



**2025-2026**  
**Parent & Student Handbook**

**6400 E. Chelsea Street**  
**Tampa, FL 33610**  
**(813) 621-8300**  
**[cristoreytampa.org](http://cristoreytampa.org)**



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### **School Information**

[www.cristoreytampa.org](http://www.cristoreytampa.org)

6400 East Chelsea Street Tampa, FL 33610 (813) 621-8300

School Colors: Navy Blue and Gold

School Mascot: Panthers

### **Disclaimer**

The policies outlined in this handbook represent a framework. This list is not exhaustive and should not be considered comprehensive of all Cristo Rey Tampa Salesian High School (CRTSHS) policies. Statements in this handbook are subject to amendment by the School Administration with due notice. Any challenge or appeal to any CRTSHS academic or disciplinary action relating to the rules, regulations, procedures or principles covered in this handbook may only be made to the school administration of CRTSHS. This includes any decision relating to a student's enrollment at CRSTHS.

### **Mission and Vision**

Cristo Rey Tampa Salesian High School, a Catholic college-preparatory school and work study program sponsored by the Salesians of Don Bosco, forms underserved young men and women who will actively live faith, hope, and love. Through the educational approach of St. John Bosco and under the protection of Mary Help of Christians, we create an environment of trust and loving kindness.

CRTSHS provides the environment and opportunities to integrate active faith with high standards for life by:

- Fostering growth in faith and reason.
- Encouraging hard work, commitment, and discipline at studies, work and life.
- Working with home, community and corporate partners in creating future leaders.
- Motivating young people to know and love God and to embrace the gift of life and service.
- Building the Kingdom of God now and for eternity.

### **Spiritual Life**

The underlying philosophy of CRTSHS is to make Christ a living and viable reality for our community within the Catholic Christian tradition. We strive to make Jesus Christ the center and heart of all we do. Our goal is to help our students to become good Christians and upright citizens. As a Salesian school, CRTSHS is influenced by the Preventive System of education proposed and developed by St. John Bosco. It emphasizes Reason, Religion, and Loving Kindness as the fundamental elements essential to the process of educating youth. The Faculty of CRTSHS and the Salesians of St. John Bosco pledge and commit us to these ideals.

### **Morning Convocation**

CRTSHS meets for Morning Convocation every day at 7:45 AM. Attendance is required for all teachers and students. Food and drink are NOT permitted in the Chapel.

### **The Administration of Cristo Rey Tampa Salesian High School**

CRTSHS is a separately owned 501(c)(3) corporation. Ultimate authority is vested in the Board of Trustees. The school is managed locally by the President and CEO. The CRTSHS Campus Leadership and Academic Teams shall be responsible in a collaborative way for envisioning, defining, and prioritizing strategic challenges to establish tangible and sustainable solutions for the school. The CRTSHS Campus Leadership and Academic Teams shall meet regularly to discuss pertinent issues and

viable solutions across the non-academic and academic structure of school life with an eye toward a comprehensive and integrated approach to school leadership.

### **Financial Information Model Overview**

CRTSHS provides an affordable means of education for deserving young people and their families.

This affordable opportunity is made possible because:

1. Students are placed in a job through the school's Corporate Work Study Program. Students contribute their earnings from their jobs toward the cost of their education.
2. Every student must apply to and be awarded one of the Florida Tax Credit Scholarships administered by Step Up For Students.

Every family is obligated to pay a family contribution. In addition to the contribution, additional micro-scholarships may be awarded on a case-by-case basis.

### **Family Contribution Payments**

It is imperative that each family pays all family contributions and fees in a timely manner. Family contribution payments can be made (1) all at once, (2) in two separate payments, or (3) in ten monthly payments through Smart Tuition, our online service provider. The ten monthly payments are billed from August to May. All new families must enroll with Blackbaud via their direct email. The family can select their preferred payment plan, and invoices will be mailed electronically. If you prefer invoices to be mailed to your house, you can select that option via the system. Timely payment is required for family contribution payments. Failure to make family contribution payments may result in consequences leading up to and including dismissal from CRTSHS. Family contribution due dates are listed on the school website and calendar. If you have any questions, please contact the Main Office at 813-621-8300.

### **Fines & Fees**

CRTSHS and Corporate Work Study Program reserves the right to assess any additional fines or fees as a result of a student missing work, damaging property that belongs to the school, or failing to meet another obligation set forth by the school. Student records may not be released until any outstanding fines and/or fees are satisfied.

### **Florida Department of Education Requirements**

The CRTSHS schedule design is pursuant to the state of Florida graduation requirement of 135 bona fide instruction hours in a designed course of study. CRTSHS students attend school 140 days and work 40 days of the school year. The schedule below will apply to every regular school day. Adjustments will be announced when there is a school-wide Mass or any other day requiring an exception due to unforeseen circumstances.

### **Student Drop-off and Pick-up**

The school day begins with Morning Convocation at 7:45 AM. Students need to be dropped off in front of the main office no earlier than 6:45 AM. From there, they will enter the campus and report directly to the cafeteria, where they may receive breakfast. Breakfast will not be served after 7:40 AM. Any student not in Convocation at 7:45 AM is considered tardy for the school day. Parents should pick up students in a timely manner at the 3:55 dismissal. All students should be off campus by 4:15 PM unless they are confirmed as a participant in an approved after-school program, activity, or event.

After 4:15 PM, all students should report to Campus Youth Ministry. Students should never wander freely about the campus without the presence of an adult.

### **Ridesharing**

Students should be accompanied by an adult if they use a ridesharing service like Uber or Lyft for transportation. This rule applies for transportation to or from school or to any school related events. In most cases, these companies do not allow minors to have accounts or ride alone with the driver. Parents are solely responsible for their student's safety if any pickup is made by an individual or service.

### **Food Delivery Companies**

Students and parents should never have food delivered to the school.

### **Emergency Information**

The school maintains a comprehensive emergency plan for any situation that may arise. Our AP Notify™ system will also be used to communicate and give instructions for any emergency or non-emergency. Tornado and fire drills are conducted regularly during the school year. Extreme weather conditions in Florida can develop suddenly, and occasionally, parents may have a question as to whether CRTSHS will be open for classes. We urgently request that you do not call teachers or staff to ask if the school will be open. The school will send phone and email messages indicating weather-related school closings. The information will also be posted on the school website [www.cristoreytampa.org](http://www.cristoreytampa.org) and our social media channels.

If it should become necessary in an emergency to dismiss students after they have arrived at school, we will follow this established procedure:

- Students in student-driver carpools and students who drive alone will be permitted to leave.
- Students in adult-driver carpools will phone their driver and will be permitted to leave as soon as their driver arrives at CRTSHS.
- All non-carpool students will phone their parents to arrange to be picked up as soon as possible.
- All students remain under CRTSHS supervision until they are picked up.
- In brief, students will be dismissed to the regular pickup driver/parent as previously arranged by families.

Special Note: Parents who do not want this regular carpool dismissal arrangement should talk with their son/ daughter to be sure he/she is aware of their preference

### **Guardianship**

If parents are to be out of town, it is important you notify the Main Office and provide an emergency contact phone number of a person locally responsible for the student. If the student is no longer living at home, you must inform the school. If the student is a minor, please notify the school as to the party responsible for the student. CRT students must be residing at their parent's or legal guardian's residence.

### **Visitors**

All visitors will be required to enter through the Main Office and submit a photo identification to the secretary for a criminal check through the Raptor system. If the system is down, a scan or photo of the visitor's ID will be taken.

### **Parents as Partners**

As partners in the educational process at CRTSHS, parents are naturally expected to uplift and encourage their students to meet the school's academic and behavioral expectations. Parents who enroll their students in CRTSHS do so because they are committed to their children's education, well-being, and future aspirations. To that end, parents are expected to send their sons and daughters to school and

work ready to learn and actively participate. This is the good-faith assumption that comes with the enrollment of any student. If a family chooses not to buy into the CRTSHS Mission by supporting the school, faculty, and staff, they may be asked to leave the school by termination of enrollment.

Your involvement is crucial in ensuring the best possible experience for your child at CRTSHS. If parents/guardians have questions or concerns regarding their child's academic or high school experience, they are encouraged to take an active role in resolving them. Contact the person who can directly assess and resolve the issue (e.g., if you are concerned with your child's grade, contact the teacher directly). If the problem persists, then parents/guardians should contact one of the Deans.

Parents/Guardians as volunteers are essential to our Cristo Rey Tampa family. CRTSHS adheres to the Diocese of St. Petersburg's volunteer Safe Environment requirements. All volunteers must complete our Volunteer Registration Form, attend the Diocesan Safe Environment Training (online), attend the Salesian Safe Environment Training (on campus), and successfully complete a LEVEL II Background Screening (\$50). Parents and guardians are encouraged to join our Parent Council to support their children, engage with other families, and help us make Cristo Rey Tampa a fantastic high school experience.

### **Family Engagement Workshops**

CRTSHS has partnered with Frameworks to engage parents in Family Workshop Nights that will look at the various dynamics of parent-teen communication. These nights are aimed at building the awareness needed for overall student success. Parents will be required to attend four virtual workshops in total.

Campus Ministry will offer optional meetings for parents who wish to grow in their Christian faith and knowledge of the Preventive System Philosophy of Education.

### **Process for a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

Our school wants to work in partnership with our families. If anyone has a current complaint, criticism, or concern, it is expected that the following steps be followed in the first instance:

1. Speak to the appropriate school personnel involved (e.g., classroom teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible, make an appointment with the relevant person. Follow the chain of command.
2. If, for some reason, this is not possible, then make an appointment to see the administrator or other designated leadership personnel.
3. The Administrator (or designee) will attempt to mediate and find a resolution in the presence of both parties.

### **Student Affairs Office**

CRTSHS faculty & staff work as a team in a joint effort to promote the spiritual, academic, social, emotional, and physical growth of our students. It is our priority to assist students in the assessment of their individual strengths, weaknesses, and differences, especially as they relate to academic achievement and post-secondary planning. Each day, our faculty & staff handle a variety of student issues such as academic counseling, the college admissions process, and crisis screening. The School Counselor will screen students for mental health concerns in collaboration with faculty and staff through a referral system. Parental consent for counseling is required.

### **Suspected Abuse or Neglect**

The State of Florida mandates that any professional working directly with children must report any suspicion of abuse, neglect, exploitation,

or endangerment of a child to the Department of Children and Families. Knowledge of reasonable suspicion of child abuse must be reported to the Florida Abuse Reporting Hotline: 1-800-962-2873.

### **Immunization Policy**

CRTSHS requires enrolling students to submit a Florida Department of Health Certificate of Immunization as provided for in Florida Statute 1003.22 as a condition precedent to acceptance. Students not in compliance with immunization and health requirements within thirty (30) days of schools starting will be withdrawn until they are in compliance.

### **The Family Educational Rights and Privacy Act (FERPA)**

FERPA is a law that protects the privacy of a student's school records. Under this law, parents (of students under 18 years of age) or eligible students (those who are 18 years of age or older) have the right of access to records. Those rights include:

- Parents or 18-year-olds may inspect/review educational records of the school.
- Schools may charge a fee for copies of those records.
- Parents or 18-year-olds may petition for changes to perceived inaccurate or misleading statements on school records.
- Should the record not be changed, parents or 18-year-olds may request a formal hearing and have the right to include a statement of circumstances included in the educational records describing the challenged information.
- Schools must have the written permission of the parents or the 18-year-old student to release any information from educational records. Exceptions include school officials, schools to which a student transfers, audit officials, financial aid officials, accrediting organizations, courts of law, health and safety officials.
- Typically, "directory" information (Name, address, phone, date/place of birth, honors/awards, dates of attendance) is made available without consent. Parents or the 18-year-old may request that this information NOT be disclosed.
- The law states that the school must annually notify parents and 18-year-olds of FERPA rights.

### **Hutchinson Amendment**

Federal law allows military recruiters access to high school students and student information for the purpose of recruiting to the same extent that colleges and universities have access to students and students' information. A parent of a high school student or a student 18 years of age or older may submit a request to the local educational agency (CRTSHS) that the student's information not be released. More information is available at

[www4.law.cornell.edu/uscode/10/503.html](http://www4.law.cornell.edu/uscode/10/503.html)

### **Academic Expectations**

Every student at CRTSHS has the right to a good education. All school behavior is designed to establish and maintain an environment that fosters maximum learning and mutual respect. Students are expected to respect the educational process and take accountability for their own learning. In order to graduate, all students must complete the CRTSHS Program of Study in its entirety.

### **Academic Honesty & Integrity**

At CRTSHS, we presume the honesty and integrity of our students. We also expect them to abide by accepted policies of academic honesty. This includes respect for the intellectual property of others, meaning their ideas and writing. While proper learning and research involve the use of the ideas of others, it is vitally important to acknowledge any sources used within an assignment. Proper academic

work and research promote respect for all those involved. Collaboration is often encouraged by teachers in the completion of various assignments. Working together enhances learning and teaches skills necessary for success later in life. It is an open and cooperative behavior that does not result in allowing one's work to be copied or submitted for assessment by another. As a CRTSHS student, you are responsible for ensuring that all the work you submit is authentic and that any sources used are appropriately acknowledged. If you have any doubts, please ask for advice. The consequences will be determined on a case-by-case basis.

### **AI (Artificial Intelligence) Use Policy**

**Introduction:** At CRTSHS, we recognize the importance of technology in education and its potential to enhance learning experiences. However, it is imperative that technology, including Artificial Intelligence (AI) tools, is used responsibly and ethically to foster genuine growth and learning among our students. This AI Use Policy outlines the guidelines and expectations for students' appropriate use of AI tools.

#### **Guiding Principles:**

1. **Authentic Learning:** Students are encouraged to engage in authentic learning experiences that promote critical thinking, problem-solving, and creativity. AI tools should supplement and enhance these experiences, rather than replace or undermine them.
2. **Ethical Use:** Students must ethically use AI tools, respecting intellectual property rights, academic integrity, and the privacy of others. Plagiarism, cheating, or any dishonesty facilitated by AI tools is strictly prohibited.
3. **Skill Development:** The primary goal of using AI tools is to assist students in developing their skills and understanding of various subjects. Students should actively engage with AI tools to augment their learning process and deepen their comprehension of concepts.

#### **Acceptable Uses of AI Tools:**

1. **Research Assistance:** Students may use AI tools to gather information, generate ideas, and explore topics of interest for research projects and assignments. However, they must critically evaluate the credibility and relevance of the information obtained.
2. **Problem Solving:** AI tools can be utilized to analyze complex problems, simulate scenarios, and develop innovative solutions. Students are encouraged to apply AI tools to enhance their problem-solving skills across different disciplines.
3. **Learning Enhancement:** AI tools can provide personalized learning experiences, adaptive feedback, and interactive tutorials to support student learning. Students are encouraged to leverage AI tools as supplementary resources to reinforce their understanding of course materials.

#### **Prohibited Uses of AI Tools:**

1. **Academic Dishonesty:** Students are prohibited from using AI tools to engage in academic dishonesty, including but not limited to plagiarism, cheating on exams, or fabricating research findings. All work submitted must be the original work of the student unless properly cited and attributed.
2. **Completely Automated Work Generation:** Students should not rely solely on AI tools to complete assignments or tasks without active participation and supervision. Automated generation of content, such as essays or code, without genuine effort and understanding, is not permitted.
3. **Violation of Privacy:** Students must respect the privacy of individuals and sensitive information when using AI tools. Any unauthorized access, collection, or sharing of personal data is strictly prohibited.

**Consequences of Violations:** Violations of this AI Use Policy will result in disciplinary action,

**Conclusion:** By adhering to this AI Use Policy, students at CRTSHS demonstrate their commitment to academic integrity, ethical conduct, and personal growth. Through responsible use of AI tools, students will develop the skills and habits necessary to thrive as lifelong learners and contributors to society.

### **Program of Study**

Cristo Rey Tampa strives to create a meaningful, engaging, and challenging curriculum for all our students. Currently, we utilize the College Board Advanced Placement course suite. The integration of Pre-AP, AP, & Capstone into our complete program of study ensures that our student body has the opportunity to receive substantial preparation for higher education. A complete breakdown of the program of study can be found on the school website with a link to download.

### **Academic Guidelines**

Students are required to obtain 28 academic credits with a minimum weighted cumulative GPA of 2.0 to complete the academic program at CRTSHS. Students must earn seven (7) credits at CRTSHS during their senior year unless they are in a dual enrollment program or have a special circumstance approved by the administration. In addition to the academic requirements, students must complete the service hour requirements for program completion.

### **Grading System, Reports, & Scale**

Credit is awarded on a semester basis. Letter grades have the below numerical equivalents. Courses are assigned the corresponding quality point values. Additional “weighted” values are given to Advanced Placement and Honors courses. Courses designated as Honors will carry an added one-half (.5) quality point. Advanced placement courses will carry an added one (1.0) quality point. Additional points for Honors & AP courses are not awarded for any grade below a 73 which is a “C.” D+ and D grades are not awarded credit at Cristo Rey Tampa. Students with D or D+ grades will be required to improve the grade with additional work given during a winter, spring, or summer break to recover the credit. If they fail to do so, credit will not be awarded. CRTSHS uses the suggested quality point scale from [collegeboard.org](http://collegeboard.org) to calculate grade point averages. This is the standard scale for most colleges and universities.

The general credit requirements are as follows:

- English (4 credits)
- Math (4 credits)
- Science (4 credits. 2 courses with labs)
- Social Studies (4 credits)
- Personal Fitness/PE Elective (1 credit)
- Religious Studies (4 credits)
- Fine/Performing Arts (1 credit)
- World Language (2 credits)
- AVID 4 (1 Credit)
- Electives (4 credits)

### Grading Scale

Letter Grade	Percent Grade	Semester Credit Awarded	Quality Points on 4.0 Scale	With Pre-AP or Honors Course Quality Points	With AP Course Quality Points
A+	97-100	.5	4.0	4.5	5.0
A	93-96	.5	4.0	4.5	5.0
A-	90-92	.5	3.7	4.2	4.7
B+	87-89	.5	3.3	3.8	4.3
B	83-86	.5	3.0	3.5	4.0
B-	80-82	.5	2.7	3.2	3.7
C+	77-79	.5	2.3	2.8	3.3
C	73-76	.5	2.0	2.5	3.0
C-	70-72	.5	1.7	2.2	2.7
D+*	67-69	0	1.3	1.3	1.3
D*	65-66	0	1.0	1.0	1.0
F	Below 65	0	0	0	0
*Grade is eligible for enhancement to recover credit.					

### Credit Recovery / Grade Enhancement

Courses from each semester must be passed for a student to progress to the next grade level at CRTSHS. The .5 semester credit is not awarded for course grades lower than "C-." Grades of D and D+ will be eligible for grade enhancement to recover the course credit during the semester break following the semester in which it is earned. Students who do not recover credit by the conclusion of the following term in which the D or D+ grade was given may not be readmitted to CRTSHS or may be placed on academic probation. Academic remediation will begin at the conclusion of the 1<sup>st</sup> and 3<sup>rd</sup> marking

periods and during the winter and summer breaks. Students will have to attend a Saturday session to take the mastery assessments in person to acquire credit.

Students who fail two or more classes in any given semester with a final grade of “F” OR fail to earn credit in three or more classes WILL BE DISMISSED and are not eligible for probationary measures. CRTSHS reserves the right to allow a student to recover credit through Florida Virtual School for any grade of “F.” If a student participates in grade enhancement, they are subject to an annual evaluation, which may result in academic probation or dismissal from CRTSHS. Student families may be assessed a fee to attend grade enhancement sessions that require additional staffing. This fee will be disclosed to a student and their family no later than one (1) quarter prior to the session start.

### **Student Support Plans**

The purpose of a Student Support Plan (SSP) is to ensure success for struggling students in an academic setting. Student success is promoted by the development of an intervention/support plan and the implementation of research-based instructional and behavioral practices/procedures. The SSP is a framework for early identification of students who may need additional support. It is also a system of assessment monitoring and collaboration to ensure that students are provided what they need within and outside the school community.

### **Academic Probation**

A student will be placed on academic probation at the end of a semester if he or she has a GPA lower than 2.0 or deficient credit. Students who fail two or more classes in any given semester with a final grade of an “F” OR fail to earn credit in three or more classes WILL BE DISMISSED and are not eligible for probationary measures. The administration reserves the right to place a student on academic probation entering any given school year. This rule may also be applied to transfer students. Academic probation is a serious matter, and it will serve as an indication that a student is either not capable of meeting the academic program expectations, is not choosing to reach their potential, or has missed significant instructional/learning time. This status means the student’s enrollment is in jeopardy. Parents of these students will be notified that their student is in danger of being dismissed. The terms of the probation will be explained, and a conference will be required with one or more members of the administration. A student/parent/teacher conference may also be required for courses that a student is failing. This is only required if a prior conference has not been held. The student will also be excluded from athletic participation and extracurricular activities.

### **Quarterly, Semesterly, and Yearly Awards**

Honor roll (is determined at the end of each semester. It is based on individual grade point averages for the grading period. Anyone receiving an “F” in any course or involved in an academic violation will not be eligible for the Honor Roll or Principal’s List, regardless of his/her grade point average.

**Honor Roll -3.0 - 3.49**

**Principal’s List - 3.5 & higher**

#### Quarterly Awards

1st Honors and 2nd Honors

#### Semester Awards

Dean’s List and Principal’s List

#### Yearly awards

Cum Laude, Magna Cum Laude, and Summa Cum Laude

### **Courses Taken Outside of Cristo Rey Tampa**

Arrangements to take additional courses must be approved by the Principal, Dean, & College Counselor. Courses must be in line with the school program of study. The actual grade earned will appear on the transcript. To be eligible, students must:

1. Have a 3.0 career GPA
2. Not be on academic probation
3. Must have Standardized Test Scores showing readiness for college-level coursework.
4. Have no major disciplinary infractions

If a student earns a WF (withdrawal failure) in any course taken outside of Cristo Rey Tampa, the “F” will be included in the CRTSHS transcript and used in the calculation of the student’s GPA. Students receiving a grade of “F” for a semester course will have the grade recorded on their transcript. High school courses taken in middle school may appear on the CRTSHS transcript for placement purposes only. The courses may not be awarded credit and will not be used in GPA calculations. Parents will be required to give authorization stating they are aware of the impact that a low grade may have on the overall student record.

### **Advanced Placement (AP) Courses**

AP Exams are scored on a range of 1-5. Each college or university decides on the awarding of college credit based on their own criteria. A score of 3 or better is considered a passing score and may be awarded college credit. Grades for AP courses are calculated with an additional full quality point for each semester.

The following conditions also apply:

1. All students enrolled in an AP class must sit for the AP exam.
2. There is an AP exam fee associated with each AP exam. CRTSHS pays the exam fee for all students.
3. Students who miss an AP exam must make up the exam on the assigned date and pay any additional fees associated with the make-up exam.
4. A student may be denied participation in graduation or other activities for failure and/or refusal to take an AP exam.

Additional information on the AP program may be found at

<https://apstudent.collegeboard.org/home>

### **Dual Enrollment**

CRTSHS has partnered with Hillsborough Community College to offer Dual Enrollment (DE) coursework to students if they meet and maintain the following criteria as established by Florida State Statute and CRTSHS:

1. Have a 3.0 unweighted cumulative grade point average
2. Obtain a passing score on PERT or an equivalent score on ACT or SAT. All students taking DE courses are required to take DE semester exams.
3. Course cannot be offered at CRTSHS, or approval is necessary.

Student families are required to cover the costs of books, required class materials, and transportation.

Grades for DE courses are calculated with an additional quality point for each semester. Grades for full-year courses are awarded one full high school credit per semester. For these courses, the grade earned and the quality point will be counted twice in the calculation of the student’s high school cumulative GPA.

Grades for Dual Enrollment courses are calculated based on the collegeboard.org grading scale and will become part of the student’s post-secondary GPA.

### Grade Disputing Policy

The school issues grades at the end of each quarter and semester. Students will receive a letter grade for each course. If parents/guardians or students have any disputes concerning grades, they must contact the teacher within ten (10) days of the grade posting. After ten days, all grades will be considered accurate and final.

It is the parents’ responsibility to provide the school with their current email address at the beginning of the year. Parents and students are required to monitor academic progress online through the [Plus Portals website](#).

Teachers are available to parents through email. If a semester grade is F, the student must check with an administrator regarding remediation. In most cases, students must complete course segments on Florida Virtual School to recover credit and remain enrolled at CRTSHS.

### Late Work / Discretionary Zero Policy

Failure to turn in assignments can result in a student earning reduced credit every day an assignment is past due. CRTSHS is sensitive to the fact that there are a wide range of legitimate reasons for a student to miss an individual assignment. Teachers will be required to investigate underlying obstacles using root cause discussions and fair judgment on a case-by-case basis. A zero will be given for assignments that are turned in after the late work window is officially closed. The possible percentage will vary based on grade level. The school-wide late work grading policy is established by the administration and can be articulated upon request.

For an absence to be excused, a note from the parent or guardian must be submitted upon the student’s return. This procedure must be followed even if the parent or guardian called to report the absence. If a note is not provided, the absence will be automatically deemed unexcused. The Administration reserves the right to rule on unusual cases in an individual and discretionary way. Refer to the late work policy for grading.

Class	Initial Deduction	Deduction Schedule							
		1 Day Late	2 days Late	3 days late	4 days late	5 days late	6 days late	7 days late	7+ days late
Freshmen	-30%	70%	60%	50%	40%	30%	20%	10%	0
Sophomores	-40%	60%	50%	40%	30%	20%	10%	0	0
Juniors	-50%	50%	40%	30%	20%	10%	0	0	0
Seniors	-70%	30%	20%	10%	0	0	0	0	0

### **Graduation Policy**

If a student does not successfully complete the academic requirements for graduation, the student will not be allowed to participate in the commencement ceremony.

To participate in any senior events, which include the commencement ceremony, a student must fulfill the school's academic, disciplinary, service hour, retreat, and financial requirements. To receive a diploma at the commencement ceremony, a student must have complied with all rules and regulations associated with the ceremonies.

### **Valedictorian & Salutatorian**

The Valedictorian is the graduating senior with the highest weighted cumulative grade point average after 8 semesters, and the Salutatorian is the graduating senior with the second highest weighted cumulative grade point average after 8 semesters. The designations will be determined at the beginning of the 3<sup>rd</sup> quarter. Students with identical GPAs will be co-awarded the honor. The following conditions must be met:

- The student must have completed a minimum of four (4) consecutive semesters at CRTSHS.
- The student must be a model of exemplary behavior and must have no major disciplinary infractions.
- The student must have a positive overall review from the Corporate Work Study Program.

This honor may be rescinded at any time up to and including after the graduation ceremony for any violation of campus rules or the Code of Conduct.

### **Examinations/Exemptions (Senior Year Only)**

Seniors may exempt second semester exams for which they meet all the criteria except for Advanced Placement and Dual Enrollment courses. The exam grade recorded for an exempted exam will be the numerical average of the second semester.

Criteria necessary for exam exemption:

1. A minimum grade of 90% or above as of the exam exemption date.
2. At the discretion of the Administration, students guilty of serious or repeated disregard of school policy may be denied the exam exemption privilege.
3. Student tuition account must be paid up to date.
4. No exam may be exempted if service hour requirements are not met by the published deadline.
5. Students must not have any major negative feedback from the Corporate Work Study Program.

### **Courses (Semester & Full Year)**

At the end of the second and fourth quarters, cumulative semester exams will be administered for core courses. Non-core courses may also assign a "culminating task" of equivalent value. Attendance is mandatory for all semester exams. No student will be allowed to take an exam before the scheduled time unless it is approved no later than two weeks before the exam takes place. If a student is absent from an exam due to illness, a doctor's note must be submitted. Semester exams can be rescheduled and made up for full credit with a doctor's note. If semester exams are missed due to an extreme family emergency, the administration may grant permission to make up exams for full credit. Semester exams not taken by the date set by the administration will result in a grade of "0". As part of the academic requirements, all students must take the required exams. CRTSHS reserves the right to make any exceptions to on a case-by-case basis.

### **Records Requests & Transmissions**

CRTSHS maintains records for current students, graduates, and students who withdraw. Students requesting transcripts for college applications must request the college counseling office.

Transcripts sent to CRTSHS must be emailed to [registrar@crystoreytampa.org](mailto:registrar@crystoreytampa.org)

All requests or incoming documents must include:

1. Student Name
2. Student's Date of Birth
3. Grade Level
4. Brief description of request.

Please allow up to 48 hours for requests to be fulfilled. Official transcript requests for students transferring out must be sent by the requesting school to [registrar@crystoreytampa.org](mailto:registrar@crystoreytampa.org). All other transcripts provided will be considered unofficial.

### **Our 1:1 Device & Network Policy**

Cristo Rey Tampa exercises a 1:1 Device Policy. This means each student will receive a laptop device and charger as a loaner during the academic year. These devices will be collected, inventoried, and reviewed for damages every summer to be redistributed in the fall. It is the responsibility of both parents and students to make sure that each student upholds their responsibility to maintain the devices issued by the school. Violations may result in any and/or all of the following:

- student conference
- parent conference
- cancellation of access privileges and/or loss of computer privileges
- school disciplinary actions, including civil or criminal liability under applicable laws

Further details of our 1:1 device policy will be illustrated in the Computer Loan Agreement Form. This is a contract that all CRTSHS students and their Parent(s)/Guardian(s) must sign. Failure to complete the form will result in not receiving a Chromebook and charger.

### **Student Service Hours**

#### **Purpose**

Rooted in our Catholic mission to “love your neighbor” and serve Christ through others, our Community Service Program requires students to complete 100 hours of service over four years at non-profit organizations. This program fosters spiritual growth, community engagement, and preparation for college and beyond.

#### **Service Hour Guidelines**

- **Freshmen:** 20 hours by the end of the school year.
- **Sophomores:** 30 hours by the end of the school year.
- **Juniors:** 30 hours by the end of the school year.
- **Seniors:** 20 hours by the end of the school year.
- **Total:** 100 hours by graduation.

### **Non-Profit Organization Requirement**

All service hours must be completed at a 501(c)(3) non-profit organization or Catholic-aligned institution that does not conflict with our school's values. Approved organizations include, but are not limited to:

- **Catholic Churches:** Parish outreach programs, food drives, or community service projects (e.g., serving at a parish soup kitchen).
- **Catholic Schools:** Tutoring younger students or assisting with after-school programs.
- **Food Pantries:** Organizations like [Local Food Pantry Name], Catholic Charities, or St. Vincent de Paul, where students can sort donations or serve meals.
- **Community Non-Profits:** Shelters, senior care facilities, or organizations like Habitat for Humanity that address community needs.

A Community Service Digital Catalog (accessible via the school website) lists pre-approved organizations. Students may propose other non-profits, subject to approval by the Community Service Coordinator.

### **Additional Criteria**

- **Supervision:** Service must be supervised by an adult representative of the non-profit (not a family member) and conducted outside regular school hours.
- **Tracking:** Hours must be logged via the **MobileServe app**. Freshmen will receive training on the app in August.
- **Deadlines:**
  - Seniors: Hours due by May 1st to ensure graduation eligibility.
- **Restrictions:**
  - Service cannot involve payment, personal gain, or unsafe conditions.
  - Maintenance tasks (e.g., filing, cleaning) are limited to 5 hours per year.
  - Training hours are capped at 5 hours per year.
- **Recognition:** Students completing 150+ hours by graduation receive a silver cord at the ceremony.
- **Resources:** Refer to the school's service hour guidelines for approved activities and MobileServe instructions.
- **Support:** Teachers and service coordinators are available to assist with project planning, presentation design, or understanding works of mercy and virtues.

### **Attendance General Guidelines**

Regular attendance is a fundamental element to success in school. A student should be absent only for a compelling reason. A parent or guardian must call the school office before 8:00 a.m. on each day or email [attendance@crths.org](mailto:attendance@crths.org) to inform us that your student is absent and briefly state the nature of the absence. The school may notify local authorities to conduct a wellness check to address absenteeism.

### **Extended Medical Absences**

Extended Medical Absences and Dismissals: Depending on the circumstances, consecutive absent days due to illness may be considered as one incident. For ongoing medical circumstances that require a partial absence, full absences, early dismissals, or late arrival, a release with documentation must be on file providing an explanation of treatment duration and any limitations related to the condition. Specific medical details do not have to be provided according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

### **Early Dismissals/ Late Arrivals**

We ask that parents do everything they can to schedule appointments for students outside of the school day. If a student arrives late or is required to leave early for any appointments, the parent must give prior notice in writing, email, or phone call to the front office. The notice is not received, a documented warning will occur. Students arriving at school after period 3 or leaving before period 4 are considered absent for one-half of a day. Three (3) of these early dismissals or late arrivals in one quarter will be considered excessive and will trigger a conference with an administrator to determine the appropriate consequences, which may include probation.

### **Excessive Absences and Truancy**

Excessive Absences: Any student with five or more total excused and unexcused absences in a grading period (quarter) will be scheduled for a student/parent conference with an Administrator and the applicable disciplinary measures will be determined.

Pursuant to Florida statute 1003.26, CRT acknowledges that truancy is any absence from school without the approval of parents or school authorities. Florida State Law requires the school to report the names of any students with more than 15 unexcused absences within a 90-calendar day period. Truancy may result in the loss of privileges. If a student accumulates ten consecutive days of unexcused absences from school and work, those absences will be reported to local authorities for a wellness check. If truancy remains an issue for any student, it may result in immediate dismissal.

### **Student Illness & Emergencies**

If a student becomes ill or has an emergency during school hours for an emergency, the following procedures are followed:

1. The student will need to report to the front office to contact their parents.
2. Once the parents have been contacted, the student will report to the campus ministry room until their parents arrive.

If parents do not respond to our contact attempts, CRTSHS will contact the local authorities for assistance.

Parents are required to notify the school if their student takes doctor-prescribed medication. Students are required to bring the medication to the Main Office at the beginning of the day. Medicine should be in the original container with the required dosage on the label and will be administered by school personnel.

### **Code of Conduct**

CRTSHS uses a Virtues-Based Restorative Discipline Model to address student conduct. This system uses root cause discussions to uncover the source of behavioral issues, cultural infractions or other expectations that are not met. This approach aligns with the Salesian preventive system using natural and logical consequences for infractions. This model may not specifically define all discipline infractions and outcomes, but it serves as a guide for students, parents, faculty, and administration. School disciplinary policies apply to students, whether on or off campus, and consequences may include student expulsion. The administration reserves the right to rule on unusual cases in an individual and discretionary way. The school also retains the right to amend the Parent/Student Handbook for just cause at any time. Student conduct that contradicts the values, teachings, or culture of the school, religious sponsor, or Catholic Church will be evaluated on a case-by-case basis to determine if the school is an appropriate fit.

### **Incidents of Illegality**

If students are involved in illegal matters, the administration will notify the appropriate authorities. The school will also determine the school-related consequences up to and including expulsion based on the severity of the violation.

### **Uniform & Grooming Policy**

Students are expected to be in full uniform, as communicated during the admissions process and on orientation nights. The administration reserves the right to send home any student if they are not in the appropriate uniform or wearing items in a fashion that is deemed inappropriate. In these situations, the school will also notify the parent and attempt to provide a uniform alternative for the student before sending them home. Students are also expected to maintain good hygiene & be well-groomed. Accessories should also be tasteful and modest. The Administration and Corporate Work Study department will collaborate to make final determinations on a case-by-case basis.

### **Student Evaluation and Status**

A general evaluation will be performed for all students at the end of each semester. Evaluation components will include student attendance, behavior incidents, grade point average, standardized test scores, number of failed courses, adherence to norms and expectations, etc. Deficiencies in any of these categories at the end of the first semester may result in a conference to discuss concerns. Deficiencies in any of these categories at the end of the second semester may result in a first or second conference and/or dismissal from CRTSHS. A good standing status is given to every student at the beginning of the school year, and once it is lost, it can only be earned through the passing of time with notable progress. An official status update for any individual student can only be made by the Principal or an administrator. Parents can request a status check at any time after the first semester.

### **Student Drivers**

Student drivers will be required to register their vehicle with the front office, and they will be given a decal. Students are not permitted to access their vehicles between 7:45 AM and 3:55 PM for any reason unless they are given permission by an administrator. Student vehicles on campus may be subject to a search by an administrator under any reasonable suspicion. The student driving privilege may be forfeited entirely upon any violation of rules set forth. A student who drives to school will be required to have his or her parent pick them up if they become ill during the school day. The Florida Legislature enacted CS/CS/SB 265 relating to the driver's license for students, age 15 to 18, as an incentive for students to stay in school and continue their education. Specifically, if a student withdraws from school and does not attend another high school or home education program or is absent for 11 unexcused consecutive days, 15 unexcused days within a 90-day period, or is absent for a total of twenty (20) unexcused cumulative days, that student's driver's license may be suspended.

### **Phones and other Electronic Devices**

Upon entering each class, all students will slide their phones in a pocket in the front of the room and leave them for the class duration. Students are not allowed to have a cell phone in their possession during class time. Phones will be picked up as students leave at the end of class. If there is a family emergency, please do not try to contact the student directly. Please contact the Main Office and speak with a staff member.

### **Public Displays of Affection**

Kissing, clinging, petting, and other displays of romantic affection are not appropriate to the academic setting due to the norms and expectations of professionalism we provide and seek from our students.

### **Search and Seizure Policy**

The school administration makes every attempt to maintain a safe and conducive learning environment. Whenever the school has reasonable suspicion, the Administration reserves the right to search student automobiles, lockers, book bags, backpacks, purses, water bottles, socks, pockets or effects and to confiscate any contraband item. Also, subject to search would be any computer, software program, external data storage, e.g., flash drive, phone or CD. Searches will always be facilitated by an Administrator and could include another adult witness. Drug-sniffing dogs may be employed in the search. In addition, the Hillsborough County Sheriff's Department will be notified if a crime has been committed.

### **Drugs and Alcohol Policy**

When students are under the influence of drugs, the educational process and the safety of the school community are compromised. The school prohibits the illegal and/or inappropriate use or abuse of alcohol and/or drugs of any kind and the school will identify, aid, and assist students to refrain from this activity. As such, the school reserves the right to administer a drug test and a breathalyzer test to students. CRTSHS is committed to educating young people to become leaders in the world of today and tomorrow. In many cases, this is calling our students to make choices that may be counter-cultural but are part of our school and Catholic identity. The School Counselor will assist with any counseling or referrals for rehabilitation. The school will decide the student's status based on the outcome.

### **Prohibited Items**

It is prohibited to carry, use, or store weapons or other dangerous objects in a school building, on school grounds, or in vehicles. Included in this are imitation weapons such as toys that may appear to be real, lighters, matches, guns, knives, chains, clubs, mace, pepper spray or explosives, including fireworks. This policy also applies to anything that could jeopardize the health and safety of students including but not limited to inappropriately used prescription drugs, alcohol, and illicit and controlled substances like drugs and alcohol. Students violating this policy will have materials confiscated and will face higher disciplinary action up to and including dismissal.

### **Harassment and Bullying Policy**

In accord Christian respect for the dignity of everyone, it is school policy to provide an environment that is free from harassment in any form. This anti-harassment policy is particularly aimed at but is not limited to discrimination or harassment based on race, color, creed, age, gender, and nationality. This policy applies to students in school, on their way to and from school, and at all school-related activities, as well as to all school employees and persons involved in school-related activities.

Any student who feels that he is the subject of any form of harassment should immediately bring this to the attention of administrators. Any form of harassment, intimidation or coercion may result in dismissal.

The right to confidentiality, both the complainant and the accused, will be respected to the extent possible but will be consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **Harassment and Bullying Reporting Procedures**

When an individual believes he/she is being harassed or feels uncomfortable with the actions or comments of another, or observes harassment of another person, the individual must report his/her concerns in writing as follows:

1. Individuals involved must report their concerns to the Principal or another administrator.
2. The investigation will not be delayed due to the inability to make immediate contact with administrative authorities.
3. If the harassment or bullying allegations involve the Principal, the report should be made to the Director of School Operations.

### **Harassment and Bullying Investigating Procedures**

1. Once a written report of offensive comments or actions is received, it will be promptly and carefully investigated. Cooperation by all individuals involved in a complaint is necessary to conduct the investigation properly and equitably.
2. The confidentiality of everyone involved with the investigation or complaint will be observed, provided it does not interfere with the ability to investigate the allegations or take corrective action.
3. Individuals who engage in behavior that violates this policy are subject to disciplinary action, up to and including expulsion, dismissal, discharge, and any legal consequences for this behavior.
4. Individuals should recognize that knowingly and willfully bringing false accusations of harassment or discrimination can have serious effects on innocent individuals and may subject such individuals to expulsion, dismissal, discharge, and any legal consequences for this behavior.
5. Retaliation against individuals who, in good faith, file a complaint of harassment or participate in the complaint is prohibited. Any person who feels he/she has been subjected to retaliation under the policy should report such conduct as outlined above in the "Reporting Procedures."

### **Student Activities**

Clubs are determined at the beginning of each year based on interest. If there is not an adequate turnout from the student body to participate in any sport or club, sessions/practices, or the entire season may be canceled. This decision will be made by the sponsoring adult or athletic director on behalf of CRTSHS. A faculty or staff sponsor is required for any club to form, and service projects that align with the mission of the school and the purpose of the club are also required for the formation of a club.

### **Student Activities Policy**

The following are general guidelines for school-sponsored events:

- If a student is absent, he or she cannot participate in a club or sport that day.
- CRTSHS students are responsible for any guest who is not a CRTSHS student.
- Once students leave any event, they cannot return.
- All CRTSHS handbook policies and procedures regarding behavioral norms and expectations are in effect at all CRTSHS events, regardless of location.

## **Field Trips**

Students wishing to attend a field trip must present a completed official permission form to the sponsoring teacher before the posted deadline. The permission form must be signed by the parent or guardian and by the teachers whose classes will be missed. Parental/guardian permission to attend off-campus events will not be accepted over the telephone or via email.

## **Campus Ministry**

CRTSHS is devoted to the formation and education of our students is based on the Gospel message of our Lord Jesus Christ and following the example of St. John Bosco. During the year students are invited to discover and focus on their relationship with God and Church through various religious activities. spirituality centers on: Daily Life; Joy and Optimism; Friendship with the Lord Jesus; Communion with the Church; Responsible Service.

School Wide Mass: School community Masses are typically celebrated in Mary Help of Christians Church. All students, faculty, and staff are expected to be present at mass.

**Confession:** The sacrament of Penance, scheduled at designated times, is available to all students during the school year.

**Retreat Days:** Each student will participate in at least one retreat during each school year. At CRTSHS, we place great emphasis on our retreat days, and it is mandatory for all students to attend. Failure to attend one's scheduled school retreat requires that it be made up on a specific date set by the Campus Minister before the end of the year. Optional retreats on and off Campus will also be made available to students and faculty.

**Spiritual Counseling:** Students with any needs and/or questions concerning their spiritual growth are encouraged to contact the Campus Ministry Office.

**Oratory:** Students and faculty are welcome to stay on Friday afternoons for Oratory, where faith and fun come together. We use all our campus facilities and the moment of prayer. Any student who remains on campus after the end of class is part of the Oratory. Oratory starts at 4:15 and ends at 8:00 p.m.

## **Athletics**

Cristo Rey Tampa is a member of the Florida High School Athletic Association (FHSAA) CRTSHS offers a variety of sports programs. The complete sports schedule is published on the school website.

### **Athletic Participation**

Students participating in athletics must conform to the following:

- Complete all paperwork for FHSAA & CRTSHS including acknowledgment and compliance with the CRTSHS Athletic Department Code.
- Meet all eligibility requirements set by the FHSAA and CRTSHS.
- Provide the athletic director with a certified birth certificate, consent for participation, and a physical form. The physical is valid for 365 days from the date completed and must be completed each year.

## **Corporate Work Study Program**

### **Program Overview**

The CWSP is a separately incorporated entity within Cristo Rey Tampa which functions as an employment agency to place *every* student in an entry-level, professional job all four years of high school. Through this innovative program, students pay for a portion of their education, gain real-world work experience, and realize the relevance of their education. The integrated academic and CWSP experience is widely recognized as the critical component of a Cristo Rey education.

While attending CRTSHS, all students become CWSP employees. A CWSP student employee is expected to exemplify the values of a CRTSHS student while in the workplace.

Since CWSP is the legal employer of the students, parents/guardians should direct all work-related questions or comments to the CWSP office.

### **CWSP Fee for service**

When a student enrolls at CRTSHS, the student becomes an employee of CWSP and is assigned to a Corporate Partner. This is a contractual obligation between CWSP, the Corporate Partner, and the student. Students earn a fee for service based on the applicable minimum wage laws for the hours worked as an employee of CWSP during the school year. However, in their contracts, students and parents/guardians agree to assign the earnings to CRTSHS to help offset the cost of their education. The wages assigned to CRTSHS are not considered taxable income as defined by the IRS.

### **Taxes and employability**

Each student is required to complete a U.S. Citizenship and Immigration Services (USCIS) Form I-9 to support her/his eligibility to work. Students must be at least 14 years old to participate in the CWSP.

### **Work Schedule and Hours**

Each work study position is filled by a team of up to four students, with each student working a maximum of no more than 8 hours on any one day, two days per week, and five days monthly when school is in session. Furthermore, when school is in session, all the student work will be conducted between the hours of 8:00 AM to 4:00 PM. (Department of Labor 29 CFR 570.37). The CWSP program requires students to report hours worked after the conclusion of each workday, via a digital timecard as validated by a work supervisor.

#### **Student Teamwork Schedule:**

<b>Day</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Class</b>	Seniors	Juniors	Sophomores	Freshmen	Rotation

### **Transportation**

The CWSP coordinates student transportation between school and the workplace. This is accomplished by utilizing a blend of an internal fleet of drivers and vehicles along with a contracted third-party transportation solutions company (EverDriven).

Students are responsible for assisting the transportation team with the interior cleanliness of the transportation vehicles. Students who do not follow the transportation vehicle guidelines or driver instructions may lose the privilege of transportation services.

Work supervisors will be notified of the student transportation schedule at the beginning of the work year. Students must provide an accurate cellphone number to the CWSP personnel at the beginning of the school year to ensure safe and timely pickup. Students are responsible for maintaining current contact information with the CWSP.

Students assigned to transportation routes serviced by EverDriven are required to download the app on their personal device. The app platform will provide detailed driver and vehicle information along with real-time

vehicle tracking and driver arrival notifications. In the event of a work absence, students are required to cancel their scheduled ride before 5:45am to avoid a \$30 late cancellation fee.

For students with access to personal vehicles, there is an option to enter into a Direct to Work Agreement. This agreement allows students to transport themselves to and from work under specified guidelines and would require approval from CWSP personnel.

### **Lunch Time and Breaks**

Students are expected to take time for lunch and breaks as arranged through the supervisor's preference and schedule. Each student is given a 30-minute lunch. Additional breaks will be given at the supervisor's discretion. Students are to remain within the workplace for lunch and breaks. Lunch is provided by the CWSP and is not the responsibility of the workplace. A student may also bring food from home on workdays. Students may order food delivery for lunch (i.e., Uber Eats, Doordash, etc.) only in exceptional circumstances with supervisor's approval.

### **Student Conduct and Expectations**

Students are expected to conduct themselves in a mature, professional manner in the workplace. Students at CRTSHS must maintain employability in the CWSP as part of their enrollment at CRTSHS. Any behavioral incidents that occur at work will be addressed on an individual basis in accordance with the handbook. The CWSP will mediate difficult situations between the student and the Corporate Partner.

A Student Support Plan (SSP) may be developed if a student is performing below expectations. The SSP provides a forum to come to an agreement about the behavior and assists the parties involved in working toward an agreed upon action plan to help manage and improve the student's work performance. The development of an SSP would include the Corporate Partner supervisor, CWSP personnel, and the student. The SSP is revisited at a set date to assess student progress. Should a student be terminated from a job, the CWSP will determine the re-employability of that student only after the student has completed an employability agreement and retraining curriculum. If a student does not successfully meet the expectations outlined in the student's SSP, or meet the terms of the employability agreement, the student's enrollment at CRTSHS may be terminated.

### **CWSP Dress Code**

Students are expected to report in full uniform on workdays as follows:

- White button-down collar oxford shirt with school logo and school tie OR
- Navy-blue uniform polo with school logo.
- School uniform khaki bottoms
- Black or brown belt (to match shoes)
- Black or white socks
- Black or brown shoes
- Company-issued shirts are permitted

Students are expected to adhere to all other school dress code policies, including hygiene, grooming, and jewelry. Should a student arrive on a workday out of compliance with dress code, the CWSP will attempt to provide a uniform alternative; however, the CWSP reserves the right to send any student home if they are not in the appropriate uniform, in which case the parent/guardian will be notified and the student will be responsible for completing a work make-up day.

### **Cell Phone / Internet Usage**

Students are not permitted to use their cell phones during work hours. However, a student may be allowed to use a cell phone during a break at a supervisor's discretion.

The internet should be used only when completing assigned tasks/ projects that require its use. Supervisors will discuss expectations around internet usage with their student worker.

If a student is non-compliant with this policy, CWSP personnel will be notified; the student will receive retraining on a cell phone and/or internet rules and expectations, and parents/guardians will be contacted.

### **Pre-employment Screening**

CRTSHS students may be subject to submitting background checks, signing confidentiality agreements, and/or fulfilling other pre-employment requirements as a client deems necessary. The CWSP will coordinate with students and employers to ensure the proper protection of the student in all pre-employment processes.

### **Student Work Assessment and Job Reviews**

Each workplace is visited at least twice per year by CWSP personnel for the purpose of work performance assessment according to the CWSP Standards and Course Outcomes and to affirm compliance with all applicable provisions of 29 CFR €570.37 and section 6 of the Fair Labor Standards Act. To monitor and assess progress and assist students in bettering their workplace skills and experience, CWSP conducts formal site visits to each client to meet with supervisors throughout the school year. Students and supervisors are required to submit online evaluations/assessments regarding their performance and experience. In addition, informal feedback from supervisors and students via in-person conversations, e-mails, phone calls, and job-shadowing are encouraged.

### **CWSP Professional Development Grading**

A CWSP syllabus will be provided to each student detailing grading procedures.

### **Illness at Work**

If a student becomes ill at work, the student should notify their supervisor and contact the CWSP. The student, Corporate Partner supervisor, and CWSP will determine the appropriate course of action. The CWSP will call the student's parent/guardian or emergency contact to inform them of the situation and course of action.

### **Absence from Work**

Each student is expected to attend every scheduled workday. Since each student works only five days monthly, it is imperative to report to work as scheduled. Corporate Partners pay CRTSHS a fee for the work performed by students, and thereby, students receive financial credit toward the cost of education. This is a contractual obligation between CWSP, the Corporate Partner, and the student. The following are considered a work absence and will require a make-up day:

- A student is absent from school on their workday
- A student arrives at school after transportation has departed for work
- A student leaves work for any reason other than an approved course of action due to illness

A student who is feeling exceedingly ill in the morning should not report to school/work. A student who arrives at school on their designated workday will be expected to report to work. If a student arrives at school on their workday and is too ill to report to work, the parent/guardian will be contacted and expected to pick them up.

Each student receives one (1) excused absence per semester. After two (2) absences, CWSP personnel will meet with the student. After three (3) absences, CWSP personnel will meet with the student and the parent/guardian. Written communication will be provided with every CWSP absence to the student/guardian.

A Student Support Plan (SSP) will be developed for students with recurring violations (i.e., 4 or more absences or ongoing tardiness). The SSP will require signed acknowledgement from the student, parent/guardian, Vice President of the Corporate Work Study Program, CWSP Client Relations Manager, Principal, and Dean of Culture.

A fee of \$100 will be assessed to the student's account for each CWSP absence. This fee will be reversed upon completion of a make-up day.

### **Make-up Days**

Students who miss work beyond their one (1) excused absence per semester are required to complete a make-up day. Make-up days must be completed within the same semester of the missed workday. Make-up days will be scheduled in the academic/CWSP calendars and made available at the start of each semester. Students automatically receive a make-up day notification when the student is reported absent. It is the responsibility of the student to submit the make-up day request for supervisor approval. The CWSP syllabus details instructions for scheduling make-up days. Upon completion of the make-up workday, any fees incurred by the student for an absence will be reversed.

The student/family is responsible for providing transportation on make-up workdays.

### **CWSP Program Probation**

Students with a significant CWSP violation (i.e., termination from a job or leaving the workplace without permission) may be placed on a Student Support Plan (SSP). The SSP will require signed acknowledgment from the student, parent/guardian, Vice President of the Corporate Work Study Program, CWSP Client Relations Manager, Principal, and Dean of Culture. The SSP may include corrective action and may prevent a student from participating in sports or extracurricular activities.