

Cristo Rey Kansas City Student Handbook



2026-2027

Last Updated: 7/20/2026



“Look forward to the good that is yet to be.”

– Mother Xavier Ross

Cristo Rey Kansas City High School
211 Linwood Boulevard
Kansas City, MO 64111
(816) 457-6044

Member: *Cristo Rey Network*
Accredited: *Cognia Accreditation*

Mascot: *Puma*
Colors: *Purple and Gold*

Founded: 2006

Cristo Rey Kansas City selectively admits students, regardless of race or national origin, who evidence the ability and willingness to pursue a college preparatory course of studies. CRKC exclusively serves students who desire a college preparatory education but could not otherwise afford to attend a private high school. Demonstrated financial need is a requirement for admission and is evaluated on a case-by-case basis through the financial qualification process.

It does not discriminate on the basis of color, race, nationality, or ethnic origin in administration of its educational or admissions policies, scholarship programs, and athletic and other school-related and administered programs.

Students must possess the maturity and work ethic necessary to be successful working with adults in an office environment. All students must be authorized to work in the United States.

Attendance at Cristo Rey Kansas City is a privilege, and it is also a voluntary association between the student and the school. As such, the relationship can be terminated at any time by the student and their family and/or by the school administration.



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Overview

THIS HANDBOOK SERVES AS A REFERENCE GUIDE TO THE EXPECTATIONS AND RESPONSIBILITIES YOU HAVE AS A CRISTO REY KANSAS CITY STUDENT AND AS A CORPORATE WORK STUDY PROGRAM (CWSP) STUDENT WORKER.

All policies, rules and regulations contained in this handbook (the “Handbook”), and all other relevant documents apply while students are on Cristo Rey Kansas City’s campus, at a Cristo Rey Kansas City program or event, on a Cristo Rey Kansas City mode of transportation, at a Cristo Rey Kansas City job partner worksite, and at any time while the student is under the supervision of Cristo Rey Kansas City or a Cristo Rey Kansas City job partner.

The Handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of or exceptions to the general policies and procedures described. Some of the topics treated herein are explained in greater detail in other official school and/or work-study documents. If you have any questions concerning a policy or practice, you should address your specific questions to the principal. If there is a discrepancy between the Handbook and an official Cristo Rey Kansas City document, the official document will supersede the Handbook.

The practices, policies, and benefits described here may be modified or discontinued by Cristo Rey Kansas City at its discretion. When possible, Cristo Rey Kansas City will attempt to notify students and parents/guardians in advance of a significant change.

Please take the time to read the Handbook and familiarize yourself with the contents. Once you have done so, please sign and date the Cristo Rey Kansas City Student Handbook & Code of Conduct Agreement. As students of Cristo Rey Kansas City, you have the responsibility to follow school policies and procedures.

Thank you for contributing your skills and efforts to making Cristo Rey Kansas City a success for yourself, your peers, and our community.



Sisters of Charity of Leavenworth

We are immensely grateful and proud to have the Sisters of Charity of Leavenworth (SCL) as a cherished sponsor and source of inspiration at Cristo Rey Kansas City.

The SCL community, guided by their charism and values, plays a significant role in our mission to provide a transformative education for our students.

The Sisters of Charity of Leavenworth are renowned for their admirable commitment to compassionate service, justice, and care for those in need. Through their dedication, they embody the spirit of selflessness and empowerment that aligns perfectly with our educational goals. Their support and guidance help us create an inclusive and nurturing environment where our students can thrive academically, spiritually, and socially.

We invite you to visit the Sisters of Charity of Leavenworth's website at scls.org to learn more about their remarkable work and the values they hold dear. Together with the SCL community, we are inspired to shape a brighter future for our students and empower them to become compassionate leaders in their communities.

We extend our heartfelt appreciation to the Sisters of Charity of Leavenworth for their invaluable partnership and for exemplifying the true meaning of charity and education.

Gratefully,
Cristo Rey Kansas City



Statement of Values

Cristo Rey Kansas City is a college preparatory institution that has high expectations of its student body. Students at Cristo Rey Kansas City have been admitted because they have expressed a strong desire to work hard and be responsible, thoughtful individuals. The following are more specific, but not comprehensive examples of responsible or thoughtful conduct that all students, whether on-campus, at their CWSP environment, or engaged in any school or CWSP activity, commit to uphold.

1. We respect God, others, and self at all times.
2. We respect personal, school, and others' property.
3. We collaborate with each other respecting individual differences, thoughts, feelings, faith, and opinions.
4. We follow all classroom procedures to ensure a safe and productive learning environment for all.
5. We demonstrate professionalism at all times on-campus and at our CWSP job site.
6. We wear our school uniform correctly and with pride.
7. We complete our own homework and class assignments with integrity, consistently doing our best.
8. We adhere to all school rules and regulations.

My failure to read the norms and policies contained in this handbook or to follow the norms and policies of this handbook does not excuse me from being held accountable for these norms and policies. I fully understand that if I violate any of the terms contained in the Handbook, Cristo Rey Kansas City will hold me accountable for my actions. I realize that I may be asked to explain my actions and thoughts in front of the Administration. I also realize that improper action may lead me to serving Saturday detention, and out of school suspension, or being asked to leave Cristo Rey Kansas City.



Who We Are

Our Mission

Cristo Rey Kansas City provides a Catholic, college and career preparatory education enhanced by an innovative corporate work study program to culturally diverse, ambitious students with economic need.

Our Vision

Cristo Rey is recognized as an educational force in the urban core - igniting hope, expanding possibilities, and investing in dreams.

Our Core Values

- **Integrity** - We value honesty and authenticity of character and action.
- **Respect** - We believe in the dignity and worth of each person and we value treating everyone with courtesy and utmost regard.
- **Responsibility** - We value a trustworthy accountability in all our works and relationships.
- **Partnership** - We value connecting and working with others to promote cooperation and new possibilities.
- **Spirituality** - We believe in God's constant, loving presence, and we value openness to divine guidance in all we say and do.

Open Door Policy

Cristo Rey Kansas City encourages open discussion of ideas and concerns. If you have an issue or concern, your first step should be to discuss your thoughts with a member of the Cristo Rey Kansas City faculty. We encourage you to be as frank, open, and specific as possible. If after discussing a concern with a staff member you feel that they are unresponsive, or that your issue was not resolved appropriately, you should discuss your concern with the principal.



Dear God,

**Help us to live Cristo Rey's core values today.
When we are tempted to be dishonest,
remind us to be truthful.**

**When we are frustrated and angry,
remind us that every person is worthy of our respect.**

**When we are challenged by our responsibilities,
remind us to be trustworthy and accountable
for everything we have agreed to do.**

**When we are feeling uncooperative,
remind us that working with others helps created
new possibilities for everyone.**

**When we are feeling alone and unsure of ourselves,
remind us that You love us, will guide us,
and are always with us.**

**Saint Vincent de Paul, pray for us.
Saint Louise de Marillac, pray for us.
Mother Xavier Ross, pray for us.**

Amen.



PRESIDENT'S OFFICE

Claudia Meyer	President
Katelyn Garcia	Executive Assistant to the President

CORPORATE WORK STUDY PROGRAM

Ted Koppen	Vice President of CWSP
Marissa Poppe	Director of CWSP
Tamarick Quinney	Account Specialist
Karen Garcia	Account Specialist
Cesar Arevalo	Account Specialist

2026 - 27 CRKC ADMINISTRATION and STAFF

PRINCIPAL'S OFFICE

Christine Foster	Principal
Greg Johnson	Assistant Principal
Selena Moran	Director of Admissions
Ashley Gonzalez	Front Office Manager
Maybelline Ortiz	Receptionist

STUDENT WELLNESS

Bertha Barragan, RN	School Nurse
Michele Jordon	School Counselor

BUSINESS OFFICE

Jessica Earnshaw	Director of Institutional Advancement
Erin Jemas	CFO
Lauren Bonnett	Accounting Assistant
Sam Deleon	Human Resources Generalist
Jay Coleman	Director of Mission
Iva Magana	Institutional Advancement & Alumni Manager

SOCIAL MEDIA AND MARKETING

Heather Jackson	Social Media and Marketing
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ATHLETICS

Tony Meyer	Athletic Director
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**FOODSERVICE/BUILDING/GROUNDS**

Jon Sornet
Bebai Roman
Ricardo Nolasquez
Edna Padilla
Susana Cruz

Foodservices
Foodservices
Building Maintenance
Custodian
Custodian

COLLEGE COUNSELING

Madison Clark
Suzana Goes

Director of College Counseling
College Counselor

TECHNOLOGY SERVICES

Heartland Macs

Technology Services

2026-2027 Faculty

ENGLISH

Courtney Kelley - ELA I, ELA
Electives
Tatum Bell - ELA II, Creative Writing
Ian Swalwell - ELA III, Yearbook, Film
Studies
Nellie Enneking - ELA IV

FINE ARTS

Allison Lewman - Art, Student Gov't.
Douglas Padget - Music, Choir

MATHEMATICS

Shelby Foster - Pre-Algebra, Algebra
Caroline Foster - Geometry
Megan Stopperan - Algebra II,
Pre-Calc

WORLD LANGUAGES

Daniel Stroade - Spanish I

PHYSICAL EDUCATION

Nathan Fine - PE Teacher

SCIENCE

Heather Clyde - Biology, Anatomy
Andrea Leonard - Physics, Chemistry

SOCIAL STUDIES

Brooke Ackerman - US Gov't, World
History
Taylor Dobbins - DC US History
Shelby Foster - World Geography

RELIGIOUS STUDIES/THEOLOGY

Joseph DiAte - Social Justice/World
Religions
Campbell Smith - History of the
Catholic Church, Campus Ministry
Sophia - Old/New Testament

PERSONAL FINANCE

Lance Martin

LIBRARY MEDIA CENTER

Shannon North - Library Media
Specialist

INSTRUCTIONAL COACHES

Nellie Enneking and Taylor Dobbins



Expectations

Rights and Responsibilities

As members of the Cristo Rey Kansas City community, all of us have the following rights and responsibilities.

We all have the right to be safe: physically, emotionally, intellectually, and spiritually.

We all have the right to be free from physical harm and from fear of physical harm while on school property. We have a responsibility to be aware of building security and to address all forms of intimidation and violence in positive ways.

We do not tolerate: threats, fights, intimidation, or corporal punishment.

We all have a right to our emotions. We have a responsibility to express our emotions in an appropriate and constructive manner.

We do not tolerate: verbal abuse, inappropriate public displays of affection, distasteful language, or shouting on campus.

We all have the right to our opinions, ideas, and learning perspectives. We have a responsibility to be honest, express ourselves clearly, and listen actively to others.

We do not tolerate: verbal or written harassment or ridicule.

We have a right to our spirituality. We are expected to participate in all religious activities of Cristo Rey Kansas City, while at the same time being tolerant of differing religious beliefs.

We do not tolerate: views or practices that compromise the human dignity of others.

We all have a right to a challenging learning environment that will allow us to realize our academic potential. We have a responsibility to protect each person's right to this learning environment.

We do not tolerate: tardiness, lack of preparation for class, unexcused absences, or academic expectations that are not met.

We all have the right to a clean and aesthetically pleasing school environment. We have the responsibility to contribute to the cleanliness and beauty of our campus.

We do not tolerate: littering, defacing, or destroying school property.



Academic Expectations

Every student at Cristo Rey Kansas City has the opportunity to receive a rigorous college preparatory education. In order to provide this opportunity, all behavior at Cristo Rey Kansas City should help establish and maintain an environment that fosters maximum learning and mutual respect.

All students are expected to:

- Arrive on time.
- Attend class every day.
- Bring Chromebook and materials daily.
- Always strive to do their best.
- Complete all assignments with integrity.
- Actively participate.
- Attend to the speaker.
- Demonstrate a positive, respectful, professional attitude.
- Contribute to maintaining a safe learning environment.
- Frame challenges as opportunities.
- Consume food and drink (except water) before arriving to class.
- All electronics are silenced and out of sight.

Course Credits

Cristo Rey Kansas City aligns its course requirements with the expectations outlined for the State of Missouri and accredited by Cognia. Students must successfully complete all of their courses in order to advance to the next grade level. Cristo Rey Kansas City may assign student-specific interventions throughout the year to ensure students are successful if they are struggling academically, or have failing grades, including, but not limited to, placing them on an academic probation contract.

Course of Study

Courses required each year are based on admissions expectations for the nation's top-tier colleges and the Missouri Department of Education graduation requirements. To ensure that all students are in the best position possible for admission to college upon graduation, students will have the opportunity to increase the rigor of their studies through dual-credit classes.



Minimum Graduation Requirements:

Class of 2027	
4	English
4	Math
3	Science
3	Social Studies
0.5	Physical Ed.
1	Fine Art
1	Practical Art
0.5	Personal Finance
2	World Language
2	Seminar
4	Theology
3	Electives
28 total credits	

Class of 2028	
4	English
4	Math
3	Science
3	Social Studies
0.5	Physical Ed.
1	Fine Art
1	Practical Art
0.5	Personal Finance
2	World Language
2	Seminar
4	Theology
3	Electives
28 total credits	

Class of 2029	
4	English
4	Math
3	Science
3	Social Studies
0.5	Physical Ed.
1	Fine Art
1	Practical Art
0.5	Personal Finance
2	World Language
2.5	Seminar
4	Theology
3	Electives
28.5 total credits	

Class of 2030+	
4	English
4	Math
3	Science
3	Social Studies
0.5	Physical Ed.
1	Fine Art
1	Practical Art
0.5	Personal Finance
2	World Language
3	Seminar
4	Theology
3	Electives
29 total credits	



Eligibility for Graduation

In order to be eligible to participate fully in all graduation ceremonies, the senior student must meet the following requirements:

- The student's academic transcript includes all courses required for a diploma
- The student is in good standing with regard to the requirements for attendance, behavior, and academic honesty.
- The student's financial account reflects a zero balance.
- The student has no missing work days or CWSP balances.
- The student has returned all loaned materials, including, but not limited to books, Chromebooks, and parking passes.
- The student has returned all athletic uniforms and equipment.

Financial Obligations

All financial obligations to the school must be fulfilled in a timely manner, or a satisfactory arrangement made with the President/CEO and Principal before a student is promoted to the next grade. In the case of seniors, financial obligations must be met by May 1, so that the student may participate in the Commencement Exercises and receive their diploma.

Community Service

Every student at CRKC is required to complete 15 hours of community service each year they attend. This must be completed before graduation. It is recommended that 15 hours be completed each year rather than waiting until senior year.

Academic Guidelines and Procedures

Grading practices

Fair, consistent, and equitable grading is required. All grades will be recorded on a weekly basis. Parents are encouraged to log into Infinite Campus parent portal to gain access to their student's information.

CRKC uses a traditional grading scale for all classes. At the end of each semester, the two quarterly grades will be averaged for the semester grade. **Students must achieve 60% or greater to earn a passing grade, and credit toward graduation requirements.**



School-Wide Grading Policy

Each academic department of the school uses the following scale to assign grades:

Grade	Percentage Range	Grade	Percentage Range
A	94-100%	C	73-76%
A-	90-93%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-69%
B-	80-82%	D-	60-62%
C+	77-79%	F	0-59%

Grade Reports

Grades are reported two times each quarter and are always available (online) using Infinite Campus login. The progress grades serve to apprise students and parents of academic progress or a lack thereof; as such they are not recorded on a student's transcript. Semester grades are permanent records of a student's achievement; as such they are recorded on the transcript and are used to compute a student's grade point average.

Semester Grades

A semester grade is a combination of the student's grades for both quarters and the grade earned on the semester end of course (EOC) exam. If a semester exam is not administered in a course, the final grade average for the semester is determined by averaging each quarter percentage.

Extra Credit

Teachers may **choose** to offer extra credit, but are not required to do so. They may specify options for earning extra credit in the course syllabus, award via bonus question on tests, etc.

Students must complete all work for a course before extra credit is offered. Such extra credit will be made available to everyone. Students may earn extra credit only for academic work.

Extra credit is not to be confused with enrichment (i.e. students being allowed to retake a test, rewrite an assignment, or redo a lab) whereby a student can learn the material through the correction of mistakes. Such a student will not be given the same amount of credit as the student who finished the work on time or mastered the material correctly on the first attempt.



Late Work/Incomplete Policy

An Incomplete (I) is given when students have not completed the work required to obtain a grade. If the work is not completed by requirements below, each missing assignment will receive a grade of zero. Late work will **not** carry over into the next academic quarter.

An Incomplete (I) will be given when special circumstances prevent a student from completing the assigned work. ***Please make note of the updated, schoolwide policy.**

Freshman: 3 class periods

Sophomores: 2 class periods

Juniors: 1 class period

Seniors: No late work accepted

Assessments

Examinations are calendared for October, January, and May. Students are expected to be present for each set of examinations. Students should not miss scheduled examinations due to family travel and/or vacation plans without providing advanced notice to and receiving approval from administration. Students who miss exams without providing advanced notice and without receiving approval may be given a grade of zero for the test(s). Students who miss a semester examination due to illness must report to school at a time designated by administration to make-up examination.

Transcripts

Transcripts are permanent records of all semester course grades earned at Cristo Rey. Copies of transcripts are sent to other institutions at the written request of a student or his legal guardian. A student or his legal guardian has a right to review the transcript and can access an unofficial copy of it from the front office. **No transcript or school records will be issued to students who have outstanding financial obligations to the school.**

Honor Roll

Students who achieve a 3.00 grade point average, or better, at the end of each semester will be eligible for the Honor Roll. The following levels of Honors are recognized:

Presidential Honors (4.0 and above)

Principal's Honors (3.999 - 3.600)

Honors (3.599 - 3.000)



Academic Probation

A student who is not experiencing success at any grading period will be monitored and, if necessary, placed on probation. Notification will be sent to the parents and conferences will be arranged with administration and counselor to plan strategies for improvement. Administration will review the status of the student to determine if sufficient progress is being made toward graduation. Recommendations will be made on continued enrollment at CRKC as needed.

Failing Courses

Any student who receives a semester grade of "F" must repeat the course the following year, at the same time as additional courses required for graduation.

Academic Integrity

Students are expected to display academic honesty and integrity at all times and to refuse to tolerate academic dishonesty on the part of other students. Students should be aware that the following behaviors are unacceptable:

- Use of AI that does not align with current guidelines, ethical considerations, or teacher expectations;
- giving or receiving unauthorized assistance on a test (Google, or other search engines).
- copying another student's work or allowing work to be copied, including computer-generated homework or assignments;
- giving false or incomplete reasons for making up assignments, late work, or tests;
- resubmitting work which has been completed for another class without permission;
- submitting work that has been copied (entirely or partially) without crediting the author from any electronic or print sources (i.e. internet, book, magazine, newspaper, etc.);

Any academically dishonest behavior that falls under the provisions of this policy or other policies of this handbook, individual teachers, or departments will result in the following consequences:

- the student will be given no points for credit for the test or assignment, **and**
- the student will be disciplined according to the CRKC Code of Conduct system.

Schedule Changes

Students are allowed to make changes to their schedules during the summer and during the first ten days of the term. No changes to a student's schedule of classes is allowed after this two week period unless initiated by a teacher. School policy prohibits any schedule change request for the purpose of selecting a teacher.



Testing

All students are given selected standardized tests during their time at CRKC (e.g., freshmen and sophomores take the PSAT, juniors begin taking the SAT through senior year). Each grade level will take EOCs (End of Course Exams), and IXL quarterly assessments. These tests will vary according to the intended goals and objectives of the standardized testing program.

Parent/Teacher Conferences

Parent/Teacher Conferences are held each Fall and Spring, and parents will make appointments for these conferences using an online scheduling tool. Frequently, parents wish to discuss their student's progress with teachers at other times. In such instances, parents should contact their student's teacher(s) directly via email or telephone.



Technology Policy

Overview

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

Computer/Internet

Cristo Rey Kansas City provides technology resources to its students solely for educational purposes. These technology resources include, but are not limited to, hardware, software, networks, the internet, personal electronic devices, and Chromebooks.

Student Acceptable Use Policy

Students are informed of their rights and responsibilities by reading this Student Acceptable Use Policy prior to gaining access to computer networks, websites, or using technology, either as individual users, or as members of a class or group. Students are responsible for proper conduct on the school's computer networks; when using computers and equipment, including personal devices; and when using the network and online information resources.

Due to continuous advances in technology, additional restrictions and use guidelines may be instituted at any time and throughout the school year. If it becomes necessary to amend the Student Acceptable Use Policy, parents and students will be notified of the amendments via normal communication channels.

Cristo Rey Kansas City students agree to abide by the rules and regulations listed regarding the use of computer networks, computers, and equipment - including personal devices brought on campus - and access to Internet resources. Failure to comply with these rules may result in disciplinary action, up to and including dismissal from the school, and the loss of the privilege of using computers, and other equipment or technology services, and/or accessing the internet at Cristo Rey Kansas City.

Technology is an ever changing part of all of our lives and we are committed to preparing our students to live responsibly in a digital world. CRKC provides each student with an individual device. With that access comes the expectation that students will responsibly manage both personal and academic use at all times. Misuse of the school network, email system, or any other technology resources will result in disciplinary action.

Responsible Use of Technology

- Access to Chromebooks, computer labs/Media Center, and computer network information is available to all students provided they comply with the rules and regulations in this policy.



- Cristo Rey Kansas City may limit technology and/or internet access to students who use resources inappropriately or violate any local, state, or federal laws or ordinances.
- Students who choose to use technology in an inappropriate manner may face disciplinary sanctions ranging from a warning to dismissal from the school.
- Students may use technology in the classroom when directed by a Cristo Rey Kansas City staff member.

Legal/Ethical Considerations

- Students must respect and adhere to the laws of the United States of America, concerning copyrighted material; threatening, violent or harassing material; obscene material; and material protected by trademark or trade secret.
- Students must adhere to ethical and responsible behavior when using computer network information resources
- Students must adhere to Catholic principles when using technology.

No Expectation of Privacy/Search Protocols

- All electronic devices brought on campus may be subject to search.
- The school maintains the right to monitor student use of all technology on campus, including personal devices.
- Files stored on the school's file servers are not private; system operators and administrators may review users' files to maintain system integrity in accordance with this policy.

Networks/Wireless Internet/Filtering

- Students will not attempt to circumvent the school's security and filtering systems.
- Students may not use the network in a way that hampers its use by others.
- Students will not use the school's network, computers, or their own devices to play any electronic games unless such game playing has an educational purpose, and is specifically approved and directed by the supervising faculty member.

Email & Social Networking

- Student use of email at school is limited to school-related matters only and must be approved by school personnel.
- Instant messaging of any type is prohibited.
- Access to any blog, forum, or social networking website of any kind is restricted to school-related use only, as approved by school personnel. Social networking websites include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, Tiktok, Vine, Xanga, Pinterest, and Tumblr.

Problems/Issues with Technology

- Students must report any problems with technology, computer networks, computers, laptops, devices, or any other equipment or electronic resource immediately upon becoming aware of it, to the IT staff or supervising faculty members.
- Students will not dismantle or remove any school computer, laptop device, or any other equipment without specific permission from the administration and IT staff, or their designated representative.



- Students may troubleshoot their Chromebooks with a reboot (hard or soft).
- Students will not attempt to troubleshoot, service, reset, or shut down school computers, laptops, devices, or any other equipment without specific permission from IT staff.

Security

- Students may not use others' computer accounts or passwords under any circumstances. A student may not allow any other student to use his/her account or password under any circumstances.
- Students may not impersonate another's identity on the school's computer networks, virtual networks, electronic resources, or websites.
- Students will not make any changes to settings, programs, applications, or files on school computers, laptops, or equipment without the consent of the IT department.

Damage/Disclaimers/Release of Liability for Inappropriate Use

- Students are responsible for improper care and handling of, or damage to, hardware, software, peripherals, or networks. **Students will be liable for the cost of replacement or repair, and may lose access privileges.**
- Incidents from gross negligence or repeated incidents may result in financial restitution from the family, up to the cost of the entire device if warranted. The instances will be dealt with on a case-by-case basis. If a student damages their screen, keyboard (including missing keys), or ports, the replacement cost will be based on the repair cost.
- If the device is damaged beyond repair or lost, the cost of the replacements are as follows:
 - Chromebooks: \$250.00/Chromebook Charger: \$40.00

Unacceptable Use of Outside Technology

The school expects students to use information technology (including but not limited to the internet, email, instant messaging, and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Catholic moral principles, both in and out of the school setting.

Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements, or inferences referring to or including weapons/firearms, profanity, vulgarity, indecency, racism or homophobia, illegal use of drugs, illegal use of alcohol or other illicit activities.

Additionally, students may not use information technology for the purpose of defaming, threatening, teasing, or harassing any other student, staff member, parent, faculty member or other people. This includes, but is not limited to, communications on social networks such as Twitter, Instagram, Facebook, and TikTok. Students are responsible for all materials and communications made on personal websites and social networks, and the materials and communications should be consistent with Catholic moral principles, including materials posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school), or any likeness, image, audio recording, or video recording of the school or its employees is strictly prohibited. Users may be disciplined for improper use of technology.

**Monitoring of Technology/Technology Resources**

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose data found in order to further the health, safety, discipline, or security of any student or other person, or to protect property. Cristo Rey Kansas City may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.



Dress Code & Appearance Guidelines

The professional appearance and conduct of the students at Cristo Rey Kansas City has a powerful impact on relationships with members of our community and co-workers in the workplace. As such, it is important to model professionalism and respect for others with a neat, well-groomed appearance; formal business attire; and a consistently courteous, positive, and proactive attitude. In addition, the safety of our students is paramount. Most jobs require some interaction with office machinery, such as copiers, fax machines, and shredders. A neat appearance and properly fitting clothes help avoid potential mishaps.

Students must be in full uniform while at Cristo Rey Kansas City, at work, to and from work, at special events, and during all field trips unless otherwise specified by Cristo Rey Kansas City. On occasion, students will have the opportunity to dress casually. These events are listed in this handbook. Students participating in “Spirit days” must adhere to the theme of the day or they may wear their regular school uniform.

Students are expected to be in formal uniform on their assigned workdays and every Friday. Parents must bring them the appropriate attire or, if a loner uniform is checked out from the Front Office you will be charged a rental fee of \$25. Items **must** be returned.

For your reference, the dress code and appearance guidelines are outlined below, including examples of inappropriate attire. When in doubt, it is best to exercise abundant caution and err on the side of conservative attire. **Cristo Rey Kansas City reserves the right to determine what constitutes appropriate dress.** The following is merely a set of guidelines, as Cristo Rey Kansas City determines at its discretion whether a student meets the dress code and appearance guidelines.

Hygiene

Students should maintain a neat and clean appearance and should regularly shower, shave, use deodorant, brush their teeth, comb their hair, and iron their clothes. Students will need to adjust to facial hair guidelines and/or preferences from Corporate Work Study Partners.

Item	Dress Code Guidelines
Hair Styles	• Neat, clean, and brushed/combed. • Hair must be well kept and professional. • Hair must be a natural looking color, multi-colored or unnatural hair colors are not permitted. ○ No neon or brightly colored hair - including green, purple, pink, blue, red, orange, etc.
Facial Hair	• Facial hair must be kept short and neat.
Make-up	• Makeup must be in conservative colors and styles



	• Black lipstick or excessive eye makeup is not permitted.
Tattoos	• Cannot be visible • Must be covered at school events
Sunglasses and Hats	• Not to be worn inside the building • CRKC will honor and respect head coverings for religious purposes.
Jewelry	• May be worn as long as it is tasteful and not distracting
Piercings	• Earrings and traditional jewelry are acceptable unless deemed distracting. ○ No gauges ○ Facial piercings may not be worn except for one small stud on the side of the nose. ○ <u>No septum piercings</u>
Outerwear	• ¼ zip jacket, embroidered with CRKC logo • The collar should not be zipped up all the way. • CRKC logo collared uniform shirt must always be worn and visible underneath.

Academic Uniform

Item	Dress Code Guidelines
Polos	• Heather Gray, purple, or black polo shirts (new gray only) ○ Must be a CRKC uniform shirt. To be worn at school and must always be tucked in.
Pants	• Neatly pressed black dress pants. Must fit appropriately and be worn at the waist. • Not worn baggy or sagging. Not worn tight or revealing. No outside pockets. • No cargo pants, Dickies pants, yoga pants, leggings • Must have belt loops
Skirt	• Plaid skirt only ○ Must be worn at the waist, not rolled. ○ No more than three fingertip widths above the knee.
Sweater	• Black CRKC embroidered vest ○ A CRKC logo collared uniform shirt must always be worn underneath. ○ Shirt worn underneath the vest must always be tucked in.



Shoes	All black shoes, including the soles. No exceptions.
Socks	- White or black knee socks, worn below the knee - with skirts - Black socks worn with pants
Belt	- Black belt. Must always be worn and visible at all times when wearing pants.
Outerwear	¼ zip jacket, embroidered with CRKC logo - The collar should not be zipped up all the way. - CRKC logo collared uniform shirt must always be worn and visible underneath.

Formal Uniform - Worn for every CWS work day and every Friday

Item	Dress Code Guidelines
Shirt	- White button down collared shirt. - Must be a CRKC dress uniform shirt. To be worn at CWS work site and every Friday. and Must always be tucked in.
Tie	Must be the CRKC official purple and gold tie - Mandatory for boys, optional for girls Must be purchased from the school Must be tied properly and worn at the collar
Pants	- Neatly pressed black dress pants. Must fit appropriately and be worn at the waist. - Not worn baggy or sagging. Not worn tight or revealing. No outside pockets. No cargo pants, Dickies pants, yoga pants, leggings Must have belt loops
Skirt	- CRKC Uniform plaid skirt only - Must be worn at the waist, not rolled. - No more than three fingertip widths above the knee.
Sweater	- Black CRKC embroidered vest - A CRKC logo collared uniform shirt must be worn underneath. - Shirt worn underneath the vest must be tucked in.
Shoes	All black shoes, including the soles. No exceptions.



Socks	• White or black knee socks, worn below the knee - with skirts • Black socks worn with pants
Belt	• Belt must be solid black in leather or leather-like material. ◦ Must always be worn and visible at all times when wearing pants.
Outerwear	• ¼ zip jacket, embroidered with CRKC logo • The collar should not be zipped up all the way. • CRKC logo collared uniform shirt must be worn and visible underneath. • Non-Cristo Rey Kansas City coats and jackets are not to be worn in school. • No hoodies or outerwear with hoods of any kind may be worn.

Please be advised that CRKC Administration reserves the right to regulate any clothing or accessory concern that is distracting or disruptive to the learning environment. We also reserve the right to send any student home to change clothing that is not in compliance with these regulations.

School Spirit Days

School Spirit Days will permit special dress in accordance with a theme. For example, Homecoming, Color Wars, Puma Pride, Hispanic Heritage, Black History Month, etc. These Theme Days help raise money for homecoming and prom, and will be limited to the days listed below.

Students must follow the general guidelines of the regular dress code, especially with regard to neatness, cleanliness, modesty, and good taste. Appropriate shoes and socks are required at all times.

The items listed below are specifically not allowed on School Spirit Days:

- Pants/jeans with holes, tears or frayed edges; low rise or hip hugger pants, jeans or skirts.
- Attire with offensive logos (alcohol, tobacco, satanic symbols, sexual innuendo, etc.)
- Form fitting, tight shirts
- Revealing clothing (tank tops, sleeveless attire, crop tops, off the shoulder, sheer, low-cut, strapless, etc.)
- Shorts or short skirts
- Bike, basketball, or knit shorts, stretch pants, leggings, sweatpants or pajama pants.
- Head covers including sweatshirt hoods, bandanas, baseball caps, etc.
- Hoodies or any sweaters/jackets with hoods.



- All shoes must be fully enclosed and have a back. Open-toed, backless, or slipper-style footwear is not permitted (including slides, flip-flops, Crocs, Uggs, and similar styles).

If students choose not to pay and participate in School Spirit Days, they **must** be in school uniform. If they choose to participate in School Spirit days, they **must** follow the theme of the day. If either of these two criteria are not met, the student will be sent home and will receive an absence in Infinite Campus. School Spirit days are **not** free dress down days.

Student Uniform Violations: Tracking and Consequences

Cristo Rey Kansas City is committed to upholding a consistent and professional learning environment. All student uniform violations will be documented using an internal tracking system and monitored throughout the semester. Consequences will escalate with each repeated offense.

Offense	Consequences
1st Offense	• Verbal Warning • Parent Contact • Student will have to call home or rent uniform from the Front Office.
2nd Offense	• Parent Contact • Student is sent home to change (unexcused absence/tardy)
3rd Offense	• Parent Contact • Student is sent home to change • Saturday Detention will be assigned
4th Offense	• Parent Contact • Student is sent home to change • Student will be placed on a Behavioral Contract outlining clear expectations and consequences. Any further violations will result in a formal meeting to review the student's continued enrollment.



Cell Phones

Students are **not allowed** to use cell phones or personal electronic devices during the school day, including *instructional time, mealtimes, and passing periods*, in accordance with Missouri State Senate Bill 68. **Upon school arrival, students will place personal electronic devices (phones, watches, ear buds) in their locker.** They will remain in their locker, turned off, until the end of the day or the student's departure.

Headphones/Earbuds

These items may **only** be used before or after school.

Cristo Rey Administration will confiscate any devices that are visible or used during the school day, and students will be subject to the following consequences:

Disciplinary Guidelines		
Offense	Action	Resolution
First	Device Confiscation, Student Pick Up	Parent Notification
Second	Device Confiscation, Parent Pick Up	Parent Notification
Third and Any Subsequent Offenses	Device Confiscation, Parent Pick Up	Saturday Detention, Parent Notification

NORMS OF STUDENT CONDUCT

Food and Drinks

Food delivery services are not allowed during school hours. Students are encouraged to bring their own lunches if desired. No food or drink (other than water) is allowed in the classroom learning environment. No gum is allowed.

School Issued Textbooks, supplies, and other educational materials

Supplies issued to students are to be returned in good condition. If school-issued supplies are damaged or lost, the student will be assessed a fine or charged the replacement cost. If students participate in band classes, parents will be charged the replacement cost of the instrument if lost or damaged.

Lockers

Every student will be assigned a locker. Students should only use the locker that is assigned to them. Students should not give their locker combination to another student. Lockers should remain neatly organized and clean at all times. Should the locker become jammed, please notify your teacher or the office.



School personnel may inspect the locker at any time without notice. The student is responsible for all contents of their assigned locker.

Student Parking

Students who drive to school are required to park in the student parking lot off of Broadway, and must purchase a parking pass at the front office. Students are not allowed to park in the upper lot.

Student Sales

Solicitation or the selling of baked goods, candy, and other items (i.e. shirts, sweatpants, and sweatshirts) by individual students is forbidden.

Valuable and Personal Belongings

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

Change of Address/Phone/Emergency Information

Please notify the Front Office of any changes in personal information so the school can efficiently and accurately notify parents/guardians in case of emergency.

Bus Procedures

Students must be at their bus stop at the designated time. If the bus does not arrive as scheduled, parents or students should contact the school to arrange alternative transportation.

Students are expected to demonstrate appreciation for this service through appropriate conduct and respectful treatment of bus equipment. Disorderly behavior can distract the driver and create a safety hazard. Therefore, students who do not comply with transportation regulations may lose the privilege of riding the bus.

The bus driver will review and enforce all rules to ensure the safety and well-being of students.

Classroom Disciplinary Procedures

Students are expected to follow all behavioral guidelines and directions stated by the teacher. Upon the first violation of these guidelines the student may be warned or counseled to correct his behavior. If the student fails to correct his behavior,



CRKC Student Code of Conduct

Mission Alignment

At Cristo Rey Kansas City, student conduct is rooted in our Catholic identity and commitment to forming young people of faith, purpose, and service. We strive to build a school community grounded in dignity, respect, accountability, and restorative justice. Discipline is not only about consequences, but about growth, reconciliation, and making things right.

Philosophy of Student Conduct

Student behavior is guided by the following principles:

- Every person has inherent dignity and deserves respect
 - Students are responsible for their choices and actions
 - Misconduct requires accountability and restoration
 - School community requires mutual trust and care
-

Levels of Behavior

Cristo Rey Kansas City maintains four levels of student conduct:

- **Level 1:** Minor infractions
- **Level 2:** Moderate infractions
- **Level 3:** Serious infractions
- **Level 4:** Severe infractions

***Administration may adjust consequences based on context, severity, and repetition of behavior.**

Level 1 – Minor Infractions

Examples:

- Cell phone or headphone use (see Cell Phone Policy)
- Boisterous or rowdy behavior
- Classroom disruption
- Tardiness (see Tardy Policy)
- Dress code violations (correctable)
- Inappropriate language
- Out of class without a pass



- Minor bus misconduct
- Public displays of affection

Response:

- Verbal warning
- Redirection
- Saturday detention
- Restorative conversation with staff

Definition of Level 1 - Minor Infractions (only those needing clarification are listed below):

- **Boisterous or Rowdy Behavior-** Behaving in such a way as could reasonably cause injury to a student, teacher or other staff member (i.e., running through the halls, horse playing, wrestling, inappropriate use of equipment or materials, etc.). *Note: Any serious physical injury, which results from a student's dangerous behavior, will be considered an assault and may result in Level 4 consequences.
- **Disruptive Behavior in the Classroom or During School Activity-** Intentional acts or conduct in the classroom, school building or upon school grounds that disrupts the educational process (i.e., talking, making noises, getting out of seat without permission, etc.).
- **Minor Bus Misconduct-** Intentional acts or conduct on the school bus or at a school bus stop that disrupts the educational process.
- **Dress code violations correctible)-** Students are wearing articles of clothing that are not permitted (i.e. hoodies, joggers/leggings, hats) but have access to the proper uniform top or bottom in their possession.
- **Inappropriate Language-** The use of any language, acts, unwelcome remarks or expressions, names or slurs or any other behavior including obscene gestures, which are offensive to modesty or decency. Any slurs, innuendoes or other verbal conduct reflecting on an individual's sex, race, religion, color, national origin, ancestry, age, disability or sexual orientation that have the purpose or effect of creating an intimidating, hostile, or offensive educational environment.

Level 2 – Moderate Infractions**Examples:**

- Academic dishonesty
- Defiance or insubordination
- Dress code violation (not correctable)
- Forgery
- Skipping class or leaving campus without permission
- Profanity directed at staff
- Tobacco/vaping possession or use
- Truancy



- Misuse of school equipment
- Inciting conflict
- Tampering with safety equipment

Response:

- In-School Suspension (ISS)
 - Parent/guardian communication
 - Restorative conference
 - Behavior reflection and action plan
-

Definition of Level 2 - Moderate Infractions (only those needing clarification are listed below):

- **Academic Dishonesty-** Cheating on tests, copying assignments or papers, etc. Academic dishonesty may include, but is not limited to, plagiarism, claiming credit for another person's work; cheating on tests, assignments, projects or similar activities; fabrication of facts, sources or other supporting materials; unauthorized collaboration, facilitation of academic dishonesty and other misconduct related to academics.
 - **Defiance of Authority/Insubordination-** Refusal to follow directions from school personnel or comply with classroom or school rules.
 - **Dress Code Violation (not correctible)** - Student comes to school without proper uniform top or bottom.
 - **Forgery-** Making, completing, altering, or authenticating any written document so that it purports to have been made by another party. **Note: The offense includes, but is not limited to, signing a parent and/or guardian, teacher, or school personnel's signature on documents.*
 - **Skiping Class or Leaving Campus Without Permission-** The unauthorized absence from school or leaving school grounds during the designated school day without obtaining consent of the proper school authority.
 - **Tobacco/vaping possession or use-** The use in any manner or possession in any form or manner of tobacco or tobacco products while on or upon school premises, including, but not limited to smoking, chewing, or inhaling tobacco or vaping products.
 - **Truancy-** Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time for class or school begins as determined by the district.
 - **Misuse of School Equipment-** The willful or intentional misuse of any school owned equipment that results in damage to school equipment.
 - **Tampering with Safety Equipment-** The intentional activation of fire alarms or like warning devices and safety equipment.
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Level 3 – Serious Infractions

Examples:

- Fighting
- Bullying or cyberbullying
- Threats toward others
- Theft or vandalism
- Sexual harassment or misconduct
- Misuse of technology
- Possession of explicit material

Definition of Level 3 - Serious Infractions:

- **Fighting** - Participating in a physical altercation, encouraging others to fight, or engaging in behavior that could lead to physical harm to another person.
- **Bullying or Cyberbullying** - repeated actions, words, or behaviors that intentionally hurt, intimidate, humiliate, exclude, or harass another person. This includes bullying through social media, text messages, email, online gaming, or other digital platforms.
- **Threats Toward Others** - Making verbal, written, electronic, or physical threats that suggest harm to another person, school property, or the school community. This includes statements made in person, online, or through electronic communication.
- **Theft or Vandalism** - Taking, attempting to take, or possessing property that belongs to another person or the school without permission. Vandalism includes damaging or defacing, destroying, or misusing school property or the property of others.
- **Sexual Harassment or Misconduct** - Engaging in unwelcome sexual comments, jokes, gestures, messages, touching, requests, or other behaviors of a sexual nature that create an uncomfortable, intimidating, or hostile environment for another person.
- **Misuse of Technology** - Using school or personal technology in a way that disrupts learning, violates school rules, compromises safety, accesses inappropriate content, bypasses security measures, or infringes on the rights or privacy of others.
- **Possession of Explicit Material** - Possessing, viewing, creating, sharing, storing, or distributing sexually explicit, obscene, or otherwise inappropriate images, videos, messages, or other content in any format, including electronic devices and online platforms.

Response:

- Out-of-School Suspension (OSS) (1–3 days)
- Required restorative conference prior to return
- Re-entry meeting with student and family



- Behavior contract or intervention plan
-

Level 4 – Severe Infractions

Examples:

- Assault
- Weapons possession
- Arson or explosives
- Drug or alcohol possession or use
- Gang-related activity
- False threats (e.g., bomb threats)

Definition of Level 4 - Severe Infractions (only those needing clarification are listed below):

- **Assault** - Intentionally causing or attempting to cause physical injury to another person, or engaging in behavior that places another person in reasonable fear of immediate physical harm.
- **Weapons Possession** - Possessing, using, displaying, selling, or distributing any weapon or item that could reasonably be used to cause harm or threaten others. This includes firearms, ammunition, knives, explosive devices, look-alike weapons, and other dangerous objects prohibited by school policy.
- **Arson or Explosives** - Starting, attempting to start, or helping to start a fire; possessing, using, or distributing fireworks, explosives, incendiary devices, or other materials that could cause fire, injury, or property damage.
- **Drug or Alcohol Possession/Use** - Possessing, using, distributing, selling, or being under the influence of alcohol, illegal drugs, controlled substances, nicotine products, vaping devices, or drug paraphernalia at school, on school property, or during any school-sponsored activity.
- **Gang-related activity** - Participating in, promoting, recruiting for, displaying, or possessing gang-related symbols, clothing, signs, gestures, materials, or activities that disrupt the educational environment or threaten the safety of the school
- **False Threats (Including Bomb Threats)** - Making, communicating, or spreading false information about a threat to individuals, the school, or school property. This includes bomb threats, threats of violence, hoaxes, or false reports made verbally, in writing, electronically, or through social media that cause fear, disruption, or emergency responses.

Response:

- Expulsion
 - Possible law enforcement involvement
-



Restorative Practices Framework

Cristo Rey Kansas City is committed to restorative practices as a primary approach to discipline.

Core Questions:

- What happened?
- Who was impacted?
- How were they affected?
- What needs to be done to repair the harm?
- How can we prevent this from happening again?

Restorative Practices May Include:

- Restorative conversations
- Peer or staff mediation
- Restorative circles
- Written reflection
- Apology (verbal or written)
- Restitution or service
- Re-entry conferences following suspension

Restorative practices are used whenever appropriate to:

- Repair relationships
 - Restore community trust
 - Promote personal growth and accountability
-

Applicability

This Code of Conduct applies to:

- School campus and property
 - School transportation
 - School-sponsored events
 - Digital behavior that impacts the school community
-

Scope of Authority

School administrators may take disciplinary action for student misconduct, as outlined in the Student Code of Conduct, that occurs on or in connection with school property and



school-related activities. These expectations apply in all situations involving students, including:

- On school property
- While traveling on school buses or in any vehicle used to transport students for school purposes
- During off-site, school-sponsored activities
- While walking to or from school, or while waiting for or using school-provided or public transportation to and from school

Students may also be subject to disciplinary action for off-campus conduct that is not school-related but has a negative impact on the school's educational environment. This may include, but is not limited to, serious consequences such as long-term suspension or expulsion. Social media bullying is considered a form of off-campus misconduct and is subject to these provisions.

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

Tobacco Policy

Tobacco is a controlled substance for minors and is, therefore, prohibited to students on campus and at school-related functions. Violators of the policy shall receive a Discipline Referral,, and are subject to suspension.

Vapes, Electronic Cigarettes, etc.

Electronic cigarettes are considered drug paraphernalia, and possession of one on campus or at a school sponsored event shall result in suspension.

Sexual harassment policy

Federal law requires schools to maintain and enforce policies and procedures that prohibit sexual harassment. In compliance with these requirements, Cristo Rey is committed to maintaining a school that is safe, respectful, and free from harassment. To support this commitment, all employees receive annual training regarding their responsibilities related to harassment prevention and reporting. Students are encouraged to report any behavior that makes them feel uncomfortable, unsafe, or harassed. Prompt reporting helps ensure that concerns can be addressed appropriately and effectively.

If a student experiences or witnesses behavior that may constitute harassment, they should notify the school counselor or Administrators as soon as possible, preferably on the same day the incident occurs. All reports will be taken seriously and handled in a timely and professional manner.

Reporting and Response Procedures

Students must notify the counselor and/or Administration immediately if they experience, witness, or become aware of any conduct that may violate these policies.



Prompt communication is essential to ensure concerns are addressed appropriately and that student safety remains the highest priority.

Upon receiving a report, the school will take the following steps:

- Cristo Rey KC staff will notify the student's parent/guardian, the CRKC President, and the Principal on the same day the report is received, or document attempts to make such notification.
- Administration will investigate the concern in collaboration with the counselor and will work to address the issue within 3 business days.
- If the report is substantiated, if there is reasonable cause to believe the concern is valid, or if the student remains uncomfortable in the environment, the student will be removed from the environment.
- CRKC staff will develop an action plan to support the student and address next steps.
- The CRKC President will review and approve the action plan before it is implemented.
- The student and parent/guardian will be informed of the outcome and action plan as soon as possible.

Because CRKC has a responsibility to protect minors working in a learning environment, all decisions will prioritize student safety and well-being.

Within one week of the resolution of the incident, the CRKC President will provide the Chairman of the CRKC Board of Trustees with an Incident Report summarizing the concern, the investigation, and the actions taken.

ATTENDANCE POLICIES AND PROCEDURES

Daily School Schedule

Cristo Rey Kansas City's doors open at 7:45am. School begins promptly at 8:00am. Cristo Rey Kansas City considers students tardy when they are not in their appropriate destination within the building by 8:00am. Students must be picked up promptly after dismissal at 3:45 in front of the school. All students must be picked up no later than 4:15pm.

Late to School/Tardiness to Class

Tardiness to school, class, or work is not acceptable. Cristo Rey Kansas City records each instance of tardiness in the student's attendance file and on their official transcript. Failure to comply with attendance and tardy rules or excessive tardies to any part of the instructional or work day may result in progressive disciplinary action, up to and including the use of an attendance improvement contract and/or dismissal from school.

A parent or guardian must call Cristo Rey Kansas City, (816) 457-6044 if they anticipate their student may be late to school.

Tardy Policies:

- Students are expected to be in class before the final bell rings for all class periods.



- If a parent/guardian wishes to excuse a student's tardiness to 1st period, they must come to the office in person to sign them in. Please note: traffic delays will not be excused, except at the discretion of the school.
- Any student late to class will be marked tardy, and count towards their semester tardy record.
- Multiple tardy referrals will result in progressive disciplinary action (see pgs 30-35).
- Students who arrive to any class period 40 minutes late will be marked absent for the whole period.
- Tardies will not be removed or negotiated, since all students will start with a clean record each semester.

Procedures for Reporting Absence

A parent or guardian must call Cristo Rey Kansas City at (816) 457-6044 before 7:30am and briefly state the nature of the unforeseen absence. The parent or guardian must make this phone call for each day the student is absent from school.

- If the school does not hear from the parent or guardian within 3 days of the student's absence, the absence will be marked as unexcused and will not be changed or excused after that time, except in cases involving a doctor's note or extenuating circumstances.

Excused Absences

An absence is excused for the academic day only when the school is notified on the day of the absence by the parent or guardian. Parents must provide the school with an explanation of the absence. Reasons considered excused include:

- Illness preventing the student from attending school; upon return, a doctor's not verifying the illness is required (maximum of 3 days).
- Serious illness with a doctor's note verifying the illness (maximum of 5 days).
- Death in the student's immediate family (see bereavement section below).
- Marriage in the immediate family (maximum of 2 days).
- Routine annual or bi-annual doctor or dental appointments that cannot be scheduled outside of school or work hours (maximum of 3 per year).

Absences exceeding 3 days due to medical conditions must be accompanied by a physician's note submitted to the main office upon the student's return to Cristo Rey Kansas City. Without this note, the absence will be considered unexcused. For medical emergencies requiring hospitalization, a physician's note authorizing the student's return to school is required.

Bereavement

Cristo Rey Kansas City shall receive the following excused absences in the event of a death in the family. Death in the immediate family not to exceed three consecutive school days per incident including the day of the funeral. This includes parents, siblings, grandparents. If out of state/country, this can be extended up to 5 consecutive days.

Death of a relative not in the immediate family (aunts, uncles, nieces, nephews, cousins) not to exceed 2 school days.



Unexcused Absences and School Activities

Students whose absence is reported as “unexcused” from school during the day may not attend an after-school activity. All students must be present for one-half of the school day to participate in any school-sponsored activities. Unique situations will be handled individually by the school administration. A half-day of school is equivalent to half of the instructional minutes of the academic school day.

Weather-Related and/or Unexpected School Closings

In the event that Cristo Rey KC needs to announce the closing of school, or a delay in the starting time of school, the early release from school, or any major adjustment to the schedule of the day, for any emergency reason, inclement weather, or physical facilities/plant issues, the announcement of the school closing or adjusted schedule will be made by the following:

- Text alert
- Students and parents will receive an automated call from Infinite Campus.
- Posting on the school’s social media accounts.

School officials will make every effort to contact students and parents with as much advance notice as possible in the event of weather-related schedule adjustments. **The safety of our students is of paramount concern to us; therefore, parents must use their own judgment about whether or not to send students to school if the weather is particularly severe in their local area.** If you decide to keep your student home during a weather event, please call the school to report their absence.

HEALTH & MEDICATION POLICIES

Health Policy

The State of Missouri requires that all students be adequately immunized before attending school. If state-required immunizations are not completed, then a religious or medical exemption must be on file. Any student with a fever, vomiting, or diarrhea during school hours will need to be picked up from school immediately. **A temperature of 100°F or higher will be considered a fever.**

Any student without a fever, but with significant symptoms (falling asleep in class, excessive coughing, reports of unrelieved pain, not feeling well) that do not allow them to learn will need to be picked up from school.

All students must be free from fever, vomiting, or diarrhea for a FULL 24 hours without the help of medications before returning to school.

Medication Policy

At no time during the school day should a student be in possession of prescription drugs (i.e., pain medication, ADD/ADHD medication, etc.). These pills should remain at home under the supervision of the student’s parents/guardians. **No student should be carrying prescription medication at school.**



However, if the student must take the medication during the school day, the School Nurse must be the person who stores and dispenses the medication. The school requires the following:

1. The parent or guardian must complete a Medication Authorization Form giving school staff permission to administer medication during school hours.
2. All prescription medications must be in a pharmacy-labeled container with doses to be given at school and with any needed measuring devices. A second, properly labeled bottle for school use can be requested from your pharmacist.

Over the counter medications will only be given as indicated on the medication's manufacturer label and parents must provide any needed measuring devices. The parent must also complete a Medication Authorization Form giving school staff permission to administer medication during school hours.

Asthma

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

Anaphylaxis/Allergies

Parents or guardians must provide the school documentation stating the type of life-threatening allergy the student has, the appropriate rescue medication (EpiPen, EpiPen Jr., Benadryl, or equivalent) to be administered, and an Emergency/Anaphylaxis Action Plan. A Medication Authorization Form must be completed and turned in to the school for each medication. This must be renewed annually during the first two weeks of school. A second rescue medication and an updated Emergency/Anaphylaxis Action Plan can be requested from your child's doctor.

No medication will be dispensed without written consent. We cannot accept phone calls as consent to dispense medication. Furthermore, it is the student's responsibility to come to the School Nurse's Office for his medication. **Medication cannot be kept in a student's locker or backpack or pocket.** It is imperative that medication be kept in the School Nurse's Office so that the school can ensure proper use of the medication, resulting in increased safety for the student body.

Caffeine

To maintain a healthy, focused, and high-energy learning environment, students are strictly prohibited from bringing or consuming caffeine inside the school building during regular school hours. This policy applies to all caffeinated beverages, including energy drinks, coffees, sodas, and targeted supplements. While a quick caffeine fix might seem like a helpful boost, it often leads to jitteriness, anxiety, and a sharp energy crash that disrupts a student's ability to concentrate and participate in class. By keeping the campus caffeine-free, the school ensures that all students rely on nutritious food, proper hydration, and adequate sleep to fuel their academic success and well-being throughout the day.



SCHOOL COUNSELING

The School Counseling Department is designed to provide services to meet the unique needs of each member of the student body. The primary role of the school's counselors is to provide academic guidance. Additionally, counselors also provide personal/social counseling. Formal counseling, i.e., psychological therapy, is not a service provided by the school counselors.

School Counseling Services

Our School Counselor is available to support both students and parents. Students are encouraged to seek assistance with any academic, social, emotional, or personal concerns that may affect their well-being or success in school. The School Counselor provides a safe and supportive environment where students can discuss challenges, explore solutions, and access resources to help them thrive.

Campus Ministry

Our Campus Minister is available to support both students and parents. Students are encouraged to seek guidance for any personal, emotional, or spiritual concerns that may affect their well-being or success at school. The Campus Minister provides a welcoming, faith-centered space for conversation, encouragement, and support during times of challenge or growth.

Freshman and Sophomore Seminar

Freshman Seminar helps students adjust to the expectations of high school. In this class, students learn important skills like staying organized, managing their time, and setting goals. They also explore their strengths and learn strategies to do well in school and take care of themselves. Group activities help students build friendships and feel connected. By the end of the course, students will feel more confident and prepared for high school.

Sophomore Seminar helps students build the skills they need to succeed in their second year of high school. Students work on improving their study habits, communication, note-taking strategies, and decision-making. They also explore different career options and set goals for their future. This class will prepare them for the junior seminar, where they will begin the college application process. By the end of the course, students will have a better understanding of their interests and what they want to accomplish in high school and beyond.

College Counseling

The College Counseling Department provides comprehensive, ongoing support to students and families throughout the college search, application, and enrollment process.

College counseling services include college and career exploration, college admission guidance, standardized testing information, scholarship and financial aid support, document processing, individual and group advising, and assistance with postsecondary planning.

Students begin working directly with the College Counseling Office during their junior year and continue receiving individualized support throughout their senior year. Through



classroom presentations, small-group meetings, individual appointments, college representative visits, college fairs, and family information sessions, students are guided through each step of the college admission process.

The College Counseling Office works closely with students, families, the School Counseling Office, and faculty to help students identify colleges and programs that align with their academic goals, personal interests, career aspirations, values, and financial circumstances. While formal college applications typically occur during senior year, students are encouraged to take ownership of their academic performance, attendance, involvement, and Corporate Work Study experiences throughout high school, as these play an important role in college admission opportunities.

Our goal is to ensure that every Cristo Rey Kansas City graduate is equipped with the knowledge, resources, and support needed to make informed decisions about their future and successfully pursue a college degree.

Alumni & Volunteer Coordinator

The Alumni Coordinator oversees alumni engagement and services while fostering meaningful connections between alumni and the Cristo Rey Kansas City community. The Coordinator also helps connect current CRKC students with mentors, academic coaches, and other supportive volunteers outside of CRKC staff, as needed, to enhance students' personal, academic, and professional growth.

PHOTOS and VIDEOS

Cristo Rey Kansas City participates in many innovative programs and is frequently asked to share information about our school with other organizations. As part of this work, we may take photographs or video recordings of students. These images may be used for educational, informational, or promotional purposes.

If a parent or guardian prefers that their student not be photographed or recorded, they must notify the school in writing.

CAMPUS MINISTRY

The Campus Ministry team is at the center of the religious, and spiritual life at Cristo Rey. Christ is the center of all that we do. We proudly embrace our Catholic tradition. Through our work in campus ministry, we seek to love the Lord, our neighbors, and ourselves according to the Gospel. The team has constructed programs and resources that contribute to the spiritual formation of our students.

Mass and prayer is demonstrated in the following ways at Cristo Rey:

- All-school Masses on Holy Days of Obligation and monthly during the school year.



- Moments of daily prayer, including to start the school day and before every class period, beginning athletic competitions, etc.

Service Hours

Cristo Rey students are blessed with many talents, gifts, and opportunities. We recognize that these are gifts from God, and each student is asked to share his time and talents for and with others in the community. Students are encouraged to offer direct service to those on the margins of society and our environment.

Students are required to perform 15 hours of community service for each year of enrollment at Cristo Rey. Hours must be completed before promotion to the next grade level. Hours will be tracked using the school volunteer management system, MobileServe.

School Policies for Student-Sponsored Events –

During the academic year, the Student Government sponsors a variety of dances and events. The norms of expected behavior as defined in this handbook are in effect at all student-sponsored events on and off campus.

Student Government

The **Student Government** is a highly visible and active organization at Cristo Rey. Members of the Student Government serve the student body by sponsoring and organizing a variety of activities that contribute to the culture of CRKC. Formal & semi-formal dances, Homecoming, Hispanic Heritage Month, Black History Month, and Senior Sunrise, are just a few examples. The Student Government works in conjunction with other student clubs/activities providing support for school activities and resources and serves as a liaison between the administration and student body.

The opportunities for leadership and service are unlimited. Planners, organizers, and workers are needed for virtually every event. Any Junior or Senior member of the student body wishing to serve in student government is encouraged to contact Allison Lewman - Student Government Moderator

Student Clubs

Clubs are an integral part of CRKC's community. Each student is invited to participate in at least one club per year. A listing of these programs will be available on our website and announced in advisory classes.



CRKC Daily Schedules

26-27 Regular Bell Schedule	
Block 1/2	8:00 to 9:30
Block 3/4	9:35 to 11:05
Lunch (FR & SO)	11:10 to 11:35
Block 5/6 (JR & SR)	11:10 to 12:40
Block 5/6 (FR & SO)	11:40 to 1:10
Lunch (JR & SR)	12:45 to 1:10
Block 7/8	1:15 to 2:45
Advisory	2:50 to 3:45
Dismissal	

26-27 Late Start Schedule	
Staff PD	7:45 to 9:45
Block 1/2	10:00 to 11:15
Lunch (FR & SO)	11:20 to 11:45
Block 3/4 (JR & SR)	11:20 to 12:35
Block 3/4 (FR & SO)	11:50 to 1:05
Lunch (JR & SR)	12:40 to 1:05
Block 5/6	1:10 to 2:25
Block 7/8	2:30 to 3:45
Dismissal	

26-27 Mass/Assembly Schedule	
Mass/Assembly	8:00 to 8:55
Block 1/2	9:00 to 10:30
Lunch (FR & SO)	10:35 to 11:00
Block 3/4 (JR & SR)	10:35 to 12:05
Block 3/4 (FR & SO)	11:05 to 12:35
Lunch (JR & SR)	12:10 to 12:35
Block 5/6	12:40 to 2:10
Block 7/8	2:15 to 3:45
Dismissal	



Handbook Acknowledgement Form

Dear Parents/Guardians and Student(s):

Please review carefully this edition of the **CRISTO REY KANSAS CITY STUDENT HANDBOOK**, and then sign into Infinite Campus to complete the online Handbook Acknowledgement Form ***by the first day of school***. The Acknowledgement Forms will be recorded and tracked by the Front Office and the Corporate Work Study (CWSP) Office.

[Click here for the link to Infinite Campus.](#)

Click here for instructions on accessing Infinite Campus (for both new and returning students).

Please contact [Christine Foster](#), Principal or [Greg Johnson](#), Assistant Principal, with any questions.