



Operated by Cristo Rey Kansas City
A Sisters of Charity of Leavenworth High School

2023 - 2024
Student/Parent Handbook

211 W Linwood Blvd
Kansas City, MO 64111
www.cristoreykc.org
Phone: (816) 457-6044

Revised 7/30/2023

Cristo Rey Kansas City

SCL Mission Statement

Impelled by the love of Christ, we, the Sisters of Charity of Leavenworth offer every loving service in our power to meet the critical needs of God's people.

SCL Directional Statement

"...We are called ever to renew and recreate our works and our witness uniting justice and charity in our lives as servants of the poor."

- In collaboration with those who embrace Gospel Services
- Mindful of the fragility of the earth
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Dear Parents/Guardians:

Welcome to Cristo Rey Kansas City High School and the 2023-2024 school year! We have been working hard preparing for the new academic year. Please keep your copy of the handbook to use as a guide. As questions arise, many of the answers can be found here.

This handbook contains important policies and regulations that both students and parents should be aware of. Please review them carefully together. In addition, the handbook cannot include every situation we might face at Cristo Rey Kansas City. However, the administration team will address other issues as they arise throughout the school year.

Our goal at Cristo Rey Kansas City is to address the overall needs of our high school students. Naturally, academics are the key focus of any school. However, we recognize that the physical, social, emotional, behavioral, and cultural needs of our students cannot be ignored as they are undergoing tremendous changes in all areas of their lives. We believe that the most effective means to address these issues is through our student-centered approach to education. We want all of our students to feel welcome at Cristo Rey Kansas City, and to realize that every individual in our school is valued and respected.

Parents, I encourage you to become involved at Cristo Rey Kansas City! We have many volunteer opportunities at the school, and we truly have room for everyone. Your participation is vital to the overall success of our students and the school.

We look forward to working with you and your child during the upcoming school year. Help us to develop a positive working relationship between school and home in order to provide your child with the best opportunity to be a successful student at Cristo Rey Kansas City.

We are proud of our students, staff, parents, and the community we serve. The support that our students and the school receive truly reflects the value you place on student learning and

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- achievement. With the continued support of our parents and the community, Cristo Rey Kansas City can continue growing in its effectiveness in meeting the educational needs of our students!

Thank you for your support. Let's have a great 2023-24 school year!

Claudia Meyer

Claudia Meyer – President

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Academic Team

President of School

Mrs. Claudia Meyer

Principal – Jamesia Price

Vice Principal – Marina Lopez

Administrative Assistant – Teresa Ramos

Instructional Coach – Nellie Enneking

Director of College Counseling – Elizabeth Compton

Alumni & Volunteer Coordinator – Steve Belen

School Nurse – Bertha Barragan

Front Office Manager – Bibi Perdom

Front Office Receptionist – Meliza Vazquez

Transportation Manager – Karla DeLeon

IT Services – Heartland Macs

Academic Testing Advisor – Paulette Krick

Instructional Coach – Amy Kempfe

College Counseling – Madison Clark

School Counselor – Michele Jordon

Campus Ministry – Edith Jankowski

Front Office Receptionist – Lizeth Diaz

Food Service Manager – Jon Sornet

Custodian – Edna Padilla

ELA

Daniel Hartshorn

Tatum Bell

Katia Milazzo

Tabbie Rice

Math

Sandie Morgan

Shannon Snyder

Rachel Torre

William Naves

Social Studies

Taylor Dobbins

Brooke Ackerman

Science

Lance Martin

Heather Clyde

Gayle Richberg

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Theology

Anna Redmond
James Smith
Dominico Nguyen

Spanish

Marilu Fitzmorris
Claudia Joubault

Art – Allison Lewman

Music – Courtney Talken

P.E. – Abby Cisneros

Business & Finance – Shawn Robinson

Health – Daniel Polovich

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CRKC Operations
President of School
Mrs. Claudia Meyer

Executive Assistant to the President – Chyanne Onstad

Director of Finance & Human Resources – Kerry Estes

Vice-President of CWSP – Mr. Ted Koppen

Director of Institutional Advancement – Leslie Gasser

Director of Marketing & Communication – Steffany Harris

Director of Admissions & Family Engagement – Selena Moran

Director of Mission – Sr. Maureen Hall

CWSP Team

Shaylee Ham – Operations Manager

Robert Barker – Coordinator

Jacqueline Love – Coordinator

Joseph Tamara – Coordinator

Institutional Advancement Team

Clare Stafford – Institutional Advancement Manager

Jacque Stouffer – Grants Writer

Merideth Oesch – Events Manager

Transportation Staff

Bus Driver- Jesse Alaniz

Bus Driver- Robin Boston

Bus Driver- Frank Dominguez

Bus Driver- Vince Hernandez

Bus Driver- Bob Murry

Bus Driver- Antionette Turner

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- Bus Driver- Mark Williams

Mascot: Puma
Colors: Purple & Gold
Grades: 9th-12th
Enrollment: 271
Staff: 67

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School Calendar

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							2023 - 2024 Cristo Rey Kansas City High School A Sisters of Charity of Leavenworth High School Hours of Operation- 7:30-4:00														
August							August							January							
S	M	T	W	T	F	S	4th- All Staff Retreat 7th-15th- Professional Development- No School 11th- All Staff Retreat 16th- First Day of School 29th- CWSP Starts							S	M	T	W	T	F	S	
		1	2	3	4	5	September 4th- Labor Day: No School 15th- Professional Development Half Day of school							1	2	3	4	5	6		
6	7	8	9	10	11	12	October							7	8	9	10	11	12	13	
13	14	15	16	17	18	19	13th- End of 1st Quarter 26th- Parent Teacher Conferences- 1/2 Day of School 27th- Professional Development Day- No School							14	15	16	17	18	19	20	
20	21	22	23	24	25	26	November							21	22	23	24	25	26	27	
27	28	29	30	31			17th- Professional Development Half Day of school 20th-24th- Thanksgiving Break- No School							28	29	30	31				
September							December							February							
S	M	T	W	T	F	S	January 1st- Winter Break- No School 2nd- Professional Devopment Day- No School 3rd- First Day of 2nd Semester 15th- MLK Day- No School							S	M	T	W	T	F	S	
						1	2	February 16th- Professional Development Half Day of school 19th-President Day No School							4	5	6	7	8	9	10
3	4	5	6	7	8	9	March							11	12	13	14	15	16	17	
10	11	12	13	14	15	16	1st- End of 3rd Quarter 7th- Parent Teacher Conferences- 1/2 Day of School 8th- Professional Development Day- No School 11th-15th- Spring Break No School 29th- Good Friday							18	19	20	21	22	23	24	
17	18	19	20	21	22	23	April							25	26	27	28	29			
24	25	26	27	28	29	30	1st- Easter Monday- No School 12th- Professional Development- 1/2 Day of School							31							
29	30	31					May							S	M	T	W	T	F	S	
October							May 10th- End of 4th Quarter for Seniors 16th- Baccalorate 17th Graduation & Professional Development- No School 23rd- Last dat of School 24th- All Staff Retreat							1	2	3	4	5	6		
S	M	T	W	T	F	S								7	8	9	10	11	12	13	
			1	2	3	4								14	15	16	17	18	19	20	
5	6	7	8	9	10	11								21	22	23	24	25	26	27	
12	13	14	15	16	17	18								28	29	30					
19	20	21	22	23	24	25								Color Key							
26	27	28	29	30										First / Last day of school							
November														No School							
S	M	T	W	T	F	S								Prof. Dev - Work Day							
						1	2								Half Day of School- PD						
3	4	5	6	7	8	9								P/T Conferences							
10	11	12	13	14	15	16								Retreat							
17	18	19	20	21	22	23															
24	25	26	27	28	29	30															
31																					
December																					
S	M	T	W	T	F	S															
						1	2														
3	4	5	6	7	8	9															
10	11	12	13	14	15	16															
17	18	19	20	21	22	23															
24	25	26	27	28	29	30															
31																					
End of Quarter																					
October 13																					
December 8																					
March 1																					
May 10 & 17																					

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SCHOOL HOURS

7:30 am – 4:00 pm – Operational Hours

7:45 am – School Doors Open

8:00 am – Classes Start

3:45 pm – Student Dismissal

DAILY BELL SCHEDULE

Regular Bell Schedule	
1st Hour	8:00-8:50
2nd Hour	8:54-9:44
3rd Hour	9:48-10:38
Puma Hour (FR & JR)	10:42-11:32
Lunch (FR & JR)	11:35-12:05
Puma Hour (SO & SR)	11:15-12:05
Lunch (SO & SR)	10:42-11:12
4th Hour	12:09-12:59
5th Hour	1:03-1:53
6th Hour	1:57-2:47
7th Hour	2:51-3:45
Dismissal	

MASS & ASSEMBLY BELL SCHEDULE

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Mass/Assembly Schedule	
Mass/Assembly	8:00-8:50
1st Hour	9:00-9:43
2nd Hour	9:47-10:30
3rd Hour (FR & JR)	10:34-11:17
Lunch (SO & SR)	10:34-11:04
3rd Hour (SO & SR)	11:21-11:51
Lunch (FR & JR)	11:08-11:51
4th Hour	11:55-12:38
5th Hour	12:42-1:25
6th Hour	1:29-2:12
7th Hour	2:16-2:59
8th Hour	3:03-3:46
Dismissal	

PRINCIPAL

Jamesia Price is the interim principal at Cristo Rey Kansas City. With a strong background in various leadership roles and a passion for creating inclusive environments, Price brings a wealth of experience and a commitment to empowering students. Her professional journey boasts significant achievements, including her time as a college women's basketball coach in 2017, demonstrating her ability to mentor and guide young individuals to success. Recognizing her leadership potential, she pursued building leadership training in 2022 and went on to serve as the Women's Intersport Network for Kansas City (WIN for KC) camp director the same year. Price's dedication and capabilities led her to the role of CRKC Vice Principal in 2023, where she excelled in supporting

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the growth and development of the school community. Currently, she also holds the position of Athletic Director, overseeing the athletic programs and ensuring a well-rounded student experience.

Price's educational achievements reflect her commitment to personal growth and expertise in the field. She holds a bachelor's degree in communications from Saint Louis University (2015), a master's degree in higher education student personnel administration from the same institution (2016), and an educational specialist (EdS) degree in educational leadership from William Woods University (2021). Her EdS degree represents her highest level of education and reflects her dedication to becoming an effective educational leader.

In her role as interim principal, Price aims to create a compassionate and equitable school community. She is driven by her desire to make a positive impact in the world, striving to empower others, promote equality, and foster a more compassionate and equitable society. With her leadership and dedication, Cristo Rey Kansas City continues to provide an exceptional educational experience, inspiring students to reach their full potential and make a difference in the world.

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VICE PRINCIPAL

Marina Lopez will be serving as the Vice Principal at Cristo Rey Kansas City. A guiding principle that has deeply influenced her life is to cherish the past, embrace the present, and embrace the possibilities of the future. By honoring her ancestors and family, she finds the foundation to practice her unwavering Catholic faith. Throughout her journey in the education system, she has taken on diverse roles, serving as a teacher proficient in both English and Spanish, as well as an Instructional Coach.

This year, Ms. Lopez has made a firm commitment to transitioning her skills into an administrative role, bringing to Cristo Rey a remarkable skill set characterized by a belief in others, fostering a growth mindset, and promoting collaborative teamwork. Ms. Lopez leads with an unwavering sense of compassion and understanding, acknowledging our shared humanity where mistakes are inevitable, growth is attainable, and reflection is essential. This philosophy forms the cornerstone of her open-door policy, allowing all to feel valued and heard.

Ms. Lopez earned her bachelor's degree in Secondary Education from Northwest Missouri State in 2012, and in 2016, she achieved a Master's degree in Curriculum and Instruction from the University of Missouri Kansas City. These academic accomplishments exemplify her dedication to continuous learning and professional development.

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Ms. Lopez exemplifies a dedicated and compassionate educational leader, guided by a commitment to honor the past, engage in the present, and embrace the potential of the future. Her passion for education, coupled with her strong belief in others, makes her an invaluable asset to the Cristo Rey community.

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SCHOOL SAFETY

The school administrative staff is responsible for maintaining the safety for all of our students, teachers and staff. We have created an Emergency Response Plan that will be implemented throughout the school year, and have implemented an Emergency Response Team who will be certified in CPR/AED and First Aid.

VISITORS

To ensure the safety of all students and staff, everyone should cooperate to make the school a safe place. Parents and patrons are encouraged to visit. **All visitors** are required to report to the main office upon entering the building. All visitors will sign in and wear a "**Visitor's Badge**" from the office. Visitors will sign out in the office and return the "**Visitor's Badge**" when they leave the building.

STUDENT ARRIVAL AND DISMISSAL

- **Arriving:** Except in an emergency, no student may be inside the building before 7:45 a.m.
- **Leaving prior to the end of the day:** If a student must leave prior to the end of the day, the student will be counted absent for the time that is missed. A student who must leave will only be released to a parent/guardian that is listed in our system as an emergency contact, through the CRKC office.
- **Facial Hair:** We are moving away from our clean shaven facial hair policy. While students will be allowed to have facial hair, it must remain neat and well-kept.

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DRESS CODE/UNIFORM POLICY

ALL students must wear a school uniform. This consists of black dress pants, all black closed toed shoes, a black belt and a CRKC uniform shirt. You can purchase uniform shirts and jackets through the front office.

- Leggings are not acceptable. Pants must have belt loops, pockets and a zipper. Extremely tight clothing is in violation of our dress code and parents will be called to bring up the appropriate clothing.
- Students have the option of ordering a Purple, Gold or Grey uniform shirt. Uniform shirts may be purchased at school or during Back to School Orientation Night. If students wish to wear a T-shirt underneath the uniform shirt, it must be white, gray or black and without any markings, letterings, or emblems.
- All clothes must fit well and not be oversized or undersized.
- No "baggies" or loose-fit pants are permitted.
- Students must have shirts tucked in at all times, and the belt must be through the loops and visible.
- All clothing must be hemmed. No cut-offs, cut-outs, or rolled cuffs.
- No sweatshirts, hoodies or non-CRKC jackets will be accepted.
- No Crocs, sandals or house shoes allowed.

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***All teachers will be checking to see if students are in appropriate dress code. Students will need to change into the appropriate uniform attire or they will be sent home and they will be counted absent for the day.**

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STUDENT PARKING

Students who drive to school will be required to park in the student parking lot off of Broadway. Students will no longer be allowed to park in the upper lot or in front of the school. Failure to adhere to this change will result in vehicles being towed at the owner's expense.

BUS PROCEDURES

Students must be at their bus stop at the designated time. If for any reason the bus does not show up, parents or students can call the school for a bus to pick them up. Student's appreciation for this service can be shown by their good conduct on the bus and also by considerate treatment of bus equipment. Disorderliness on the bus will distract the driver's attention from their driving and become a safety hazard. Therefore, if a student cannot comply with transportation regulations, the student will be denied the privilege of riding the bus. The driver will show a list of the rules for safety and welfare of students.

CHANGE OF ADDRESS/PHONE/EMERGENCY INFORMATION

At the time of enrollment, every student fills out a Student Information Form and a Clinic Information Sheet. It is extremely important to notify the front office of any changes in that information so that the school can efficiently and accurately notify parents in cases of emergency.

LEAVING THE SCHOOL

Identification is required when checking a student out of school. If a student is to be picked up by someone other than the custodial parent/guardian the school must speak to the custodial parent/guardian or be provided a note from the custodial parent/guardian that specifies the date and name of the adult picking up the student prior to release. Students who must leave school during the school day must report to the front office to check out.

STUDENTS ON PREMISES BEFORE/AFTER SCHOOL

Parents can drop students off as early as 7:45 am. All students must vacate the premises at the end of the school day unless participating in an approved extra-curricular activity, or

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- participating in other activities properly scheduled in advance. We expect cooperation from parents to pick up their students in a timely manner after school has been dismissed. If arrangements cannot be made, we will assign transportation for their student, and parents will be responsible to pay their transportation fee.

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SCHOOL CLOSING/INCLEMENT WEATHER

Weather may be of such a nature that the school Administration will either switch to a virtual learning day or cancel school completely. If the decision is made to switch to a virtual learning day, all teachers will post work on Google Classroom and students will be expected to complete their assignments. Teachers will be available by email to answer student questions during the virtual learning day. The school will use multiple media platforms to ensure that parents and students receive updated notifications. The decision to move to a virtual learning day, or to cancel school, is generally made prior to 5:30 a.m. Once the decision is made, notifications will be available from the following sources:

- Local radio and television stations
- School Messenger (Robo Calls)
- Facebook & Instagram

It is the parent's responsibility to ensure that their student(s) knows where to go if an emergency arises and school is dismissed early. This especially includes situations where no adults will be at home.

USE OF SECURITY CAMERAS

There are security cameras in use in a number of locations throughout the school building. The cameras are intended to be used for security purposes by the administration team. However, information obtained via a security camera may also be used for the purpose of discipline proceedings. Due to the use of security cameras, students are not allowed to wear hoods or hats over their head inside of the building for any reason.

VALUABLE AND PERSONAL BELONGINGS

Valuables, large amounts of cash, electronic music players, games, and cell phones are to be left at home or in the student's assigned locker. The school will not be responsible for any lost or stolen personal belongings.

GANGS

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Participation in any unauthorized club or gang activity, including but not limited to, the display or possession of gang symbols; soliciting others for membership; requesting the payment of dues, insurance, or other forms of protection from any individual; intimidating or threatening any individual; and/or inciting others to participate in any form of physical violence involving persons or property will not be allowed. Violations will be dealt with according to discipline policy and police reports or action may be deemed necessary.

HALLWAY ETIQUETTE

In an effort to allow students the opportunity to get to their classes on time and to enhance safety of the building, students should not congregate and be standing, sitting, and/or socializing in the middle of hallways, doorways, or hallway intersections. Failure to comply may result in disciplinary action.

STUDENT HEALTH SERVICES

Health Policy

Any student without a fever, but with significant symptoms (falling asleep in class, excessive coughing, reports of unrelieved pain, generally not feeling well, etc.) that do not allow them to learn, will need to be picked up from school. Any student with a fever, vomiting, or diarrhea during school hours will need to be immediately picked-up from school. All students must be free of fever, vomiting, and diarrhea for a FULL 24 hours without the help of medications before returning to school.

***A temperature of 100°F or higher will be considered a fever.**

All antibiotics must be administered for a minimum of a FULL 24 hours. before a student can return to school. This includes medication for pink eye, strep throat, ear infections, or any contagious skin conditions.

Medication Administration

The school is not obligated to supply or administer any medication to students. However, the school recognizes some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education.

Cristo Rey Kansas City

SCL Mission Statement

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Prescription Medication

A doctor order/note is needed for medication to be given during school hours; a current prescription medication label with the student name and medication information will be considered the same as a doctor order/note. The parent or guardian must turn in a completed Medication Authorization Form giving school staff permission to give the medication to the student during school hours. The parent or guardian must supply all prescription medication in a pharmacy-labeled container with the doses to be given at school and with any needed measuring devices. A second properly labeled bottle for school use can be requested from your pharmacist.

Over-The-Counter (OTC) Medication

OTCs will only be given as indicated on the medication's manufacturer label and parents must provide any needed measuring devices. The parent or guardian must also turn-in a completed Medication Authorization Form giving school staff permission to give the medication during school hours.

Self-Administration of Medication

Written request from the student's doctor is required stating the student is capable and responsible enough to carry and self-administer a medication for a chronic or emergent condition.

Asthma

Parents must provide the school with an unexpired rescue inhaler, spacer (if needed), and current Asthma Action Plan. A Medication Authorization Form must also be completed and turned in to the school. This must be renewed *annually* during the first two weeks of school. A second rescue inhaler for school use, and an updated Asthma Action Plan, can be requested from your child's doctor.

Anaphylaxis/Allergies

Parents must provide the school documentation stating the type of life-threatening allergy the student has, the appropriate rescue medication (EpiPen, EpiPen Jr, or an equivalent, Benadryl, etc.) to be administered, and an Emergency/Anaphylaxis Action Plan. A Medication Authorization

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Form must be completed and turned into the school for each medication. This must be renewed *annually* during the first two weeks of school. A second rescue medication and an updated Emergency/Anaphylaxis Action Plan can be requested from your child's doctor.

Immunizations

Our schools follow the immunization requirements set forth by the Missouri Department of Health and Senior Services and the Missouri Department of Elementary and Secondary Education for school attendance. Parents must provide either a Medical or Religious Exemption Form if a student cannot receive the state-required immunizations. Exemption forms can be obtained from your child's doctor and/or at your local health department.

SPECIAL SERVICES

School Counseling Services: Our school counselor is available to assist students and parents. Any situation that poses a challenge or problem – academic, social, or emotional – for the student may be discussed with the school counselor.

Campus Ministry: Our campus minister is also available to assist students and parents. Any situation that poses a problem for the student may be discussed with the campus minister, especially those that relate to spiritual challenges.

College Counseling Services: The college counselors are admissions experts who work closely with students to identify best-fit schools, prepare their life skills for after high school, and help students compile applications that showcase their strengths in the best light possible.

Alumni & Volunteer Coordinator: The Alumni & Volunteer coordinator is in charge of overseeing all alumni activities and services. They also connect our current CRKC students with mentors and academic coaches outside of CRKC personnel, as needed.

EMERGENCY PREPAREDNESS PLAN

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Throughout the year, earthquake, fire, tornado, and intruder drills are planned by the building administration in conjunction with civil authorities. Emergency plans are posted in each area of the building and drills are conducted regularly to ensure school safety.

1. **Fire Drill:** The signal for a fire drill will be the continuous sounding of the fire alarm. Students are to evacuate the building with their class. Teachers are to call roll to ensure that all students are accounted for.
2. **Tornado Drill:** The signal for a tornado drill will be announced over the walkie-talkie system. No one will leave the building for any reason. Students will go to designated areas and teachers will take roll.
3. **Earthquake Drill:** Students should protect themselves by getting under their desks/tables and remaining there until further notice. When safe, the building will be evacuated using standard fire drill procedures.
4. **Intruder Drills or Code Red:** If a code red is announced, teachers should keep all students seated in their classrooms, keep doors closed and locked, and remain out of sight of the door. All bells should be ignored. Teachers will be notified when the situation is under control.
5. **Bomb Threat:** If there is a bomb threat in the building, the building will be evacuated. The proper authorities will be called.

VIDEO & PUBLICATIONS INFORMATION

Cristo Rey Kansas City is involved with many innovative programs, and we are often asked to share information about our school with other groups. As part of the sharing process, we may elect to take video footage or photographs of students. These images (video footage or photographs) would be used for educational, informational, or promotional purposes. Parents need to specify to the building principal, in writing, if they would prefer that their child or children not be a part of any groups who are videotaped/photographed for educational purposes in the school setting. If you have any questions, please call the school office.

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SCHOOL BREAKFAST AND LUNCH

- Breakfast and lunch are provided to students.
- Please visit the front office for a Free and Reduced Meal Application.
- Students who do not qualify for free meals will be billed monthly for the meals received.

Cafeteria Behavior: The safety of students while in the cafeteria is of the utmost importance. Students are to follow the rules below while in the cafeteria:

1. Remain in line when appropriate to do so.
2. Remain in your seat.
3. Do not share food and/or drinks.

FOOD & DRINKS

No outside food or drinks are allowed in the school building (unless provided by the school). However, students are encouraged to bring their own lunches if desired.

SCHOOL ISSUED TEXTBOOKS, INSTRUMENTS, AND OTHER EQUIPMENT

Supplies issued to students are to be returned in good condition. If school-issued supplies are damaged or lost, the student will be assessed a fine or charged the replacement cost. Please note, if your student participates in Band or Strings classes, parents will be fined the actual cost of the instrument if the instrument is lost or damaged.

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SPORTS UNIFORMS & EQUIPMENT

All uniforms and sports equipment are the property of CRKC. Students will be using the items during the sports season. It is a student's responsibility to take care of the items and return them to their coach or sponsor at the end of the season. If there are lost or damaged items, students are responsible for paying for the cost of replacing the items.

GUIDELINES FOR USE OF LOCKERS

1. Every student will be assigned a locker.
2. To open padlock:
 - a. **Start at "0"**.
 - b. **Turn to the right (→)** two whole turns and stop at the first number.
 - c. **Turn left (←)** one whole turn past the first number and stop at the second number.
 - d. **Turn right (→)** and stop at the third number and pull the shackle open.
3. **STUDENTS SHOULD NOT GIVE THEIR LOCKER COMBINATION TO ANYONE**
4. Illegal entrance into any locker is a violation of school policy and will result in disciplinary actions.
5. Lockers are to remain neatly organized and cleaned at all times. **Locker clean out will occur every semester.**
6. **Tardiness** due to going to your locker will not be acceptable.
7. Should the locker become jammed, please notify your teacher and/or the office.
8. **School personnel may inspect lockers at any given time without notice.** The student is responsible for all contents of their assigned locker.
9. Failure to adhere to the above guidelines is sufficient cause for a student to lose locker privileges.

PARENT CONTACT WITH STUDENTS DURING SCHOOL HOURS

If a student forgets a permission slip, book, homework, or other items necessary for their day, parents may bring those items to the office and we will see that students receive them. Parents who need to reach a student during the day, must call the office and leave a message. School personnel will then deliver the message to the student.

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CELL PHONES / EAR BUDS

Students are not permitted to use cell phones or ear buds during the school day. If a student brings a cell phone to school, it must stay in their bag and in their locker. If at any time, a staff member or administration sees a cell phone or ear buds out, they will take the cell phone and store it in the front office until a parent can come and pick it up. **Parents may pick up cell phones on MONDAYS ONLY.** Cristo Rey Kansas City is not responsible for the loss or theft of cell phones or any other electronic devices.

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INTERNET USAGE POLICY AND TECHNOLOGY AGREEMENT

Students will receive instruction on the proper and acceptable use of technology while at school. Each student will be held accountable for failing to adhere to the technology policy requirements.

Staff will monitor student use of school technology. Pursuant to State and Federal law, CRKC has access to all communications sent, received or stored by any student using the school's technology resources, and may monitor student online activity that takes place utilizing school equipment or internet network. The school will make its best effort to block/filter student access to inappropriate internet materials, without intentionally restricting students' access rights to controversial and educational materials under the First Amendment.

CRKC retains the right to restrict or extinguish students' access and use of school technology if it is determined the student has not abided by the school's technology use policies. A student's parent/guardian will be held responsible for any damage or unauthorized costs that arise from a student's inappropriate use of school equipment or other technology resources.

INTERVENTIONS FOR FAILING STUDENTS

There are a variety of interventions in place at CRKC for students who are failing: Response to Intervention, academic contracts, and mandatory summer school.

Response to Intervention

- Students will be assigned to a designated classroom during Response to Intervention Time. During this time, they will receive extra support from their teacher(s).

Academic Contract

- Students who are **failing more than one** course at the end of each semester will be put on an academic contract.

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- This contract will be discussed with the student, parents, teacher, counselor, and administrator to determine the appropriate interventions and steps that need to be taken to help this student succeed.
- Students who have an academic contract may not attend non-academic school field trips, participate in sports, or attend extracurricular school functions (such as dances, field trips, etc.).
- Students who are not making any progress towards academic success will be dismissed from CRKC.

Mandatory Summer School

- Students who **fail any** core subjects (English, mathematics, science, and social studies) for the year will be required to attend mandatory summer school.
- This summer school opportunity will be centered on reinforcing concepts and skills taught throughout the school year.
- **Any student that does not attend Mandatory summer school will lose their placement at CRKC unless prior arrangements have been made with administration.**

HOMEWORK COMPLETION

At CRKC, homework will be given to reinforce skills learned in class and to help deepen the student's understanding of content they are learning in class. When homework is assigned, it will be posted on google classroom and students can add it to their google calendar with the expectation that both the student and the parents will be looking at the google classroom and completing the work that evening. **It is important that students finish their homework in a timely manner, abiding by established deadlines, so that teachers are able to stay on top of grades.**

Absences and Homework

- It is the student's responsibility to get all work from teachers for days they have been absent.

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- Students absent the day an assignment is given will receive additional time equal to the number of days missed in order to complete the assignment.
- Students absent on the day of a test will be given the test on the day they return to school.

GRADING

Fair, consistent, and equitable grading is required. Cristo Rey Kansas City has high academic achievement expectations for all students. All teachers MUST keep records of student grades.

- ❖ All grades should be recorded on a weekly basis.
- ❖ Parents are encouraged to log into the parent portal to gain access to their student's grades, attendance records, discipline referrals, etc.

The following grading scale will be used in all classes at CRKC:

TRADITIONAL GRADING SCALE

Grade	% Percentage Range
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

End of Quarter Dates

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Term	Dates	Grade card distribution
1st Quarter	October 13	October 16
2nd Quarter End of 1st semester	December 8	December 15
3rd Quarter	March 1	March 8
4th Quarter End of 2nd semester	May 10 (Seniors) May 17	May 17 (Seniors) May 29

HONOR ROLL

Honor Roll is based on semester grades.

Principal's Honor Roll = All A's the entire school year.

"A" Honor Roll = All A's for first and/or second semester.

"B" Honor Roll = All A's or B's for first and/or second semester.

NATIONAL ASSESSMENTS

- NWEA:
 - Fall: September 5th-7th
 - Winter: January 16th-18th
 - Spring: March 25th-27th
- Network End of Course: 1st Semester is from December 11th-14th, 2nd Semester for Seniors is from May 6th-10th, and 2nd Semester for Freshmen through Juniors is from May 20th-23rd.

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- SAT & PSAT: Fall September 26, 2023 and Spring March 7, 2024

- AP Exams:
 - AP Government May 6th
 - AP English May 8th
 - AP US History May 10th
 - AP Spanish May 16th

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REQUIREMENTS TO PARTICIPATE IN SPORTS OR AFTER SCHOOL ACTIVITIES

A student who wishes to participate in sports or after school activities must be in good academic and behavioral standing. Any student participating in sports or physical activities must complete a Physical Exam and be cleared by a medical doctor. Students who are not in good academic standing, have committed a serious discipline violation, are on Behavior Contracts and/or have exceeded six absences, are **not** eligible to participate in sports or after school activities until sufficient progress has been made as determined by an administrator.

According to the Missouri High School Athletic Association guidelines, students who receive more than one "F" in a semester will be ineligible for participation in sports for the upcoming semester.

The Administration reserves the right to remove a player from practices/games/teams due to inappropriate behaviors or academic concerns.

AFTER SCHOOL CLUBS

More information about after school clubs will be available when school starts.

SPORTS

- Boys Soccer
- Girls Volleyball
- Boys Basketball
- Girls Basketball
- Baseball
- Girls Soccer
- Spirit Squad
- Robotics
- Esports

SCHOOL WITHDRAWAL

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Students must regularly attend school until age 17 or until they have successfully completed sixteen credits towards a high school diploma. Students choosing to withdraw from CRKC must meet these requirements, complete a withdrawal form, return any school items, and pay any fines or assessments owed. If a student does not meet these requirements, the parent must complete the withdrawal form; in addition, the name of the school the student is transferring to must be provided at the time of the withdrawal.

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RECORDS - TRANSCRIPTS

Official student records are maintained in accordance with the "Family Privacy Act" provisions. Parents may request to review the records by contacting the office. If copies are needed, a fee may apply.

ATTENDANCE POLICY

In compliance with Missouri School Law, all children, ages 7-17, shall attend school on a regular basis. Regular and punctual attendance on the part of all students is necessary to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance and class failure. Students having good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving high school.

With the belief that good attendance is important and directly related to academic achievement, the following definitions and regulations have been established to encourage good school attendance:

Definitions:

- **Tardy** – 1 to 9 minutes late to school or a class period. If a student arrives to class 10 minutes or later, he/she will be marked absent. Tardies will be handled according to the school discipline policy. If a student receives 3 or more tardies within 1 school week, the disciplinary actions will apply.
- **Excused Absence** – Absences due to a medically documented illness, court appearance, funeral of an immediate family member, suspension from school, or other reason as determined by the school administrator. Documentation must be provided to the school when the student returns. These types of absences will not result in disciplinary action or loss of credit.
- **Verified Absence** – Absences for reasons that do not meet the requirements to be considered excused yet, are verified by a written note to the school. A student with more

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- than six verified absences per semester will lose credit for that semester. Parents are encouraged to seek medical treatment for students who have been ill for three or more consecutive days.
- **Unexcused Absence** – Absences for reasons that do not meet the requirement to be considered excused and/or absences that were not supported with the appropriate documentation or parent phone call/letter.
- **Excessive Absences** – More than 6 verified or unexcused absences within a semester. Students with 6 or more unexcused absences will be put on an attendance contract.

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Procedures and Rules

As a courtesy, we ask that parents call and notify the office before 8:00am if their student is going to be absent that day. A student is required to provide written documentation for all excused and verified absences upon returning to school. Failure to bring written documentation within 2 days will result in the absence being marked as unexcused.

The following actions will be taken when a student is absent:

- **First Three Verified or Unexcused Absences-** If the parent has not already contacted the school; the office will call them to ensure that they are aware that their child is not in school that day.
- **Fourth Verified or Unexcused Absence-** Parents and students will be required to attend a meeting with the administration to discuss the student's attendance. At this meeting, the student will be placed on an Attendance Contract.
- **Fifth and Sixth Verified or Unexcused Absences-** The school will send a letter via certified mail to warn parents that the student is in jeopardy of breaking the Attendance Contract. Further absences will result in enforcement of the contract and students will lose their placement at CRKC.
- **Seventh Verified or Unexcused Absence-** A letter will also be sent via certified mail to explain that the student has broken the Attendance Contract and has lost their placement at CRKC effective immediately. The parents will have to come to the school and withdraw their student from CRKC.

Appeals

Parents have the right to request an appeal hearing with the administration and President. Appeals must be scheduled within two weeks of the student's seventh verified or unexcused absence. At the appeal, parents and students are allowed to discuss reasons for the excessive absences in an attempt to avoid losing their placement at CRKC. The results of the appeal

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- hearing will be mailed to the parents.

PERFECT ATTENDANCE

Perfect attendance awards will be awarded per semester. To be eligible for perfect attendance and to receive the end of the year perfect attendance award, a student must be in school everyday that school is in session, without being late or leaving early, for the entire school year.

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CRKC Student Code of Conduct

Cristo Rey Kansas City has identified four levels: Level 1 (least serious offenses), Level 2, Level 3, and Level 4 (most serious offenses).

<p>Level 1</p> <ul style="list-style-type: none">● Cell Phones, Earbuds, Headphones in class● Disruptive Behavior in the Classroom or During School Activity● Disruptive Behavior on school bus or at school bus stop● Eating/Drinking outside of cafeteria● Excessive Tardies● Boisterous or Unruly Behavior● Unprepared for class (no school supplies, chromebook not charged, no gym clothes)● Sleeping in Class● Dress code violation (that cannot be corrected immediately)● Failure to clean up after self● Out of Class Without a Pass● Truancy● Other	<p>Consequences 9-12</p> <p>First Offense</p> <ul style="list-style-type: none">● In-school Conference● In-school suspension (1-3 days)● For cell phones, earbuds, headphones in class, teacher will confiscate and return at the end of class <p>Second Offense</p> <ul style="list-style-type: none">● Parent/Guardian Conference● In-school suspension (4-5 days)● For cell phones, earbuds, headphones in class, teacher will confiscate and turn them into front office; cell phones will be returned only to a parent or guardian. <p>Subsequent Offense</p> <ul style="list-style-type: none">● In-school suspension (5 days) and parent/guardian conference
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Definition of Level 1 Offenses (only those that may need clarification are listed below):

- **Boisterous or Rowdy Behavior-** Behaving in such a way as could reasonably cause injury to a student, teacher or other staff member (i.e., running through the halls, horse playing, wrestling, inappropriate use of equipment or materials, etc.). *Note: Any serious physical injury, which results from a student's dangerous behavior, will be considered an assault and may result in Level 4 consequences.
- **Disruptive Behavior in the Classroom or During School Activity-** Intentional acts or conduct in the classroom, school building or upon school grounds that disrupts the educational process (i.e., talking, making noises, getting out of seat without permission, etc.).
- **Disruptive behavior on school bus or at school bus stop -** Intentional acts or conduct on the school bus or at a school bus stop that disrupts the educational process. The maximum consequences possible is loss of riding privileges for one (1) year.
- **Dress code violation (that cannot be corrected immediately)-** Student is wearing articles of clothing that are not permitted (ie. hoodies, joggers/leggings, hats) but has access to the proper uniform top or bottom in their possession.
- **Truancy-** Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time for class or school begins as determined by the district.

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<p>Level 2</p> <ul style="list-style-type: none">● Academic Dishonesty● Defiance of Authority /Insubordination● Dress Code Violation that Cannot be Corrected Immediately● Forgery● Gambling● Inciting to Fight● Misuse of School Equipment● Possession and or Use of Tobacco Products● Tampering with Safety Equipment● Skipping Class, Mandatory Tutoring, Detention, or Leaving School Without Permission● Use of Foul Language or Profanity● Inappropriate Public Display of Affection● Possession of Incendiary Devices● Other	<p>Consequences 9-12</p> <p>First Offense</p> <ul style="list-style-type: none">● Parent/Guardian Contact● In-school suspension (1-3 days)● Student temporarily assigned to another class in the building (where appropriate) <p>Second Offense</p> <ul style="list-style-type: none">● Parent/Guardian conference● In-school suspension (4-5 days) <p>Subsequent Offense</p> <ul style="list-style-type: none">● Parent Conference● In-School Suspension with possible further action
<p>Definition of Level 2 Offenses:</p> <ul style="list-style-type: none">● Academic Dishonesty- Cheating on tests, copying assignments or papers, etc. Academic dishonesty may include, but is not limited to, plagiarism, claiming credit for another person's work; cheating on tests, assignments, projects or similar activities; fabrication of facts, sources or other supporting materials; unauthorized collaboration, facilitation of academic dishonesty and other misconduct related to academics.● Defiance of Authority/Insubordination- Refusal to follow directions from school personnel or comply with classroom or school rules.● Dress Code Violation that Cannot be Corrected Immediately- Student comes to school without proper uniform top or bottom.● Forgery- Making, completing, altering, or authenticating any written document so that it purports to have been made by another party. <i>*Note: The offense includes, but is not limited to, signing a parent and/or guardian, teacher, or school personnel's signature on documents.</i>	

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- **Gambling-** Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests, and games.
- **Inciting to Fight-** The intentional promotion or advocacy of student misconduct by another student for the purpose of substantially disrupting any school function or classroom. If a student utilizes social media to promote or incite a fight (i.e., videotaping fights and posting the videos on the web), can be included as a participant in violation of an offense that may include inciting to fight, fighting, or bullying.
- **Misuse of School Equipment-** The willful or intentional misuse of any school owned equipment that results in damage school equipment.
- **Possession and or Use of Tobacco Products-** The use in any manner or possession in any form or manner of tobacco or tobacco products while on or upon school premises, including, but not limited to smoking, chewing, or inhaling tobacco.
- **Tampering with Safety Equipment-** The intentional activation of fire alarms or like warning devices and safety equipment.
- **Skipping Class, Mandatory Tutoring, Detention, or Leaving School Without Permission-** The unauthorized absence from school, mandatory tutoring, detention, or leaving school ground during the designated school day without obtaining consent of the proper school authority.
- **Use of Foul Language or Profanity-** The use of any language, acts, unwelcome remarks or expressions, names or slurs or any other behavior including obscene gestures, which are offensive to modesty or decency. Any slurs, innuendoes or other verbal conduct reflecting on an individual's sex, race, religion, color, national origin, ancestry, age, disability or sexual orientation that have the purpose or effect of creating an intimidating, hostile, or offensive educational environment.
- **Inappropriate Public Display of Affection-** Lewd and/or inappropriate behaviors between students such as kissing, touching, overly affectionate hugging, or other acts of physical intimacy.
- **Possession of Incendiary Devices-** The possession of any combustible or explosive substance or device(s), including fireworks, is forbidden.

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Level 3

- **Fighting**
- **Bullying**
- **Drug/Alcohol Related Activity**
- **False Reports/Bomb Threats**
- **Hate Related Conduct**
- **Sexual Harassment**
- **Stealing**
- **Threatening Another Student or Staff Member**
- **Vandalism**
- **Gross Disrespect/Verbal Abuse of Student or Staff**
- **Sexual Misconduct**
- **Possession, exhibition, and or distribution of obscene material**
- **Misuse of computer or violation of network practices**
- **Chronic Misconduct**
- **Receiving stolen property**
- **Sexting and or possession of sexually explicit, vulgar, or violent material**
- **Conspiracy to commit a Level 3 offense**
- **Other**

Consequences 9-12

First Offense

- Parent/Guardian Conference and/or Short-term Out of school suspension (1-3 days)
- Behavior Contract
- Restitution (where appropriate)

Second Offense

- Parent/ Guardian conference and Short-term suspension (10 days)
- Discipline Hearing due to broken Behavior Contract

Subsequent Offense

- Short-term suspension (10 days) with referral to Discipline Hearing and possible further action

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Definition of Level 3 Offenses:

- **Fighting-** Mutual combat in which both parties have contributed to the conflict, either verbally or by physical action. If a student utilizes social media to promote or incite a fight, i.e., videotaping fights and posting the videos on the Internet, the student may be included as a participant in violation of an offense that may include inciting to fight, fighting or bullying.
- **Bullying-** Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. The behavior is continuous or has the potential to be continuous. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.
- **Drug/Alcohol Related Activity-** Possession of or use of drugs or alcohol at school, on school property or during a school activity. This includes coming to school under the influence of drugs or alcohol. Possession of drug paraphernalia or items used to pack, weigh, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the body a controlled substance.
- **False Reports/Bomb Threats-** Making a false bomb report; alerting emergency personnel when no emergency exists.
- **Hate Related Conduct-** Intentional misconduct directed toward a selected person in part because of the student's belief or perception regarding race, religion, color, disability, gender, sexual orientation, national origin or ancestry of that person the student.
- **Sexual Harassment-** Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile, or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes, or comments; requests for sexual favors; and other unwelcome verbal conduct of a sexual nature. Sexual harassment also includes the misuse of social media in publishing or displaying any defamatory, racially offensive, abusive, obscene, profane, sexually oriented or threatening materials or messages either publicly or privately.
- **Stealing-** The unlawful theft or attempted theft of personal property of another with the intent to deprive the person of the property.
- **Misuse of Computer or Violation of Network Practices-** Any misuse or inappropriate network practices including, but not limited to, practices that do not conform to the District Internet Usage Policy. If utilizing social media in an unacceptable manner such as: invading the privacy of individuals, publishing or displaying any defamatory, racially offensive, abusive, obscene, profane, sexually oriented or threatening materials or

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messages either publicly or privately and using the district network for illegal, harassing, vandalizing, inappropriate or obscene activities.

- **Threatening Another Student or Staff Member-** Intentional verbal or physical threat to do harm to a student or staff member by a student who possesses an apparent ability to do so and in doing so creates a reasonable fear that violence may occur.
- **Vandalism-** The willful or malicious destruction and/or damage of school property or the property of another (i.e., damaging textbooks, lockers, equipment, walls, furniture, writing gang graffiti, etc.).
- **Gross Disrespect/Verbal Abuse of Student or Staff-** Any act of disrespect directed at a staff member which includes use of profane, vulgar or insulting remarks, gestures, or inappropriate comments that disrespect or is intended to disrespect such employee.
- **Sexual Misconduct-** An actual and intentional touching or fondling, which would constitute sexual contact regardless of whether the touching occurs through or under the clothing (i.e., putting hands underneath another's clothing, etc.). This offense includes touching or fondling members of the same sex as well as members of the opposite sex. *Note: A student's consent or voluntary participation in any form of sexual misconduct is irrelevant and all students found to have engaged in sexual misconduct will receive the same consequences.
- **Possession, exhibition, and or distribution of obscene material-** Possessing, exhibiting, or distributing material, which offends a person's common decency and morals.
- **Chronic Misconduct** - Persistent violations of the Student Code of Conduct where appropriate documentation of interventions utilized by school personnel has been presented. 3 to 5 Class II offenses over a 20 consecutive school day period will qualify as a chronic misconduct violation. Violations after the 5th offense will qualify as a referral to a Discipline Hearing, if appropriate.
- **Receiving stolen property-** Receiving or possessing property which has been stolen from another student and/or school personnel. *Note: This offense only applies to students who did not steal the property.
- **Sexting and or possession of sexually explicit, vulgar, or violent material** - Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury.
- **Conspiracy to commit a Level 3 offense-** An agreement, plan and/or concerted effort by two or more persons to commit a Class III offense.

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Level 4

- Arson
- Assault of Staff or Student
- Gang Related Activity
- Possession/Use of a Toxic Substance
- Possession/Use of a Firearm
- Possession and/or Use of a Weapon Other Than a Firearm
- Possession and or use of a simulated weapon
- Possession/Use of Explosives
- Possession of Drugs with Intent to Distribute
- Unauthorized Entry
- Conspiracy to commit a Level 4 offense
- Other

Consequences 9-12

Any Level 4 Offenses will result in a short-term suspension for a period up to 10 days and a discipline hearing.

Recommendation from the Hearing Official may include:

- Long-term Suspension for a period of 11 to 180 days
- Referral to appropriate law enforcement authorities
- Referral to Professional Counseling or Substance Abuse Counseling
- Referral to Alternate School
- Expulsion

Definition of Level 4 Offenses:

- **Arson-** Starting a fire or causing an explosion with the intent to damage personal property and/or buildings (i.e., setting papers/books on fire, placing lighted matches or burning paper in trash can/container, exploding fireworks/bombs, setting property or building on fire, etc.).
- **Assault of Staff or Student-** An actual and intentional touching or striking of school personnel or another student against his/her will with the intent of causing serious physical harm, or an attempt to do the same, or placing a person in apprehension of immediate physical injury. *Note: This offense includes, but it not limited to, biting, spitting, kicking, pushing/throwing a student against a locker, wall or on the ground, cutting another student's hair and/or putting bodily fluids on school personnel or another student.
- **Gang Related Activity-** As used herein, the phrase "gang-like activity" shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any gang; 3) to affect the common purpose and design of any gang; or 4) to represent a gang affiliation, loyalty or membership in any way while on school grounds or while attending a school function. These activities include recruiting students for membership in any gang and threatening or intimidating other students or school personnel to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang. For purpose of district policy, the term "gang" shall be defined as any ongoing organization, association or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of a criminal act, which has a

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common name or common identifying sign or symbol, whose members individually or collectively engage in or have engaged in a pattern of gang activity.

- **Possession/Use of a Toxic Substance-** Possession or use of intoxicants, which cause a loss of control or inebriation (i.e., glue, solvent and similar substances).
- **Possession/Use of a Firearm-** Possession and/or use of a firearm or gun of any kind that can be used to injure someone or place someone in fear or apprehension of bodily harm. As defined by the Gun Free Schools Act, a "firearm" shall mean:
 - any weapon that is designed or adapted to expel a projectile by the action of an explosive or other propellant;
 - the frame or receiver of any weapon described above;
 - any firearm muffler or firearm silencer;
 - any explosive, incendiary, or poison gas; or
 - any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may readily be assembled.
- **Possession and/or Use of a Weapon Other Than a Firearm-** Possession and/or use of an instrument, device or projectile that could reasonably be used for attack or defense against another person; any instrument or device that could reasonably be used to threaten, intimidate, or inflict physical injury or harm to another person.
- **Possession and or use of a simulated weapon-** The possession, concealment or display of a simulated weapon including, but not limited to, toy guns and/or cap guns that would put a reasonable person in fear or apprehension of harm.
- **Possession/Use of Explosives-** The carrying, concealing, use, or sale of a bomb, dynamite, or other deadly explosives. *Note: An "explosive" is defined as any explosive, incendiary or bomb or similar device designed or adapted for the purpose of causing death, serious physical injury or substantial property damage; any device designed or adapted for delivering or shooting a weapon (i.e. fireworks, gas bombs, smoke bombs, stink bombs, fire bombs, ammunition, etc.
- **Possession of Drugs with Intent to Distribute-** The possession of illegal drugs where the amount would be considered greater than that for personal use by virtue of the quantity, packaging or other circumstances which demonstrate intent or effort to sell/distribute.
- **Unauthorized Entry-** Students entering into the school or certain areas of the building without permission; allowing or assisting any individual(s) to enter a district facility other than through designated entrances or allowing unauthorized persons to enter a district facility through any entrance; and returning to school premises while serving a suspension. A district facility may include a school provided transportation vehicle.
- **Conspiracy to commit a Level 4 offense-** An agreement, plan, and/or concerted effort by two or more persons to commit a Class IV offense.

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Scope of Authority

School officials may discipline students for misconduct, as defined in the Student Code of Conduct, which occurs in and around school property and activities. The provisions apply in all situations in which students are involved including:

1. Activities on school property;
2. Travel on school buses, or in any vehicle when that vehicle is used to transport students for the school;
3. Off-site school sponsored activities;
4. While walking to or from school, waiting for or riding on school-provided transportation, waiting for or riding on public transportation to and from school; and
5. Off-campus misconduct, which is not school-related and which adversely affects the educational climate, can also be subject to school-related disciplinary consequences (i.e., long-term suspension and/or expulsion). Social media bullying is included in the scope of "off-campus misconduct."

In addition, the school will seek restitution in all instances where school property is damaged, destroyed, or stolen.

Supervision of Students

All school personnel responsible for the care and supervision of students are authorized to hold every student strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, or in any vehicle when that vehicle is used to transport students for the school or during school-sponsored activities. School employees may use reasonable and prudent physical force to restrain a student whose actions are reasonably believed to result in physical injury to any person including the student.

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Student Accountability

All students attending CRKC will be held accountable for their actions on school property. The failure of a student and parent/guardian to read the Parent/Student Handbook and sign the Acknowledgment Page will not prevent students from being held accountable for their behavior and receiving consequences listed under this plan.

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The Role of Parents and Students

In uniformly implementing the Student Code of Conduct, the students and their parents must play key roles:

The Parent/Guardian shall:

- Establish and maintain, in the home, a positive attitude toward education.
- Keep all emergency phone numbers and addresses current with the CRKC Front Office.
- Show an active interest in his/her child's schoolwork and progress through regular communication with the school.
- Assist his/her child in being neat, appropriately dressed, and well groomed.
- Ensure his/her child attends school regularly and on time.
- Report and explain to the school any absence or late arrival.
- Listen to all School Reach calls and read all school related mail.
- Cooperate and assist school personnel in developing a plan when his/her child is involved in a disciplinary matter.
- Become familiar with the Parent/Student Handbook, the school and classroom rules, and encourage and assist his/her child in adhering to them in class, at school, on the bus, and at school activities.
- Be available to talk with the school staff about class work, discipline, and other matters that may arise.
- Attend a conference at the school with the teacher(s) if his/her child receives an "F" in any academic subject or unsatisfactory conduct reports.
- Attend his/her child's school activities.
- Assist the school in advancing his/her child's safety by discouraging items such as expensive jewelry, expensive brand name athletic shoes, and/or clothing and electronics.

The Student shall:

- Come to school every day.
- Attend all classes and be on time.
- Come prepared for class with assigned work and appropriate materials.

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- Account for his/her own work with academic honesty.
- Be neat, clean, appropriately dressed, and well groomed.
- Conduct himself/herself in a safe and responsible manner.
- Show respect for all individuals and property.
- Seek help from school personnel when having school or personal problems.
- Follow the rules and regulations established by the school, the classroom teacher, and the Discipline Plan.
- Assume responsibility for his/her actions.
- Refrain from wearing clothing that may materially or substantially endanger his/her safety, or distract from the educational setting. Items such as expensive jewelry, expensive brand name athletic shoes and/or clothing are discouraged.

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Students' Responsibility for Items in Their Possession

Students are responsible for any contraband found in their possession. Contraband is defined as drugs, weapons, alcohol, stolen items, and/or other materials deemed illegal or unauthorized under Missouri and federal law, School Board policy, or the Student code of conduct. For purposes of the Discipline Plan, items are deemed to be within a student's possession if the items are found in any of the following places: student's clothing (e.g., pockets, jackets, shoes, socks, etc.), purse/book bag, desk, locker and/or student's automobile located on school property. It is each student's responsibility to check his/her personal belongings for possible contraband before entering onto school property, on any school bus going to or returning from school, in any vehicle when that vehicle is used to transport students for the school, and during school-sponsored activities.

Notice Provisions, Requirements, And Definitions Under The Missouri Safe Schools Act

The provisions of the Missouri Safe Schools Act will be followed by all relevant school personnel. CRKC reserves the right to dismiss a student who causes the school to be a target of violence or to be unsafe because of their presence at the school.

Definition of Consequences:

- **Expulsion:** The exclusion from school for a period exceeding 180 school days. The school Administrators and the President must approve the student's readmission to the school.
- **In School Suspension (ISS):** Students can be assigned to in school suspension for a period of 1 to 10 days.
- **Out of School Suspension (OSS):** The exclusion from school for a period of up to 180 school days.
- **Restitution:** Repayment or compensation of any school property that is damaged or stolen resulting from a student's act of vandalism or theft.
- **Student Behavior Contract:** Behavior contracts are used with students who are continually exhibiting behaviors that disrupt the school learning environment and the smooth operation of the school, oftentimes causing themselves and others difficulty in school. New students who are enrolling at CRKC and have shown a pattern of this behavior at their previous

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- school as documented on their discipline records may also be placed on a Behavior Contract. The Behavior Contract is used as a last step before a long-term suspension or expulsion of a student. The contract clearly outlines the expectations of the student, school, and parents, as well as defining the consequences associated with noncompliance of the contract. If the student fails to comply with the terms of the plan, the parent and student will be given ten days to transfer to a different school. Failure to transfer will result in a 180 day suspension. If the student successfully meets the terms of the contract but receives a discipline referral at any point thereafter during the same school year, the student will be placed back on a behavior contract.

All discipline referrals will be documented and tracked in the schools information system program and a written copy of the referral will be kept.

STUDENT DISCIPLINARY POLICY AND STUDENT CODE OF CONDUCT

DISCIPLINE

The school's discipline policy set out rules of student behavior applicable to all students at Cristo Rey Kansas City. In general, discipline is designed to correct a student's misconduct and to encourage the student to be a responsible citizen of the school community. Disciplinary actions will be in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student's age and grade level, the student's previous discipline history and other relevant factors.

The disciplinary process may include due consideration of student support services that may be available through the school, the school system, other public entities, or community organizations. Where feasible, the school prefers to reassign disruptive students to alternative educational settings rather than suspend or expel such students from school.

Parental notification and parental involvement are essential to any effort to modify a student's inappropriate behavior. The intent of this policy will only be effective if parents and guardians,

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teachers and school administrators work together to improve student behavior and enhance academic performance.

The school authorizes the immediate removal of a student upon a finding by the President that the student poses a threat of harm to self or others. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

No person employed by or volunteering for the school shall administer or cause to be administered corporal punishment upon a student attending school. A staff member may, however, use reasonable restraint against a student without advance notice to the Principal, if it is essential for self-defense or for the protection of other persons or property of the school.

STUDENT CONDUCT AT SCHOOL AND ON BUSES

The safety of students at school and their transportation to and from school is a responsibility which they and their parents/guardians share with school officials and bus drivers. Therefore, the rules of the student code of conduct will be issued to all students at the beginning of the school year and to new students upon enrollment.

ENFORCEMENT

School principals are responsible for enforcing the policies contained herein and in the handbook for the school.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the School Principal. The Board expects each

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teacher to maintain a satisfactory standard of conduct in the classroom. All CRKC staff are required to enforce policies, and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All CRKC staff shall annually receive instruction related to the specific contents of this discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

INVESTIGATION PROCESS

When a violation of school rules is reported or suspected, the principal will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation should include interviews with the alleged perpetrator(s), victim(s), identified witnesses, teacher(s), staff members and others who might have relevant information. Written statements should be obtained from all individuals who are interviewed. Video surveillance, if available, should be reviewed and secured. Any other physical or documentary evidence should be collected and preserved. School counselors, school social workers, school police and other support staff should be utilized for their expertise as determined by the circumstances of the matter. At an appropriate time during or after the investigation, the parent or guardian will be notified. However, if the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent or guardian should be notified immediately.

APPEAL PROCESS

Long-term suspension: A student suspended (long-term) has the right to appeal his/her suspension. A request for appeal shall be made in writing and hand-delivered to the President within five school days from the date the suspension was issued and shall state with particularity the event(s) leading to the suspension and the reasons why the student should not be suspended. The failure to request an appeal within five school days from the date of suspension, shall result in a waiver of the right to appeal the suspension.

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Impelled by the love of Christ, we, the Sisters of Charity of Leavenworth offer every loving service in our power to meet the critical needs of God's people.

SCL Directional Statement

"...We are called ever to renew and recreate our works and our witness uniting justice and charity in our lives as servants of the poor."

- In collaboration with those who embrace Gospel Services
- Mindful of the fragility of the earth
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A hearing before the President shall be scheduled within 2 days of receiving the appeal by the student or his/her parent or guardian. The President will deliberate upon the conclusion of the hearing and return a decision no later than twenty-four hours from the date of the hearing.

Expulsion: Upon receipt of the President's recommendation for expulsion of a student, the principals shall notify the student and parent/guardian of the President's recommendation and the date for an expulsion hearing. The board shall send a notice of hearing in writing within three school days of receipt of the President's recommendation, notifying the student and parent/guardian of the date of hearing and advising them of the student's right to bring witnesses and present evidence. A hearing before the President shall be scheduled within 2 days of receiving the appeal by the student or his/her parent or guardian.

DISCIPLINARY METHODS

IN-SCHOOL SUSPENSION: Is the removal of a student from regular classes and the assignment to an in-school suspension setting within the school. The student's teachers shall send class assignments to in-school suspended students.

- **Exception to attend special classes:**

- A teacher may request that a student who has been assigned to in-school suspension be allowed to attend class (such as lab classes). The granting of this request is limited to cases where it is extremely important that a class not be missed or where a class cannot be made up at a later date. The principal has the final decision.

OUT-OF-SCHOOL SUSPENSION

- **Short-term suspension:**

- Is the removal of a student from school (or school bus) for one to ten school days. The principal may impose an out-of-school suspension of up to ten school days. Schoolwork missed during 1-3 day suspensions may be made up when the student

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 - returns to school. For suspensions of 4-10 school days, parents/guardians may request and pick up the schoolwork during school hours.
- **Long-Term Suspension:**
 - Is the removal of a student from school (or school bus) for more than ten school days but not to exceed 180 days. Only the CRKC President may impose long-term suspension. A student on long-term suspension may elect to transfer to an alternative school.

Any recommended suspension greater than three days shall be immediately reported to the President who may revoke the suspension at any time.

Due Process: No student shall be suspended unless the following occur:

1. The student shall be given oral or written notice of the charges against such student;
2. If the student denies the charges, such student shall be given an oral or written explanation of the facts which form the basis of the proposed suspension;
3. The student shall be given an opportunity to present such student's version of the incident; and
4. In the event of a suspension for more than ten days, where the student gives notice that such student wishes to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision, unless in the judgment of the President, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from , and the notice and hearing shall follow as soon as practicable.

In the event of an appeal to the board, the President shall promptly transmit to it a full report in writing of the facts relating to the suspension, the action taken by the President and the reasons therefor and the board, upon timely request, shall grant a hearing to the appealing party to be conducted pursuant to section 167.161 RSMo.

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Exception for final exams or other testing:

If a student's suspension occurs during a critical time in the academic calendar, the principal may allow for an accommodation to be made to allow the student to take final exams or other testing. However, this exception will not apply to students suspended for offenses that are violations of state or federal law or that involve weapons, violence or drugs.

Note: The school may suspend a student upon finding that the student has been charged, convicted or plead guilty in a court of general jurisdiction for the commission of a felony criminal violation of state or federal law, after notice to parent/ guardian and a hearing on the matter. §167.161.2 RSMo.

EXPULSION: Is the permanent removal of a student from school (or school bus). Only the school Administration may impose expulsion. The principal shall immediately notify the parent and president in writing of his/her recommendation for expulsion of a student. The principal authorizes the immediate removal of a student upon a finding by the president that the student poses a threat of harm to himself/herself or others.

RESTRICTIONS ON SCHOOL ACTIVITIES: Students who are out-of-school suspended or expelled are prohibited from being on school property at all times and shall not come within 1000 feet of any school property. In addition, students who have been out-of-school suspended or expelled are prohibited from attending and/or participating in any school-sponsored activities on or off school property.

ALTERNATIVE SCHOOL: A student who is removed from school for more than ten school days may elect to transfer to an alternative school for instruction, academic support and counseling. An alternative school enables a student to take academic classes that allow the student to keep up with the course credit requirements toward graduation. This applies only to high school students.

BEHAVIOR CONTRACTS: A contract between student, school and parent, that is used with students who are continually exhibiting behaviors that disrupt the school learning environment and the smooth operation of the school, oftentimes causing themselves and others difficulty in school. The behavior contract will clearly outline the expectations of the student, school and parents, as

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well as defining the consequences associated with noncompliance of the contract. New students enrolling at CRKC who have shown a pattern of disruptive behavior as mentioned above, at their previous school and documented on their discipline records may also be placed on a behavior contract.

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REPORTING VIOLENT BEHAVIOR

Violent behavior and the phrase, acts of school violence are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus or while involved in school activities. School administrators are required to report acts of school violence to teachers and other school employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties. School administrators will also disclose to appropriate staff members portions of any student's individualized education program that is related to past or potentially future violent behavior. The President will report to law enforcement officials, as soon as is reasonably practicable, the commission of any of the acts or related juvenile offenses listed below which are committed on school property, school buses and during school activities.

The following crimes are:

1. Theft
2. Distribution of drugs
3. Property damage
4. The possession of a weapon
5. Harassment under

BULLYING

CRKC is committed to maintaining a learning and working environment free from any form of bullying and intimidation.

- Bullying is the intentional act by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or actions, including gestures or verbal/oral statements, cyberbullying, electronic or written communication and any threat of retaliation for reporting acts of bullying.
- Cyberbullying means bullying as defined above through the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of

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- an electronic device including, but not limited to a landline telephone, cellular phone, or other wireless communication device, computer, laptop, tablet or pager.
- Any cyberbullying that originates on campus or if the electronic communication was made using the school's technological resources and there is a sufficient nexus to the educational environment or if the electronic communication was made on the school campus, on a school bus or at a school activity using the student's personal technological resources, is prohibited and shall result in disciplinary action.

Bullying and/or cyberbullying is strictly prohibited on school grounds, on a school bus, during school activities or in a school related context. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their school principal. CRKC employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the school principal. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation or request that the President assign an outside investigator. The investigation shall be completed within ten (10) school days from the date of the written report of bullying, unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

CRKC shall give annual notice of the policy to students, parents/guardians and staff and shall be included in all student handbooks. This policy shall also be posted on the CRKC web page and a copy shall be placed in the CRKC Administrative Office.

CRKC shall provide information and annual training on the requirements of this policy to all CRKC staff who have significant contact with students.

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CRKC shall provide education and information to students regarding bullying, including information contained in this policy, the harmful effects of bullying and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal or retaliation against any person who reports an act of bullying. CRKC shall instruct its school counselors, school social workers, mental health professionals and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills or encouraging the student to develop internal locus of control. School administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim and to make resources or referrals available to victims of bullying.

NOTICE OF NON-DISCRIMINATION

Applications for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Cristo Rey Kansas City High School are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment of employment in its programs and activities.

PARENT'S RIGHT-TO-KNOW

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers are highly skilled. If you have any questions about your child's assignment to a teacher, please feel free to reach out to the teacher. Faculty and staff are required to respond within 48 hours.

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PARENT INVOLVEMENT POLICY

Cristo Rey Kansas City recognizes the positive effects of parents/families' involvement in the education of their children. CRKC is committed to strong parent/family involvement in working collaboratively with district staff as knowledgeable partners in educating district students. In order to implement the school's commitment to parent/family involvement in education, the President will appoint a committee of parents, staff and community representatives to serve as the School's Parent Advisory Committee (PAC). The Committee's responsibilities will include recommendations for program development, parent/staff training and program evaluation. CRKC will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies. Program evaluation reports will be prepared and submitted to the President annually.

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Cristo Rey Kansas City High School

School – Student – Parent Contract 2023-24

CRKC and the parents of students participating in activities, services and programs, agree that this contract outlines how the entire school staff, the parents and the students will share the responsibility for improved academic achievement.

School's Commitment

High Quality Education – We commit to providing a high-quality education in order to prepare every student for a successful future. We will teach to the very best of our ability every day by preparing and delivering lessons that engage, challenge, and support all learners.

Respect – We will appreciate, acknowledge, and treat all students and parents with respect.

Communication – We will communicate regularly with parents regarding student progress, behavior, and accomplishments through phone, letter, email, and in person. When discipline referrals are completed, we will inform parents promptly. We will return parent phone calls within 24 hours.

Homework – We will assign homework on a regular basis to reinforce and support skills and concepts learned in class.

Fairness – We will enforce CRKC's policies and procedures consistently and fairly.

Safety – We will always protect the safety, interests, and rights of all individuals.

Parent's/Guardian's Commitment

Timeliness/Attendance – I understand that every school day is important and that is my responsibility to make sure my child arrives on time. If my child has an Excused Absence, I will send the doctor's note with my student the next day. I will ensure that family vacations are scheduled outside of when school is in session.

Support and Homework - I will review my student's academic planner daily and talk to him/her about his/her schoolwork, assist him/her with homework when possible, and check to see if he/she

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completed his/her homework. If my child is not progressing academically I will make sure that he/she attends tutoring.

Communication – I will make myself available to my son/daughter and all of his/her teachers. I will call the school when I have a question or concern about my child's progress and I will return phone calls from school staff within 24 hours. I will keep all of my emergency contact information and addresses current with the front office. If I am asked to attend a meeting regarding my child's education or behavior, I will make the necessary arrangements to attend within 48 hours.

Uniform – I will make sure my child adheres to the CRKC's dress code.

School Rules – I will make sure my son/daughter learns to live up to CRKC's values and high standards of behavior. I know that my child may lose privileges or have other disciplinary consequences if he/she violates the Student Code of Conduct.

Transportation – I understand that transportation is a privilege for my students and it is my responsibility that they are at the bus stop on time.

Parental Involvement at the School– I will attend all required parent meetings and conferences. I will contribute to the school in any way I find possible.

Field Trip Permission form– I give my student permission to participate in all of CRKC Field Trips.

Student's Commitment

My best effort – I understand that my education is important, and I will always work, think and behave in the best way I know how and do whatever it takes for my fellow students and me to learn.

Attendance and Timeliness – I will come to school every day on time. If I need to miss class for any reason, I will ask for and make up all missed assignments in the timeframe given by the teacher.

Uniform – I will wear my CRKC uniform properly every day and follow the school dress code.

Academic Work- I will complete all of my class work, homework, and exams by the assigned date and in a quality manner. I will spend a minimum of one to two hours every night completing homework, studying, or reading. I will apply good study habits and organizational skills to keep track of all of my schoolwork and plan my time to ensure successful completion.

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Responsibility – I accept ultimate responsibility for my learning and for my actions. I will set personal learning goals, monitor my academic progress, and ask for help from teachers and others when I do not understand something. If I make a mistake, I will not offer excuses or blame others and instead tell the truth, accept the consequences, and ensure the same mistake is not repeated.

Student Code of Conduct – I will follow all school rules so as to protect the safety, interests and rights of all individuals. I understand that I may lose privileges and have other disciplinary consequences if I break rules.

It is important that all students and parents understand the **Student/Parent Handbook** and be expected by school administrators, school personnel, and his or her parents/guardians to follow the rules and regulations set forth in the handbook. Administrators are required to review the handbook with their staff. Parents/guardians are also required to review the handbook with their child. Parents/guardians and students are required to sign this form after they have reviewed it. Your signatures acknowledge receipt of a copy of the handbook and certify that you have read and discussed the handbook as required. It is expected that everyone will accept his or her responsibilities as described in the handbook.

Please remember that the student's and parent/guardian's failure to read the **Student/Parent Handbook** and sign this page will not prevent students from being held accountable for their behavior and receiving consequences listed within this handbook.

Interim Principal: *Jamesia Price*

Date: 08-03-2023

Parent: _____

Date: _____

Student: _____

Date: _____