September 22

Monday, September 16

Additional Notes/Special Projects

Tuesday, September 17

Wednesday, September 18

Thursday, September 19

Friday, September 20

Saturday, September 21 / Sunday, September 22

September 23 - September 29

Monday, September 23

Additional Notes/Special Projects

Tuesday, September 24

Wednesday, September 25

Thursday, September 26

Friday, September 27

Saturday, September 28 / Sunday, September 29

SEPTEMBER 2019
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 29 30

NOVEMBER 2019
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 24 25 26 27 28 29 30

Cristo Rey Brooklyn High School
 Student and Parent Handbook and Planner for 2019-2020

OCTOBER 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 College Fair CG Financial Aid Night (Senior Parents and Students) 5:30 to 7:00	4	5 SAT Test Day
6	7 Sophomore Hiking and Nature Retreat Peer Leadership Meeting	8	9	10	11 QI Progress Reports	12
				Senior College Overnight Trip		
13	14 Columbus Day (School Closed)	15 Hispanic Heritage Month Ends	16 PSAT (Juniors) SAT 9 and 10 ½ Day Students Full Day Workers Faculty PD	17	18 Noche Latina	19
20	21 UNITY DAY National Bullying Prevention Month Assembly	22	23	24	25 ½ Day Classes Full Day School (Field Day) Full Day Workers	26
			Color Week			ACT Test Day
27	28	29	30	31	Notes	
			Fall Sports Playoffs			

September 30 - October 6

Monday, September 30

Additional Notes/Special Projects

Tuesday, October 1

Wednesday, October 2

Thursday, October 3

Friday, October 4

Saturday, October 5 / Sunday, October 6

Cristo Rey Brooklyn High School

Student and Parent Handbook and Planner for 2019-2020

October 7 - October 13

Monday, October 7

Additional Notes/Special Projects

Tuesday, October 8

Wednesday, October 9

Thursday, October 10

Friday, October 11

Saturday, October 12 / Sunday, October 13

October 14 - October 20

Monday, October 14

Additional Notes/Special Projects

Tuesday, October 15

Wednesday, October 16

Thursday, October 17

Friday, October 18

Saturday, October 19 / Sunday, October 20

October 28 - November 3

Monday, October 28

Additional Notes/Special Projects

Tuesday, October 29

Wednesday, October 30

Thursday, October 31

Friday, November 1

Saturday, November 2 / Sunday, November 3

OCTOBER 2019
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 20 21 22 23 24 25 26
 27 28 29 30 31

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DECEMBER 2019
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 15 16 17 18 19 20 21
 22 23 24 25 26 27 28
 29 30 31

NOVEMBER 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 All Saints Day Mass	2
					Fall Sports Playoffs	
3	4 Peer Leadership Meeting	5	6	7 Fall Open House 6:00pm to 8:00pm	8 Q1 Ends	9 Winter Sports Begin
Fall Sports Playoffs						
10	11 Veterans Day (School Closed)	12 Q2 Begins	13	14 Parent/Teacher Conferences 5:30pm to 7:30pm	15	16
17	18 Academic Awards	19 Sophomore Art and Music Retreat Academic Awards	20	21	22 College Applications Due	23
24	25	26	27 Thanksgiving Prayer Service and Brunch ½ Day Students No Work	28 Thanksgiving (School Closed)	29 Thanksgiving (School Closed)	30

November 4 - November 10

Cristo Rey Brooklyn High School
Student and Parent Handbook and Planner for 2019-2020

Monday, November 4

Additional Notes/Special Projects

Tuesday, November 5

Wednesday, November 6

Thursday, November 7

Friday, November 8

Saturday, November 9 / Sunday, November 10

November 11 - November 17

Monday, November 11

Additional Notes/Special Projects

Tuesday, November 12

Wednesday, November 13

Thursday, November 14

Friday, November 15

Saturday, November 16 / Sunday, November 17

Lined area for notes and projects, consisting of horizontal lines for each day.

November 18 - November 24

Monday, November 18

Additional Notes/Special Projects

Tuesday, November 19

Wednesday, November 20

Thursday, November 21

Friday, November 22

Saturday, November 23 / Sunday, November 24

NOVEMBER 2019
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 24 25 26 27 28 29 30

JANUARY 2020
 S M T W T F S
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 19 20 21 22 23 24 25
 26 27 28 29 30 31

Cristo Rey Brooklyn High School
 Student and Parent Handbook and Planner for 2019-2020

DECEMBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 FAFSA Opens	3	4	5	6 Freshman Overnight Retreat I	7
8 Feast of the Immaculate Conception	9 Peer Leadership Meeting	10	11	12	13 Q2 Progress Reports	14
Computer Science Education Week (Hour of Code)						
15	16	17	18	19	20 Christmas Celebration Full Day of School	21
22	23 Christmas Break (School Closed)	24 Christmas Break (School Closed)	25 Christmas Break (School Closed)	26 Christmas Break (School Closed)	27 Christmas Break (School Closed)	28
29	30 Christmas Break (School Closed)	31 Christmas Break (School Closed)	Notes			

Cristo Rey Brooklyn High School

Student and Parent Handbook and Planner for 2019-2020

November 25 - December 1

Monday, November 25

Additional Notes/Special Projects

Tuesday, November 26

Wednesday, November 27

Thursday, November 28

Friday, November 29

Saturday, November 30 / Sunday, December 1

December 23 - December 29

Monday, December 23

Additional Notes/Special Projects

Tuesday, December 24

Wednesday, December 25

Thursday, December 26

Friday, December 27

Saturday, December 28 / Sunday, December 29

DECEMBER 2019
 S M T W T F S
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 8 9 10 11 12 13 14
 15 16 17 18 19 20 21
 22 23 24 25 26 27 28
 29 30 31

FEBRUARY 2020
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 16 17 18 19 20 21 22
 23 24 25 26 27 28 29

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 Student and Parent Handbook and Planner for 2019-2020

JANUARY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Christmas Break (School Closed)			
5	6	7	8	9	10	11
	Peer Leadership Meeting			CRB Alumni Event	Freshman Overnight Retreat II	
12	13	14	15	16	17	18
19	20	21	22	23	24	25
	MLK Jr. Day (School Closed)					
26	27	28	29	30	31	Notes
	Q2 Ends	MIDTERM EXAMS				
	Catholic Schools Week Mass and Assembly	CATHOLIC SCHOOLS WEEK				

December 30 - January 5

Monday, December 30

Additional Notes/Special Projects

Tuesday, December 31

Wednesday, January 1

Thursday, January 2

Friday, January 3

Saturday, January 4 / Sunday, January 5

January 6 - January 12

Monday, January 6

Additional Notes/Special Projects

Tuesday, January 7

Wednesday, January 8

Thursday, January 9

Friday, January 10

Saturday, January 11 / Sunday, January 12

January 13 - January 19

Monday, January 13

Additional Notes/Special Projects

Tuesday, January 14

Wednesday, January 15

Thursday, January 16

Friday, January 17

Saturday, January 18 / Sunday, January 19

January 20 - January 26

Monday, January 20

Additional Notes/Special Projects

Tuesday, January 21

Wednesday, January 22

Thursday, January 23

Friday, January 24

Saturday, January 25 / Sunday, January 26

January 27 - February 2

Monday, January 27

Additional Notes/Special Projects

Tuesday, January 28

Wednesday, January 29

Thursday, January 30

Friday, January 31

Saturday, February 1 / Sunday, February 2

JANUARY 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MARCH 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Cristo Rey Brooklyn High School

Student and Parent Handbook and Planner for 2019-2020

FEBRUARY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
						Athlete Test Prep
2	3	4	5	6	7	8
	Q3 Begins Peer Leadership Meeting	Junior Test Prep				Athlete Test Prep
					Freshman Overnight Retreat III	
9	10	11	12	13	14	15
		Sophomore Art and Music Retreat Junior Test Prep				
16	17	18	19	20	21	22
	Midwinter Recess (School Closed)	Midwinter Recess (School Closed)	Midwinter Recess (School Closed)	Midwinter Recess (School Closed)	Midwinter Recess (School Closed)	
	Winter Sports Playoffs					
23	24	25	26	27	28	29
		Junior Test Prep	Ash Wednesday Prayer Service		Black History Month Celebration	Athlete Test Prep
	Winter Sports Playoffs					

FEBRUARY 2020
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 23 24 25 26 27 28 29

Cristo Rey Brooklyn High School
 Student and Parent Handbook and Planner for 2019-2020

APRIL 2020
 S M T W T F S
 1 2 3 4
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 12 13 14 15 16 17 18
 19 20 21 22 23 24 25
 26 27 28 29 30

MARCH 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Peer Leadership Meeting	3 Junior Test Prep	4	5	6	7 Athlete Test Prep Spring Sports Begin
Freshman Overnight Retreat IV						
8	9	10 Junior Test Prep	11	12	13 Q3 Progress Reports	14 Athlete Test Prep Spring Open House
15	16	17 Junior Test Prep Junior Parent College Night 5:30pm to 7:30pm	18	19	20 Dancing with the Teachers	21 Athlete Test Prep Service and Justice Retreat
SPIRIT WEEK						
22 Service and Justice Retreat	23	24 Junior Test Prep	25	26	27	28 Athlete Test Prep
				Junior College Overnight Retreat		
29	30	31 Workday Swap (Wednesday for Tuesday) Junior Test Prep	Notes			

March 9 - March 15

Monday, March 9

Additional Notes/Special Projects

Tuesday, March 10

Wednesday, March 11

Thursday, March 12

Friday, March 13

Saturday, March 14 / Sunday, March 15

March 23 - March 29

Monday, March 23

Additional Notes/Special Projects

Tuesday, March 24

Wednesday, March 25

Thursday, March 26

Friday, March 27

Saturday, March 28 / Sunday, March 29

MARCH 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Cristo Rey Brooklyn High School

Student and Parent Handbook and Planner for 2019-2020

APRIL 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Workday Swap (Tuesday for Wednesday)	2	3 Q3 Ends	4 ACT Exam
			Senior Girls Retreat			
				Senior Boys Retreat		
5	6 Q4 Begins Peer Leadership Meeting	7	8 Stations of the Cross Service	9 Holy Thursday Spring Recess (School Closed)	10 Good Friday Spring Recess (School Closed)	11
12 Easter Sunday	13 Spring Recess (School Closed)	14 Spring Recess (School Closed)	15 Spring Recess (School Closed)	16 Spring Recess (School Closed)	17 Spring Recess (School Closed)	18
Bethlehem Farms Service Trip						
19	20	21 Practice SAT Juniors (½ Day Juniors Only) Full Day Students and Workers	22	23 Ramadan Begins Parent / Teacher Conferences 5:30pm to 7:30pm	24 AP Capstone Presentations	25
26	27 Academic Awards	28 AP Capstone Makeup Test Prep Makeup Academic Awards	29	30	Notes	

APRIL 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JUNE 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Cristo Rey Brooklyn High School

Student and Parent Handbook and Planner for 2019-2020

MAY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
						SAT Exam (Juniors)
3	4	5	6	7	8	9
		AP Calculus Exam (8am) AP Human Geography Exam (12pm)	AP Literature Exam (8am) Workday Swap (Thursday for Wednesday)	Workday Swap (Wednesday for Thursday)	AP US History Exam (8am) College Signing Day	
10	11	12	13	14	15	16
	AP Environmental Exam (12pm)	AP Seminar Exam (8am)			Q4 Progress Reports	
17	18	19	20	21	22	23
	Sophomore Hiking and Nature Retreat			CRB Gala Feast of the Ascension		Eid al-Fitr (Ramadan Ends)
Spring Sports Playoffs						
24	25	26	27	28	29	30
	Memorial Day (School Closed)	Freshman and Sophomore College Trip CWSP Senior Send Off Breakfast w/Supervisors				
Spring Sports Playoffs						
31	Notes					

Cristo Rey Brooklyn High School

Student and Parent Handbook and Planner for 2019-2020

April 27 - May 3

Monday, April 27

Additional Notes/Special Projects

Tuesday, April 28

Wednesday, April 29

Thursday, April 30

Friday, May 1

Saturday, May 2 / Sunday, May 3

May 18 - May 24

Monday, May 18

Additional Notes/Special Projects

Tuesday, May 19

Wednesday, May 20

Thursday, May 21

Friday, May 22

Saturday, May 23 / Sunday, May 24

MAY 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY 2020

S	M	T	W	T	F	S		
					1	2	3	4
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	31			

Cristo Rey Brooklyn High School

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JUNE 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	Senior Final Exams	Senior Final Exams	Seniors Last Day of Work (CWSP)	Senior Farewell Mass Senior Walkout Senior Final Exams	Senior Prom	
7	8	9	10	11	12	13
			Athletic Banquet Seniors Makeup Workday (CWSP)		Graduation ½ Day for Students Full Day for Workers	
14	15	16	17	18	19	20
			Friday Workers Work (CWSP)		½ Day for Students No Work End of Year Celebration and Awards Ceremony	
FINAL EXAMS						
21	22	23	24	25	26	27
28	29	30	Notes			

ACADEMIC BELL SCHEDULE

2019-2020

A		B	
8:00 - 8:52	1st Period	8:00 - 8:52	1st Period
8:55 - 9:47	2nd Period	8:55 - 9:47	2nd Period
9:55 - 10:47	3rd Period	9:55 - 10:47	3rd Period
10:50 - 11:42	4th Period	10:50 - 11:42	4th Period
11:45 - 12:15	LUNCH A	11:45 - 12:37	5th Period
12:18 - 1:10	5th Period	12:40 - 1:10	LUNCH B
1:13 - 2:05	6th Period	1:13 - 2:05	6th Period
2:08 - 3:00	7th Period	2:08 - 3:00	7th Period
3:00 - 3:35	8th Period (Study Hall)	3:00 - 3:35	8th Period (Study Hall)
3:40 - 4:15	Academic Support	3:40 - 4:15	Academic Support

PERIOD ROTATION

Monday	Tuesday	Wednesday	Thursday	Friday
1	7	6	2	1
2	1	7	6	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	2	1	7	6
7	6	2	1	7
SH	SH	SH	SH	SH
AS	AS	AS	AS	AS

2019-2020 MORNING ASSEMBLY SCHEDULE

A		B	
8:00 - 8:40	1st Period	8:00 - 8:40	1st Period
8:45 - 9:45	Assembly	8:45 - 9:45	Assembly
9:50 - 10:30	2nd Period	9:50 - 10:30	2nd Period
10:38 - 11:18	3rd Period	10:38 - 11:18	3rd Period
11:21 - 12:01	4th Period	11:21 - 12:01	4th Period
12:04 - 12:34	LUNCH A	12:04 - 12:44	5th Period
12:37 - 1:17	5th Period	12:47 - 1:17	LUNCH B
1:20 - 2:00	6th Period	1:20 - 2:00	6th Period
2:03 - 2:43	7th Period	2:03 - 2:43	7th Period
2:46 - 3:21	8th Period	2:46 - 3:21	8th Period
3:30 - 4:05	Academic Support	3:30 - 4:05	Academic Support

2019-2020 LATE START SCHEDULE

A		B	
9:00 - 9:40	1st Period	9:00 - 9:40	1st Period
9:43 - 10:23	2nd Period	9:43 - 10:23	2nd Period
10:30 - 11:10	3rd Period	10:30 - 11:10	3rd Period
11:13 - 11:53	4th Period	11:13 - 11:53	4th Period
11:56 - 12:26	LUNCH A	11:56 - 12:36	5th Period
12:29 - 1:09	5th Period	12:39 - 1:09	LUNCH B
1:12 - 1:52	6th Period	1:12 - 1:52	6th Period
1:55 - 2:35	7th Period	1:55 - 2:35	7th Period
2:38 - 3:13	8th Period	2:38 - 3:13	8th Period
3:20 - 4:05	Academic Support	3:20 - 4:05	Academic Support

2019-2020 MASS SCHEDULE

A		B	
8:00 - 8:45	1st Period	8:00 - 8:45	1st Period
9:00 - 10:00	MASS	9:00 - 10:00	MASS
10:15 - 10:55	2nd Period	10:15 - 10:55	2nd Period
10:58 - 11:38	3rd Period	10:58 - 11:38	3rd Period
11:41 - 12:21	4th Period	11:41 - 12:21	4th Period
12:24 - 12:54	LUNCH A	12:24 - 1:04	5th Period
12:57 - 1:37	5th Period	1:07 - 1:37	LUNCH B
1:40 - 2:20	6th Period	1:40 - 2:20	6th Period
2:23 - 3:03	7th Period	2:23 - 3:03	7th Period
3:06 - 3:41	8th Period	3:06 - 3:41	8th Period
3:45 - 4:20	Academic Support	3:45 - 4:20	Academic Support

2019-2020 LATE ASSEMBLY SCHEDULE

A		B	
8:00 - 8:42	1st Period	8:00 - 8:42	1st Period
8:45 - 9:27	2nd Period	8:45 - 9:27	2nd Period
9:30 - 10:12	3rd Period	9:30 - 10:12	3rd Period
10:12 - 10:20	BREAK	10:12 - 10:20	BREAK
10:23 - 11:05	4th Period	10:23 - 11:05	4th Period
11:08 - 11:50	5th Period	11:08 - 11:50	5th Period
11:53 - 12:23	LUNCH A	11:53 - 12:35	6th Period
12:26 - 1:08	6th Period	12:38 - 1:08	LUNCH B
1:11 - 1:53	7th Period	1:11 - 1:53	7th Period
2:00 - 3:00	Assembly	2:00 - 3:00	Assembly

2019-2020 EARLY DISMISSAL SCHEDULE

A		B	
8:00 - 8:32	1st Period	8:00 - 8:32	1st Period
8:35 - 9:07	2nd Period	8:35 - 9:07	2nd Period
9:10 - 9:42	3rd Period	9:10 - 9:42	3rd Period
9:45 - 10:17	4th Period	9:45 - 10:17	4th Period
10:20 - 10:50	LUNCH A	10:20 - 10:52	5th Period
10:53 - 11:25	5th Period	10:55 - 11:25	LUNCH B
11:28 - 12:00	6th Period	11:28 - 12:00	6th Period
12:03 - 12:35	7th Period	12:03 - 12:35	7th Period



Core Values

Dignity
Responsibility
Integrity
Persistence
Citizenship