

Parent & Student Handbook

CRISTO REY TAMPA SALESIAN HIGH SCHOOL



School Information

www.cristoreytampa.org

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

School Colors: Navy Blue and Gold

School Mascot: Panthers

Welcome

Welcome to Cristo Rey Tampa Salesian High School (CRTSHS). We are honored that you have entrusted us with the education and formation of your child. This handbook is intended to provide guidance regarding the policies, expectations, and procedures that help our community thrive. More importantly, it reflects our commitment to forming young people as good Christians and upright citizens in the Salesian tradition of St. John Bosco.

SECTION 1: SCHOOL PHILOSOPHY & GOVERNANCE

Mission and Vision

CRTSHS, a Catholic college-preparatory school and work study program sponsored by the Salesians of Don Bosco, forms under-served 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 in 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 & Salesian Philosophy

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.

School Governance & Administration

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 President is the Chief Executive Officer of the school and the Principal is the Chief Operating Officer. The CRTSHS Campus Leadership (President, VP of CWSP, Director of Marketing and Communications, Principal) and Academic Teams (Principal and Deans) 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.

Handbook Disclaimer

This Parent and Student Handbook is intended to provide general guidance regarding the policies, procedures, expectations, and practices of CRTSHS. The provisions contained in this handbook do not constitute a contract, expressed or implied, between the school and any student, parent, guardian, or family.

CRTSHS reserves the right, in its sole discretion, to interpret, apply, amend, modify, suspend, or eliminate any policy, procedure, rule, expectation, or regulation contained in this handbook at any time and for any reason. Such changes may become effective immediately upon notice to students and families.

The administration retains the exclusive authority to make decisions regarding student enrollment, continued enrollment, academic standing, disciplinary matters, extracurricular participation, graduation eligibility, and all matters affecting the welfare and operation of the school community. The administration's interpretation of school policies and expectations shall be final.

Enrollment at CRTSHS is a privilege, not a right. Continued enrollment is contingent upon a student's academic performance, conduct, attendance, fulfillment of financial obligations, participation in required school programs, and adherence to the mission, values, policies, and expectations of the school.

By enrolling and remaining enrolled at CRTSHS, students and parents/guardians acknowledge and accept the school's authority to make decisions that it determines to be in the best interests of the student, school community, and mission of the institution.

Partnership Between School and Family

CRTSHS believes that education is most successful when students, families, and the school work together in a spirit of mutual trust, respect, and shared responsibility. Enrollment at CRTSHS signifies a family's commitment to support the mission, values, policies, and expectations of the school.

Parents and guardians are the primary educators of their children. The school seeks to partner with families in promoting the spiritual, academic, social, emotional, and professional development of each student. Open communication, mutual respect, and a shared commitment to student growth are essential components of this partnership.

Because CRTSHS is a mission-driven Catholic school community, families are expected to support school policies, respect school personnel, participate in required meetings and programs, and work collaboratively to resolve concerns. When disagreements arise, all parties are expected to approach conversations with professionalism, charity, and a desire to seek resolution.

In situations where a family's actions significantly impair the school's ability to carry out its mission, maintain a positive learning environment, or support productive collaboration between home and school, the administration reserves the right to determine whether continued enrollment is appropriate.

Parent & Guardian Conduct

CRTSHS values strong partnerships with parents and guardians and recognizes the important role families play in the success of each student. We are committed to maintaining open communication, mutual respect, and a spirit of collaboration in all interactions between home and school.

Parents and guardians are expected to communicate with students, employees, volunteers, and other families in a respectful, professional, and charitable manner consistent with the values of our Catholic and Salesian mission.

The following behaviors are inconsistent with the expectations of our school community and may result in administrative action:

- Harassment, intimidation, or threats directed toward students, employees, volunteers, or other families.
- Use of abusive, profane, discriminatory, or inappropriate language.
- Disruptive behavior during school meetings, events, or activities.
- Repeated communication that is hostile, excessive, or interferes with school operations.
- Posting false, misleading, defamatory, or confidential information about students, families, employees, or the school through social media, electronic communication, or other public forums.
- Attempts to circumvent established school procedures or interfere with school investigations, disciplinary processes, or personnel matters.

When concerns arise, parents and guardians are expected to follow the communication process outlined in this handbook and work collaboratively with school personnel toward resolution.

The school reserves the right to restrict campus access, require meetings to be conducted through designated administrators, limit participation in school activities, or determine that continued enrollment is no longer appropriate when a parent's or guardian's conduct significantly impairs the school's ability to fulfill its mission or maintain a safe, respectful, and productive educational environment.

Legal Matters & Representation

The school values open, respectful, and collaborative communication with students, parents, and guardians. In the event a parent, guardian, student, or other individual indicates an intention to pursue legal action against the school, retains legal counsel regarding a school matter, or requests that communications occur through an attorney, the school reserves the right to direct all future communications regarding the matter through designated school administration, legal counsel, or other authorized representatives.

The school further reserves the right to modify communication procedures and participation in meetings, conferences, or informal resolution processes when legal representation has been retained or litigation is reasonably anticipated.

Enrollment & Re-enrollment

Enrollment at CRTSHS is a privilege and reflects a mutual commitment between the school, the student, and the family to support the mission, values, policies, and expectations of the school community.

Enrollment is granted for one academic year at a time. Re-enrollment for a subsequent year is not automatic and is subject to administrative review.

In evaluating re-enrollment, the school may consider factors including, but not limited to:

- Academic performance and effort
- Attendance and punctuality
- Student conduct and adherence to school expectations
- Participation in the Corporate Work Study Program
- Fulfillment of service hour requirements
- Compliance with school policies and procedures
- Family partnership and cooperation with the school
- Satisfaction of financial obligations

The administration reserves the right to place conditions on enrollment or re-enrollment, deny re-enrollment, or determine that continued enrollment is not in the best interest of the student, school community, or mission of CRTSHS.

All enrollment and re-enrollment decisions are made at the discretion of the administration and are final.

SECTION 2: GENERAL SCHOOL OPERATIONS

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.

School Hours, Arrival, & Dismissal

The school day begins with Morning Convocation at 7:45 AM. Students may be dropped off at the Main Office beginning at 6:45 AM. Upon arrival, students should report directly to the cafeteria, where breakfast is available. Breakfast service concludes at 7:40 AM. Students who are not present in Morning Convocation at 7:45 AM will be considered tardy.

The regular school day concludes at 3:55 PM. Students are expected to be picked up promptly following dismissal unless they are participating in a school-sponsored activity, athletic event, tutoring session, meeting, or other approved after-school program.

Students may not remain on campus after dismissal or the conclusion of a school-sponsored activity unless participating in a supervised school activity or otherwise authorized by school personnel. Students waiting for transportation after dismissal should remain in designated supervised areas and follow all directions provided by school personnel.

CRTSHS provides supervision during the regular school day and during designated school-sponsored activities. Supervision may not be available after the conclusion of the school day or after scheduled activities have ended. Parents and guardians are responsible for arranging timely transportation and ensuring that students are picked up promptly.

Transportation & Bus Changes

Students are expected to use their regularly assigned transportation arrangements unless an alternate arrangement has been approved by the school. Requests for transportation changes must be communicated in advance and are subject to availability and approval. Families should not assume that alternate transportation requests can be accommodated.

The school may establish additional transportation procedures, deadlines, and communication requirements as operational needs require.

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. Transportation arrangements remain the responsibility of parents and guardians.

Campus Access, Visitors, & Food Delivery

To help maintain a safe and secure campus, all visitors must enter through the Main Office and present a valid government-issued photo identification upon arrival. Visitor identification will be processed through the school's visitor management system. If the visitor management system is unavailable, the school may scan, photograph, or otherwise verify visitor identification before granting access to campus.

Students and parents/guardians may not arrange for food, beverages, gifts, packages, or other items to be delivered to students during the school day without prior approval from the school. Food delivery services and unauthorized deliveries are prohibited. The school reserves the right to refuse or confiscate unauthorized deliveries and assumes no responsibility for items delivered to campus without authorization.

The administration reserves the right to deny campus access, limit visitation, or refuse deliveries when deemed necessary to protect the safety, security, and orderly operation of the school.

Emergency Procedures & School Closures

CRTSHS maintains comprehensive emergency response procedures designed to promote the safety and well-being of students, employees, and visitors. Emergency drills, including fire, severe weather, and lock-down drills, are conducted regularly throughout the school year.

In the event of severe weather, an emergency, or other circumstances affecting normal school operations, the school will communicate information and instructions through available communication channels, including phone, text, email, the school website, and official school social media accounts. Families are asked not to contact individual teachers or staff members regarding school closures or emergency decisions, as communication will be provided directly by the school.

If it becomes necessary to dismiss students early due to an emergency or other unforeseen circumstance, the school will implement appropriate dismissal procedures and communicate instructions to students and families. Students will be released in accordance with school procedures and emergency protocols. The administration reserves the right to modify emergency procedures as circumstances require and to take actions deemed necessary to protect the safety and security of the school community.

Guardianship & Emergency Contacts

Parents and guardians are responsible for maintaining current emergency contact information and promptly notifying the school of any changes in custody, guardianship, residence, legal authority, or other circumstances affecting the student.

If a parent or guardian will be unavailable for an extended period of time, the school should be provided with the name and contact information of a responsible adult who may be contacted in the event of an emergency. If a student is no longer residing with a parent or legal guardian, the school must be notified immediately and provided with appropriate documentation regarding the student's living arrangements and responsible party.

Students are expected to reside with a parent or legal guardian unless otherwise approved by the school and supported by appropriate documentation.

Communication with Families

CRTSHS communicates important information to students and families through a variety of channels, including email, phone calls, text messages, PowerSchool (the school's Student Information System), the school website, social media platforms, and other communication tools adopted by the school.

School communications may include, but are not limited to, academic updates, attendance notifications, school announcements, event information, emergency notifications, policy updates, and other matters related to the educational experience of students.

Parents and guardians are responsible for maintaining current contact information with the school and regularly reviewing communications distributed through school-approved platforms. Families are also expected to maintain an active PowerSchool account and regularly monitor student grades, attendance, schedules, report cards, and other information available through the system.

Failure to receive or review communications due to outdated contact information or failure to monitor communication channels does not excuse compliance with school policies, procedures, deadlines, or requirements.

The school reserves the right to determine the most appropriate method of communication based on the circumstances and urgency of the information being shared.

- Main Office Phone: (813) 621-8300
- Main Office Email: apaz@crstoreytampa.org or info@crstoreytampa.org

Student Affairs & Student Support Services

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. Our School Mental Health Counselors will screen students for mental health concerns in collaboration with faculty and staff through a referral system. Parental consent for counseling is required.

Mandatory Reporting of 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)

CRTSHS complies with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records and provides parents and eligible students with certain rights regarding those records.

Parents of students under the age of 18 generally have the right to inspect and review their student's education records. Once a student reaches 18 years of age or attends a postsecondary institution, these rights transfer to the student, except as otherwise permitted by law.

Requests to inspect, review, or release education records must be submitted in accordance with school procedures. The school will respond to requests consistent with FERPA and other applicable laws.

Photography, Video, & Media Release

Students may be photographed, filmed, or recorded during school activities or at their place of work for educational, promotional, development, yearbook, website, social media, and school-related purposes.

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

SECTION 3: FINANCIAL POLICIES

Financial Model Overview

CRTSHS provides an affordable means of education for deserving young people and their families. This affordable opportunity is made possible because:

1. Every student is 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 Scholarship administered by Step Up for Students.

All families **MUST** complete the following steps by logging into their EMA accounts:

- Apply when the new/renewal application opens on February 1st
- Log in to EMA and accept the scholarship for their child
- Provide the student's AWARD ID (not application id) by the deadline established by CRTSHS
- Approve the student online student enrollment form before June 15th
- Approve EACH Step Up for Students' quarter payment (August – 1st quarter, November – 2nd quarter, February – 3rd quarter, April – 4th quarter) by the deadline established by CRTSHS

If approval is not completed within 1 (ONE) WEEK of parent approval notification, a \$5 late fee will be applied DAILY to the student's Finals site account until approved.

Every family is responsible for the required family contribution established through the school's tuition assistance process. Additional scholarships or financial assistance may be available on a case-by-case basis, subject to available funding and school approval.

Family Financial Responsibility

It is imperative that each family pays all family contributions and fees in a timely manner. Family contribution payments can be made in one of the following ways:

1. Paid in full - due before August 1st, and eligible for a 10% discount on tuition.
2. Two separate payments - due August 15th and January 15th. Payments received a 5% discount.
3. Ten monthly payments - billed August–May, through FinalSite, our online billing service.

All new families must enroll with FinalSite via the website. Families can select their preferred payment plan, and invoices will be billed electronically.

Any tuition payment made after the 15th of the month is subject to a \$25 fee, assessed by FinalSite. Timely payment is required for all family contribution payments. Failure to make payments may result in consequences up to and including dismissal from CRTSHS.

If your family misses a payment due to a hardship (e.g., loss of income), please contact our Billing Coordinator, Ana Paz, immediately to seek a resolution.

Families who miss three consecutive payments will be required to attend an in-person meeting with the Billing Coordinator. Until the matter is resolved, the student will lose eligibility to participate in sports, clubs, college visits, and any extracurricular activities.

Family contribution due dates are listed on the school website and calendar.

Billing Coordinator: Main Office, ext. 101

Outstanding Balances & Student Privileges

Families are expected to satisfy all financial obligations, and students are expected to return all school-owned property in a timely manner. Financial obligations may include, but are not limited to, tuition and family contribution balances, unresolved absences and CWSP make-up day fees, other school related fees, fines, restitution, replacement costs for lost or damaged property, and other charges assessed by the school.

Students with outstanding financial obligations or unreturned school property may be restricted from participating in certain school-sponsored activities, events, privileges, or services. These may include, but are not limited to:

- Senior events
- Prom
- Athletics and extracurricular activities
- Field trips
- Graduation-related activities
- Cap and gown distribution
- Release of official transcripts, diplomas, or other records, as permitted by law and school policy

CRTSHS recognizes that financial circumstances may change and encourages families experiencing hardship to communicate proactively with the school. The administration may review individual circumstances and determine appropriate payment arrangements, accommodations, or restrictions on a case-by-case basis.

Fines & Fees

The school reserves the right to assess fees, fines, restitution, replacement costs, or other charges when students damage school or employer property, lose or fail to return school-issued materials or equipment, violate school policies resulting in additional costs, or otherwise fail to meet financial obligations established by the school.

Uniform Compliance & Charges

Students are expected to comply with the Uniform & Professional Appearance requirements outlined in Section 7 of this handbook.

The school may provide temporary uniform items, replacement apparel, identification badges, work-study attire, or other required uniform components when necessary to support student compliance with school expectations. Families may be assessed replacement charges for school-issued or loaned items that are lost, damaged, altered, or not returned.

Students who report to school out of uniform or who fail to comply with dress code expectations, including designated dress-down days, may be assessed escalating uniform violation fees according to the following schedule:

Uniform Violation	Fee
1st	\$1
2nd	\$2
3rd	\$4
4th	\$8
5th	\$16
6th	\$32
7th	\$64
Additional violations	Fees continue to double for each subsequent violation.

CRTSHS is committed to supporting students and families in meeting uniform expectations. Families experiencing financial hardship or other challenges related to uniform compliance are encouraged to communicate proactively with the school. The administration may review individual circumstances and provide assistance or modify assessments when appropriate.

The administration reserves the right to determine the application of this policy and assess replacement costs, fees, or other charges based on the individual circumstances of each situation.

Financial Holds & Release of Records

CRTSHS reserves the right to place a financial hold on a student's account when financial obligations remain unpaid or school-owned property has not been returned. The administration reserves the right to determine the application and removal of financial holds based on the individual circumstances of each case.

SECTION 4: ACADEMICS

Academic Philosophy & Expectations

CRTSHS believes that every student is capable of rigorous academic achievement when provided with appropriate support, high expectations, and personal accountability. Students are expected to actively participate in their learning, complete assigned work, advocate for themselves when challenges arise, and demonstrate integrity in all academic pursuits.

Program of Study

CRTSHS 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 and AP into our complete program of study ensures that our student body has the opportunity to receive substantial preparation for higher education. Additional information regarding the Program of Study, course descriptions, and graduation planning is available on the school website.

Graduation Requirements

Students are expected to successfully complete all graduation requirements established by CRTSHS. Graduation requirements include successful completion of the required program of study, minimum credit requirements, cumulative grade point average requirements, required community service hours, participation in designated Campus Ministry programs and graduation-related activities, and any other academic or institutional requirements established by the school.

The administration reserves the right to determine whether all graduation requirements have been satisfactorily completed. Students who fail to meet graduation requirements may be ineligible to participate in graduation-related activities or receive a diploma until all requirements have been fulfilled.

The general credit requirements are as follows:

- English (4 credits)
- Math (4 credits - specifically Algebra 1, Geometry, Algebra 2, and one AP math course)
- Science (4 credits - Biology, Chemistry, Physics, and additional lab AP science)
- Social Science (4 credits - World History, US History, Psychology, Economics 0.5 credit, Government 0.5 credit)
- HOPE-Physical Education (1 credit)
- Religious Studies (4 credits)
- Fine/Performing Arts (1 credit)
- World Language (2 credits - sequential in the same language)
- College Readiness (1.75 Credits)
- Electives (4 credits)
- Personal Finance (0.5 credit)

Grading System & Grade Point Average

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, Honors courses, and Dual Enrollment. 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 70 which is a “C-.” D+ and D grades are not awarded credit at CRTSHS. 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 to calculate grade point averages. This is the standard scale for most colleges and universities.

Classroom Expectations

Students are expected to arrive prepared for class, participate actively in the learning process, complete assignments on time, and demonstrate respect for teachers, classmates, and the learning environment. Students are expected to attend class each day prepared with required materials and ready to participate in instruction. Students are encouraged to advocate for themselves by communicating with teachers, utilizing available academic support, and seeking assistance when challenges arise.

Learning is a shared responsibility between students, families, and the school. Students are expected to take ownership of their academic progress and make a good-faith effort to meet course expectations throughout the school year.

Academic Integrity, Plagiarism, & Violations

CRTSHS is committed to developing students who demonstrate honesty, responsibility, integrity, and respect for the intellectual work of others. Academic integrity is essential to college readiness, workplace professionalism, and personal character. Students are expected to complete and submit work that accurately reflects their own learning, understanding, and effort. Academic integrity is expected in all assignments, assessments, projects, presentations, research, examinations, and other academic work, whether completed in class, outside of class, individually, or collaboratively.

Academic dishonesty occurs when a student gains or attempts to gain an unfair academic advantage or misrepresents another person's work, ideas, knowledge, or intellectual property as their own. Academic dishonesty includes, but is not limited to:

- Plagiarism or submitting another person's work without proper attribution.
- Unauthorized collaboration or receiving unauthorized assistance.
- Cheating on quizzes, tests, examinations, or other assessments.
- Using unauthorized notes, electronic devices, online resources, Artificial Intelligence (AI), or other materials.
- Fabricating, falsifying, or altering academic information, records, research, data, or citations.
- Any other conduct that compromises the integrity of the learning or assessment process.

Because CRTSHS is a college-preparatory school, students must be able to demonstrate ownership and mastery of the work they submit. When concerns regarding academic integrity arise, teachers and administrators may require a student to demonstrate mastery through conferences, oral questioning, written reflections, reassessments, alternative assessments, demonstrations of learning, or other methods

deemed appropriate by the school. A student's inability or refusal to reasonably demonstrate ownership or mastery of submitted work may be considered evidence of academic dishonesty.

Significant violations of academic integrity may result in an Academic Integrity Strike. Students who accumulate multiple Academic Integrity Strikes may be subject to academic probation, loss of privileges, denial of reenrollment, dismissal, or other consequences as determined by the administration. The administration reserves the right to determine whether a violation has occurred and to assign appropriate interventions or consequences based on the nature, severity, frequency, and circumstances of each incident.

Academic Support & Intervention

CRTSHS is committed to providing students with academic support and intervention when challenges arise. Academic support may include teacher office hours, tutoring, intervention plans, academic conferences, progress monitoring, grade enhancement opportunities, Florida Virtual School coursework, or other supports determined appropriate by the school.

Students experiencing academic difficulty are expected to participate in required interventions and work collaboratively with teachers, counselors, administrators, and families to improve academic performance. The administration reserves the right to require participation in academic support programs and determine appropriate interventions based on the individual needs of each student.

Credit Recovery / Grade Enhancement

Students must successfully earn credit in each semester course in order to progress to the next grade level at Cristo Rey Tampa. A 0.5 semester credit is not awarded for final course grades below a C-. Students who earn a final grade of D or D+ may be eligible to recover course credit through the school's Grade Enhancement process during designated weekends following the grading period or during the semester break immediately following the semester in which the grade was earned. Students who do not successfully recover credit by the conclusion of the following term may be placed on academic probation or may be ineligible for continued enrollment.

Credit recovery opportunities may be offered during the school year, designated weekends, semester breaks, summer break, or at other times determined by the school. Unless otherwise approved by the administration, participation in Grade Enhancement and other academic remediation opportunities is expected to occur in person. Students are expected to attend all required sessions, complete assigned work, and participate in any required assessments or demonstrations of mastery as established by the school.

Requests to complete academic remediation remotely or outside of established school procedures will generally not be approved. The administration reserves the right to review extraordinary circumstances on a case-by-case basis and determine whether an exception is appropriate.

Academic Probation

Students may be placed on academic probation when academic performance falls below school expectations. Academic probation may include required interventions, academic contracts, restrictions on extracurricular participation, progress monitoring, or other conditions established by the administration.

Academic Dismissal

Students whose academic performance falls significantly below CRTSHS's expectations may be subject to dismissal. This generally includes, but is not limited to:

- Earning failing grades (F) in two or more courses during a semester;
- Failing to earn credit in three or more courses (D or F); or
- Earning a cumulative unweighted grade point average (GPA) below 2.0.

Students meeting one or more of these criteria are generally not eligible for academic probation, grade enhancement, Florida Virtual School credit recovery, or other academic interventions and may be dismissed from CRTSHS.

The administration reserves the right, in extraordinary circumstances and at its sole discretion, to consider alternative interventions or continued enrollment when it determines that doing so is in the best interests of the student and the school.

Advanced Placement, Dual Enrollment, & Outside Courses

CRTSHS offers Advanced Placement to all students and Dual Enrollment opportunities for students who are prepared for rigorous independent college-level coursework. Enrollment in these programs is subject to school eligibility requirements, course prerequisites, and institutional policies. Students enrolled in college-level coursework are expected to meet the academic and behavioral expectations established by both CRTSHS and the partnering institution.

Arrangements to take additional courses must be approved by the Principal, Dean of Growth, & 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 for Dual Enrollment, students must:

1. Have a 3.0 career GPA unweighted
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 CRTSHS, 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 appear on the CRTSHS transcript. The courses are awarded credit and will be used in GPA calculations.

Grade Appeals

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 parent's 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 PowerSchool.

Grade concerns should first be addressed with the classroom teacher before being referred to school administration.

Semester Exams

Semester examinations are an important component of course assessment. Examination schedules, exemptions, and senior privileges are determined annually by the administration and may be modified as necessary.

SECTION 5: TECHNOLOGY & DIGITAL CITIZENSHIP

Technology Philosophy & Expectations

Technology is a powerful tool that supports learning, communication, collaboration, and professional growth. CRTSHS provides students with access to technology resources to enhance educational opportunities and prepare students for success in college, careers, and life.

Access to school technology resources is a privilege, not a right. Students are expected to use technology responsibly, ethically, and in a manner consistent with the mission and expectations of the school.

School-Issued Devices & Technology Resources

CRTSHS 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

Technology Privileges, Misuse, & Administrative Authority

Access to school-issued devices, school accounts, networks, and technology resources is a privilege. Students who misuse technology may be subject to restricted technology privileges, loss of access, financial responsibility for damages, disciplinary consequences, academic consequences, or other interventions as determined by the administration.

The administration may limit, suspend, modify, or revoke access to school technology resources when necessary to protect the learning environment, ensure student safety, address policy violations, or support the educational mission of the school. The administration reserves the right to determine appropriate restrictions and consequences based on the nature, severity, frequency, and circumstances of the incident.

Acceptable Use of Technology

School-issued devices, school accounts, networks, and technology resources are provided to support learning, communication, collaboration, research, and educational activities. Students are expected to use technology responsibly, ethically, and in accordance with school policies.

Students are responsible for maintaining the security of their accounts, passwords, and login credentials. Students may not share passwords, access another person's account, use another individual's login credentials, or permit another person to access school systems using their account.

Students may not use school technology resources for unlawful activities, academic dishonesty, harassment, bullying, accessing inappropriate content, bypassing security measures, damaging equipment, accessing or altering another user's files or accounts without authorization, or any activity that interferes with the educational mission of the school.

The administration reserves the right to determine whether a student's use of technology is consistent with school expectations and to address violations accordingly.

Digital Citizenship & Online Conduct

Students are expected to communicate respectfully and act responsibly when using technology, social media, electronic communication, and online platforms. Students should protect the privacy, dignity, and well-being of themselves and others and represent themselves, CRTSHS, and their Corporate Work Study Program employers appropriately in digital spaces.

Students may not use technology, social media, group chats, electronic communication, or online platforms to engage in bullying, harassment, threats, intimidation, discrimination, the sharing of inappropriate content, or conduct that harms members of the school community or workplace partners.

The school may address off-campus online conduct, including social media activity, group chats, electronic communication, or other digital behavior when it substantially impacts student safety, the learning environment, school operations, the reputation of the school, workplace relationships, or the well-being of members of the school community.

Artificial Intelligence Policy

CRTSHS recognizes that Artificial Intelligence (AI) technologies are becoming increasingly common in higher education, the workplace, and daily life. As a college-preparatory institution, we believe students should learn how to use AI responsibly, ethically, and appropriately while continuing to develop the critical thinking, communication, problem-solving, and independent learning skills necessary for long-term success.

The use of AI is intended to support learning, not replace it. Students are expected to remain actively engaged in the learning process and to complete work that accurately reflects their own understanding, effort, and mastery of course content.

Teachers may permit, restrict, or prohibit the use of AI tools for specific assignments, assessments, projects, or courses. Students are expected to follow all teacher directions regarding the use of AI. If a teacher prohibits the use of AI for a particular assignment or assessment, the use of AI in any capacity may be considered a violation of the school's Academic Integrity Policy.

Acceptable uses of AI may include when permitted by the teacher:

- Brainstorming ideas or topics.
- Generating study materials or practice questions.
- Receiving feedback on grammar, organization, or clarity.
- Supporting research and exploration of concepts.
- Assisting with problem-solving processes.
- Other educational purposes approved by the teacher.

Prohibited uses of AI may include:

- Submitting AI-generated work as one's own.
- Using AI to complete assignments, essays, projects, assessments, or other work without authorization.
- Using AI in a manner that misrepresents a student's knowledge, understanding, or effort.
- Circumventing learning objectives or assessment requirements through the use of AI.
- Using AI in violation of teacher instructions or school policies.

Teachers and administrators may require students to explain, defend, revise, reproduce, or otherwise demonstrate mastery of work submitted for academic credit. Students may be asked to complete alternative assessments, participate in conferences, answer questions orally, or demonstrate their understanding through other methods deemed appropriate by the school.

A student's inability or refusal to reasonably demonstrate ownership, understanding, or mastery of submitted work may result in the work being evaluated under the Academic Integrity Policy.

As technology continues to evolve, the school reserves the right to determine whether the use of any AI tool, platform, or technology is consistent with the educational objectives and expectations of CRTSHS.

The administration reserves the right to interpret and apply this policy and determine appropriate interventions and consequences when violations occur.

Wearable Technology & Recording Devices

The use, possession, or activation of wearable recording devices, including smart glasses, body cameras, hidden recording devices, or similar technology capable of recording audio, video, or images, is prohibited on campus and at school-sponsored events unless expressly authorized by the administration.

This policy applies to students, employees, parents, volunteers, and visitors. The administration reserves the right to determine whether a device falls within the scope of this policy and to address violations accordingly.

Cell Phones & Yondr Pouch Program

To promote student engagement, reduce distractions, and support a positive learning environment, students are required to secure personal cell phones and other personal communication devices in school-approved Yondr pouches at the beginning of each school day.

Students are expected to comply with all Yondr procedures and may not tamper with, damage, alter, bypass, or misuse Yondr pouches. Tampering with or intentionally damaging a Yondr pouch may result in disciplinary consequences in addition to any applicable replacement charges.

Families will be assessed a \$30 replacement fee for Yondr pouches that are lost, stolen, destroyed, or not returned. Replacement fees are subject to change based on vendor pricing and replacement costs.

Additional procedures regarding the Yondr program may be established and updated by the administration as needed.

Technology Searches & Monitoring

Students should have no expectation of privacy when using school-issued devices, school accounts, school networks, or other school technology resources. The school reserves the right to access, monitor, review, search, or investigate information stored on or transmitted through school technology systems when deemed appropriate by the administration.

Use of school technology constitutes consent to such monitoring and review.

SECTION 6: ATTENDANCE & STUDENT HEALTH

Attendance Philosophy & Expectations

Regular attendance is essential to academic success, workplace readiness, and personal responsibility. Because classroom instruction, collaboration, assessments, and workplace experiences cannot always be replicated outside of school, students are expected to attend school consistently, arrive on time, and remain present for the entire school day whenever possible.

A parent or guardian must call the school office before 8:00 a.m. each day or email attendance@crths.org to inform us that your student is absent and briefly state the reason for the absence.

When appropriate, the school may contact parents or guardians, local authorities, or other appropriate agencies to conduct a wellness check or otherwise ensure the safety and well-being of a student whose attendance raises concern.

Tardies & Early Dismissals

Prompt arrival and full-day attendance are important components of academic success and workplace readiness. Students are expected to arrive on time and remain at school for the entire instructional day.

Parents are encouraged to schedule appointments outside of the school day whenever possible. If a student must arrive late or leave early, a parent or guardian must provide advance notice to the school by phone, email, or written communication.

Students arriving after the start of the school day or leaving before dismissal may be subject to attendance interventions or consequences in accordance with school policy. Students arriving after Period 3 or leaving before Period 4 will be considered absent for one-half day.

Excessive tardies, late arrivals, or early dismissals may result in a conference with the student, parent/guardian, and administration. The administration reserves the right to determine appropriate interventions, consequences, or attendance-related restrictions based on the frequency and circumstances of the absences.

Students leaving school before dismissal must be signed out through the Main Office by a parent, guardian, or other individual authorized by the parent or guardian. A valid government-issued photo identification may be required before a student is released. Students will not be released to unauthorized individuals or permitted to leave campus without following school sign-out procedures.

Excused & Unexcused Absences

The school reserves the right to determine whether an absence is excused or unexcused based on the circumstances and any supporting documentation provided. The school may request additional documentation, including medical verification or other appropriate records, when necessary.

Absences that are not reported, lack appropriate documentation when requested, or do not meet school expectations may be recorded as unexcused.

Excessive absences, whether excused or unexcused, may affect a student's academic progress, participation in school activities, and continued enrollment.

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 appropriate interventions, supports, or disciplinary consequences may be determined by the administration.

Pursuant to Florida statute 1003.26, CRTSHS 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.

Extended Absences & Medical Leave

Students who experience extended absences due to illness, injury, medical treatment, family emergencies, or other extraordinary circumstances should communicate with the school as soon as possible.

For ongoing medical circumstances requiring partial absences, full absences, late arrivals, early dismissals, or other attendance modifications, appropriate documentation from a licensed healthcare provider may be required. Documentation should include the anticipated duration of the condition and any educational or physical limitations that may affect the student's participation in school activities. Specific medical diagnoses or details are not required unless necessary to determine appropriate accommodations.

The school will work collaboratively with students and families to support academic progress during extended absences; however, the school cannot guarantee that all missed instruction, assessments, laboratory experiences, presentations, discussions, or other learning opportunities can be fully replicated.

The school reserves the right to require medical documentation, physician clearance, or other appropriate verification to support attendance, participation, or a student's safe return to school. The administration reserves the right to determine reasonable attendance modifications, accommodations, and academic expectations based on the individual circumstances of each situation.

Medical Accommodations

Families requesting medical accommodations must provide appropriate documentation from a licensed healthcare provider. The school will review requests and determine reasonable and appropriate accommodations based on the student's needs, available resources, and educational requirements. The administration reserves the right to request updated documentation and modify accommodations as circumstances change, documentation expires, or additional information becomes necessary to support the student's educational needs.

Medication & Medical Needs

Parents and guardians are responsible for informing the school of any significant medical conditions, allergies, health concerns, or medical needs that may affect a student's safety or participation in school activities.

If a student may require medication during the school day, the family must notify the school in advance. Any medication brought to school must be in its original container and appropriately labeled. Additional documentation or physician authorization may be requested when necessary.

CRTSHS does not maintain a school health clinic or full-time school nurse. Medication requests and other student medical needs will be reviewed on an individual basis in accordance with applicable law, available school resources, and the student's specific circumstances.

SECTION 7: STUDENT LIFE & CONDUCT

Student Conduct Philosophy

CRTSHS seeks to develop young people of faith, character, integrity, and responsibility. Students are expected to contribute positively to the school community and conduct themselves in a manner consistent with the mission, values, and expectations of CRTSHS both on and off campus when representing the school.

Good Standing

Good standing refers to a student's satisfactory academic, behavioral, attendance, financial, CWSP, and community responsibilities. The administration reserves the right to determine a student's standing based on the individual circumstances of each case.

Students who are not in good standing may be restricted from participating in extracurricular activities, athletics, leadership opportunities, field trips, senior privileges, graduation-related activities, or other school-sponsored events.

Student Evaluation & Enrollment Status

Enrollment at CRTSHS is a privilege, not a right. Student enrollment is reviewed on an ongoing basis and may be affected by academic performance, attendance, behavior, compliance with school policies, cooperation with school personnel, and adherence to school policies, or other factors relevant to the school's mission and expectations.

The administration reserves the right to deny reenrollment, place conditions on continued enrollment, or dismiss a student whose conduct, performance, or circumstances are inconsistent with the mission or expectations of the school.

Uniform & Professional Appearance

Students are expected to wear the approved school uniform and maintain a neat, clean, and professional appearance throughout the school day and while representing CRTSHS. Uniform requirements are intended to promote school identity, professionalism, equity, and workplace readiness.

CRTSHS Daily Uniform is:

- Khaki dress pants or skirt/skort (girls - fingertip length)
- CRTSHS polo shirt
- Belt
- Dress shoes (sperrys, loafers, ballet flats are fine, but no sneakers, sandals, or crocs)
- CRTSHS crew necks, jackets, or any navy blue long-sleeve shirt are okay on cold weather days

Students are also expected to maintain appropriate personal hygiene and grooming. Accessories should be modest, appropriate, and consistent with the expectations of the school and the Corporate Work Study Program.

Students who are not in compliance with the Uniform & Professional Appearance Policy may be required to change, utilize school-provided uniform items when available, or be sent home if appropriate. The administration reserves the right to determine compliance with this policy on a case-by-case basis in collaboration with the Corporate Work Study Department when necessary.

Campus Expectations

Students are expected to follow school rules, comply with reasonable directions from school personnel, respect the rights and dignity of others, maintain school property, and contribute to an environment that supports learning, safety, and mutual respect.

Cooperation with School Investigations

Students are expected to cooperate honestly, respectfully, and in good faith during school investigations, safety inquiries, disciplinary matters, and other administrative reviews. Students are expected to provide truthful information and comply with reasonable requests from school personnel.

Providing false or misleading information, withholding relevant information, encouraging others to provide false information, interfering with a school investigation, or refusing to cooperate with reasonable school procedures may result in disciplinary action.

The administration reserves the right to determine appropriate interventions and consequences based on the nature, severity, frequency, and circumstances of each situation.

Prohibited Items

Students may not possess, use, distribute, sell, or be under the influence of prohibited items on school property, at school-sponsored events, during school transportation, or while representing the school.

Prohibited items include, but are not limited to, weapons or look-alike weapons, ammunition, fireworks, explosives, laser pointers, tobacco products, nicotine products, alcohol, illegal drugs, drug paraphernalia, unauthorized medications, vaping devices, wearable recording devices, or any item that may pose a threat to safety, disrupt the educational environment, or violate school policies.

The administration reserves the right to determine whether an item is prohibited and to address violations accordingly.

Search and Seizure Policy

To help maintain a safe, secure, and orderly learning environment, the administration reserves the right to search student vehicles, desks, lockers (if assigned), personal belongings, school-issued devices, electronic devices, including information stored on school-issued devices, electronic devices, or other property brought onto campus whenever there is reasonable suspicion that a violation of school policy or law has occurred. Prohibited, unlawful, or unauthorized items may be confiscated.

When appropriate, the school may involve law enforcement or utilize other reasonable measures to assist in maintaining the safety and security of the school community.

Bullying, Harassment, Discrimination, & Retaliation

CRTSHS is committed to providing a safe, respectful, and Christ-centered learning environment that reflects the dignity of every person. Bullying, harassment, intimidation, discrimination, hazing, retaliation, or other conduct that disrupts the learning environment or threatens the safety or well-being of others will not be tolerated.

This policy applies to conduct occurring on campus, at school-sponsored events, through the Corporate Work Study Program, and through electronic communication, social media, text messages, group chats, or other digital platforms when such conduct substantially impacts the school community.

Students are encouraged to report concerns promptly to a teacher, counselor, administrator, or other trusted school employee. The school will review reported concerns, make reasonable efforts to maintain confidentiality as appropriate, prohibit retaliation against individuals who make good-faith reports, and determine appropriate interventions or disciplinary consequences based on the circumstances.

Public Displays of Affection

Public displays of romantic affection, including kissing, prolonged embracing, or other intimate physical contact, are not appropriate to the academic setting due to the norms and expectations of professionalism we provide and seek from our students.

Tobacco, Nicotine, Alcohol, & Drugs

The possession, use, distribution, sale, purchase, transfer, or being under the influence of tobacco products, nicotine products, vaping devices, electronic cigarettes, alcohol, illegal drugs, controlled substances, drug paraphernalia, or misuse of medications is prohibited on school property, at school-sponsored events, during school transportation, and while representing CRTSHS.

Violations of this policy are considered serious offenses and may result in disciplinary action, required interventions, loss of privileges, suspension, dismissal, denial of reenrollment, referral to law enforcement, or other consequences as determined by the administration.

The administration reserves the right to determine appropriate consequences based on the nature, severity, frequency, and circumstances of the incident.

Fighting, Threats, & Unsafe Conduct

CRTSHS is committed to maintaining a safe and orderly learning environment for all students. Fighting, physical aggression, threats, intimidation, incitement of violence, reckless behavior, or other conduct that endangers the safety or well-being of oneself or others is prohibited.

Students may be held accountable for conduct occurring on campus, at school-sponsored events, during transportation, online, or off campus when such conduct substantially impacts the safety, operations, or educational environment of the school. Students who encourage, promote, organize, record, distribute, or otherwise contribute to unsafe conduct may be subject to disciplinary action even if they were not directly involved in the incident.

Violations may result in disciplinary action, suspension, dismissal, denial of reenrollment, referral to law enforcement, or other consequences as determined by the administration. The administration reserves the right to determine appropriate consequences based on the nature, severity, frequency, and circumstances of the incident.

Acts of Illegality

Students are expected to obey all applicable federal, state, and local laws while on campus, at school-sponsored activities, during the Corporate Work Study Program, and while representing Cristo Rey Tampa. Conduct that constitutes or reasonably appears to constitute a criminal offense, unlawful activity, or other serious violation of law may result in school disciplinary action independent of any criminal or legal proceedings.

Acts of illegality include, but are not limited to, theft, burglary, vandalism, fraud, extortion, assault, battery, unlawful possession or distribution of controlled substances, unlawful possession of weapons, cybercrimes, or other conduct prohibited by law.

The administration reserves the right to investigate reported incidents, cooperate with law enforcement or other appropriate authorities when necessary, and determine appropriate school-based interventions or disciplinary consequences, regardless of whether criminal charges are filed, dismissed, or resolved. Consequences may include suspension, dismissal, denial of reenrollment, or other actions deemed appropriate based on the individual circumstances of the incident.

Restorative Discipline & Administrative Authority

CRTSHS seeks to address student misconduct in a manner that promotes accountability, restoration, growth, and learning. The administration may utilize restorative practices, educational interventions, disciplinary consequences, or other actions deemed appropriate based on the nature, severity, frequency, and circumstances of the incident.

The administration reserves the right to interpret and apply school policies and determine appropriate consequences in support of the school's mission, safety, and educational objectives.

Student Dismissal Appeals

The purpose of an appeal is to provide an opportunity for a student to demonstrate accountability, reflection, personal growth, and readiness to return to the CRTSHS community. Students who are dismissed from CRTSHS may be offered the opportunity to appeal the dismissal at the sole discretion of the administration. An appeal is not guaranteed and may not be available in situations involving student safety, serious misconduct, legal concerns, or other circumstances determined by the school.

When an appeal is permitted, the student will be provided with instructions, requirements, and a deadline established by the school. Students are expected to complete all appeal requirements independently and honestly. The use of Artificial Intelligence (AI), another individual, or any outside assistance in preparing an appeal submission is prohibited unless expressly authorized by the administration.

The administration will review all information submitted and may consider the student's conduct, academic performance, disciplinary history, acceptance of responsibility, demonstrated growth, and any other factors deemed relevant. The administration's decision shall be final.

Students are generally permitted one appeal during their enrollment at CRTSHS. Students who are readmitted following a successful appeal and are subsequently dismissed again are generally not eligible for an additional appeal. The administration reserves the right to determine eligibility for appeals and to modify or deny the appeal process based on the individual circumstances of each case.

SECTION 8: STUDENT PROGRAMS

Student Programs Philosophy

Student programs are an important extension of the CRTSHS educational experience. Through athletics, clubs, service, leadership, Campus Ministry, retreats, and other extracurricular opportunities, students are encouraged to develop their gifts, strengthen relationships, serve others, and grow as young people of faith, character, and leadership.

Participation & Eligibility

Participation in athletics, clubs, leadership opportunities, retreats, field trips, dances, special events, and other extracurricular activities is a privilege that carries additional responsibilities. Students are expected to demonstrate responsibility, respect, integrity, and good citizenship while representing CRTSHS both on and off campus.

Students are expected to remain in good standing academically, behaviorally, and financially, in the Corporate Work Study Program, and with attendance expectations. The administration reserves the right to establish eligibility requirements and to restrict, suspend, or revoke participation in school-sponsored activities based on a student's academic performance, conduct, attendance, financial obligations, Corporate Work Study standing, safety concerns, or other factors consistent with the mission and expectations of CRTSHS.

The administration reserves the right to determine eligibility and review individual circumstances on a case-by-case basis.

Athletics

Participation in athletics is governed by school policies, team expectations, and applicable athletic association rules. Student-athletes are expected to represent CRTSHS with integrity, sportsmanship, professionalism, and respect both on and off the field of play.

Student-athletes must remain academically eligible and comply with all school, team, and applicable athletic association eligibility requirements, including required medical clearance, throughout the school year.

Additional athletic eligibility requirements, team rules, and participation expectations may be established by the school, coaching staff, and applicable athletic associations.

Clubs & Student Organizations

Participation in clubs and student organizations provides opportunities for leadership, service, personal growth, and community involvement. Students are expected to comply with school policies and any additional expectations established by club moderators and advisors.

Campus Ministry & Retreats

Campus Ministry programs, retreats, liturgies, prayer services, faith formation opportunities, and other religious activities are integral components of the CRTSHS educational experience. Participation in designated Campus Ministry programs and school-sponsored religious activities, including Baccalaureate Mass and other required liturgical celebrations, may be required as part of a student's educational experience and graduation requirements.

Service & Community Engagement

Students are required to complete a minimum of 100 approved service hours as a graduation requirement. Service hours must be completed in accordance with school procedures, documented through the school's designated online service tracking system, and submitted by established deadlines. Service hours are not considered complete until they have been reviewed and approved by the school.

It is the student's responsibility to accurately record and submit service hours and any required documentation. Hours completed as part of the Corporate Work Study Program or a student's regular employment do not qualify toward the community service graduation requirement. Service hours that are not properly documented, submitted for approval, or approved by the school may not be accepted toward the graduation requirement.

Students who fail to complete the required service hours may be ineligible to graduate or participate in graduation-related activities until all graduation requirements have been satisfied. The administration reserves the right to review and approve service activities and determine whether submitted hours meet school expectations.

Student Leadership Opportunities

Students selected for leadership roles serve as representatives of CRTSHS and are expected to model the school's values and expectations. The administration reserves the right to remove students from leadership positions when conduct, academic performance, attendance, or other factors are inconsistent with the responsibilities of the role.

School Dances, Prom, & Special Events

Participation in dances, prom, and other special events is a privilege. Attendance may be limited to students who are in good standing and who comply with all eligibility requirements established by the school.

The administration reserves the right to establish eligibility requirements, guest procedures, behavioral expectations, and participation restrictions for school-sponsored events.

Field Trips & Off-Campus Activities

Participation in field trips and off-campus activities may require additional permission forms, behavioral expectations, and eligibility requirements. The administration reserves the right to restrict or deny participation when attendance, academics, conduct, safety concerns, or other factors warrant such action.

SECTION 9: CORPORATE WORK STUDY PROGRAM

Corporate Work Study Program Philosophy

The Corporate Work Study Program (CWSP) is an integral component of the CRTSHS educational model. Through meaningful workplace experiences, students develop professional skills, workplace readiness, personal responsibility, and career awareness while helping support the cost of their education.

Participation in the Corporate Work Study Program is a condition of enrollment at CRTSHS. Students are expected to participate fully in the program and represent themselves, their families, the school, and their employer partners with professionalism, integrity, and respect.

Student Participation & Expectations

Participation in the Corporate Work Study Program is a required component of enrollment at CRTSHS. Upon enrollment, students are assigned to a Corporate Work Study placement with one of the school's Corporate Partners. The Corporate Work Study Program serves as the employer of record for all participating students.

Corporate Work Study placements are assigned and managed by the school based on student needs, employer partnerships, workplace expectations, transportation considerations, and other factors deemed appropriate by the school. CRTSHS does not guarantee placement with any specific employer, worksite, position, industry, or location.

Students are expected to comply with all Corporate Work Study Program requirements, workplace expectations, school policies, training requirements, and professional standards established by CRTSHS, the Corporate Work Study Program, and their assigned Corporate Partner. Students are expected to maintain appropriate conduct, attendance, communication, professionalism, and job performance throughout their participation in the program and to represent CRTSHS with integrity and professionalism in the workplace.

The school reserves the right to establish eligibility requirements; assign or reassign placements; modify work assignments; require interventions; suspend or discontinue placements; or take other actions necessary to support student success, workplace partnerships, and the mission of the Corporate Work Study Program.

Students are responsible for meeting and maintaining all documentation, employment authorization, legal eligibility, and minimum age requirements necessary to participate in the Corporate Work Study Program, including completing all required employment eligibility documentation.

The school will work with families to review individual circumstances whenever reasonably possible. However, because participation in the Corporate Work Study Program is a condition of enrollment, students who are unable to obtain or maintain the legal authorization or eligibility required to participate may be ineligible for continued enrollment at CRTSHS.

The administration reserves the right to determine continued eligibility for enrollment in accordance with applicable law, school policy, and the educational mission of the school.

Workplace Conduct & Professional Standards

Students are expected to demonstrate respect, accountability, honesty, confidentiality, and appropriate professional conduct at all times. Students must comply with employer expectations, workplace policies, safety procedures, and reasonable directions provided by supervisors and Corporate Work Study Program staff.

Conduct that negatively impacts workplace relationships, employer confidence, student safety, or the reputation of CRTSHS may result in school-based consequences, workplace interventions, reassignment, removal from a placement, denial of future placement opportunities, or other actions deemed appropriate by the administration.

Attendance & Reliability

Attendance, punctuality, communication, and reliability are essential workplace expectations. On scheduled workdays, students are expected to arrive at school on time, report promptly to their designated transportation, remain engaged throughout the workday, and communicate appropriately regarding absences, tardiness, or workplace concerns.

Students are responsible for attending all scheduled Corporate Work Study workdays. Students who are absent from work may be required to complete a designated make-up workday in accordance with Corporate Work Study Program procedures. Students and families are responsible for providing transportation to and from all required make-up workdays.

A \$100 Corporate Work Study absence fee will be assessed to the student's account for each missed workday. The fee will be reversed upon successful completion of the required make-up workday in accordance with program expectations.

Repeated attendance concerns, excessive tardiness, failure to communicate, or other reliability issues may result in workplace corrective action, reassignment, financial responsibility, or other consequences as determined by the school. For purposes of the Corporate Work Study Program, four (4) instances of excessive tardiness may be treated as one (1) workday absence.

Technology, Social Media, & Confidentiality

Students may have access to confidential information, workplace technology, business operations, clients, customers, personally identifiable information, or proprietary materials through their Corporate Work Study placements. Students are expected to maintain confidentiality and use workplace technology responsibly, ethically, and in accordance with employer expectations.

Students must comply with all workplace policies regarding the use of personal cell phones, electronic devices, technology, and digital communication. Excessive, unauthorized, or inappropriate use of electronic devices or workplace technology may result in school-based or workplace consequences.

Students may use Artificial Intelligence (AI) tools only when expressly permitted by their worksite supervisor and in accordance with the Corporate Partner's policies and expectations. Any authorized use of AI must protect confidentiality, comply with workplace policies, and support ethical and professional conduct. Unauthorized or inappropriate use of AI or workplace technology may result in disciplinary action, workplace consequences, reassignment, or removal from the Corporate Work Study Program.

Students may not post, share, photograph, record, or otherwise distribute confidential workplace information, client information, internal business operations, or other workplace-related content without authorization. Violations may result in school-based consequences, workplace consequences, reassignment, removal from the Corporate Work Study Program, denial of reenrollment, dismissal, or other actions determined appropriate by the administration.

Employment Performance, Placements, & Continued Enrollment

Students are expected to successfully fulfill the professional responsibilities of the Corporate Work Study Program throughout their enrollment at CRTSHS. Workplace performance, professionalism, communication, attendance, reliability, and adherence to employer expectations are essential components of continued participation in the program.

Behavioral, attendance, communication, or performance concerns that arise in the workplace will be reviewed and addressed on an individual basis in accordance with this handbook and Corporate Work Study Program expectations. When appropriate, the school may provide coaching, additional training, workplace interventions, repeating summer bridge, performance improvement plans, corrective action, temporary removal from a worksite, reassignment, or other individualized supports designed to promote student growth and workplace success.

Corporate Partners may determine that a student's employment at a particular worksite should end based on workplace performance, conduct, attendance, business needs, or other workplace considerations. Termination from a Corporate Work Study placement does not automatically result in dismissal from CRTSHS.

When a student is removed or terminated from a Corporate Partner placement, the administration will conduct an individual review to determine the student's eligibility for reassignment, continued participation in the Corporate Work Study Program, and continued enrollment at CRTSHS. Each situation will be evaluated based on the student's overall record, the circumstances surrounding the incident, workplace performance, demonstrated accountability, and any other factors deemed relevant by the administration. Reassignment and continued participation in the Corporate Work Study Program are not guaranteed.

Serious workplace misconduct, including but not limited to theft, dishonesty, breach of confidentiality, harassment, violence, or other conduct that significantly compromises workplace safety, trust, or professional standards, may result in immediate disciplinary action, including dismissal from CRTSHS. Any dismissal will be handled in accordance with the Student Dismissal Appeals policy outlined in Section 7 of this handbook, when applicable.

The administration reserves the right to determine appropriate interventions, placement decisions, continued participation in the Corporate Work Study Program, and continued enrollment based on the individual circumstances of each case and the educational mission of CRTSHS.

Handbook Revision History

2026–2027 Edition

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Cristo Rey Tampa Salesian High School reserves the right to revise this handbook as necessary throughout the school year.