



**Cristo Rey Brooklyn High School**

**2020-2021 Community Handbook**

## **Table of Contents:**

<b>Cristo Rey Brooklyn Mission Statement:</b>	<b>5</b>
<b>Cristo Rey Brooklyn Covenant:</b>	<b>5</b>
<b>CRB Graduate Profile:</b>	<b>6</b>
<b>Cristo Rey Brooklyn Student Support Team &amp; Programming</b>	<b>8</b>
Additional Student Support Programs:	10
<b>General Policies</b>	<b>11</b>
Cristo Rey Brooklyn Campus	11
Change of Personal Information	11
Food Service & Building Maintenance	11
Student Identification Cards	12
Student Lockers	12
Coats & Backpacks	12
Restrooms	12
Visitors	13
Medication Policy	13
Fundraisers & Collections	13
Student Passes	13
<b>General Safety &amp; Emergency Procedures</b>	<b>13</b>
Students at Work	14
Students at School	14
Safety Drills:	14
<b>School Culture Overview:</b>	<b>14</b>
Philosophy on School Culture:	14
Positive Peer-Leadership	15
Community Covenant	15
Student Support & Accountability (SSA) Team	15
Opportunities for Learning & Growing Within School Culture Expectations	16
System of Student Support & Accountability	16
<b>Community Expectations:</b>	<b>18</b>
Gum Chewing	18
Gang Activity	18
Illegal Drug Use & Controlled Substance Abuse	18
Smoking	19
School Violence	19
Search of Student Property	19
Forgery	20
Harassment	20
Year End Review	21
<b>Community Technology Expectations</b>	<b>21</b>

General Computer/Internet Information	21
Cristo Rey Brooklyn HS iPad Loaner Program - Acceptable Use Policy	22
General Usage	23
iPad Usage	23
Security	23
Reimbursement Costs:	24
Rules, Regulations & the Law	24
Right to Inspect	24
Respect for Privacy	24
iPads Left at Home & iPad Charging	25
Screensavers/Background & Photos	25
Sound & Music	25
Technology Policy & Procedures	25
<b>Uniform</b>	<b>26</b>
<b>Cristo Rey Brooklyn Official Uniform:</b>	<b>27</b>
<b>Academic Expectations</b>	<b>29</b>
Late Work Policy	29
Grading System	29
Expectations for Academic Advancement	30
Academic Honors	30
Student Evaluation	30
<b>Academic Support Program</b>	<b>30</b>
<b>Academic Honesty</b>	<b>31</b>
<b>College Counseling</b>	<b>31</b>
<b>Attendance Policy</b>	<b>32</b>
Daily Schedule	32
Tardiness Policy & Tardy Check-In	32
Unforeseen Absences	33
Early Release	33
Scheduling Outside Appointments	33
Excessive Absences	34
Medical Absences	34
College Guidance-Related Absences	34
Truancy	34
Absence from Work & Makeup Days	35
Illness at School	35
Illness at Work	35
Holidays	36
Weather Conditions & School Closing	36
<b>Corporate Work Study Program</b>	<b>36</b>
The Work Experience	36
Taxes & Employability	37

Termination from Work	37
Chaperones	38
Absence from Work & Makeup Days	38
Summer Training Program (STP)	38
Timesheets	38
Student Performance	39
Withholding Documents	39
<b>Athletics &amp; Student Activities Expectations</b>	<b>39</b>
Athletic Required Paperwork	39
Athletic Academic Eligibility	39
Student Activities Academic Eligibility	40
<b>Campus Ministry Programming &amp; Expectations</b>	<b>41</b>
Expectation of Respect	41
Liturgies & Prayer	41
Retreats	41
Christian Service	42
<b>Appendix</b>	<b>42</b>
Non-Discrimination Statement	42
Child Abuse	42
Notification of Designation of Directory Information	42
Designation of Directory Information	43
Parents' & Eligible Students' Right to Prevent Disclosure of Directory Information	43
Annual Notification of Rights under FERPA	43

**Expectations Disclaimer** *The expectations 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 Brooklyn will attempt to keep parents/guardians informed of all changes as soon as practical. Some changes may be made immediately due to unforeseen circumstances.*

## **Cristo Rey Brooklyn 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.

## **Cristo Rey Brooklyn Covenant:**

*We as an institution value the emphasis that we place on community based learning and the systems of support that we provide to all of our students, parents and staff. We truly believe that each member of this community contributes to its overall success and that Cristo Rey Brooklyn is made better by each individual's presence and contributions. We as a school community pledge to provide the support to work through challenges and allow students to pursue their passions and achieve academic, professional and personal success in the future and in return, we ask for all our community members to commit themselves to the following expectations.*

*As a Cristo Rey Brooklyn Community, We believe...*

- **That our community is made up of a diverse group of students, teachers, and staff members. That diversity is our strength and is to be celebrated. Therefore...**
  - We affirm that all members of our school community are free from feeling excluded, harassed, or bullied based on their identity (including race, ethnicity, speaking pattern, gender-identity, sexual orientation, etc...)
  - We affirm that it is the responsibility of all members of the school community to create and uphold a safe space for all members by learning about the diverse cultures that are represented and engaging in the work of anti-racism and equity for all community members.
  
- **That our community is made up of lifelong learners who approach every situation with a “growth mindset” and a desire for self improvement. Therefore...**
  - We affirm that staff members will provide students tools to grow academically and personally with opportunities to reflect on their success and opportunities for growth and that staff will regularly solicit feedback from students to co-create a supportive learning space. As a school, we firmly believe that we develop the most when we successfully persist through challenges.
  - We affirm that students will apply themselves fully to the best of their ability to every task that they engage with and will be in open dialogue with staff regarding the support required. We affirm that students and staff will praise “effort” and “the process” over “initial results” because it is through persistent effort that the greatest learning and outcomes are achieved.
  
- **That as a Catholic school community, that the teachings and culture of the Catholic Church are central to our school's identity. We also recognize that our school community is made up of a diverse community of different faiths and spiritual practices. Therefore...**
  - We affirm that all members of the CRB will demonstrate respect to the traditions and beliefs of the Catholic Church through their participation in school liturgy, school retreats, Christian Service, and the religion curriculum.
  
  - We affirm that Cristo Rey Brooklyn respects all faiths and no practices will have the intention of indoctrination or conversion. As a school community we will make every effort to learn about the diverse faith experiences present in CRB and will create a space for all students to grow in their individual faith.

- **That every member of the Cristo Rey Brooklyn Community is essential and that the community is made stronger by each individual member. Therefore...**
  - We affirm that it is a priority for students to be in school on time every day and for students to participate fully in the different aspects of life at Cristo Rey Brooklyn, including their classes, their Corporate Work Study program, athletics, extracurriculars, and the college process.
  - We affirm that Cristo Rey Brooklyn staff will provide space for students to voice their needs and opinions and outlets for students to showcase their passions and identities.
  
- **That Cristo Rey Brooklyn High School is our home and that we as a community all have a responsibility to demonstrate pride and respect towards the school community and the school building. Therefore...**
  - We affirm that the school uniform is a visual representation of belonging to this community and therefore students will wear the outlined school uniform with pride. Likewise, we affirm that it is the work of students and staff to care for the school building by maintaining a clean, safe and welcoming shared learning and working environment.
  - We affirm that it is the work of students and staff to hold each other accountable with love in upholding the beliefs and values that are crucial to the Cristo Rey Brooklyn community.

*We believe that our community is strongest and at its best when we all work together to maximize our full potential. At CRB this means that we expect all staff, students and parents to continually work together to ensure that CRB as an institution can fulfill its mission and vision of educating our students and preparing them for life beyond our walls. We believe that by working together, we can achieve the following outcomes:*

## **CRB Graduate Profile:**

### **Critical thinkers**

- The Cristo Rey Brooklyn graduate approaches life through the lens of a life-long learner. They engage with academic material with enthusiasm, persistence, and a critical eye, and seek to make connections to their lives and the world around them. A unique work study experience provides all Cristo Rey Brooklyn graduates with applicable real life skills that will prove invaluable in engaging with the challenges and opportunities provided in a twenty first century workplace.
  
- The Cristo Rey Brooklyn graduate sees value in diverse viewpoints, sources, materials, and subjects as keys to solve the critical concerns of our 21st century world. They question and dialogue in order to understand, collaborate, and problem solve with others, as well as to better understand themselves and their unique pathways to self-actualization.

### **Upstanders**

- The Cristo Rey Brooklyn graduate actively demonstrates that they care for those both within and outside their specific communities. They have a deep seeded desire to work towards justice and equity for all persons. They have an underlying commitment not only to work towards their own self-interest, but also to address the needs and concerns of all people. They are unwavering in their desire to bring attention to these needs and committed to educating themselves and others in how to make active change.
  
- The Cristo Rey Brooklyn graduate has the necessary skills to educate themselves about issues they are passionate about and the language to impact true lasting change. They are provided with opportunities to explore issues they care about and are encouraged to speak out against injustice. They recognize the value of forums that are founded on voicing opinions and dialoguing with opposition. They strive to identify and unpack their own identities and biases in order to understand and collaborate with others, as well as to author their futures.

## Resilient

- The Cristo Rey Brooklyn graduate recognizes that set-backs are a part of life and it is most important to grow from these set-backs. They recognize their own role in their individual success and advancement and are well-versed in the means to advocate for themselves and to identify their own individual needs. They also recognize that no one succeeds on their own and are open to receiving support from the school community and to providing that support in return to others.
- The Cristo Rey Brooklyn graduate is not intimidated to try new things and is open to the different opportunities provided by the school community and beyond. They recognize their participation and perseverance through tasks that are challenging is invaluable with providing them access to opportunities. They are not discouraged when tasks are difficult and instead look to create innovative solutions to respond to these challenges. They recognize that everyone experiences adversity in life and in the face of adversity they will persist to overcome challenges. They believe in themselves and they will never quit in their efforts for personal success.

## Self Actualized

- The Cristo Rey Brooklyn graduate is confident in their passions and desire for their own life trajectory. They have been provided with opportunities to explore different avenues that will allow them to make decisions that make sense for their own individual paths. They are equipped with the skills necessary to identify points of access and their own abilities to work towards their individual goals.
- The Cristo Rey Brooklyn graduate is equipped with real-life work experience and recognizes the value of this experience in exposing them to a variety of academic and professional paths. They demonstrate initiative and the ability to set personal goals that will guide their work moving forward. They recognize the importance of self-reflection as well as being open to receiving feedback.

## Personally Responsible

- The Cristo Rey Brooklyn graduate is independent and consistently completes academic, familial, personal and professional responsibilities in a timely fashion. They have the discipline and self-awareness to make decisions that deny instant gratification. They make decisions based on well formed values with their future in mind.
- The Cristo Rey Brooklyn graduate believes that their life is their own and that by combining their talents with hard work they can achieve personal success.

## Mercy-Inspired

- The Cristo Rey Brooklyn graduate strives to grow in relationship to God through their own religious tradition, through prayer and through spiritual practices. They seek to grow in love for others by the formation of their conscience.
- The Cristo Rey Brooklyn graduate is impacted by the work and charism of the Sisters of Mercy. They recognize the innate dignity in all persons, recognize their role as caretakers of God's creation, and are committed to ensuring that this dignity is protected and ensured. They are committed to the *critical concerns* of the Sisters of Mercy, which include **Care of the Earth, Immigration, Commitment to Nonviolence, Anti-Racism, and Care for Women**. As graduates of a Mercy school, Cristo Rey Brooklyn graduates recognize that this work is continuous and life-long and are committed to educating themselves and others on these critical concerns and to working to grow God's kingdom on Earth.

- The Cristo Rey Brooklyn graduate recognizes that no person is perfect and that we all must be provided space to grow from our mistakes. They are well-versed in how to address and work through conflict and are forgiving in nature. They are self-reflective in their actions and take ownership of their own mistakes and have a guiding desire to learn and grow from these experiences.

## **Cristo Rey Brooklyn Student Support Team & Programming**

*Disclaimer--The following is an introduction into the different teams and individuals who are available for student support; however, all of our staff are here for our students and families and are trained to do so effectively. Therefore, if students and families have a strong relationship with staff members outside of the identified teams, they are encouraged to connect with them in order to best support our students. Staff members will inform and bring in appropriate staff teams when necessary or appropriate.*

Contact information for all staff members can be found on [Our Website](#)

### **Teachers:**

For any immediate concerns with specific classes, students and families are encouraged to reach out to individual teachers. Additionally, all teachers provide “Office Hours” at least twice a week, which are opportunities for students to receive one-on-one or small group support from teachers as well as an opportunity to address any specific classroom concerns. Teachers’ Office Hours are published in their syllabi and are posted outside the Library for student reference.

### **Academic Support Coordinator:**

Any student who is in need of academic support and interventions (generally defined as failing two or more classes), will be referred to the Academic Support Coordinator. Along with the Assistant Principal, the Coordinator will work to provide students with additional academic support, which might include being part of our Academic Support Program, Peer Tutoring, as well as individualized support meetings. The Coordinator will also be in contact with parents to update them on student progress and any new interventions that have been identified.

### **Admissions Team:**

Questions regarding the Cristo Rey Brooklyn application process, including Open House Dates, Panther for a Day Opportunities, student applications, and new student onboarding can be directed to the CRB Admissions Department. In addition, questions regarding the Cristo Rey Brooklyn Student Ambassador Program can be directed to the CRB Admissions Department as well.

### **Assistant Principal:**

Any questions regarding students’ overall academic program can be directed to the Assistant Principal. These types of questions might include clarification regarding Honors or AP classes, class scheduling, and any outstanding or additional concerns regarding students’ academic progress.

### **Athletic Director:**

All questions regarding participation in interscholastic sports can be directed to the Athletic Director.

### **College Guidance Team:**

Questions regarding the college application process, including SAT Prep, FAFSA Forms, College Visits, and Common App. completion can be directed to the College Guidance Department. In addition, questions regarding summer college-prep programs can also be directed to the College Guidance Department.



**Corporate Work Study Program Team:**

Questions regarding students' experiences with their Corporate Work Study internship, including questions regarding student-placements, student fines, student performance at work, and CRB's Summer Training Program can be directed to the CWSP Team. Students who are identified as benefiting from additional support at work may also be enrolled in our "Professional Support Program," which is coordinated by the CWSP Team as well.

**Director of Mission & School Culture:**

Questions regarding School Culture Policies, including the Student Success & Accountability System, can be directed to the Director of Mission & School Culture OR the Director of Student Life. In addition, any questions regarding Cristo Rey Brooklyn's retreat program, service expectations, or liturgy programming should be directed to the Director of School Culture.

**Director of Social Work:**

Students and families looking for additional, individualized, personal support can reach out to the Director of Social Work. Any questions regarding ongoing student social-emotional support can be directed to the Director of Social Work.

**Director of Student Life:**

Questions regarding School Culture Policies, including the Student Success & Accountability System, can be directed to the Director of Mission & School Culture OR the Director of Student Life. In addition, any questions regarding extracurricular activities, student clubs, or student showcases should be directed to the Director of Student Life.

**Finance Team:**

Questions regarding tuition payments, lunch forms, and additional student dues can be directed to the CRB Finance Team. In addition, payment for all extracurricular activities and events can be directed to the CRB Finance Team as well.

**IT Administrator:**

Questions regarding iPads, student emails, internet access can be directed to the Cristo Rey Brooklyn IT Administrator.

**Office Manager/Registrar:**

Questions regarding student records or any updates to family contact information can be directed to the Office Manager/Registrar. If students are going to be absent due to illness, the Office Manager/Registrar should also be notified by a parent or guardian. A doctor's note must be brought if this absence exceeds three days.

**School Nurse:**

Questions regarding student physical health and well-being as well as any questions regarding students' medical records can be directed to the School Nurse.

***Additional Student Support Programs:*****Peer Leadership (For Freshmen Only):**

Every incoming freshman student is enrolled in our Peer Leadership program. As part of this program, freshmen students will meet in a small group setting with selected Senior Peer Leaders. These upperclassmen Peer Leaders are trained to provide support to incoming freshmen as they transition into high school and provide additional tools for student success. Any questions regarding this program can be directed to the Director of Mission & School Culture or the Director of Social Work.

### **Advisory Program:**

Every student at Cristo Rey Brooklyn is provided with a staff advisor throughout their four years at Cristo Rey Brooklyn. These advisories will meet regularly in a small group setting in order to provide students an opportunity to grow in their social-emotional skills and to build connections with their peers. In addition, the staff advisor is meant to serve as the student's primary representative during their time at Cristo Rey Brooklyn, including during the Student Support & Accountability System.

## **General Policies**

### **Cristo Rey Brooklyn Campus**

As a school campus, we have a number of entrances and exits that are only used in case of emergency and during special events. All students and visitors should enter and exit the school building through our front entrance located on E. 37th Street. The cafeteria/parking lot entrance is not to be used by students at any point before, during or after the school day unless they have received express permission from a staff member.

We as a school look to create a safe and inclusive school environment for all members of our school community. It is also our sincere belief that our school community is made stronger by the presence of all of our students and that it is essential for our students to be present at school at all times during the school day. Therefore, permission is required to be off campus between the hours of 8:00 AM and 3:35 PM. Any students who leave campus during these hours without expressed permission, will take part in our System of Student Support & Accountability.

### **Change of Personal Information**

Our students' safety is of the utmost importance to us as a school community. Therefore, we as a school need the most up to date information as possible when it comes to family contact information. At the start of each school year, families will be provided the opportunity to provide updated contact information and families are asked to notify the Main Office immediately if there is a change in address, telephone, email address, or any other necessary information throughout the school year.

### **Reusable Water Bottles**

One of the *critical concerns* of the Sisters of Mercy is that all Mercy institutions be committed to caring for our earth and holding themselves to environmentally responsible mindsets and expectations. In line with that critical concern, all community members are asked to purchase their own reusable water bottle to be used daily throughout the school year. Through this small action, we as a school community are able to cut down on the thousands of plastic cups that we have discarded in the past and for this our planet thanks us!

### **Food Service & Building Maintenance**

As a community, we believe that it is important to take pride in our school building and that it is the responsibility of all students and staff to maintain a clean environment. Therefore, students are asked not to have food or snacks in classrooms or outside identified break times (Breakfast period, Morning Break, Lunch Periods). Students are asked not to have any beverages other than water in classes in order to avoid unnecessary sticky spills.

We as a school receive funding from the Federal Government in order to provide fresh, healthy and affordable breakfast and lunches on a daily basis. In order to continue to receive this funding, and to be able to continue our meal program, it is required that all students participate. If any individualized student health concerns require special food service that is unable to be met through our provider, a doctor's note must be provided to the main office to clear students to bring their own food.

All families are asked to complete and submit a lunch form on an annual basis, which must be submitted

before the first day of school. Once submitted, CRB will apply a deduction to the family's lunch contribution based on these forms. Any and all questions regarding this service should be directed to the CRB Finance Office.

### **Student Identification Cards**

Each Cristo Rey Brooklyn student will be provided with a CRB identification card at the beginning of the school year. It is important that students carry this ID card with them at all times during the school day, at work, and during any School related activities. In addition, this ID card is necessary for students to receive breakfast and lunch. If students need a replacement ID card, there is a fee for all replacements that will be handled by the CRB Finance Office.

### **Student Lockers**

Each Cristo Rey Brooklyn student will be assigned a locker and lock to be used throughout the academic year. Students are asked to use the locker room effectively and primarily use them before school, during Morning Break, and during Lunch periods so as to avoid being late for class. Locker rooms will be available for students to use before and after all PE periods. Although these are more private in nature, the same expectations apply to locker rooms as other parts of the school campus.

It is the responsibility of each individual community member to keep their belongings safe and secure, but to that end it is an expectation that all lockers are locked when not in use. In order to ensure the security of individual property and to reinforce the expectation that student lockers must be locked, throughout the day unlocked lockers could potentially have their locks flipped by a staff member, which will require a staff member to open with a key. If a student loses their lock or is experiencing difficulty with opening their locker, they should ask a staff member for support. When necessary, a new lock can be provided to students for a fee. Additionally, students may not switch or change locks or lockers without permission from school staff. If a student switches their lock or locker without permission, they risk losing the privilege of having a locker for the remainder of the school year.

All locks and lockers remain the property of Cristo Rey Brooklyn High School during the time they are loaned to students while attending school. We recognize that student privacy is important and we will generally look to respect that privacy; however, should school authorities have reasonable cause to believe that items are concealed in lockers that violates School rules or the law or are a threat to school safety, they may inspect belongings contained therein without student or parent permission.

### **Coats & Backpacks**

Coats are not part of the Cristo Rey Brooklyn uniform, and therefore should not be worn during the school day unless students have received express permission from a school staff member. All coats and outerwear should be kept in a school locker. Students are encouraged to carry backpacks throughout the school day to carry necessary materials. Additionally, female students are permitted to carry a small purse for personal items.

### **Restrooms**

As a school, it is our sincere belief that students need to be in class and engaged in their class community; however, we also recognize that it is important to take care of our own personal needs and health. Students therefore are encouraged to use time outside of class to use the restroom and are permitted to use the restroom during class only after receiving permission from the appropriate teacher or staff member. Students are discouraged from congregating in the restrooms before school, during school hours, or after school. Although these are more private in nature, the same expectations apply to restrooms as other parts of the school campus.

## **Visitors**

Although we welcome visits from our families, partners, and supporters, it is important for community safety to know who is in the school building at all times. Therefore, all visitors must enter through the main entrance and report to the Main Office to sign in and receive a visitor pass, which must be visible at all times. No visitors may enter through the parking lot entrance. This expectation applies to all school visitors, whether they are entering the building before, during or after school hours (7:30 AM-4:30 PM). Visitors present in the building without permission will be escorted out and the student they are visiting will take part in our System of Student Success & Accountability.

## **Medication Policy**

Our students' health and safety is of the utmost concern to our school community. Therefore, medication may only be provided 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. School staff is not permitted to give out any medication such as Motrim, Advil, Tylenol, etc. to students.

## **Fundraisers & Collections**

Student fundraisers and collections are encouraged, but must first be coordinated through the Director of Mission & School Culture or the Director of Student Life. We as a school community will look to accommodate these requests to the best of our ability on a "first come, first serve" basis.

## **Student Passes**

It is our sincere belief that it is essential for our students to be in class and that their class communities are enhanced by their presence; however, there might be instances throughout the day where a student is scheduled to meet with a member of the Social Worker or Student Support & Accountability Team. If this is the case, students will be provided with a pass to present to their teacher and they will be excused from any class time or assignments they miss.

## **General Safety & Emergency Procedures**

The safety of all of our community members, but especially our students, are of the utmost priority for us as an institution. Therefore, 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 partner has provided CRB with the name of a direct supervisor who has the responsibility of knowing the whereabouts of the Cristo Rey Brooklyn 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 options 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.

### **Safety Drills:**

As a school community we want to be prepared for any type of emergency that might present itself. Therefore, every year we will have a “Safety Procedures” day where students are informed of the protocol for both Fire and Lock-Down drills in every class so they feel comfortable with the necessary procedures. On a monthly basis, we will hold unannounced **Fire Drills** on a variety of days and class periods so students become comfortable with the expectations. Additionally, throughout the school year we will hold a number of **Lock-Down** drills on a variety of days and class periods so students become comfortable with the expectations. Students will be made aware of the procedures for Lock-Down drills beforehand to ensure that they are prepared for such expectations.

## **School Culture Overview:**

### **Philosophy on School Culture:**

Cristo Rey Brooklyn High School is an inclusive community of lifelong learners. We view our diversity of experiences as being essential to our strength as an institution and work to support and value these diverse perspectives. It is our sincere belief that all members of the Cristo Rey Brooklyn community are invaluable and that the community is made better by their presence; therefore, it is our goal to provide the resources and support for students to attain academic and personal growth and success during their time as a Cristo Rey Brooklyn student. Following a restorative framework, our school culture guidelines are founded on the importance of relationships, the recognition that it is essential to provide space to grow from our mistakes, and a commitment to policies that are explicitly educational in nature. We know that the strength of our community comes from our community members, students, staff, and families, and are committed to supporting all of these stakeholders in creating an inclusive and equitable learning environment.

### **Positive Peer-Leadership**

Students at Cristo Rey Brooklyn have been admitted because they have demonstrated personal integrity, an ongoing desire to grow as a student and as an individual, and an ability to apply themselves both at school and in a corporate workplace environment. As community members, all are encouraged to demonstrate those qualities in our everyday lives by living out our CORE values through :

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

## **Community Covenant**

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

As an academic institution, we look to impart relevant skills for all of our students to be able to advocate for themselves and others, and to maintain their own personal integrity. As a student, we urge you to avoid situations that present actual, perceived, or potential conflict between your interests and the interests of Cristo Rey Brooklyn. If you are in conflict with others or in situations that are difficult to navigate on your own, we urge you to utilize the support network provided in order to be true to who you are as an individual and who we are as an institution.

The covenant applies to any student who is:

- On Cristo Rey Brooklyn property or in the community where the school is located,
- At a CWSP worksite or in transit to/from a worksite,
- Engaged in any Cristo Rey Brooklyn activity,
- Under the supervision of any Cristo Rey Brooklyn employee or volunteer, or
- Engaged in conduct that affects the order and school culture of Cristo Rey Brooklyn, the safety and welfare of others, or the reputation of Cristo Rey Brooklyn.

## **Student Support & Accountability (SSA) Team**

As an educational institution, Cristo Rey Brooklyn places a strong emphasis on student support and meeting students where they are. We are aware that no one is able to engage in a rigorous academic program if they do not feel seen, heard and safe. All of our staff have received training in trauma-based instruction and de-escalation techniques; however, the following individuals are available to students to provide additional support in times of conflict or crisis. These individuals also play a central role in our System of Student Support & Accountability and accompany students during the process of reflection and restoration throughout this System. The members of this team are as follows:

- Director of Mission & School Culture
- Director of Social Work
- Assistant Principal
- Academic Support Coordinator
- College Guidance Counselors
- Admissions Counselors
- CWSP Representatives

## **Opportunities for Learning & Growing Within School Culture Expectations**

As a school community, we recognize that no person is perfect and that there is always context behind actions that might lead to missteps or mistakes. As an institution, Cristo Rey Brooklyn is committed to supporting our students as they navigate through their academic, professional, and personal growth and we are based around the belief that all of our students are valued members of our school community. Grounded in this restorative philosophy, Cristo Rey Brooklyn will respond to any conflicts between members of the school community through the following System of Accountability.

## System of Student Support & Accountability

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

All students at Cristo Rey Brooklyn begin the school year with the same expectations and privileges, it is up to the students to demonstrate that they can handle the responsibilities associated with such privileges. Students who are not able to demonstrate such responsibility will participate in the following restorative procedures through the System of Student Support & Accountability.

Cristo Rey Brooklyn recognizes that students work best in an environment with fair and reasonable practices and performance standards that are clearly understood and consistently administered. However, we also recognize that every situation is unique and that there is not always one outcome that fits every incident and infraction. Cristo Rey Brooklyn and CWSP follow but are not limited to the exact order of the suggested courses of action found in the System of Student Support & Accountability.

The restorative action process generally consists of four separate action responses with each response providing support for improvement and behavior correction as well as consistent benchmarks to measure and celebrate student growth and development. Depending on the individual incidents, however, Cristo Rey Brooklyn may, in its sole discretion, eliminate any or all of the Student Success & Accountability action steps.

1. *Classroom (Teacher) Managed Situations* – Any “Classroom Managed Situation” is not considered a major infraction; however, these infractions will be recorded and communicated to the SSA Team. Multiple “Classroom Managed Situations” may lead to further conversations with representatives on the SSA Team. These infractions are generally at the teacher’s discretion, and include but are not limited to technology violations, dress code violations, and minor classroom disruptions.

2. *Restorative Mediations* – In the case of more major behavioral incidents, or after an accumulation of “Teacher Managed Infractions,” A Restorative Mediation will be held with the student, a member of the SSA Team, and the impacted school community member. This meeting will ideally be called either immediately at the time of incident or after school in the case of multiple Classroom Managed Situations. The nature of these mediations will be to resolve underlying conflict between community members, to identify problematic behavior, and to create the support necessary for the student to rejoin the impacted part of the school community. Families will be contacted in regard to this mediation and will be alerted to any restorative consequences that have been identified for their student.

3. *Behavior Improvement Plan* – If behavior issues continue or recur after the “Classroom Managed Situations” or Restorative Mediations stage of the System of Student Support, a student may be part of the Improvement Plan. At Cristo Rey Brooklyn we look to provide students with a number of different support networks, and a Behavior Improvement Plan looks to leverage all of these networks. Generally, this will be a meeting between the individual student, their staff advisor, the peer leader or alumni mentor (when applicable) and appropriate members of the SSA Team. The focus of this meeting will be restorative in nature with the goal of identifying what interventions are necessary for a student to be successful at Cristo Rey Brooklyn. A clear plan will be created for that student, utilizing the supports already mentioned, and clear check-in points will be designated for the student to demonstrate growth. Families will be contacted in regard to this Improvement plan and will be provided with the plan itself as well as updates on the student’s individual growth and progress.

4. *Family Meeting* – If the conduct does not improve to an acceptable level or if a new issue occurs during the Improvement Plan period, a parent meeting will be called that will include the student, a representative from their family, the Principal, and appropriate members of the SSA Team. The focus of this meeting will continue to be restorative and to work together as a team to identify supports that would benefit the student and provide them the tools to be successful at Cristo Rey Brooklyn.

It is truly our mission and desire to retain every student as part of this school community and we as a community commit to providing every level of support to all of our students with the desire to provide the tools and resources for students to persevere and be successful not only in Cristo Rey Brooklyn, but beyond as well. However, we recognize that Cristo Rey Brooklyn is not the ideal community for every student; in cases such as this, an invitation will be made for families to work together with the school to identify the best options for students moving forward.

## **Community Expectations:**

### **Gum Chewing**

We as a school community have found that gum chewing often becomes a distraction both in class and in the workplace, and that often gum is not disposed of in the correct manner—leading to more work for our maintenance staff. Therefore, gum chewing is not allowed at Cristo Rey Brooklyn; however, we also commend our students for their desire for fresh breath. Therefore, community members are encouraged to use mints or equivalent hard candies as an alternative.

### **Gang Activity**

As a school community we are committed to keeping our community members safe and to ensure a safe learning environment for all of our students. Gang membership is plainly contrary to the Cristo Rey mission, dangerous for students, harmful to the safe learning environment of the school, and destructive to the community and families we serve. Therefore, students are subject to an immediate meeting with the SSA Team for gang membership, affiliation or behavior, as evidenced by but not limited to the following:

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

Students who are receiving pressure from gangs, or are feeling unsafe due to gang activity, are strongly encouraged to reach out to a member of our Student Support Team so we can provide necessary support and interventions. Students will not be penalized or punished for coming forward and asking for support on these matters.

### **Illegal Drug Use & Controlled Substance Abuse**

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



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

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

If a student is struggling with substance abuse, we strongly encourage them to reach out to a member of our Student Support Team so we can provide necessary support and interventions. No student will be penalized or punished for coming forward and asking for support on these matters.

### **Smoking**

Cristo Rey Brooklyn maintains a smoke-free environment, both as a model for health and safety and for legal reasons, as smoking is prohibited in any form at any time on school premises by city ordinance. Smoking is also prohibited while under the supervision of a Cristo Rey Brooklyn employee or volunteer or during the CWSP workday.

### **School Violence**

As a school community, Cristo Rey Brooklyn strives to guarantee a safe learning environment for all members of the school community. Therefore, weapons of any kind are prohibited on school premises or at any school-sponsored event. Likewise, Cristo Rey Brooklyn does not tolerate violent behavior. If students feel unsafe regarding verbal or physical threats, violent or intimidating behaviors, or the possession of a weapon of any kind on school premises they are strongly encouraged to speak to a Cristo Rey Brooklyn staff member. If a student feels threatened physically or emotionally, we strongly encourage them to reach out to a member of our Student Support Team so we can provide necessary support and interventions. No student will be penalized or punished for coming forward and asking for support on these matters.

The possession of weapons on a school campus is illegal, therefore when necessary Cristo Rey Brooklyn reserves the right to immediately report the possession of such articles to the appropriate authorities. The definition of weapons for which students can be dismissed and or reported to the legal authorities includes knives, shotguns, brass knuckles, Billy clubs, look-a-likes, or any other item (such as bats, pipes, sticks, etc.) if used or intended to be used to cause bodily harm.

### **Search of Student Property**

As a school community, we value student privacy and autonomy. However, school authorities reserve the right to inspect and search places such as student bags, lockers, electronic devices and other school property, as well as students' personal effects, left in those areas by students, without notice to or consent of students and without search warrants. Cristo Rey Brooklyn may confiscate inappropriate items at its discretion.

### **Forgery**

Throughout the year, Cristo Rey Brooklyn asks students to provide documentation signed by a parent/guardian. Examples of such documentation include contracts, absence notes, permission slips, and verification of service hours. Student integrity is central to our community, therefore any students who provide false signatures or forgeries of any kind may be subject to the System of Student Support & Accountability, outlined previously.

## Harassment

As a school community, Cristo Rey Brooklyn looks to guarantee all individuals an environment where they are safe to grow academically, professionally and personally. Therefore, as a school community we are resolved that all community members be free from any type of personal harassment. Harassment is defined as any conduct that denigrates, shows hostility, or aversion toward any individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, citizenship or disability that:

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

Harassing conduct includes, but is not limited to:

- Verbal, cyber, physical or visual harassment,
- Unwanted descriptors or nicknames, slurs, or negative stereotyping,
- Threatening, intimidating or hostile acts, and
- Written or graphic material that denigrates or shows hostility toward an individual or group on the School's premises where it could be viewed by others or circulated by any means in the workplace/classroom. This applies to either physical, verbal or online communications.

Sexual harassment of any form will not be tolerated. Federal law defines sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Within the above definition, Cristo Rey Brooklyn views the following conduct as requiring immediate disciplinary interventions:

1. When submission to such conduct is made a condition of a student's continued attendance at Cristo Rey Brooklyn or as a condition of employment by CWSP,
2. When submission to or rejection of such conduct is used as the basis for decisions affecting a student or employee, or
3. When such conduct has the purpose or effect of unreasonably interfering with the student's or employee's performance or creating an intimidating, hostile, or offensive school environment. Employees, Partners, or students who violate the sexual harassment policy will be subject to corrective action and an immediate meeting with the SSA Team.

Any student who believes that they have been the subject of sexual or any other form of harassment by anyone at Cristo Rey Brooklyn, any person who does business with the Cristo Rey Brooklyn (including a Corporate Partner), or any volunteer should bring the matter to the attention of a Cristo Rey Brooklyn employee, the principal, or the president of the School. If a student or employee suspects others of sexual misconduct or sexual harassment, they should report their concerns to their supervisor or a member of the administration. No student will be penalized or punished for coming forward and asking for support on these matters.

Our primary goal as an institution is to protect students at all levels. Therefore, if such an allegation is presented, the President, the Principal, or a committee formed specifically to conduct an investigation will conduct a prompt and thorough investigation of any alleged incident. To the extent possible, Cristo Rey Brooklyn will treat complaints of harassment as confidential and Cristo Rey Brooklyn will take appropriate corrective action if warranted. Cristo Rey Brooklyn will not retaliate in any way against any current, potential or former student or employee who, in good faith, reports harassment or participates in the investigation of such a complaint. Cristo Rey Brooklyn will not tolerate any attempt at retaliation. Such actions will itself be subject to appropriate corrective action by Cristo Rey Brooklyn.

## **Year End Review**

At the end of each academic year, the administration will review the enrollment of each student in consultation with faculty and staff. In certain cases, it may be determined due to continued behavioral or academic difficulties that the student in question would be best served by another school community. In these instances, Cristo Rey Brooklyn will strive to communicate consistently and clearly with families in order to ensure that they are made aware of other appropriate options and that the transition is as smooth as possible.

## **Community Technology Expectations**

### **General Computer/Internet Information**

As a school, Cristo Rey Brooklyn recognizes the value that the internet provides as a means to facilitate resources-sharing, skills acquisition, and communication. Therefore, information gathered from the Internet is viewed by the school community in the same manner as other reference material; such resources enhance the learning environment. It is our goal to provide guidance to students and to educate them on how to use the Internet in appropriate ways to the best of their ability. However, it is impossible to constantly survey how students are interacting with this global network, and therefore we encourage parents to have a frank discussion with their children about their personal values and how those beliefs should guide student activities while using the Internet as the inappropriate use of the Internet is a serious matter.

Although files stored on the Cristo Rey Brooklyn network are private, any computer files, web logs, Internet site visits, and/or emails that originate or reside on Cristo Rey Brooklyn computers/servers and/or CWSP Sponsor servers may be monitored at any time, without prior notice to the student. Cristo Rey Brooklyn 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.

The same expectations for student conduct apply to students while using the Internet as apply to students in their general life as a student. Any student whose behavior on the Internet demonstrates a serious disregard for the safety or dignity of others or who make false statements with the intention to harm a member of the Cristo Rey Brooklyn community or the community itself will take part in the System of Student Support & Accountability. Students will be held accountable for material and messages posted on the Internet through blogs, web pages, social media, etc... regardless whether the student used school, work, home, or other outside devices. We as an institution feel it is essential that students understand that the Internet is a public forum, where inappropriate messages and conduct can be monitored and viewed by anyone, thus possibly jeopardizing the health, welfare, and safety of students and the entire Cristo Rey Brooklyn community. The student's family will be responsible for any damage that is caused by inappropriate use of the Internet system and the student may face the loss of privileges, a meeting with the SSA Team, and/or appropriate legal action if appropriate and necessary.

Below is outlined our acceptable use policy for Cristo Rey Brooklyn Internet:

- Access to Cristo Rey Brooklyn's Internet service must be for the purpose of education and research, and be consistent with the educational objectives of the School.
- Students should not use the internet for any illegal activity, including violation of copyright laws or other contracts, or transmitting any materials in violation of US or State of New York law or regulation.
- Students are permitted only to download approved software as communicated by Cristo Rey Brooklyn staff.

- Students are not permitted to download copyrighted material for any reason other than personal use.
- Students are not permitted to invade the privacy of an individual or use another user's account or password.
- Students are permitted only to post material authored or created by another with the expressed consent of that individual.
- Students are not permitted to access, submit, post, publish or display insulting, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially-offensive, harassing, or illegal material.
- When using online sources in their work, students must cite their research appropriately.
- Students may not use the School's technology resources for financial gain, credit card fraud, electronic forgery, unauthorized purchases, or other illegal activity.

## **Cristo Rey Brooklyn HS iPad Loaner Program - Acceptable Use Policy**

As part of Cristo Rey Brooklyn's commitment to academic excellence and technology, students, faculty and staff 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 should only be used by the authorized account owners. Access of other accounts is prohibited.
- Users are responsible for the file content and email communications of their account. All messages should be purposeful and appropriate.
- Users are not permitted to use their accounts or the provided network to create, view, download, store or distribute any images, sounds, messages, or material which are obscene, pornographic, harassing, racist, inflammatory, or that go against the values of the Cristo Rey Brooklyn community
- All users must respect the privacy of others, and shall not access, modify, or copy passwords of data belonging to other users. Users are not permitted to publish private information on students or staff without permission.
- Users must conduct themselves online as they would do in person just as the Community Covenant details in other areas of the Community Handbook.
- Restrictions against inappropriate language apply to public messages, private messages, and materials posted on Web pages, social media sites, and live audio or video broadcasts.
- Users must not use obscene, rude, inflammatory, threatening, or disrespectful language, nor should they knowingly or recklessly post false or defamatory information about a person or organization.
- Users must not post information that could cause damage or danger to a person or an organization. Users must not engage in personal attacks, including but not limited to abuse, intimidation, threats, obscenity, and prejudicial or discriminatory attacks.
- Harassment of any form will not be tolerated. Harassment is acting in a manner that distresses or annoys another person. Cyber-bullying will not be tolerated and will be handled in the same manner as harassment in a non-electronic context.

## **iPad Usage**

The primary function of the iPad is to serve as an educational tool for students. By accepting the iPad, students agree to participate in class assignments and activities as directed by their teachers.

- Only appropriate apps, as directed and communicated by the school, are permitted and users cannot modify the equipment at any time.
- Students leaving Cristo Rey Brooklyn are expected to return their iPad in the same condition as received.
- iPad usage outside of the confines of the classroom (ie: during Lunch Periods) may be extended to students as a privilege if communicated by school staff. Otherwise, students should only use iPads when instructed during class time.

## **Security**

Students are responsible to protect and safeguard their iPad, including taking reasonable measures to prevent theft. Families will be expected to reimburse Cristo Rey Brooklyn for any and all damage, theft or loss to the student's iPad. 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 School Administration and the Operations Staff.

## **Reimbursement Costs:**

iPad Air 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 a repair shop of the school's choosing. Replacement of the entire kit (total loss): \$600.

## **Rules, Regulations & 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 their 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 school administration.
- If the violation also involves any other areas of the Community Handbook, it will be handled in a manner described in the Handbook.

## **Right to Inspect**

Cristo Rey Brooklyn believes strongly that the school community must be a place for all to feel safe and respected. Therefore, we as an institution reserve the right to inspect all electronic equipment and transmission over the Network or school property if there is a belief that they are being used inappropriately. The school also reserves the right to assess information in the public domain on the Internet and to act accordingly regarding any inappropriate actions that are presented.

## **Respect for Privacy**

It is expected that:

- Students will protect the privacy of Cristo Rey Brooklyn students and staff.
- Students will not post private, personal information about another community member.
- Students will not, under any circumstances, create digital still photos, digital video or audio recordings of Cristo Rey Brooklyn 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 without expressed permission and consent and

cameras may never be used in restrooms, locker rooms, or private spaces.

### **iPads Left at Home & iPad Charging**

As an institution, we look to instill the values of respect and responsibility in all of our students. Therefore it is the responsibility of the student to be sure to bring their iPad fully charged to school every day. If students leave their iPad at home, they are responsible for completing their course work as if they had their iPad present. Students who repeatedly forget their iPads at home may experience academic repercussions and may be asked to participate in the System of Student Support & Accountability.

### **Screensavers/Background & Photos**

Only appropriate media should be used as a screensaver or background iPad photo.

### **Sound & Music**

In order to be used effectively, we ask that sound, including music, be muted at all times unless permission is obtained from the teacher.

### **Technology Policy & Procedures**

As a community based, college-preparatory academic institution, Cristo Rey Brooklyn looks to ensure a safe and challenging academic environment for students to have the opportunities and support necessary for college and career access in the future. Therefore, Cristo Rey Brooklyn has a very specific technology policy which has been enacted and administered to protect the student body and to secure the academic integrity of the School. The expectations and procedures put in place look to ensure fair and ethical treatment of all members of the School community. These expectations have not been set to halt individuality, social interaction, or academic enrichment, but to protect community members against any negative or unethical uses for technology that might harm the overall school community.

- Cell Phones, Laptops, Netbooks, unapproved Tablets (outside of school assigned iPads), and any similar device or equipment and accessories, may not be visible 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.
- Smart Watches may be worn throughout the day, but should only be used as a time-telling device. Students who are not adhering to this expectation and using smart watches in any other way (texting, playing music, etc...) will be asked to hand the device over to a teacher or staff member. Smart watches must be put away during all assessments.
- We recognize that technology is a vital aspect of 21st Century life and that all students own a cell phone; however, cell phones can be distracting in a classroom environment and in the past have been used inappropriately to hurt or embarrass members of the CRB community. Therefore, as a school we suggest that students place their phones in their lockers at the start of each school day (8:00 AM-3:35 PM). If a student is found using their cell phone, which includes the phone ringing due to receiving phone calls or texts throughout the day, a teacher or staff member will take that device and turn it over to administration and the following procedure will be followed.
  - If this is the first time in the quarter that the device has been taken, it will be returned to the student at the end of the day and the parent will be contacted via email.
  - If this is the second time in the quarter that the device has been taken, a parent or guardian will be contacted and required to receive the device.
  - If this is the third time in a quarter that the device has been taken, the student will enter into a behavior agreement for the quarter and will be required to turn in their device to a designated staff member at the start of each school day. The device will be returned to the student at the end of each school day.

- Previously mentioned devices are not permitted in any of the public areas of the building during school hours. This includes, but is not limited to hallways, bathrooms, cafeteria, gym, auditorium, chapel, library or offices unless specifically permitted by school administration. We recognize that families may need to contact their student throughout the day; however, if this is the case the family is asked to contact the main office who will relay any messages to the student.
- 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 it is confiscated. If a device is missing or lost, then the student is asked to report it to administration immediately and file necessary 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 appropriate action, including any necessary legal action, will be taken.

## Uniform

As an institution, we take great pride in our school community and the Cristo Rey Brooklyn uniform is an outward demonstration of that pride. Likewise, as a corporate facing educational institution, it is essential that students present themselves in a professional and appropriate manner. Our school uniform looks to balance traditional professional norms with flexibility that allows students to express their own individual styles and creativity.

Students are required to purchase standard, approved uniform items from Ideal Uniform Store or the Lands' End online retailer and are to adhere to all additional uniform guidelines, as outlined in this Handbook. As representatives and employees of Cristo Rey Brooklyn, students are expected to adhere to the same uniform expectations at school and at work, unless otherwise noted or outlined, regardless of the specific dress code enforced at the workplace by the company or sponsor.

When students go to work, they enter into a professional work environment and their dress must reflect a high standard of professionalism. The Cristo Rey Brooklyn uniform corresponds to professional business, semi-formal dress and has been curated for the comfort and security of all our students. Most jobs require some interaction with office machinery, such as copiers, fax machines, etc... A neat appearance and properly fitting clothes helps to avoid potential mishaps. Additionally, it is important for student safety and effectiveness that they are immediately identifiable at work as a Cristo Rey Brooklyn intern by their supervisors and co-workers.

The school has outlined the approved and necessary uniform; however, students are encouraged to keep in mind the following additional guidelines:

- Personal hygiene is very important to one's health and appearance; therefore, every student is expected to practice strong personal hygiene. Attention should be paid to showering, shaving, using deodorant, brushing teeth, hair maintenance, uniform care, etc...
- Students are expected to be in full uniform at all times during school hours, at work, at special events and during all school-sponsored activities and trips, unless otherwise specified by the school leadership. Students who arrive out of uniform or dressed inappropriately may be sent home or asked to change their clothing. If a student is sent home for the day, it will be marked as an unexcused absence.
- Undergarments should never be visible. Continued reminders on this subject may lead to conversations with the Student Support Team and possible parent meetings.

- Continued difficulties with the Cristo Rey Brooklyn uniform will result in steps outlined in the Student Success & Accountability System. In such cases, families will be contacted regarding the lack of appropriate uniform and in some cases a family member may be called to bring the appropriate items to School for the student

## **Cristo Rey Brooklyn Official Uniform:**

### **Shirt:**

- All students must wear one of the embroidered dress shirt options sold by one of our approved uniform vendors. Shirt must be fully tucked into pants at all times.
- During the months of September, May and June, a warm weather option will be made available for students to wear. More information will be made available prior for students and families.

### **Ties:**

- All young men 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.
- Young women are not required to wear ties, but if they choose to they must be neatly and properly tied around the neck at all times during the school and work day.

### **Pants:**

- All students must wear one of the authorized pants options sold by one of our approved uniform vendors. All pants should be khaki, charcoal grey, or black in color. Legging, athletics pants, or jeans are not permitted.

### **Sweater:**

- If choosing to wear a sweater, all students must wear one of the embroidered sweater options sold by one of our approved uniform vendors. Students must come to school and work prepared with their own sweaters, as jackets will not be allowed and no “loaner” sweaters will be made available.

### **Belt:**

- All students are expected to wear a belt that is visible at all times.

### **Socks:**

- All students are expected to wear professional, non-white, non-athletic, socks at all times with the exception of Physical Education classes and organized athletic events. Cristo Rey Brooklyn reserves the right to deem socks inappropriate at their determination and discretion.

### **Shoes:**

- Shoes must be black or brown and must be made out of a leather or “leather-like” material. Sandals, sneakers, moccasins, Toms, Sperrys, construction or work boots, clogs, platform or slipper-like shoes are not permitted.

### **Jewelry:**

- We understand that jewelry is a way that students express themselves and we encourage them to do so in a way that reflects a professional learning environment. Any accessory that distracts, detracts, or disrupts the learning environment is excluded from the dress code. All jewelry must be removed before Physical Education classes or organized athletics in order to ensure student safety.



## Cristo Rey Brooklyn Official Uniform (cont.):

### Hair Color & Style:

- Neat, understated appearance is expected. Natural hair colors only. Hair that extends past the shoulders should be tied back and worn off the face on work days with safety in mind while working with office machinery. Eyebrows must be natural, without any slashes or markings.
- Neat, understated facial hair is permitted on all young men. Should the appearance of a student's facial hair become unkempt, the school reserves the right to consult with the family and the student may be expected to shave before returning to school or the workplace.

### Sunglasses and Hats:

- Sunglasses and hats may not be worn during school or work hours.

***\*\*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.***

## 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.

### Late Work Policy

Students should refer to the syllabus provided by each teacher at the start of the school year for details regarding late work policy. Students who continuously do not meet provided deadlines will be referred to take part in a restorative circle with the SSA Team.

### Grading System

***\*\*Please note that these grade breakdowns may be modified due to current constraints provided by online learning. Students should consult the syllabus provided for their class by their individual teachers for specific guidance regarding grade breakdowns.***

### Grade Description Grade Value

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

### Semester I:

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

### Semester II:

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

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

- 4 units of Math
- 5 units of English (including 1 unit of English Reinforcement 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.*

## **Expectations for Academic Advancement**

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 losing their seat at Cristo Rey Brooklyn.

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 behavioral problems throughout the school year may be at risk of not participating in graduation.

## **Academic Honors**

At the conclusion of the academic year, students with an 88 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.

## **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 two reviews throughout the year.

## **Academic Support Program**

If a student is struggling academically they are required to participate in the Academic Support Program(ASP) which may be assigned after school. If at the end of a marking period a student has earned a grade below 70 in two or more of their classes, they will be placed in this Academic Support Program and will receive additional support from the Academic Support Coordinator, targeted Staff Members and Peer Tutors.

Students who are assigned to ASP are expected to continue to participate regularly and faithfully in the program until they receive a subsequent report card or progress report showing the student to have received a 70 or above in all classes. Students assigned to ASP are expected to attend every session of the program. Academic assistance takes precedence over all other school obligations. Students who are student-athletes or participate in extracurriculars should refer to the section entitled, "Athletic & Student Activities Expectations," to clarify how academic standing impacts participation in these activities.

## Academic Honesty

Cristo Rey Brooklyn prides itself on providing a values-based college preparatory education to all of our students. Consistent with the Christian value of integrity, we as a community look to hold our students to the highest standards in regard to their own learning. We also feel that it is incredibly important to provide students with the skills and knowledge that are necessary to persevere and navigate the college experience. For that reason, as a school we look to create and communicate expectations regarding Academic Honesty that are in line with those that students will encounter when they transition into a college environment.

We as a school believe that the responsibility of fostering academic honesty falls on all members of the Cristo Rey Brooklyn community, including teachers, staff, students and parents. In line with a “college prep” culture, we believe that all academic work must be the product of the individual student and therefore we stand against academic dishonesty in any form. Academic dishonesty can be described as offering another individual’s ideas or work as their own, and might include the following:

- Copying another student’s work
- Submitting work that was not completed by you, the student.
- Cheating in any form on a quiz, test or exam
- Claiming in a written or oral manner that another person’s words or ideas are your own without providing necessary citation.

As a community, we encourage our students to help and support each other; however, students should not “lend” their work to others. If one student asks for assistance on an assignment, students are encouraged to provide face-to-face assistance and not to pass written work between each other. In colleges and universities, plagiarism is a major offense both for the individual who submits unoriginal work, as well as the individual who provides that work originally. Therefore, at Cristo Rey Brooklyn, in instances of academic dishonesty, all parties involved will take part in the following process:

- Teachers will report if they are unsure of whether or not submitted work is the student’s original work to the Student Support & Accountability Team. The student(s) in question will likely still be responsible for completing the assignment, but may not receive credit for completion.
- The student(s) will engage in a restorative mediation process with the teacher and a member of the SSA Team. The focus of this mediation will be educational and restorative and will look to educate the student on why academic honesty is important and to restore the student(s) back to the class community. Parents will be notified regarding the outcome of this mediation process.
- Depending on the level of assignment (homework, minor assignment, major assignment), parents may also be involved in the mediation process and any behavior improvement plans that may be created.

## 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 encouraged to take an SAT Prep course and attend either Tuesday or Saturday (athletes) test prep classes.

College guidance-sponsored trips and events are essential parts of the college preparatory experience. 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. Student's eligibility to attend these trips will be determined on a case by case basis. Any student who is not in good academic, behavioral, or financial standing, or has not satisfied all College Guidance requirements (including SAT preparatory/examination requirements), may be ineligible to participate. Students who are found ineligible to attend a trip or event may be asked to complete a supplement assignment.

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.

## **Attendance Policy**

As a school, we feel that it is essential that students are present and engaged in their academic programming. Likewise, we believe that our school community is made stronger by the presence and contributions of our students; however, we also recognize that situations arise that make students' presence at school impossible. In such cases please refer to the following guidelines.

### **Daily Schedule**

Cristo Rey Brooklyn's doors open at 7:30 AM with First Period beginning promptly at 8:00 AM. Students are expected to be in first period, prepared for class and in full uniform when the bell rings at 8:00 AM. Students who are not in their appropriate destination within the School when the first period bell rings will be directed to Tardy Check-In.

### **Tardiness Policy & Tardy Check-In**

We as a school recognize that there are a number of factors that contribute to students arriving to school late; however, as young men and women, it is our expectation that students take responsibility for their actions and plan for any unforeseen issues. Therefore, please review the following policy on student tardiness, as defined above.

Every student who is not in their first period class, in full uniform, by the 8:00 AM bell is expected to report to the Main Office to be checked-in and receive a pass. The following system will be used for students who arrive to school after 8:00 AM:

- The first 15 minutes of first period may be excused if there is a reported MTA delay as found on [new.mta.info](http://new.mta.info)
- Each student receives 3 "free passes" per semester. These "free passes" will result only in a conversation upon arrival with no additional consequences.
- After 3 school tardies, the student will participate in a restorative circle during their lunch period. The focus of this circle will be to identify why attendance is crucial to student success and to demonstrating respect towards the school community.
- After 6 school tardies, a meeting is scheduled with the Student Success & Accountability Team, the student and their advisor/peer leader(if applicable). The focus of the meeting will be on time management and what changes are necessary to address attendance issues. The family will be notified via email of the outcome of the meeting.

- After 8 school tardies, the student will serve an in-school detention, during which they will create an attendance plan to be submitted to the Student Success & Accountability Team for review.
- After 10 school tardies, a meeting will be scheduled with the Student Success & Accountability team, the student, and their parent(s). The focus of this meeting will be on time management as well as the possibility of loss of credits due to attendance issues.

### **Unforeseen Absences**

If a student is going to be absent, a parent or guardian is asked to contact the school at (718) 455-3555 between 7:15 AM and 8:00 AM to briefly explain the nature of the absence. A parent or guardian may excuse an absence due to illness up to two days only, after two days a doctor's note is necessary to excuse any additional absences. A phone call is necessary for each day the student is absent on their academic or work day. Upon returning to school or work after each absence, students are asked to report to the Main Office with a note from a parent or guardian.

### **Early Release**

It is essential for student safety that we are aware of a student's location at all times during the school day. Therefore, if a student is to be released early, they should present a signed note from a parent or guardian to the Main Office upon arrival to School in the morning stating the time and reason for their departure. If an unforeseen circumstance requires that a student leaves School early, a phone call from a parent or guardian is acceptable.

For all students under the age of seventeen, a parent or guardian must come to Cristo Rey Brooklyn to sign out their student in person. Students age seventeen or older, may sign themselves out only with the expressed permission of a parent or guardian. Students who leave school early due to illness may not return to school to participate in extracurricular or athletic activities. There will be no early release for students on their work days.

### **Scheduling Outside Appointments**

Families are asked, when possible, to please avoid scheduling medical and dental appointments during school and CWSP hours. We ask that all vacations, college visits and other out of school activities are scheduled after reviewing the official School calendar so as not to conflict with School attendance.

### **Excessive Absences**

As a community, we feel that our school is made better by the presence of all of our students. Therefore, we feel that it is essential for students to be present at school. If a student is absent from school and there has not been communication from the families, a school staff member will reach out to ensure that the student is safe and accounted for. After six absences within a semester, the family will be notified regarding the student's attendance. Students who are absent more than ten days per semester or more than twenty days per calendar year will be at risk of losing credits in one or more of their classes for the semester. Absences from work are also considered School absences. In such cases a parent meeting will be scheduled with a member of the Student Success & Accountability team and an attendance agreement will be created for the student.

### **Medical Absences**

Absences due to medical conditions must be certified by a doctor's note to the Main Office upon returning to School. Students with an emergency requiring a hospital visit are asked to provide a doctor's note stating that a student is safe and able to return to School.

Extended absence due to illness or injury will be treated on an individual basis. Families are asked to communicate with the main office as soon as possible and continue to update the school community regarding their student's status. In such cases, the school community will work with the student and parent to ensure that students make-up necessary assignments and receive necessary support to ensure their transition back to School.

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

As part of the Cristo Rey Brooklyn commitment to offering a comprehensive college preparatory program, students are encouraged to attend college-related events outside of the CRB campus. In order to excuse a college-related absence, students are expected to complete the *College Absence Form* located in the College Guidance Office and return it to the Main Office no later than twenty-four hours before the event with necessary staff sign-off. Absence request forms handed in after the college related event will not be excused. Students requesting permission should be in good academic standing and are expected to reach out to their teachers individually and complete any work that they may miss due to their absence.

## **Truancy**

It is our sincere belief that our students benefit greatly from being in school and therefore it is our expectation that students are either at school or work during the stated hours. Absence from School, class or work without approved reason is considered truancy and will lead to a student's participation in an immediate *Restorative Mediation*, as described in the *System of Student Support and Accountability*. Please be advised that work missed during truancy may be subject to a failing grade.

## **Absence from Work & Makeup Days**

Cristo Rey Brooklyn as an institution, and the individual students, promise the Corporate Work Study Program sponsor that they will fulfill their work responsibilities for the entire academic year. Sponsors pay Cristo Rey Brooklyn for this work, and students automatically receive financial credit towards their education. Each student is expected to attend work every day as assigned. Because students generally work only four days per month, missing a day is a more serious event.

If a student will be absent from work, for any reason, families are expected to notify the school by 7:30 AM on the missed work day. If the school is not notified beforehand, a \$25 fine will be assigned to the family. A missed work day must also be made up by the student specified time period for the quarter in which the day was missed. The periods are as follows:

- First Quarter--Christmas Break
- Second Quarter--Midwinter Break
- Third Quarter--Spring Break
- Fourth Quarter--Year End

If a student misses a day of work for any reason, including illness or a family emergency, they are required to make up the work day over a school break. It is up to the individual student to coordinate with the CWSP office and their supervisor to make up the work day at their job placement. If the sponsor is unable to accommodate the student, they will be expected to make up the day at Cristo Rey Brooklyn during a school break. If students do not make up a work day, a \$100 fine per work day will be applied to the student's account. On make-up days, there is no check-in at CRB and students are expected to go directly to work from their home. If students are going to be late or absent on their make-up day, it is their responsibility to contact the CWSP team on the CWSP cell phone by or before 8:00 AM.

## **Illness at School**

If a student is not feeling well at school, they are encouraged to go to the school Nurse's Office. If they do not feel well enough to stay at school or if there is a concern about their overall health, a call will be made to a parent or guardian to come pick up the student. If a parent, guardian or emergency contact cannot be reached, the student can remain in the school Nurse's Office until the end of the day or until a parent/guardian can be reached.

## **Illness at Work**

If a student is not feeling well at work, they are encouraged to check in with their Supervisor and ask that they contact the CWSP Team on the CWSP cell phone who will arrange for the student to return to School. The CWSP Team will contact the student's family to come pick them up at school. If a parent, guardian or emergency contact cannot be reached, the student can remain in the CWSP office until the end of the day or until someone can be reached at home. A student who is feeling seriously ill at morning check-in should alert the CWSP staff who will use their discretion on whether they should go to work.

## **Holidays**

Families are asked to only schedule vacations and extended trips during School breaks, as defined in the School Calendar. The School Calendar also reflects days on which both work and school are closed as there are some early school dismissals and half-days that do not apply to student workers. Students are encouraged to reference the school calendar regularly and speak to the CWSP Team if they have any questions about their workday schedule.

On very rare occasions, a company may have a business holiday or a special meeting day where a student is not expected to go to the office. In this event, the student should report to School and a special work task will be assigned by the CWSP Team.

## **Weather Conditions & School Closing**

As a private and independent academic institution, Cristo Rey Brooklyn High School has the ability to make decisions in regard to school closings that make the most sense for our community; however, generally CRB follows the lead of the New York City Public Schools, regarding School closing due to weather conditions. As a school, we generally adhere to the following:

- **If the NYC public schools are closed, Cristo Rey Brooklyn will also be closed.**
- **If the NYC public schools remain open, CRB will remain open unless notified otherwise by the Principal.**
- **All decisions regarding school closures will always be publicized via email and on our Social Media platforms.**

If you have any questions about school closures, we encourage you to contact the School at (718) 455-3555.

## **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.

### **Taxes & 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. 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 & Makeup Days

See page 32 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.

## 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 the 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 the Student Review Board. Students 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.

## **Athletics & Student Activities Expectations**

Student participation in extracurricular activities such as athletics and clubs is strongly encouraged and serves to enrich the individual child. Participation in any extracurricular activity is a privilege, and therefore students must meet the eligibility requirements set forth by the Athletic Director or Director of Student Life. Students who participate in extracurricular activities are expected to remain academically eligible and be ideal citizens. Severe behavioral infractions may result in a student's temporary or permanent removal from a club or a team. CWSP takes priority over all extracurricular activities and a student should never ask their supervisor to leave work early to participate in any extracurricular activity.

### **Athletic Required Paperwork**

Student-athlete must submit a completed annual *Sports Medical Form, Parent Permission Slip & Commitment Contract* and *Student-Athlete Contract* in order to be eligible to try-out or play with any team.

### **Athletic Academic Eligibility**

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 12, 2020 (based on Q1 Progress Report)
- November 23, 2020 (based on Q1 Report Card)
- December 14, 2020 (based on Q2 Progress Report)
- February 8, 2021 (based on Q2 Report Card)
- March 8, 2021 (based on Q3 Progress Report)
- April 26, 2021 (based on Q3 Report Card)
- May 17, 2021 (based on Q4 Progress Report)

### Full Eligibility

Student-athletes need to pass every class on the 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 on the Progress Report/Report Card and has a GPA for the quarter that is 80% or greater.

### Partial Eligibility and Returning to Full Eligibility

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

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

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

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

### **Student Activities Academic Eligibility**

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 12, 2020 (based on Q1 Progress Report)
- November 23, 2020 (based on Q1 Report Card)
- December 14, 2020 (based on Q2 Progress Report)
- February 8, 2021 (based on Q2 Report Card)
- March 8, 2021 (based on Q3 Progress Report)
- April 26, 2021 (based on Q3 Report Card)
- May 17, 2021 (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.

## **Campus Ministry Programming & 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 Brooklyn challenges all involved to fulfill their God-given potential and to place that fullness at the service of others. Although we are an explicitly Catholic community, we also recognize that our community is made up of a diverse group of individuals from different faiths. It is our belief that this diversity is our strength and therefore, we will do everything that we can as a community to provide a space for community members to grow in their individual faiths and to feel supported to do so in our school community.

### **Expectation of Respect**

Cristo Rey Brooklyn is made up of individuals from many different faiths and it is our pledge that we as a community will always respect this diversity. No attempt will be made to convert or indoctrinate community members into the Catholic Church. As a Catholic community, however, we do participate in a number of traditions and expressions of faith that are outlined below. Students of all faiths are encouraged to actively participate in these traditions, and expected to demonstrate respect for the traditions, beliefs, and teachings of the Catholic Church.

### **Liturgies & Prayer**

Students and faculty are actively encouraged to be part of the planning and execution of all liturgies and school-wide prayer which are held on a monthly basis.

### **Retreats**

Each year, all Cristo Rey Brooklyn students have the opportunity 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. Throughout the year there will also be a number of “opt in” retreats open for students to participate in.

Campus Ministry works to limit the costs of these retreats, but some of our retreats require a small fee to help sustain the program. Retreat fees will be collected and tracked by the Cristo Rey Brooklyn 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 Brooklyn’s mission of preparing our students to become people of faith, purpose, and service, all students are expected to 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.

- *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-Seniors:* Students are expected to complete a total of 60 hours through the remainder of their time at Cristo Rey Brooklyn. These hours may be completed at a service site of the student’s choosing and the Campus Ministry Department will communicate to students regarding how to record and track these hours throughout their time at Cristo Rey Brooklyn.

- There will be larger-scale service and justice opportunities that will be communicated to students that they will be able to apply to participate in if they choose.
- The completion of expected Christian Service hours is a graduation requirement and completion of these hours must be recorded in order to receive a diploma from Cristo Rey Brooklyn.

## **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.

### **Child Abuse**

Child abuse and child maltreatment is defined as any physical, sexual, emotional, psychological or other act involving a child with the 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.

### **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' & 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.

### **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
  - o 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*