NOTRE DAME
CRISTO REY
HIGH SCHOOL

ND

Educating for Life

2026-2027

STUDENT-PARENT/GUARDIAN HANDBOOK

Notre Dame Cristo Rey High School
203 Lawrence Street
Methuen, MA 01844
(978) 689-8222
www.ndcrhs.org

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ABOUT NOTRE DAME CRISTO REY HIGH SCHOOL

Notre Dame Cristo Rey High School is a private, Catholic, college preparatory high school founded in Lawrence and now based in Methuen, MA serving over 300 young adults. The school is part of the Cristo Rey Network, a growing association of 41 schools across the United States whose education model is built around the Corporate Work Study Program (CWSP), a unique and highly successful partnership with the business community developed by the Jesuits and expanded nationally.

Through the CWSP, each of our students works five full days per month during the academic year at one of 75 companies throughout the Merrimack Valley,I-93/495 corridors, and southern New Hampshire. Students earn approximately 45% of the cost of their own education.

OUR MISSION:

In the tradition of the Sisters of Notre Dame de Namur, Notre Dame Cristo Rey High School (NDCR) provides a Catholic, affordable, culturally sensitive, college preparatory education enhanced by professional work experience for young men and women from families with limited income.

OUR VISION:

NDCR is known for graduating confident, academically and professionally successful students who are spiritually rooted, intellectually curious, active community and global citizens and college graduated leaders who are contributors to an equitable workforce.

OUR CORE VALUES:

Goodness of God
Education for Life
Integrity
Respect
Family
Community

ABOUT THE SISTERS OF NOTRE DAME DE NAMUR

St. Julie Billiart founded the Sisters of Notre Dame de Namur to make known God's goodness, especially among the poorest and most abandoned people in the world. The Sisters came to Lawrence, MA in 1859 to work with the children of the mill workers and they have remained serving the newest immigrants through education and parish work, as well as working with citizenship and English as a Second Language. In addition to working with NDCR, the sisters also sponsor Notre Dame Education Center in Lawrence.

THE HALLMARKS OF A NOTRE DAME DE NAMUR LEARNING COMMUNITY:

Hallmarks are the essential characteristics, values and activities of a Notre Dame learning community.

1. We proclaim by our lives even more than by our words that God is good.
2. We honor the dignity and sacredness of each person.
3. We educate for and act on behalf of justice and care for all creation.
4. We commit ourselves to community service.
5. We embrace the gift of diversity.
6. We create community among those with whom we work and serve.
7. We develop holistic learning communities that educate for life.

ABOUT THE CRISTO REY NETWORK

The Cristo Rey Network® is the only network of high schools in the country that integrates four years of rigorous college preparatory academics with four years of professional work experience through the Corporate Work Study Program. Comprised of 41 Catholic, college- and career-preparatory schools that today serve 12,930 students across 24 states and collectively claim 36,440 graduates, the Cristo Rey Network delivers a powerful and innovative approach to inner-city education that equips students from families of limited economic means with the knowledge, character, and skills to move forward.

Department Listings

Dial 978-689-8222 and request the following extensions. Email is provided for those who may not have an extension.

Admissions - Ext. 109 & 114

Campus Tours
Application process
Prospective students
FACTS Applications

Academics - Ext 106, Ext 109

Academic Probation
Report Cards & Transcripts
Powerschool
Graduation Requirements
Course Placement

Athletics - Ext. 110

Medical forms
Sport/team questions
Game Schedules

Business Office - Ext. 108 & 127

Tuition
Accounts Payable
Change of Address
ACH Paperwork
Scholarship Aid

Corporate Work Study Program

Ext. 105 & 116 & 118

CWSP Cell: 978-273-4446

Student Late or Absent from Work
Picking Student up from Work

Campus Ministry -joyce@ndcrhs.org

Personal spiritual guidance
Community spirituality
Community Service
Retreats
School Masses

Counseling - Ext. 407

Academic counseling
Personal counseling

Main Office - Ext. 100 & 139

Reporting Absences
Change of Address
Visitor Information
Report student absences
Contact a faculty member
Parking Permits
Change of Address
FACTS Applications

Marketing & Communications - Ext. 144

Mission Advancement - Ext. 408

Donations/Fundraising
Special Events

Nurse - Ext. 402

Allergies
Student Illness
Immunizations Medication
COVID Related Questions

Student Life - Ext. 119

Attendance Late Arrival/Early Release
Messages to students
Lockers
Lost & Found
Student IDs
Student Discipline
Uniforms

Technology - Ext. 107

Student laptops
Network Security
Loners
Repairs

College Advising – Ext. 119

College Financial Aid and
Scholarships SAT/PSAT Testing
FAFSA

School Communications

School Communications

Notre Dame Cristo Rey High School communicates with students and families in the following ways:

• **School Website**: www.ndcrhs.org Calendar of school events and news are posted. Links to our digital handbook can also be found online. Faculty/staff directory and PowerSchool links are available.

• **Parent Advisory Committee (PAC) Newsletter:** Mailed monthly. Features campus happenings and celebrations.

• **PowerSchool:** Allows parents to access students' grades, attendance records, and assignments. For parents and students, the link is: https://www.ndcrhs.org/link-two/powerschool

• **Talking Points /Google Voice App/:** Text reminders are sent about meetings and important dates that are coming up. **Please make sure your cell phone number is up to date in the school office!**

• Social Media: Notre Dame Cristo Rey High School maintains three official social media sites for the school

Facebook: www.facebook.com/ndcrhs
Instagram: www.instagram.com/ndcrhs
LinkedIn: Notre Dame Cristo Rey High School

Academic Program

ACADEMIC PROGRAM

(Full year courses = 1 credit)

Credit Requirements for Graduation:

Theology	4 Credits
English	3 Credits
Writing	1 Credit
Literature	1 Credit
Spanish	3 Credits
Math	4 Credits
Science	4 Credits
Social Studies	3 Credits
Career and College Readiness	2 Credits

.5 credit Health, .5 Credit Career Readiness, .5 credit SAT Prep, .5 credit Senior College Seminar

Electives	1 Credit
Corporate Work Study Program	4 Credits
TOTAL:	**30 Credits**

Grading Scale

A+(97-100)	B+ (87-89)	C+ (77-79)	D+ (67-69)
A(93-96)	B (83-86)	C (73-76)	D (63-66)
A-(90-92)	B (80-82)	C (70-72)	D- (60-62)

F (any grade below 60)

I (Incomplete)

An “Incomplete” in any course results in no credit being given to the class and may result in a student’s inability to be promoted to the next grade or to graduate. Failure to complete required work may result in an “F”.

Grade Point Expectations/Eligibility

Students are expected to maintain a minimum cumulative grade point average of 2.0. If a student's GPA falls below 2.0 during any quarter, that student is put on academic probation for the next quarter. The student remains on academic probation until a minimum 2.0 GPA is once again achieved. Attendance in after-school tutoring (CASA) is required during academic probation. Students below a 2.0 cumulative GPA are required to attend CASA. **Students attending CASA are expected to be in full uniform.**

If a student is fired from his/her Corporate Work Study Program (CWSP) position or missed a significant number of workdays, he/she is put on CWSP probation until the next quarter grade or until all the missed CWSP days are made up.

While on academic or CWSP probation:

- Financial aid may be withdrawn, and full tuition will be billed and due.
- The student will not be allowed to participate in sports or other extracuricular activities.
- The student may not be eligible for other privileges as determined by the Principal.

If a student has two consecutive quarters below a 2.0 GPA or if a student remains unemployable for CWSP, that student and his/her parents must meet with the administration to discuss whether the student will continue at NDCR.

See the Tuition and Scholarship Aid Information section for further clarification regarding GPA requirements and eligibility for Financial Aid.

Promotion

- Students must pass all courses each year to be promoted. This includes CWSP.
- Students who fail two or more courses may be asked to leave NDCR.
- Summer school courses must be approved by the Principal.
- If a student fails three or more courses, he/she will be required to repeat the year if he/she is to remain at NDCR.
- Students with a cumulative GPA below 1.5 may be asked to leave NDCR.

Honor Roll

Honor Roll is posted at the end of each quarter and is based upon individual weighted grade point averages for that quarter:

Principal's Honor Circle 4.0 or above (no grade below A-)

High Honor Roll 3.67 – 3.99 (no grade below a B-)

Honor Roll 3.4 – 3.66 (may have only 1 C grade)

Graduating with Honors

A student at NDCR will be recognized or distinguished as "Graduating with Honors" if he/she has graduated with a 3.0 weighted GPA for year-end grades with no grade lower than a "C", in all courses and CWSP, each year of high school including the first 3 quarters of the senior year. Seniors graduating with "Honors" will have gold tassels. The Valedictorian and Salutatorian will also have gold sashes.

Conduct issues: Those students who incur conduct issues but have a GPA over a 3.0 may be excluded from graduating with honors. Conduct issues may include incidents of academic dishonesty or a suspension for misconduct. The principal will notify a student if a conduct issue excludes a student from graduation with honors. Appeals of that decision will be made through a board of the same composition as the Disciplinary Review Board.

Attendance: To be eligible for graduation with honors throughout senior year, students must maintain a 90% attendance in each class and be in good standing with CWSP.

Student Evaluation / Report Cards

PowerSchool: students and their families can access daily attendance and grades by logging into PowerSchool and using the usernames and passwords assigned to them by the school. Use this link to PowerSchool:
https://cristoreynetwork.powerschool.com/public/home.html

- Report Cards are issued 4 times a year. In addition, at the midpoint of each quarter, teachers will update grades and comments on PowerSchool, which will be considered a Progress Report. Progress Reports for students with academic difficulty will have Progress Reports mailed home. All students involved in extra-curricular activities must meet the following eligibility requirements:

- Must have a current GPA of at least 2.0 as defined above (3.0 for student government participation).

- Must be in good standing (not on probation; not fired) in the Corporate Work Study Program.

- An ineligible student remains ineligible until the next report card is issued.

Students absent from school or classes or from their CWSP jobs are not permitted to participate in any after-school activities on the day(s) of their absence(s). This includes students who go home sick from work.

Homework Policy

NDCR believes that homework assignments need to be completed outside of the classroom and are an important part of the learning process. Homework teaches students about time management, setting priorities, problem solving, working independently, and taking responsibility for their own learning. It also gives parents a chance to see what their child is being taught, and it will help parents identify any academic struggles. NDCR encourages students to develop good study habits and an appreciation for the value of learning.

Students may not complete homework or assignments for another class during instructional time unless given permission by the teacher. Unauthorized work may be confiscated, and the student may receive a zero for the classwork or assignment for that class period or any other homework for another class.

Academic Support

NDCR provides academic support programs to assist students who may need extra help or who have been placed on academic probation. Programs include:

- Before and after-school study spaces
- Individual or small-group tutoring
- Teachers and volunteer tutors are available by appointment
- CASA
- NDCR 101

The Center for Academic Support and Assistance (CASA)

The Center for Academic Support and Assistance (CASA) is an extra help program that meets after school from 3:30 p.m.–4:30 p.m. CASA is designed to provide all students with a place to complete homework assignments, have access to computers/printers, work with peers on group projects and/or obtain assistance with homework/studying. While CASA is mandatory for those students on academic probation, all students are encouraged to utilize the support services available.

Tutoring may be available during study hall, depending on scheduling and staff availability. Students who are referred to tutoring by a teacher are required to attend and must sign a Tutoring Contract outlining attendance and participation expectations. Failure to comply with the terms of the Tutoring Contract may result in a parent/guardian meeting to review the student's progress and develop a plan for next steps.

NDCR 101

NDCR 101 was designed to provide selected freshmen students with the opportunity to strengthen basic skills in mathematics, vocabulary, English grammar and usage, reading, writing and executive functioning skills. The program runs for the first semester of the academic year and consists of seven class periods: one in math, one in English, one in history, one focusing on executive functioning skills, one CWSP Alison Training courses, one Basic Computer course, and one study.

Final Course Grade Calculations

Year-long courses at NDCR count as one credit. Final grades for year-long classes are calculated according to the following categories:

Quarter 1	20%
Quarter 2	20%
Midterm Exam	10%
Quarter 3	20%
Quarter 4	20%
Final Exam	10%

Notes on Grading:

Senior Exemptions: Only Seniors with an 90% or higher grade for the academic year may be eligible for exemptions on the final exam, which are at the discretion of the teacher. Some students above 90% in the course may be required to take the final exam, especially if the exam is a project, final paper, or presentation. Seniors in Semester Courses are required to take the final exam.
* Seniors with more than 2 absences in the 4th quarter or students who are below a 90% attendance rate for the year must take the final exam.

Attendance

ATTENDANCE POLICY

Student Absences from School

Parents/guardians should not schedule medical and dental appointments during school and CWSP work hours. Vacations, college visits and other such activities should be scheduled after reviewing the school calendar so as not to conflict with school or work attendance.

All students enrolled at NDCR are expected to be in school on time every day. School begins promptly at 7:30 a.m. each day unless otherwise indicated on the school calendar or is delayed for inclement weather or other reasons. A daily call will be made to the home the day after a student is absent or consistently tardy to determine the reason for the absence or tardiness.

- Tardiness and absences are to be verified by a parent or guardian for students to be excused. Students may not call or email to be excused from school - only a parent/guardian can excuse a student. **The policies for CWSP are different**, so please refer to CWSP policies about tardiness and absences.

- Whether excused or not, when a student misses a class, he/she falls behind the rest of his/her classmates and will have a more difficult time learning the material.

- The school day begins at 7:30 a.m. and **students must be in their classrooms by 7:30 a.m.** Students who arrive after 7:30 a.m. are tardy and must report to the office. Students who are habitually tardy (5-8 days of being tardy) will report to the Dean of Students. After 8 days (per semester) of students being tardy, a parent meeting will be required. Chronic tardiness is detrimental to a student's academic progress, and chronic tardiness will result in additional disciplinary measures as determined by the Administrative Team.

NDCR is a closed campus. Permission is needed to be off campus between the hours of 7:30 a.m. and 3:30 p.m. Students leaving campus during school hours without permission will be subject to disciplinary action. Students may only travel outside of the main building for classes or events in the gym.

- Students are expected to always be in class. Any student who is not where he/she is scheduled to be must have a pass. This includes going to the bathroom, seeing a counselor, etc.

- Assignments or tests missed because of unapproved absences may not be made-up.

- Students arriving after 3rd Period (10:43 a.m. or later) are considered absent for the day and are not eligible to participate in after-school activities unless they have a doctor's note.

- School masses and community homerooms are an essential part of the NDCR experience. Students are expected to attend these school events and should not be dismissed. The school may refuse to dismiss students who are avoiding these community events.

The maximum number of absences permitted per semester is 8 days, whether excused or unexcused. For seniors there are additional requirements for graduating with honors and being exempt for final exams.

- After 4 absences, an email or TalkingPoints message will be sent to the student's parents/legal guardians informing them of the school's concerns.
- After 6 absences, a conference with parents/legal guardians will be required to discuss absences. Students may not receive credit for the semester. Exceptions may be made for a major illness, with documentation from the doctor.
- If a student accumulates 15 or more absences (Excused or Unexcused) for any reason during the school year, the student will be subject to review to determine whether credit for that class will be granted.

Absences

School: When a student is absent, a parent or guardian should telephone the school *at **(978) 689-8222 Ext. 100 or 139** (Front Office), **Ext. 119** (Dean of Students), **BEFORE 8:00 a.m***. and briefly state the nature of the absence.

CWSP: When a student is absent on a workday, ***parents must call the CWSP Coordinator at (978) 273-4446 BEFORE 7:15 a.m***. A phone call must be made for each day the student is absent. The student is responsible for scheduling make-up days for the missed workday at the earliest opportunity. Students can make-up absences during school vacations (Christmas, February, April and June). The student also may be given a fine for the absence, even if a supervisor waives the need for a makeup day. There can also be fines for excused absences in addition to unexcused absences.

Foreseen Absences

A foreseen absence requires that a parent or guardian write a note to the Dean of Students/Main Office at least one week in advance, so the teachers can be notified. The Dean of Students will then issue a note that the student must show to all his/her teachers. Upon returning to school, the student must report to the office to obtain a readmit slip. Whether an absence is foreseen or unforeseen, the student is responsible for finding out what work was missed and make-up that work in a timely manner.

Attendance Plans

Students with more than 8 absences may be placed on an attendance probation contract and must adhere to an attendance plan. Adherence to an attendance plan may be a condition for staying at NDCR and/or receiving credit for classes.

Attendance Plan Following Summer Enrichment

Students who are required to attend Summer Enrichment due to excessive absences will automatically be placed on an Attendance Plan for the following school year. The purpose of the Attendance Plan is to provide additional support, promote consistent attendance, and help students successfully meet the expectations necessary for academic success.

The Attendance Plan may include regular meetings with school personnel, attendance monitoring, parent/guardian communication, and other interventions designed to help the student improve attendance. Students are expected to comply with all requirements of the Attendance Plan. Failure to do so may result in additional interventions or disciplinary action as outlined in this Student Handbook.

PLEASE SEE ADDENDUM ONE FOR AN ABSENCE INFORGRAPHIC

Early Dismissal from School

- Students leaving the school prior to 12:00 p.m. will be considered dismissed/absent for the day.
- For the safety of our students, no student will be dismissed unless the adult registered in our PowerSchool database comes into the school to sign the student out. Phone calls and letter requests cannot be honored.
- Students will only be dismissed by an adult who is registered in our PowerSchool database.
- Students should not be dismissed during school hours except for family or medical emergencies, personal illness, and school sponsored activities.
- Students should not be dismissed during Mass days.
- Parents are asked to schedule medical and dental appointments during non-school hours and non-CWSP days.

A necessary absence of dismissal may be granted for the following reasons:

- Death in immediate family
- National Religious holidays
- Suspensions
- Court appointment/appearances
- Illness

Leaving campus without notifying the office or being truant constitutes a serious violation of NDCR policies and may result in an in-school suspension.

Illness at School

If a student becomes ill at school, the student should ask permission to go to the school nurse. If it is determined that the student should not remain at school, a call will be made to the parent/guardian in order to release the student to his/her care. **Students may not dismiss themselves from school.** If a parent/guardian or emergency contact cannot be reached, the student will remain in the office until the end of the day or until someone can be reached. Students are marked absent from class if they are dismissed or are in the school office for the day.

Attendance at After School Events the Day of an Absence or Tardiness

Students absent from more than 3 classes in one day will not be allowed to participate in extra or co-curricular activities scheduled for that day. (i.e., dances, athletic events, etc.). Students failing to adhere to this policy may be suspended or jeopardize their participation in future activities.

Extended Holidays

NDCR does not approve of extended holidays. NDCR understands the importance of family events, but we emphasize the importance of school attendance for students who are preparing for college. Because of the time and dedication required of students to successfully prepare them for college, NDCR cannot support vacation outside of defined school breaks. Such absences will be considered unexcused, and the assignments may not be made up.

If parents/guardians choose to extend a vacation beyond what the school calendar allows, they are jeopardizing their child's learning and grades.

Code of Conduct

CODE OF CONDUCT

NDCR CORE VALUES:

Goodness of God, Education for Life, Integrity, Respect, Family, Community

Student Rights and Responsibilities

The NDCR community is built on mutual respect and behavior should reflect this. Members of the NDCR community have the following rights and responsibilities and are subject to the following expectations:

1. **We all have the right to our own spirituality.** We also have the responsibility to be tolerant of the beliefs of others, and we are expected to participate in all religious activities of the school.
2. **We all have the right to our emotions, opinions, ideas, and learning perspectives.** We also have the responsibility to express ourselves appropriately, respectfully and constructively and to actively listen to others' viewpoints.
3. **We all have the right to be free from physical harm and from the fear of physical harm on school property.** We also have the responsibility to be aware of building security, addressing all forms of intimidation and violence in positive ways.
4. **We all have the right to a school environment free of all forms of discrimination and harassment.** We also have the responsibility to monitor our own actions as well as report instances of discrimination and harassment perpetrated against others.
5. **We all have the right to a challenging learning climate that will allow us to realize our academic potentia**l. We also have the responsibility to come to each class on time with the proper materials and to be prepared mentally to learn each day. We have the responsibility to protect each person's right to this learning climate.
6. **We all have the right to a clean school environment**. We also have the responsibility to contribute to the cleanliness and beauty of the school environment.

Any student whose rights are violated should notify the Principal or Vice Principal immediately. Any student who interferes with the rights of other students, faculty and staff will be disciplined. Depending on the violation, a student may be asked to leave NDCR.

Responsible and Thoughtful Conduct

Each student at NDCR is always expected to exhibit respectful and courteous behavior to each student and to all school personnel and guests. Respectful behavior is evident in word choice, actions, and tone of voice.

Each student is expected to:

- Respect personal, school, and others' property.
- Have required materials and complete homework assignments on time.
- Adhere to classroom procedures and rules.
- Do your own homework and class work.
- Use only appropriate language on school property.
- Be attentive and respectful, particularly during school assemblies.
- Be respectful of classroom and office activities and teachers preparing classes.
- Keep conversation volumes to appropriate levels during passing periods.
- Not speak Spanish outside of Spanish class in a way that excludes others or that is disrespectful to non-Spanish speakers.

Classroom Behavior and Requirements

Students are expected to come to class with a positive attitude and a strong desire to learn. Students are required to be prepared for their classes by having the required materials, including paper, a writing instrument, necessary notebooks, textbooks, laptop, and any other materials required by the teacher.

Students are also expected to act in a manner that fosters the classroom learning experience by showing respect to the teacher and other students. For example, students should utilize active listening skills when a teacher or another student is speaking. When students are redirected (corrected for misbehavior), the response required of them is to accept the expectation of the teacher without argumentation or justification. Class time is not to be wasted challenging a teacher's disciplinary action. In class, we expect students to be active, cooperative learners who listen, ask, and answer questions.

Respectful Classroom Communication

Students are expected to think before they speak and contribute to the classroom in ways that support a positive learning environment. Comments, opinions, and questions should be respectful, constructive, and appropriate to the lesson and classroom community.

Not every thought needs to be shared. If a comment is not respectful, relevant, or likely to contribute positively to the learning environment, students are expected to keep it to themselves. Disruptive, inappropriate, or disrespectful remarks that interfere with teaching and learning may result in disciplinary consequences.

Academic Integrity

Students at NDCR are expected to have high standards of integrity. The school expects all students to adhere strictly to the accepted norms of intellectual honesty in their academic and professional work. Any form of cheating, plagiarism, dishonesty, or collusion is a fundamental violation of these norms, and a student may be dismissed from NDCR.

Cases involving academic integrity will be referred to the Vice Principal for a decision.

Cheating of any kind will result in a zero (0) for that assignment/test.
Some examples of cheating include but are not limited to the following:

- Plagiarism: representing another's work as your own.
- Copying or allowing others to copy homework, tests, quizzes, projects, or any other form of assignment.
- Using any unacceptable aid to obtain answers, including inappropriate use of AI.
- Sharing tests or answers.
- Use of teacher editions of texts or other materials.
- Forgery of signatures or documents.

NDCR AI Policy is listed in a separate document as we begin to formally address and solidify a Responsible Use Policy for Artificial Intelligence at NDCR over the course of the 2026-2027 school year.

Zero Cell Phone Policy During Midterm and Final Exams

NDCR has a Zero Cell Phone policy for all classes. This means that students are not allowed to have cell phones on their person (in pockets, in backpacks for example) at all but spefically during an exam period. Students with cell phones on their person will receive a zero on the exam. It does not matter if the cell phone is on or off. Students need to follow the school's cell phone policy and turn them into the holders.

Discipline

DISCIPLINE

General Guidelines

One of our primary obligations to students is to maintain a safe learning environment. The NDCR discipline policy focuses on preventing inappropriate behavior.

The manner of discipline shall be at the discretion of the Principal, Vice Principal, or Dean of Students and shall depend on the nature and severity of the offense as well as the student's discipline, academic and attendance record.

NDCR rules apply to all student conduct:

- On school grounds/buildings (before, after, or during school).
- On school vans.
- At the CWSP workplace.
- At any activity or function at which the school is involved, including all athletic events.
- Any action at or away from school that jeopardizes the good name of NDCR or is harmful or injurious to any member of the school community (This includes any inappropriate social media posts.)

The foundation of the NDCR discipline policy is in respecting the God-given dignity of every human being. Actions that violate this dignity, whether it is harassment, physical or verbal abuse, in any form, will not be tolerated and are subject to disciplinary referral. Students are to be respectful and courteous to one another and to all school personnel and visitors.

Examples of inappropriate behavior that may lead to disciplinary action include the following but are not limited to:

- Profanity and/or vulgarity.
- Initiating or spreading disparaging gossip or comments.
- Bullying/cyber bullying.

- Littering.
- Poor sportsmanship at athletic events includes disrespect or ridiculing opposing teams, fans or officials.
- Leaving school grounds during the day.
- Leaving a classroom without permission
- Other inappropriate activity as determined by the administration.
- Behavior at school or away from school inconsistent with Christian moral standards or in violation of the law may require disciplinary action by the school. A student may be subject to disciplinary action for any conduct that is detrimental to the common good, threatening, harmful, or offensive to other students and staff, or is of such nature as to jeopardize the good name of the school.
- NDCR will impose immediate disciplinary action against students whose continued presence the Principal believes poses a threat to the safety, security and welfare of other students, staff or other people in the school.

Detention

- Detentions at NDCR are of two types: teacher/administrator detentions and after-school detentions.
- Teachers and administrators issue detentions for rule infractions.
- Teacher detention generally includes inappropriate behavior in the classroom and common areas of the school.
- Teachers may assign and supervise their own detentions.
- If such teacher detentions are longer than 15 minutes, a day's notice should be given to a student.
- Administrator detentions generally include violations of the NDCR Disciplinary Code. If a student is referred to administration, the following applies for all detentions:
- Students must be in dress code and be on time.
- If a student fails to report to a teacher detention, the student will be referred to the Dean and assigned two administrative detentions.
- Failure to attend a school detention (tardy or administrative) will result in being assigned two detentions.
- Failure to attend either one of the two detentions will result in an in-school suspension.

- Three (3) days of accumulated suspension for missing assigned detention will result in a disciplinary contract for the remainder of the school year.
- After-school employment, athletics, and extracurricular activities are not acceptable reasons for missing detention.

Administrative After-School Detention

Students who receive after-school detention from administration will serve from 3:20 p.m. – 4:00 p.m. An administrator will call parents when students are assigned this detention, and every effort will be made to serve the detention within 24 hours.

In-School Suspension

Students may be assigned in-school suspension at the discretion of the Dean/VP/ Principal. Students who are assigned in-school suspension are considered suspended from participation in all classes, and all extracurricular and school-sponsored events.

- Students are responsible for completing work assigned by teachers.
- Students will be referred to the counselor.
- Studetns may be required to complete a written reflection paper that includes naming the infraction and assuming responsibility for their actions.
- Violation of in-school suspension rules will result in further disciplinary action.

Out-of-School Suspension

Students may be assigned an out-of-school suspension at the discretion of the Principal for major, multiple, or repeated offenses. Students who are suspended are responsible for making up all missed assignments within a week. Students should maintain communication with teachers or Guidance Counselors regarding assignments. If a student is suspended from school, they are still required to report to CWSP on their workday.

Probation/Behavior Contracts

Students may be placed on disciplinary probation. A probationary contract is a written agreement between the school and the student and his/her family that addresses the problematic behavior of the student. Such contracts may be drawn up at the beginning of the school year or during the school year. The contract outlines the specific expectations for continued attendance at NDCR and is signed by the students, parents, and school officials. One copy will be kept on file, and one copy will be given to the family. The contract is meant as a final warning. A student who violates the terms of his/her contract may face immediate dismissal. Refusal to agree to the terms of the contract will result in the student being asked to withdraw from NDCR.

Suspension

Students may be subject to suspension for a given number of school days. Students who are suspended may not be on school property or attend any school activities; however, they must still attend CWSP. The suspension serves as a warning that any subsequent inappropriate behavior may be cause for further disciplinary action, including dismissal from NDCR.

Examples of student conduct which may lead to immediate out-of-school suspension or expulsion include but is not limited to the following:

- Cutting class/school
- Leaving school without permission
- Chronic tardiness or chronic unexcused absences
- Refusal to follow the directions of a teacher or other school staff member
- Use of inappropriate language toward staff
- Bullying, cyber bullying and harassment (see “Bullying in Schools)
- Forgery or plagiarism
- Vandalism
- Physical play or fighting
- Discrediting the school's name, logo, or reputation via social media or other internet sites.
- Possessing, supplying, and/or using tobacco or “Vaping” products
- Gambling
- Chronic truancy

A parent must accompany student when student returns to school after suspension and meet with a school administrator.

More serious offenses are covered in the Dismissal Section.

If a student is in a leadership position (e.g., Class Officer, Ambassador, Team Captain, National Honor Society) and is suspended from school, he/she will no longer be allowed to maintain his/her position.

DISMISSAL

Dismissal is a permanent removal from the school. A student will be subject to dismissal for any conduct at school or away from school that is of such a nature as to jeopardize the good name of NDCR.

Examples of student conduct which may lead to dismissal include but are not limited to the following:

- Any behavior that would disrupt the normal operation of the school or in any way cause harm to the school or its personnel, vandalism and destruction of school property.
- Gang membership and/or gang-related behavior
- Possession of weapons, firearms, or explosives. Weapons shall include any item which could reasonably cause bodily harm and specifically include: knives, guns, brass knuckles, Billy-clubs, look-a-likes, or any other item (such as bats, pipes, sticks, etc.) if used or intended to be used to cause bodily harm. School officials shall report weapon violations to the local police
- Possessing, supplying, buying, or using alcohol, drugs or paraphernalia
- Threats against staff or students
- Theft
- Assault or battery upon students or staff
- A serious offense at a CWSP workplace, such as stealing.
- Students who are arrested for a crime that takes place off school grounds/for an event that is not school related.

Restitution

Students who damage school or a CWSP partner's property will be required to repay the school or CWSP partner for the cost to repair or replace the damaged item(s).

Bullying in Schools Signed into Law May 3, 2010

Bullying in schools, including cyber-bullying, is a criminal offense in Massachusetts and is treated like all acts of harassment. Any student who engages in bullying or cyberbullying may face suspension, expulsion or even criminal charges.

Bullying is defined as the repeated use of written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, by one or more students directed at another student that has the effect of:

- Causing physical or emotional harm to the other student or damage to his/her property.
- Placing the other student in reasonable fear of harm to him or herself or of damage to his or her property.
- Creating a hostile environment at school for bullied students.
- Infringing on the rights of the other students at school.
- Materially and substantially disrupting the education process or the orderly operation of a school.

Cyberbullying is bullying using technology or any electronic means and includes the distribution of electronic communication or the posting of electronic material that may be accessed by one or more persons.

This Law prohibits bullying:

- At school and at all school facilities.
- At school-sponsored or school-related functions, whether on or off school grounds.
- On school buses and school bus stops.
- Using technology or an electronic device owned, licensed or used by a school.
- At non-school-related locations and through non-school technology or electronic devices, if the bullying affects the school environment.

Gang Membership

We strongly believe that gang membership is dangerous for students, harmful to the safe learning environment of the school, and destructive to the community and families we serve. Therefore, students may be subject to immediate expulsion for gang membership, affiliation, or behavior, which can be defined in many ways, including, but not limited to:

● Gang graffiti and/or tagging

● Representation of gang affiliation by way of colors, symbols, signs, clothing, etc. at any time or place, including online
● Recruitment of students for participation
● Violence of any kind, including verbal threats or physical harassment
● Membership in gang-like crews
● Tattoos of affiliation

Student Due Process

Short-Term Suspension

Before receiving a short-term out-of-school suspension (consisting of ten {10} days or fewer), a student is entitled to:

- Verbal notice of the offense(s).
- Verbal explanation of the evidence.
- An opportunity to present his/her side of the story to a school administrator.

The school may impose a short-term suspension while long-term suspension procedures or expulsion procedures are in process.

Long-Term Suspension/Expulsion, Disciplinary Review Board
Before receiving a long-term suspension (eleven {11} days or more) or when a student faces potential expulsion, the student and parent/guardian will be provided:

- A written notice of the offense(s)
- A hearing before the Disciplinary Review Board
- The disciplinary Review Board will consist of the Vice Principal, one teacher of the student's choosing, and one neutral teacher. Recommendations of the panel will be sent to the school President
- Reasonable time to prepare for the hearing (generally a minimum of three (3) school days)
- An explanation of the evidence
- The opportunity to present witnesses and evidence on the student's behalf, and a prompt, written decision.

- In some cases, the school reserves the right to expel a student without the Disciplinary Review Board process. In such cases, the Principal determines whether a student will be asked to leave NDCR. Students/families may appeal against this decision to the school President.

Appeal of Dismissal

Any student who is dismissed from the school shall have the opportunity to appeal. The student shall have five (5) days from the receipt of notice of expulsion in which to give written notice of his/her appeal to the President.

Guidance and College Counseling

COUNSELING

The Guidance and College Counseling Department at NDCR is committed to assisting all students and their families in meeting the demands of high school and in dealing with problems that may arise in school, at home, or in the neighborhood. Counselors assist students in understanding their abilities and interests as well as formulating and achieving realistic goals and maintaining satisfactory personal and social adjustments.

Confidentiality

Students are encouraged to seek counseling and assistance from school personnel, particularly from their assigned guidance counselor. Student confidentiality will be safeguarded provided the rights and well-being of others are not infringed upon and provided that the Disciplinary Code has not been violated.

Benefits of the School Counseling Program for Students

- Prepares students for the challenges of the 21st century through academic and personal/social development.
- Assists in acquiring knowledge of self and others.
- Enhances personal development.
- Assists in developing effective interpersonal relationship skills.
- Provides advocacy for students.
- Encourages facilitative, cooperative peer interactions.
- Provides direct service to students.

Benefits of the School Counseling Program for Parents

- Provides support for parents in advocating for their child's academic and personal/social development.
- Increases opportunities for parent/school interaction.
- Enables parents to access school and community resources.
- Ensures involvement in the academic mission of the school.

COLLEGE COUNSELING

NDCR utilizes SCIOR as part of its commitment to offer a world-class college counseling program that prepares all students for success in college and in their careers. SCIOR is an online college counseling platform created to collect, store and report real-time data about students' goals, objectives and outcomes related to planning for college and their careers.

In addition to the online college planning curriculum provided through SCIOR, students will participate in in-person instruction led by the College Counseling Office. These sessions provide guidance and support throughout all phases of the college admissions and financial aid process, including college exploration, application preparation, essay writing, scholarship opportunities, the FAFSA and CSS Profile (as applicable), financial aid, and enrollment decisions.
Students are expected to actively participate in both the SCIOR curriculum and all in-person College Counseling activities as part of their college and career readiness program.

As a member of the Cristo Rey Network, NDCR discloses aggregate college admissions for the purpose of benchmarking with other schools and to track the impact of Network university partnerships. This data also enables Cristo Rey Network schools to better advise students through the college search and application process. Personally identifiable information is only disclosed to the college counselor, members of the Admissions Department, Principal, President, and the Cristo Rey Network's Director of Postsecondary Initiatives.

Visiting College Representatives– Absences from Class

Students are invited to attend information sessions for colleges that visit the NDCR campus.

- Students may attend a maximum of 5 of these sessions and may not miss more than 2 meetings of the same class.
- Students can attend in-house college sessions only if they meet the minimum requirements for admission to that particular college.
- Seniors are allowed a maximum of 3 school days to visit colleges. One of the 3 allowed days will be Wednesday, October 12th (PSAT Testing Day at NDCR). **College visits cannot occur on CWSP workdays.**
- If visiting a college, students must return with a note from the admissions office of the college indicating the date of the visit. This letter must be returned to the main office upon the student's return.
- Students are responsible for all work missed attending college information sessions.
- College visits on CWSP workdays on Thursdays and Mondays are not permitted.
- **College visits scheduled on CWSP workdays are not approved by CWSP. Students missing work for this reason will have to pay a $20 unexcused fine and it is mandatory that they make-up the day for their absence from work.**

College Counseling Course Requirement

The College Counseling course is a graduation requirement. A failing grade in this course will be treated the same as a failing grade in any other academic course.
Seniors must successfully complete and pass the College Counseling course to be eligible for graduation.

Cell Phones and Other Electronic Devices

CELL PHONES AND ALL OTHER ELECTRONIC DEVICES

Cell Phone Collection Policy

- To maintain a focused and healthy learning environment, all students are required to turn in their cell phones at the beginning of the first period of each school day. Classroom teachers will collect phones during homeroom, which must be turned off or silenced before being handed in. The devices will be securely stored and locked for the duration of the school day. At dismissal, students may retrieve their phones from their designated location. This policy helps minimize distractions and supports our academic goals. Students are expected to demonstrate the NDCR core value of integrity by complying with this policy. Keeping a cell phone without permission violates our school's expectations and values. If a student needs access to a cell phone during the day, they need to have permission from the Dean of Students or another administrator.
    - Tardy: If students are tardy past 1st period (7:30 am), they will leave their cell phones in the Main Office.
    - Dismissals: If a student is being dismissed, they should notify the front office and leave their phone in the front office. Students should never go to the homeroom to retrieve their phone; an adult will do it.

Only school-issued technology is allowed for classroom purposes. Students may not use iPads, earpods, headphones, or Meta glasses.

Any student in possession of an non-school issued device during the school day will receive the following consequences:

- The Dean of Students will notify the parent/guardian via TalkingPoints or call
- 1st offence: student will serve a detention assigned for after school with the Dean of Students.
- 2nd offence: A parent meeting is mandatory; the student will be required to turn their phone into the Dean of students daily. The student will serve an In School Suspension and be put on a Behavioral Contract.
- 3rd offence: The student and their parent will be brought in front of the Principal where consequences, including the possible withdrawal from school, will be discussed.

Electronic communication/gaming devices, that have cameras, are not allowed to be used at any time in locker areas, bathrooms or similar areas in which privacy is expected.

Students are never permitted to audio or videotape any member of the NDCR community or CWSP Partner (Teacher, student, administrator, CWSP supervisor, etc.) without that person's consent.

If the school suspects that a student's electronic communication/gaming device or social networking website may evidence that a student has violated the law or the regulations of the school, an administrator may view the messages or images sent or received on an electronic communication/gaming device or the postings and messages sent or received on a social networking website.

- Emergency phone calls home may be made by going to the Main Office.
- Parents needing to communicate with their son/daughter during the school day should call the Main Office at (978)-689-8222.
- Parents should NOT contact students on personal cell phones during school or during work study hours.

Dress Code / Uniform Policy for School and Work

DRESS CODE / UNIFORM POLICY
FOR SCHOOL AND WORK

The purpose of the NDCR Dress Code is to establish an atmosphere conducive to learning and foster pride in appearance. Students must adhere to the policies indicated in this Handbook.

- School uniforms must be neat, clean, and modest.
- Students must be in dress code by the beginning of first period through the end of the formal school day (including detention and CASA).
- Dress Code requirements apply on field trips (unless otherwise announced) and mid-year and final exam days.
- If a student is not properly attired for school and he/she can become properly attired, then he/she is permitted into class. For instance, if the student is missing his tie, he can go to the office, get a tie, if one is available, and go to class. Students are required to leave their phone for the day in exchange for a uniform item on loan.
- If a student cannot be properly attired, a parent or guardian of this student will be called to pick up their child or bring proper uniform attire. If a parent or guardian cannot come to pick up the student, he/she will not be permitted in class and will remain in a supervised location until he/she can be picked up. The student will not receive credit for attending any of his/her classes that day.
- All students will be checked for dress code violations during the first period and throughout the day.
- An administrator makes the final determination on appearance and uniform violations.
- A violation will carry with it full detention in addition to complying with the code.
- ·Multiple dress code violations will result in calls home. After three documented violations (including not shaving), students will not be able to participate in dress down days.

The NDCR uniform must be worn at school, work and at other designated events and must adhere to the following policies:

Required Male Attire

- An NDCR Vest, V-Neck Sweater or Cardigan from D**onnelly's Clothing or JB Pride (earlier years)** must always be worn unless instructed differently by the office due to hot weather.
- A light blue or white oxford shirt, from **Donnelly's Clothing or JB Pride**, with the NDCR logo (can be long or short-sleeved); shirts must be neatly tucked-in to the pants.
- A tie – appropriate length, style and color and the knot at the collar.
- Khaki or navy pants, properly sized, from **Donnelly's Clothing or JB Pride.**
- A black or brown leather belt that is plain and traditional in style.
- Dark, solid-colored socks.
- Flat-soled, low-cut dress shoes that hold a shine or boat shoes. All shoes must be one solid color (black, brown, or navy blue). Sneakers that are solid black or white may also be worn. **Moccasins, slippers, clogs, Crocs, Yeezy slides, multicolored sneakers, and sandals ARE NOT PERMITTED.** No Ugg style boots.
- Only official NDCR fleece and Bauer jackets can be worn during school with the school shirt, tie, and vest under the jacket.
- Facial hair must be neat and well-groomed. Administration/CWSP has the final say in appearance.

Prohibited Male Attire

- **Males may not wear any visible jewelry, except for a watch and NDCR bracelets (no rosary beads, nose rings, etc.)**
- Students are expected to be neat and clean in appearance. Hair must be a ***natural*** color **(Colors should not be extreme such as royal blue, purple, orange, or candy apple red tones). Hair should not cover a student's eyes.** (no streaks, hair sculpting, lines or designs shaved in head, etc.) and should be clean, neatly styled, conservative.

Required Female Attire

- A NDCR Vest, V-Neck Sweater or Cardigan from Donnelly's Clothing or JB Pride (earlier years) must be worn unless instructed differently by the office due to hot weather.

- A light blue or white shirt, from **Donnelly's Clothing or JB Pride,** with the NDCR logo (can be long or short-sleeved); shirts must be ironed and neatly tucked-in to the pants or skirts.

- Khaki or navy pants or skirt from **Donnelly's Clothing or JB Pride.**

  o No "skinny" or tight-fitting pants are allowed, and skirts must be no shorter than one inch above the knee and loose fitting.

  o A black or brown leather belt that is plain and traditional in style must be worn with pants.

- Navy blue or white, solid-colored knee socks or pantyhose (only Seniors may wear maroon solid-colored knee socks). Leg warmers are not permitted

- Flat-soled, low-cut dress shoes that hold a shine or boat shoes. All shoes must be one solid color (black, brown, or navy blue). Sneakers that are solid white or black may also be worn. **Moccasins, slippers, clogs, crocs, Yeezy slides, and sandals ARE NOT PERMITTED. No Ugg style boots.**

- Headbands are acceptable; however, they must be an appropriate size and black or navy in color with no bows or multiple hair ornaments.

- Only official NDCR fleece and Bauer jackets can be worn during school with the school shirt and vest under the jacket.

Prohibited Female Attire

- Females may not have more than two earrings no larger in size than a dime. Other issues around jewelry are at the discretion of the administration.

- **No rosary beads around the neck or nose rings. Only clear nose studs are permitted!**

- Students are expected to be neat and clean in appearance. Hair must be a ***natural*** color (Colors should not be extreme such as royal blue, purple, orange, or candy apple red tones). Hair should not cover a student's eyes. Hair bands are permitted but must be navy blue. Hair accessories should not cover the entire head. Bonnets, barrettes, or bandana designed hair bands/bows are not allowed (no hair sculpting, lines or designs shaved on the head, etc. and should be clean, neatly styled and conservative.

- Make-up should be appropriate, modest, and tasteful.

Prohibited Attire for BOTH Males and Females

- NDHS/NDCR sports team uniforms or outerwear (sweatshirts for basketball, baseball, softball, or jackets for cross country, cheerleading, NDCR sweatshirts, etc.) MAY NOT be worn during school hours or at work without the permission of the school administration for school days and CWSP for workdays.
- No hats may be worn in the school building or at work at any time.
- No visible facial, tongue, or neck piercings.
- No visible tattoos.
- No knee-high socks over school pants.

Important Information

- The uniform policy is subject to change without notice.
- The Principal, Vice Principal and Executive Director of CWSP make the final determination on dress code violations.
- Failure to wear the required school uniform to work will result in a fine.
- Winter Attire: From the first snow, until the Dean decides, students may wear boots during harsh weather conditions. This does not apply to the Corporate Work Study Program.

Attire for Casual Dress Day

- Casual Dress Days are a privilege granted for special occasions at NDCR such as all-school fundraisers. Student requests must be made in writing to the Dean of Students.
- Casual dress attire should remain appropriate for a school setting during Casual Dress Days. Students are expected to dress appropriately in a way that reflects the values of our professional and academic culture.

This includes: NO RIPPED JEANS, NO BARE SHOULDERS, NO SHORTS, NO SHORT SHIRTS THAT REVEAL YOUR MIDRIFF, NO FLIP FLOPS, NO INAPPROPRIATE T-SHIRTS (OFFENSIVE LANGUAGE OR GRAPHICS, ALCOHOL ADVERTISEMENTS), AND NO HALTER TOPS.

Attire for Special School Events

Throughout the school year, students may be required to attend special events such as Masses, assemblies, awards ceremonies, presentations, college visits, employer events, school photographs, and other occasions that represent Notre Dame Cristo Rey High School.
Students are expected to dress appropriately for these events as directed by the school. Depending on the occasion, students may be required to wear the school uniform, Corporate Work Study attire, business professional attire, or other attire designated by school administration.

Students and families will be notified in advance of any special dress requirements. Failure to comply with the required attire may result in exclusion from the event, disciplinary action, or other consequences as determined by the school.

If a student does not comply with our Casual Dress Day or Special School Events policies, the student may be sent home or parents asked to drop off appropriate clothing. Such a violation may result in a student losing future privileges.

General Policies

GENERAL POLICIES

The policies outlined below represent a framework. This list is not exhaustive and should not be considered comprehensive of all NDCR policies. Statements in this handbook are subject to amendments without notice. NDCR will attempt to keep parents/guardians informed of all changes as soon as practical. Some changes may be made due to unforeseen circumstances.

Athletics

Notre Dame Cristo Rey High School is a member of the Massachusetts Interscholastic Athletic Association (MIAA) and will follow all the rules governing athletics as stated in the MIAA Handbook unless otherwise stated. To be eligible to play or practice on a given day, a student must be in school for half the day. If a student misses more than half the day without permission from the Principal, the student is ineligible for that day. Some exceptions may be made for college visits, major medical issues, or legal issues. Excessive accumulated absences or being placed on an attendance contract may prohibit your ability to participate in an athletic season.

Book Bags/Pocketbooks

Under no circumstance are personal items such as book bags and pocketbooks to be left unattended before, during or after school. If a student's book bag or pocketbook is not being carried by the student, it should be locked in a school or athletic locker. The school does not assume responsibility for any personal possessions of students.

Change of Personal Information

Parents/guardians are asked to inform the school office of any changes in address, telephone number, or any other pertinent information.

Child Abuse

By law, the State of Massachusetts requires school personnel to inform the Department of Social Services of any allegation/suspicion of child abuse/neglect.

Drug Testing

NDCR reserves the right to require a student to be drug tested. Since many CWSP Partners require drug testing, results of testing may be made available to sponsors (in confidence) at their request. Positive results may be grounds for dismissal from CWSP and expulsion from school.

Lockers and Locks

NDCR owns all student lockers and has the right to inspect lockers at any time. If a student refuses to open his/her locker, the school will remove the lock, and the student will be suspended for refusing access to the locker. Depending on the contents of the locker, further discipline processes may be employed. Students must always lock their lockers.

Lunch Program

NDCR participates in the Federal Government's Free/Reduced Lunch Program. Students may bring lunch from home for themselves but are not permitted to order from outside sources or have outside food delivered by restaurants or parents unless prior permission has been received from the Principal. Applications for the Federal Program are required at NDCR.

Medication Policy

All medications must be kept in the nurses' office. Medications will be given only to students who have a medication form on file in the school office signed by a parent or guardian. Prescription medication must be brought in annually in pharmacy-labeled containers and registered with the school nurse. Parents must notify the nurse of any serious health issues, concerns, and/or allergies that exist.

Non-Discrimination Statement

NDCR does not unlawfully discriminate based on race, color, gender, sexual orientation, religion or national or ethnic origin in its student admission processes, faculty and staff hiring practices, educational policies, scholarships, athletics or other school- administered programs.

Parking Policy

Students are only allowed to park in the Dupre Center lots. Students must obtain an NDCR parking pass to park on campus and pay the $100/year fee. Parking in faculty/staff or visitor areas will result in losing your NDCR parking pass. The speed limit on the NDCR property is 5 mph. Students who speed or drive in an unsafe manner may lose parking privileges.

E-Bikes and Motorized Micromobility Devices *(Electric Scooters, Electric Bicycles, Electric Skateboards, Electric OneWheels, Hoverboards, Electric Unicycles, Gas Powered or Electric Motorized Cycles: (e.g. Mopeds, pocket bikes, Sur-Rons)*

For the safety of our school community, students may not ride e-bikes or other motorized personal transportation devices on the NDCR campus. **Students who arrive by e-bike or other motorized micromobility device must dismount before entering school property and walk the bike while on campus.**

Unsupervised Areas

Students are not permitted to be in areas that are not supervised by an adult. This includes both during school hours and before/after school. These areas include the school auditorium, cafeteria, classrooms, gym, and other school areas. **Students cannot be in the auditorium for lunch unless given permission by an administrator.**

Hallway Behavior

Students are expected to uphold the conduct of NDCR in the hallways as they do in class. EarPods or headphones should never be worn, and courteous behavior is expected.

Courtesy to our Neighbors

Students are not permitted to cross the street that divides NDCR and the former Sisters of the Presentation of Mary property. Areas such as the pond and Sister's courtyard are not part of the NDCR property - students who cross into the property owned by the City of Methuen are trespassing. Please be respectful of boundary lines.

Search and Seizure

The school reserves the right to inspect and search lockers, desks, parking lots and other school property, as well as personal effects left in those areas by students, without notice to or consent of students. Inappropriate items will be confiscated at the discretion of school personnel.

Solicitations

Student solicitations of any kind are not permitted unless first approved by the Principal or Vice Principal. Students must obtain permission from the Principal or Vice Principal before posting any signs or posters in the school. All signs and posters MUST have the “Approved” school stamp on them before they are posted.

Special school tape is used for posting signs on all the school walls.

School Mass Expectations

NDCR High School welcomes students of all faiths. Whether in a Church or the gym, students are expected to behave appropriately. Students should be quiet and reflective, as well as not using any devices, laying down, or eating. Students are welcome to receive Communion if they are Catholic and are always welcome to receive a blessing if they are not.

Substance-Free School

Cannabis Prohibition: To maintain a safe and productive work environment, the company strictly prohibits the use of cannabis, regardless of form or method of consumption, during all work hours, including meal and rest breaks. This prohibition extends to all company premises, including parking lots, and applies to the use of cannabis within personal vehicles parked on company property. Please be aware that all school bathrooms have been equipped with vape detectors.

Scent Awareness

Students are asked to be mindful of scents and odors in the workplace. Please refrain from using strongly scented products and be aware of any disruptive or allergy-inducing smells.

Technology

TECHNOLOGY

Students at NDCR have access to the school's network, internet, and email. All students must sign and return the **NDCR 1:1 Computer Program Policies and Procedures Document** to the School Office to use school computers.

- NDCR provides computers and internet access to students as part of our academic programs.
- There is an annual fee for the use of NDCR computers, access to the internet, and NDCR tech support.
- Students are expected to only use their school-issued computer for schoolwork and activities. iPads are not allowed.
- In addition to educational databases and information, the internet contains information that is inaccurate or inappropriate, or potentially offensive to some people.
- To protect students from inappropriate internet information:
    - o NDCR educates students on the appropriate use of the internet.
    - o NDCR uses filtering software to block inappropriate information from the view of students such as Facebook, etc.; however, our best efforts cannot block all offensive material.
    - o NDCR provides an **NDCR 1:1 Computer Program Policies and Procedures** Document which outlines appropriate and inappropriate use of computers and internet material.

- Parents and guardians should discuss internet use with students and set standards for them to follow when accessing information on the internet.
- Students who violate NDCR computer and internet policies will be subject to disciplinary action, including being asked to leave the school.
- Individual student email addresses are supplied for all four years at NDCR. This email "**student.name@ndcrhs.org**" should be the only email the student uses to email teachers, administrators and staff.

The following are some rules and standards of behavior for using the NDCR computers, email and internet:

- NDCR computer facilities must not be used without permission.
- All internet, email and school computer use should be for school purposes only and consistent with all school policies.
- Illegal activities are strictly forbidden, including illegal installation of software or tampering with existing hardware, software, or system files.
- Attempting to access or accessing confidential school computer files is prohibited.
- Email and other communications should be polite and appropriate.
- Students should protect personal information such as passwords, personal addresses, and telephone numbers.
- Email communications on school networks and computers are not private. The school reserves the right to review and read email communications on school computers.

Prohibited Activities

- Harassing, stalking, and/or bullying using email or other communications.
- Sending or displaying offensive and/or pornographic messages or pictures.
- Violations of privacy and ownership such as trespassing into another person's folder, work or files.
- Violating copyright laws.
- Intentionally wasting resources.
- Using the network for commercial purposes.
- Using the school's name or logo, school pictures, or any other school information or documents without permission.
- Online gambling
- Videotaping/recording audio of another person without their permission

Transportation

TRANSPORTATION

Since 2004, NDCR has provided transportation to students to and from work through their Corporate Work Study Program.

Transportation to and from school cannot be guaranteed by the school. NDCR will work with families who require transportation. In some cases, NDCR will provide transportation for a set fee. NDCR has limited transportation resources and cannot serve all families.

Transportation Companies in the Area:

Easy Transportation: 978-689-3279
Transerve: 978-989-0625/ 978-815-0545
Omar Transportation: 978-688-3906
Tejada Transportation: 978-397-7520
Lora Transportation: 978-423-3051

National Honor Society

NATIONAL HONOR SOCIETY
ST. JULIE BILLIART CHAPTER OF
NOTRE DAME CRISTO REY HIGH SCHOOL ELIGIBILITY AND ADMISSION

Eligibility and Admission

To be eligible for membership in The National Honor Society, a student must be a member of the sophomore, junior, or senior class. Candidates must have been enrolled in NDCR for a minimum of one semester and have a cumulative grade point average of 3.5 or higher.

A National Honor Society Faculty Council comprised of five (5) NDCR faculty and staff (facilitated by the NHS Advisor) will admit students who have demonstrated possession of the Society's stated principles of scholarship, service, leadership, and character. The Faculty Council determines admission based on each candidate's application and feedback from faculty and staff.

Discipline and Dismissal from the National Honor Society

Discipline in the form of a warning or suspension of membership is the sole prerogative of the NHS Advisor.

- Members who fall below the scholarship standard (3.5 GPA) which was the basis of their selection will receive a written warning of possible dismissal from the chapter advisor and given one semester to correct the deficiency.

- Members whose behavior falls below the standard expected by NHS will be issued a written warning of possible dismissal from the chapter advisor. The student will be given a timeline and clear guidelines for correcting the issue.

- Flagrant violations of school rules or civic laws may prompt an immediate suspension of membership from the NHS. In these cases, no warning is required for the chapter advisor to suspend membership until the NHS Faculty Council can convene and hear the case.

- Students must meet a minimum threshold of 90% attendance to remain in the NHS.

Dismissal, a member of the National Honor Society, is the sole prerogative of the NDCR NHS Faculty Council.

- In all cases of pending dismissal, members shall have the right to a hearing before the Faculty Council.
- For the purposes of dismissal, a majority vote of the Faculty Council is required.
- A member who is dismissed from the NHS may appeal against the decision of the Faculty Council to the Principal.
- Once a member has been dismissed, he/she may never be eligible for reinstatement to any chapter of the National Honor Society.

Guidelines for Issuing Warnings

A member will receive a dismissal warning whenever he/she has fallen below the minimum criteria that were established in his/her selection. Specific areas calling for a warning include but are not limited to:

- The cumulative grade point average falls below the minimum standard (3.5 GPA) in effect at the student's time of selection
- An infraction of any school rule that is serious enough to require a suspension
- Conviction or admission of guilt for a crime committed within or outside the school community.
- Any conduct that damages the reputation of Notre Dame Cristo Rey High School

Guidelines for Dismissal Following a Warning

A member will face dismissal proceedings before the NDCR NHS Faculty Council and the receipt of a warning if the behavior is not corrected and brought up to the standards that were in effect at his/her time of admission. All five members of the NDCR NHS Faculty Council must be present, and three votes for dismissal will result in the student being dismissed.

Guidelines for Dismissal without Warning

The following actions are examples of behaviors that shall result in dismissal from the National Honor Society without warning. This list is not all inclusive but is intended to define types of behaviors that result in dismissal without warning:

- Assault or battery against any staff or faculty member.
- Office documented cases of cheating on a test or quiz.
- An office documented submission of a plagiarized term paper or other major assignment.
- A second suspension from school within the same year.
- Office documented case of the sale or use of drugs or alcohol on school grounds or at any school event off campus.
- Conviction or admission of guilt for a crime committed within or outside the school which is determined to be an infringement upon the rights, safety and property of others.

Corporate Work Study Program

CORPORATE WORK STUDY PROGRAM

Overview

The Corporate Work Study Program (CWSP) is an integral part of the students' educational experience at NDCR. Students gain valuable exposure to a variety of office environments and learn to work and interact with adults in a professional atmosphere. The annual fee paid to NDCR for the students' services goes directly to their education costs.

Structure

- The CWSP is the legal employer of the students; the Corporate Partners are not the students' employers.
- Parents or guardians **MUST NEVER** contact Corporate Partners directly under any circumstances, even if the parents or guardians know the Corporate Partners and/or supervisors. Violation of this policy can result in disciplinary action, including dismissal from the school.
- Any absences or concerns must be addressed solely to CWSP staff members.
- Students are not allowed to leave their work site without permission from the CWSP Department, and especially not alone. Offsite trips with a supervisor must also be approved by CWSP.

Placement

- The CWSP staff members decide where students will be placed.
- The duties the student shall perform are outlined in the contract job description.
- CWSP staff members will do their best to place students with Corporate Partners that best suit his/her abilities and interests.
- During the school year, a CWSP staff member may transfer a student to another Corporate Partner for any reason.

Safety and Confidentiality

Company Information: All CWSP Corporate Partner information must remain confidential. If anything is disclosed to anyone outside of the organization, this is considered a breach of contract and may result in termination from work, and/or suspension or expulsion from school. Students may not, under any circumstance, take any files—paper or electronic—from the work site.

Medication: Any student with special medical needs, i.e., medications, inhalers and EpiPens, must sign a school disclosure form to be shared with his/her work supervisor. Partners are NOT to administer ANY medications to a student worker. Students may bring these medications to work, but they must be clearly labeled in their original packaging.

Student Expectations

- A positive attitude and a commitment to high standards of responsibility, productivity, and self-discipline are required.
- Students will be held to high standards of honesty and integrity.
- Students are expected to follow the policies of the Corporate Partners as set forth in their orientation materials.
- Any student who does not meet the expectations and standards of CWSP and/or the Corporate Partners at any time will be required to successfully complete the re-employment program or may be asked to withdraw from the school.
- Additionally, failure to follow the CWSP policies may result in fees, fines, detentions, probation, or termination of employment and/or expulsion from NDCR. For a summary of the fines and fees, see the CWSP Fines and Fees section in this handbook.

GRADING

Performance Assessment

- CWSP will issue students a grade for each quarter that will be reflected on a student's report card.
- The grades are based on performance at work, attendance, adherence to the CWSP policies, personal attitude and behavior, school-based skills tests, and special assignments given by the CWSP, such as "Thank You Notes." Timecard grades are also a part of a CWSP grade.
- CWSP grades count for Honor Roll designations. Refer to the stipulations under Honor Roll for the specifics of Principal's Honor Roll, High Honor Roll, and Honor Roll.
- Student timecards are electronically generated in Work StudyForce and sent to the students via their NDCR email. The student records his/her hours, and a brief description of tasks completed prior to submitting it to the supervisor for a grade.
- Any missing timecards factor into a student's grade as a zero and can significantly lower a student's quarter grade.

- Supervisors also provide mid-year and end-of-year evaluations through the Student Associate Performance Review (SAPR). These reviews serve as feedback for the student worker. Students who get "2s" on their Year-End reviews will be required to attend mandatory Summer Skills Retraining.

- If a student is removed from a job placement by CWSP for behavior or performance issues, the student will receive an F for that quarter.

WORK ETIQUETTE

Code of Conduct

- Students represent themselves, their families, the school, as well as current and future students of NDCR.
- The CWSP staff members expect all students to be:
    - o Honest
    - o Respectful
    - o Productive
- This conduct is expected not only in the workplace, but also while being transported to and from work and in any special workplace events.

Use of Internet

- Students who are required to use work-site computers for work business must adhere to all employer and school use policies. Personal use of the designated work computers including accessing the internet (Facebook, YouTube, Google, etc.), is prohibited unless they receive prior approval from their supervisor.
- Unauthorized use of the internet will result in appropriate disciplinary action, which may include termination from the workplace and school.

Cell Phone and Other Electronic Devices

- Consistent with school policies, use of the students' personal cell phones or other electronic devices is not allowed at work unless approved by the supervisor for use during breaks and lunch ONLY.

- Students are strictly prohibited from taking any photos at the worksite due to corporate confidentiality policies.

- If a student is found using a personal electronic device, disciplinary actions may result, including termination from their job. If a student has been asked repeatedly to stop cell phone use, the supervisor may take away the cell phone and return it to the student worker at the end of the day.

Visitors

- Students shall not receive any visitors, including parents or other family members, during work hours.
- Visitors to ANY corporate partner are always strictly prohibited.

CWSP ROTATION

- MONDAYS Rotating Schedule
- TUESDAYS Sophomores
- WEDNESDAYS Seniors
- THURSDAYS Juniors
- FRIDAYS Freshmen

Freshmen will not begin their Monday rotation until AFTER Christmas break.

Check-In

- Students must be on time for check-in.
- On workdays, all students must check-in with a CWSP staff member by **7:15AM** unless an alternative Transportation Contract is arranged and approved by the CWSP staff.
- Students must be in uniform and ready for work.
- Once students have been checked-in, they are not permitted to leave the check-in area.
- Personal electronic devices such as cell phones or any other personal device are not permitted at check-in when announcements are being made.

Absence/Tardiness

If a student is going to be late or absent, his/her parent/guardian MUST call a CWSP staff member by 7:00AM. The parent/guardian must call:

CWSP Coordinator - 978-273-4446

- The CWSP staff reserves the right to charge fines to students who are chronically late.
- Students will also be charged a **$10** fine if they delay the vans/cars.
- If students miss the van/car and require transportation from a CWSP staff member, they will be charged a **$10 fine**. This fine is in addition to any other fine(s) for being late and/or delaying transportation.
- Any student who misses 3 or more workdays will be placed on CWSP probation and may be required to pay for each missed workday.
- Absences for college visits, extended vacations, or non-emergency appointments will be considered unexcused absences, and it may carry a **$20 fine.**

Transportation to the Workplace

- All students are required to ride NDCR vehicles to and from work, unless a transportation contract is signed by the supervisor, parent/guardian and a CWSP staff member.
- Failure to comply with the transportation contract will result in revoking the privilege for the remainder of the school year.
- If a parent/guardian needs to pick up or drop off their student from work due to an exceptional situation, the parent/guardian must first contact a CWSP staff member for permission.
- A fine of $10 may be imposed if parents do not notify CWSP staff in advance and drivers unnecessarily go to the worksite to pick up students.
- Students are required to act professionally on the vans and to treat van driver and other drivers with respect and courtesy.
- Students are to keep the vans clean and free of any trash or other litter.
- Students are not allowed at any time to transport themselves or other NDCR students to or from work. This includes students who are 18 years of age. (No student drivers.)

WORK DAY

Arrival at Work

- Students must report to their supervisors as soon as they arrive at work.

Lunch Break

- Students are required to follow the lunch and break schedule followed by other employees at the work site.
- Students are required to tell their supervisor when they start and end lunch or break and document the times on their timecards.
- Students are not allowed to leave their workplace campus without being accompanied by a supervisor and prior permission granted by a CWSP staff member.

Remote Worker Punctuality

- **Arriving on time**: Check-in is 7:45AM. The workday starts at 8:00AM and concludes at 3:30PM.
- **Breaks**: 15-minute breaks from 10AM-10:15AM and 2PM-2:15PM. Be mindful of others during this time.
- **Lunch:** Arrive back from lunch on time. You only have a 30-minute lunch break

Remote Work Space Etiquette

- **Sign-out Sheet**: Students should sign out every time they leave the room using the sign-out sheet located on the teacher's desk. Students must also leave their cell phone on the supervisor's desk until you return.
- **Seating Plan**: Students are required to follow the seating plan. There should be no reason for students to sit with each other during work hours.
- **Not having "work" to do:** Between projects or calls students should work quietly on homework or read a book. Sleeping, cell phone use, playing games with each other, or talking to others is not permitted.
- **Excessive talking**: No talking to other student workers during your work time unless permission is granted.

- **All NDCR rules are to be followed**: Even though it is a workday for you, you are still in the NDCR school building. You are expected to follow all the rules of the school, including no wandering in the hallways, the uniform policy, bathroom policy etc...

ATTENDANCE

Workday Commitment

- The student's commitment to complete the full workday comes before all other commitments, including sports, extracurricular activities, and other school-sponsored events. If a student leaves their work early, they are not allowed to participate in any of the school activities that day.
- Students may not leave work early for school sports or other school activities.
- School early dismissal days do not apply to workdays.
- Students are not allowed to work additional hours after a CWSP workday. Students work a maximum of eight (8) hours a day at a CWSP work site. Students may, however, work any other day of the week.

Missed Workdays

- Missing a day of work is a very serious event.
- If a student is absent on a workday, a parent/guardian **MUST CALL** CWSP staff by 7:00AM on the morning of the absence.
- The parent/guardian must call:

CWSP Coordinator - 978-273-4446

- Students must make-up any missed time from work during designated make-up days and in the semester the absence(s) occurred unless supervisor is unavailable
- Students are fined **$200** for every missed workday unless he/she makes up the time. This fine corresponds with the amount of money the CWSP Partner pays NDCR for one workday. ALL fines MUST be paid monthly.

- Students absent from work will not be permitted to attend any school functions or extracurricular activities on that day.
- Absences will be reflected in the students' quarterly grades.
- Excessive, unexcused absences may result in dismissal from the school.
- A student or parent **MAY NOT** schedule any **appointments** that interfere with the scheduled workday.
- The expectation of the CWSP is that missed time must be made up as soon as possible and **before** the school closes in June.
- Additionally, if a student requires transportation from NDCR for a make-up day, a **$10** fee must be paid **before** the actual make-up day to cover the transportation costs.

Illness at Work

- If a student becomes ill at work, the student must call the CWSP office.
- A CWSP staff member will contact the parent/guardian to arrange transportation for the student.
- If a CWSP staff member picks up the student, the staff member will bring the student to NDCR.
- The student's parent/guardian is responsible for transporting the student home once he/she arrives at NDCR.

CWSP Closing for Snow

- If the CWSP is cancelled due to snow or inclement weather, students will be notified by an automated phone call. The notification of school closing will also be listed on Channel 7 – WHDH, Channel 5 – WCVB TV or Channel 4—WBZ TV.
- Time off for snow MUST be made-up unless a CWSP staff member tells the students otherwise.
- The snow make-up days will take place during the next available school holiday or vacation.

Late Arrival/Early Release from Work

- If a student arrives late or leaves early from work, he/she will be required to make up the missed time.
- Failure to make-up the time will result in an additional fine.

SCHOOL VACATIONS AND HOLIDAYS

The calendar for CWSP may differ from the calendar for the school.

Christmas Vacation

- CWSP is closed from Christmas Eve through New Year's Day.
- Students may make-up any missed time at work during this vacation with his/her supervisor's approval, but they must provide their own transportation to work. A make-up schedule for 2026-2027 is posted on the NDCR website.

February Vacation

- A student must work over the February school vacation if he/she has any time to make-up from missed time at work or snow days.
- Students may be able to make-up for any missed time at work during this vacation with his/her supervisor's approval.
- Transportation will be provided for any make-up time at a cost of **$10** a day.
- Any student who misses work on one of the working holidays or vacations will be fined $200 for any day that the student cannot make up by the end of the school year.

April Vacation

- A student must work over the April school vacation if he/she has any time to make-up from missed time at work or on snow days.
- Transportation will be provided for any make-up day at a cost of **$10** per day, which must be paid for in advance.

Any student who misses work on one of the working holidays or vacations will be fined $200 for any day that the student cannot make up by the end of the school year.

TERMINATION AND RE-EMPLOYMENT PROGRAM

Termination

- The CWSP program and student employment are a critical part of the NDCR education. Students must be employable and remain employable in Corporate Partner jobs for their entire time as a student at NDCR.
- CWSP staff strive to create an environment for student success.
- CWSP staff members are committed to supporting students to the greatest extent possible.
- Students are expected to exercise personal responsibility to ensure success by working diligently while on the job, behaving in a mature and conscientious manner, and communicating with CWSP staff members and their supervisors to resolve any questions or concerns.
- If a student does not meet the CWSP and/or Corporate Partner's expectations he/ she will be terminated from the workplace.

Re-Employment

- A student who is terminated from the workplace must meet with a CWSP staff member and his/her parent/guardian and sign a Re-Employability Agreement.
- The student must successfully complete the CWSP Re-Employability Program and pay a **$400.00** fine. This program typically lasts 4-6 weeks but may take longer.
- The **$400.00** fine is required before the student is reassigned.
- Failure to sign a CWSP Re-Employability Agreement and to make the **$400.00** payment may result in dismissal from NDCR.
- During the CWSP Re-Employability Program, the student must report to check-in on his/her scheduled workday.
- Students will complete the CWSP Re-Employability Program at NDCR.
- A student who is terminated from the workplace will automatically receive an F=50% for that quarter.
- Upon successful completion of the Re-Employability Program, the student will be assigned to a new job site.
- The student may also be placed on probation.
- Any student removed from a job placement for disciplinary or performance reasons more than once may be dismissed from NDCR.

CWSP PROBATION

Any student with recurring violations (i.e., 3 absences from work or ongoing tardies) or a significant violation (i.e., termination from a job or leaving the workplace without permission) may be placed on CWSP Probation.

Parents/guardians will be called if a student is placed on probation, and a special disciplinary contract must be signed. Probation may include after-school detentions and disciplinary assignments and prevent a student from participating in sports or extracurricular activities. Probation typically lasts 4-6 weeks until the student has demonstrated an improvement in behavior.

CWSP FINES AND FEES

To help students understand and deter behavior that jeopardizes the quality of the Corporate Work Study Program, CWSP imposes fines and fees.

All fines and fees are non-refundable. All fines must be paid before a student can graduate or be promoted to the next grade.

CWSP may change or add to the list of fines and fees throughout the year as necessary and without notice. These fines MUST be paid monthly (except make-up).

CORPORATE WORK STUDY PROGRAM

Fee Schedule

Delayed Van Fee (after 7:30)	$10
Late Arrival/Early Release from Work	$10
Missed Van/Requires CWSP Transportation	$10
Make-Up Day Transportation Fee	$10
Uniform Violation	$10
Termination from Job/Re-Employment	$400
Failure to Make Up a Day of Work	$200

Examples of **Unexcused Absences** include but are not limited to absences for students who are a no show for work/no call from parents, family vacation, driver test/lessons, college visit or overnight, outside NDCR extracurricular activity (i.e., church retreat, sports game) and appointments for physicals, orthodontist/dentist teeth cleanings and for non-immediate medical concerns.

Department of Labor

Every year, all 14 and 15-year-old workers are required to receive 5 hours of classroom instruction in workplace safety. Participation in this instruction is mandatory and must be documented for each student worker.

Tuition and Scholarship Information

SCHOLARSHIP AID

At NDCR, our primary mission is the success and growth of our students. Although our unique Corporate Work Study Program and donors provide funding for a significant portion of the $17,884 annual cost to educate each student, we cannot operate the school without the family portion of this cost, $4,000 for the 2025/26 school year.

Scholarship Aid is a Partnership — NDCR realizes that for many of our families this amount is too much to pay. Therefore, we will work with families with the greatest need to provide additional financial help.

We will use the most current verified FACTS filing to determine financial need.

From our families we expect:

Two complete annual verified financial filings in FACTS:
http://FACTSmgt.com/

- Prior to enrolling as a freshman student
- Prior to entering Junior year (If families fail to file a FACTS application no financial aid will be given to the student for Junior year.

Those students on special four-year Scholarships must maintain the required GPA to continue receiving the award. Catholic Schools Foundation Scholarship recipients must file FACTS each year.

OPTIONAL: FACTS can be filed before a student's Sophomore or Senior year if you wish to have your financial information updated

- Filed and *Verified* no later than May 1, 2027
- FACTS *verified* after May 1 will delay scholarship aid.
- Commitment to making NDCR a priority in your budget.

NDCR will:

- Work diligently to secure funding to help our families with the greatest need
- Objectively analyze FACTS data to arrive at fair decisions based on *verified* FACTS filings
- Provide confirmation of scholarship aid funding to FACTS *verified* families during the summer break.

FACTS is IMPORTANT! – We use FACTS to determine the scholarship needs of our families and to determine the amount of help we can give students. Without a verified FACTS filing:

- We cannot provide scholarship aid to students and tuition will be $4,000
- Students will not be considered for other scholarships (such as Catholic Schools Foundation)
- Students may lose scholarships they are currently receiving

A verified FACTS filing is required for all enrolling Freshmen and all returning students entering JUNIOR YEAR. Returning Sophomores and Seniors may file FACTS (optional), if there has been a change in your financial position.

GRADES are IMPORTANT! – Academic performance is the primary way we can determine if the NDCR program is right for students. Maintaining a minimum grade point average (GPA) of at least 2.0 for sophomores, juniors and seniors:

- Must be maintained for students to keep scholarship aid and most named scholarships
- If a student's GPA falls below 2.0 annual tuition will be $4,000
- If a freshman student's GPA is below 1.5 at the end of the year, he/she will not be given any scholarship aid for sophomore year until the GPA is raised to at least 1.5. Individual cases will be reviewed during each marking period.
- If any student falls below a 1.0 GPA in any semester, he/she will not receive scholarship aid.

NDCR provides tutoring, special help programs and other assistance to ensure that students struggling with academics can get the help they need to succeed in the NDCR program.

Tuition, Fees and Fines

NDCR provides an affordable means of education for deserving young people and their families. The total cost of educating a student for the upcoming academic year is $18,500. Our innovative Corporate Work Study Program allows students to earn about one-third of this cost, and the remaining half is paid by supporter donations and family tuition of $4,000 per student.

We cannot operate the school without your tuition payments. We do our best to secure Scholarship Aid for students most in need and to provide your family with a tuition payment that you can afford. In return, we ask that you make NDCR a priority in your budgeting and **pay your tuition on time.**

To assist you we offer a number of payment plans and methods as follows:

Family Contribution Payment Plans:

- Tuition can be paid (1) all at once, or (2) in **ten (10)** monthly payments ($400 month, minus any scholarship aid provided) from August 1, 2026, to May 1, 2027).
- The finance office will send TEN monthly tuition bills for AUGUST - MAY.
- Payments are due on or before the **first of each month.**
- Monthly tuition bills will include all balances owed, tuition, fees and CWSP fines, for the current month and overdue amounts from prior months.
- **A $30.00 late fee will be added to any payment received after the 15th of the month**.

Payment Methods

- Cash, check or money order (in person or by mail – Checks to "NDCRHS")
  - If your check is returned for non-payment ("bounced") - you
    (a) *will be charged a $40.00 fee and*
    (b) *will not be able to pay by check for the remainder of the school year.*
  - Personal checks cannot be used after specific quarter-end dates. Specific "no check" dates will be communicated to parents each quarter.
- Mastercard, Visa, American Express, ACH or Bank Debit Card. A 4% charge will be added to your total for the use of these cards.

All payments should include the name of the student

Failure to Make Tuition, Fee and Other Payments Owed:

- *Tuition is due on the first day of each month.*
- *Tuition is past-due after 15 days.*

Tuition, Fees and Fines

Specific tuition/fee deadlines are in the table below:

Due Date	Payments Required	School Action
Graduating Seniors **May 1, 2027**	All tuition/fees/CWSP fines paid in full. ***Only cash/credit cards (no checks) after May 1***	If a senior has any outstanding balances on June 1, 2027, he/she will NOT be permitted to graduate with his/her class.
Returning Underclassmen **May 31, 2027**	All tuition/fees/CWSP fines paid in full. ***Only cash/credit cards (no checks) after May 31***	A student's academic record will be incomplete, a report card will not be issued, and an academic record cannot be released. **A student will not be allowed to return to NDCR for 2027/28 school year if any balance is outstanding.**
Re-registration and Computer Fee	A$300 re-registration fee and $100 computer fee must be paid to NDCR no later than June 11, 2027.	If a re-registration and computer fee is not paid by June 11, 2027, NDCR will assume that your child IS NOT returning to school in the fall. Please be aware that this could mean that his/her seat may be given to a transfer student.

Families withdrawing students must pay all the tuition due and other balances through the end of the month in which the student officially withdraws from school, or a transcript will not be issued.

Sexual Harrassment and Hazing Policies

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ND

Educating for Life

SEXUAL HARASSMENT POLICY

NDCR is committed to maintaining an academic environment that is free of discrimination. In keeping with this commitment, sexual harassment of students will not be tolerated. This includes sexual harassment by any faculty, staff, other student supervisor, co-worker, or visitor to the school.

Sexual harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's gender. The school will not tolerate harassing conduct that affects tangible academic or job benefits, that interferes unreasonably with an individual's academic or work performance, or that creates an intimidating, hostile or offensive academic or work environment.

Sexual harassment is a violation of Title VII of the 1964 Civil Rights Act, a violation of Title IX of the Education Amendments of 1972 and a violation of Massachusetts General Laws C. 151, Sec. 4B. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of aid, benefit, services, treatment, education or employment; or (2) submission to or rejection of the conduct is used as a basis for an academic or employment decision; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive educational environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene
language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body.

All faculty, students, and staff are responsible to help assure that we avoid harassment. If you feel that you have experienced or witnessed harassment, you are to immediately notify the Principal, who is the hearing officer for sexual harassment for the school. The school forbids retaliation against anyone for reporting sexual harassment, assisting in making a sexual harassment complaint, or cooperating in a sexual harassment investigation.

The school's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, the school will keep complaints and the terms of their resolution confidential. Only those who have an immediate need to know, including the hearing officer, the alleged victim, the alleged harasser and any witnesses, will or may find out the identity of the complainant. All parties contacted in the course of investigation will be advised that all parties involved in a charge are entitled to respect and that any retaliation or reprisal against an individual who is an alleged target of harassment or retaliation, who has made a complaint or who has provided evidence in connection with a complaint is a separate actionable offense as provided in the Schedule of Penalties. If an investigation confirms that harassment has occurred, the School may take corrective action, including disciplinary action, up to and including immediate termination of employment, and for students up to and including expulsion, as is appropriate and as is listed in the Schedule of Penalties for misconduct.

Notification Procedures

All complaints of sexual harassment will be investigated and resolved fairly, equitably, and promptly.

In determining whether an alleged incident constitutes sexual harassment, the hearing officer is vested with the authority and responsibility for investigating and processing all sexual harassment complaints in accordance with the guidelines contained herein. The hearing officer will compile a written report, which, together with the investigation file, will be shown to the complainant upon request within a reasonable time. The hearing officer is empowered to recommend remedial measures, based upon his/her investigation, to the President.

Any member of the school community who believes that he/she has been subjected to sexual harassment, or any person who has witnessed sexual harassment, is to report the incident to any administrator or to the President who will contact the hearing officer.

SEXUAL HARASSMENT POLICY (cont.)

It is important to note that by law, the alleged victim defines sexual harassment. Therefore, to protect the rights of both parties, it is important that the alleged victim make it clear to the alleged harasser that the behavior complained of is bothering him or her. Having both parties meet with the hearing officer for the purpose of quickly resolving the problem can do this. If the alleged victim does not agree to meet with the alleged harasser, or the alleged harasser does not agree to meet with the alleged victim, the alleged victim will then write a letter to the alleged harasser. The hearing officer will assist the alleged victim, when necessary, in drafting the letter. The letter must state the following:

- An exact description of the behavior including when and where it occurred
- How the behavior made the alleged victim feel
- A request to stop the behavior because it is sexual harassment and against the law
- A promise that if the behavior stops and no retaliation will occur, then nothing more will be said, and no further action will be taken.

The letter, to be signed by the alleged victim, will indicate that the hearing officer will keep a copy. The letter will be hand-delivered to the alleged harasser by the hearing officer. It is intended that either of the above actions will put a stop to the harassment but if it does not, there is now a basis for taking further action.

In cases of sexual harassment requiring a formal investigation to determine whether the accusation is justified, every attempt will be made to have a supportive staff member of the same sex as the alleged accuser present at all discussions about the case with the accuser.

The school's goal is to stop offensive behavior. Students and staff will be informed of the law and the steps the school has taken to ensure that the purpose of this policy is being met.

At any time during the hearing process or in the case of sexual harassment where the alleged victim complains of severe emotional and/or physical harm, a hearing before the President may be requested by the parties or by the hearing officer. The purpose of the hearing will be to determine whether the school's policy on sexual harassment has been violated and if so, the President will determine what the consequences of the violation will be according to the Schedule of Penalties.

Statement for LGBTQ+ Students

Notre Dame Cristo Rey High School is committed to creating a safe and inclusive school environment for all students free from harassment, intimidation, bullying, and discrimination based on gender identity and sexual orientation. School climate is an important predictor of student success for all students; however, some individuals can be especially unwelcoming for lesbian, gay, bisexual, transgender, and questioning (LGBTQ+) youth. Students who identify as LGBTQ+ are significantly less likely to report that they feel they belong in school, that school staff is supportive of them, and that they feel that their contributions are valued in the classroom. NDCR is committed to addressing the needs and inequities that LGBTQ+ youth face at NDCR. This commitment to inclusion of our LGBTQ+ students builds on existing school policies. It is our shared responsibility to ensure every member of our school community is valued and respected regardless of gender identity and sexual orientation. We will continue to work to create more inclusive policies and practices that support and affirm the identities of LGBTQ+ students. We believe that learning about the diversity of humankind is an essential part of education in a Catholic school. We encourage our students, staff, and members of the community to celebrate the inclusiveness and diversity that contributes to growth, success, safety, and quality of life for everyone at Notre Dame Cristo Rey.

Schedule of Penalties for Misconduct

The following schedule of penalties applies to all violations of the school's sexual harassment policy.

Where progressive discipline is provided for, each instance of conduct violating the policy moves the offending student through the steps of disciplinary action. In other words, it is not necessary for the student to repeat the same precise conduct to move up the scale of discipline.

A written record of each action taken pursuant to the policy will be placed in the offending student's academic file. The record will reflect the conduct, or alleged conduct, and the warning given, or other discipline imposed.

Assault - Any student's first proven offense of assault of a sexual nature will result in the expulsion of a student.

Acts of Harassment - A student's commission of acts of sexual harassment, other than assault, will result in non-disciplinary oral counseling upon the alleged first offense, written warning, or suspension upon the first proven offense, depending upon the nature and severity of the misconduct, and suspension upon the second proven offense, depending on the nature and severity of the misconduct.

Retaliation - Alleged retaliation against a sexual harassment complainant will result in non-disciplinary oral counseling. Any form of proven retaliation will result in suspension of the student upon the first proven offense, depending upon the nature and severity of the retaliatory acts, and discharge upon the second proven offense.

Supervisors - The commission by a supervisor, or by a student authorized to perform in a supervisory role, of acts of sexual harassment (other than assault) with respect to any other employee or student under that person's supervision, will result in non-disciplinary oral counseling upon alleged first offense, final warning or dismissal for the first proven offense, depending upon the nature and severity of the misconduct, and discharge for any subsequent offense.

Students' Rights Regarding Discrimination and Sexual Harassment

It is the policy of NDCR to ensure equal educational opportunities, employment policies, and activities regardless of race, color, sex, religion, national origin, sexual orientation or handicapping condition, in compliance with Title IX of the 1972 Education Amendments, Chapter 622 of the Acts of 1971, Section 504 of the Rehabilitation Act of 1973, Title VII of the 1964 Civil Rights Act, and Mass. General Law C.151, Sec. 4B.

All students enjoy the right to be free from discrimination based on race, national origin, religion, gender, sexual orientation or disability. Such discrimination may take the form of verbal or physical attacks on students directed at their racial, ethnic or religious background, of their physical or mental disability, and various forms of sexual harassment. Whatever form discrimination may take, students can be assured that the President, administration and staff are here to help and protect against unfair or unjust treatment.

Notification of Designation of Directory Information

Notice is hereby given of Notre Dame Cristo Rey High School's FERPA (Family Educational Rights and Privacy Act) policy and parents' and eligible students' (over 18 years of age) under the Act.

Designation of Directory Information

Parents and eligible students are advised that NDCR has designated the following information contained in the education records of its students as "Directory Information" for purposes of FERPA: the student's name, addresses (including email), telephone number, date of birth, year of school, dates of attendance, participation in officially-recognized activities and sports, weight and height of members of athletic teams, photographs (including identification pictures), videos depicting and/or concerning life at the Cristo Rey Network school, degrees and awards received, and previous educational institution(s) attended. Directory information may be disclosed without consent.

Annual Notification of Rights Under FERPA

FERPA affords parents and eligible students certain rights with respect to the student's educational records. Those rights are:

- The right to inspect and review the student's educational records within 45 days of written request to the Principal of NDCR.
- The right to request in writing an amendment of the student's education records that the parent or eligible student believes is inaccurate and to have a hearing if the requested amendment is denied
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Notre Dame Cristo Rey High School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school's Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medial consultant, therapist, or company providing degree verification services to the school); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Notre Dame Cristo Rey High School to comply with the requirements of FERPA.

Notification Procedures

Any student who believes his/her rights may have been violated under Title VII of the Civil Rights Act, and the Mass. Gen. Law, C. 151, Sec. 4B or under Title IX of the 1972 Education Amendments, Chapter 622 of the Acts of 1971, and Section 504 of the Rehabilitation Act of 197 may file a complaint with designated personnel. Once the complaint is received, an investigation of the complaint will be conducted, and appropriate action will be taken.

Anti-Hazing Policy

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985 (See Below), Notre Dame Cristo Rey High School hereby deems that no student, employee or school organization shall engage in any activity of hazing a student(s) while on or off school property, or at a school sponsored event regardless of the location. Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited.

Any student who is present at a hazing event has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school. Any student who participates in the hazing of another student or other person will be subject to disciplinary action by the school.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for further disciplinary action. In all cases relating to hazing, students will receive procedural due process.

In addition to being against the law, any incidence of hazing fails to recognize the fundamental dignity of the human person. As people of faith, we should never force, coerce or otherwise bring about the humiliating and dehumanizing conditions that constitute hazing. Likewise, as members of the NDCR school community, we hold the moral obligation to report any incidence of hazing.

Investigation and Consequences for Hazing:

The following protocol will guide hazing investigations at Notre Dame Cristo Rey High School:

- The incident will be thoroughly investigated and documented by the Principal and Vice Principal.
- Parents/guardians of all those involved will be notified.
- If it is determined that hazing has occurred, the students involved willbe suspended out of school
- The principal will determine if an expulsion hearing will be held
- The school will notify the Police Department if hazing has occurred. be suspended out of school
- The principal will determine if an expulsion hearing will be held
- The school will notify the Police Department if hazing has occurred.

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NOTRE DAME
CRISTO REY
HIGH SCHOOL

ND

Educating for Life

ADDENDUM 1

NOTRE DAME CRISTO REY METHUEN

ATTENDANCE MATTERS

EVERY DAY. EVERY CLASS. EVERY OPPORTUNITY.

ATTENDANCE LIMIT

The maximum number of absences per semester is **8 DAYS** whether excused or unexcused.

SENIOR INFORMATION

There are additional requirements to graduate with honors AND being exempt from final exams.

EXCUSED VS. UNEXCUSED ABSENCES

The following chart is designed to help students, families, and staff understand which absences are considered excused and which are unexcused.

EXCUSED ABSENCES

- Illness with doctor's note
- Medical or dental appointment with note
- Religious holiday or observance
- Bereavement/funeral
- Court appearance with documentation
- 3 College visits as a senior
- Emergency family situation approved by administration
- Quarantine or communicable illness

UNEXCUSED ABSENCES

- Skipping class or school
- Oversleeping
- Missing the bus or ride
- Shopping or personal errands
- Babysitting or caring for siblings
- Leaving school without permission
- Truancy
- Vacation
- Working a job during school hours
- Staying home without parent/guardian contact
- Hair, nail, or other non-emergency appointments
- Repeated tardiness resulting in missed class time

IMPORTANT NOTES

- Parent/guardian communication may be required within 24–48 hours of the absence.
- Medical documentation may be required for extended or repeated illnesses.
- Excessive absences—excused or unexcused—may impact course credit or exam exemptions.
- Administration reserves the right to determine whether an absence qualifies as excused.

BUILDING FUTURES TOGETHER

At NDCR Methuen, we believe that good attendance opens doors to academic success and life-changing opportunities—both in college and beyond.

COLLEGE PREP | WORK STUDY | FAITH & SERVICE

Through our college work-study program, students gain real-world experience, discipline, and the skills needed to achieve their goals.

BE PRESENT. BE PREPARED. BE PURPOSEFUL.

YOUR FUTURE STARTS TODAY.

ADDENDUM 2

Motorized Micromobility & Campus Safety Policy

Purpose

Notre Dame Cristo Rey High School is committed to maintaining a safe campus for students, employees, families, and visitors. Because motorized micromobility devices can travel at significant speeds and many are powered by lithium-ion batteries, NDCR does not permit these devices to be used, parked, stored, or charged on school property.

Devices Covered by This Policy

This policy applies to motorized personal transportation devices, including:

- Electric scooters (e-scooters)
- Electric bicycles (e-bikes)
- Electric skateboards and OneWheels
- Hoverboards and electric unicycles
- Gas-powered or electric motorized cycles, including mopeds, pocket bikes, and Sur-Ron-type devices

Motorized wheelchairs, mobility scooters, and other adaptive mobility equipment used by individuals with disabilities are not prohibited by this policy.

Campus Restrictions

Students may not ride, operate, park, store, or charge a covered device anywhere on NDCR property, including school buildings, sidewalks, pathways, parking lots, driveways, and other campus grounds. Students should make other transportation arrangements when traveling to and from school.

Safety Considerations

Massachusetts law regulates motorized scooters and electric bicycles on public ways and includes licensing, operating, and helmet requirements that vary by device and rider. These laws are separate from NDCR's campus policy and remain the responsibility of the rider and family.

Many e-bikes, e-scooters, and similar devices use lithium-ion batteries. Massachusetts fire-safety officials warn that damaged, defective, improperly charged, or overheated lithium-ion batteries can create serious fire and explosion hazards. For this reason, covered devices and their batteries may not be charged or stored inside NDCR buildings.

Motorized Micromobility & Campus Safety Policy

If a Prohibited Device Is Brought to Campus

- **Immediate dismount:** The student must power off the device and follow the direction of school personnel.
- **Secure holding:** The device may be placed in a designated area until it can be removed from campus.
- **Parent/guardian retrieval:** NDCR may require a parent or guardian to retrieve the device. A prohibited device will not be released for the student to ride from campus.
- **Repeated violations:** Repeated or willful violations may result in disciplinary action consistent with the Student Code of Conduct.

Responsibility for Personal Property

Students and families are responsible for prohibited devices brought to school. NDCR is not responsible for theft, loss, or damage to a device while it is on school property or being held following a violation of this policy, except as otherwise required by law.

Relationship to Massachusetts Law

This policy governs conduct on NDCR property. Students and families are also responsible for complying with all applicable state and local laws when operating a device off campus. Nothing in this policy is intended to replace or summarize all legal requirements that may apply to a particular device or rider.

This policy supplements the Student-Parent/Guardian Handbook and may be updated as school safety needs, technology, or applicable law changes.

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