CRISTO REY

PHILADELPHIA
HIGH SCHOOL

Student & Family Handbook

School Year 2026–2027

Cristo Rey Philadelphia High School
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WE BELIEVE · WE DREAM · WE LEAD · WE SERVE

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Cristo Rey Philadelphia High School reserves the right to make changes or amendments to the policies, procedures, or expectations outlined in this handbook at any time. Any updates or revisions will be communicated to families electronically and published on the school's website. It is the responsibility of students and families to review these updates and remain informed of current school policies.

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Acknowledgements & References

The 2025–2026 Cristo Rey Philadelphia High School Student & Family Handbook reflects the collective wisdom, practices, and policies of a network of educational institutions committed to equity, academic excellence, and student formation.

This document draws upon the following references for inspiration, policy alignment, and best practices:

Cristo Rey Network: Including resources, standards, and operational insights developed across Cristo Rey schools nationally.
Cristo Rey Atlanta Jesuit High School: For select language and formatting models related to student expectations, faith formation, and handbook structure.
Brophy College Preparatory: For conduct-related policy inspiration, particularly surrounding technology use and restorative practices.
Roman Catholic High School (Philadelphia): For student life formatting and disciplinary alignment in the local Catholic school context.
•**OpenAI's ChatGPT (2024–2025):** Used to support drafting, editing, and language refinement to ensure clarity, consistency, and tone that reflects Cristo Rey Philadelphia's values and mission.

We extend gratitude to the many administrators, faculty, staff, and network collaborators whose prior work, shared values, and commitment to excellence have shaped the foundation of this handbook.

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Acceptance of the Student-Family Handbook

Enrollment at Cristo Rey Philadelphia High School signifies a mutual commitment between the student, their parent(s)/guardian(s), and the school community. As a condition of enrollment, all students and their families are required to read, understand, and agree to the expectations and policies outlined in the Cristo Rey Philadelphia High School Student-Family Handbook. These policies are designed to support student growth, uphold our values, and create a learning environment rooted in accountability, dignity, and respect.

By enrolling at CRPHS, students and families commit to upholding the school's expectations and agree to comply with all school policies, including any future revisions or updates deemed necessary by school administration.

Student Commitment

As a Cristo Rey Philadelphia student, I commit to striving for growth and excellence in alignment with our community values:

- **We Believe** in the transformative power of faith, hope, and education.
- **We Dream** of a future full of purpose and possibility.
- **We Lead** with integrity, responsibility, and tenacity.
- **We Serve** others with compassion and a commitment to justice.

Beginning freshman year and continuing through graduation, I will work to grow intellectually, spiritually, and socially. I will honor the expectations of my school, respect those around me, and aim to contribute positively to my community both in and outside the classroom. My commitment is not only for my success but also for the collective well-being and dignity of my peers.

Parent/Guardian Partnership Agreement

Cristo Rey Philadelphia High School's mission thrives on a strong and respectful partnership among the school, students, and their parent(s)/guardian(s). This partnership is foundational to a student's success and to sustaining a community that reflects our values of faith, learning, and service.

By choosing to enroll at Cristo Rey Philadelphia, families commit to:

- Supporting the policies, expectations, and mission outlined in this handbook;
- Engaging in open and respectful communication with school personnel;
- Partnering with school staff to resolve concerns in good faith and with mutual respect;
- Trusting in the school's intentions to act in the best interests of students and the broader school community.

We believe that healthy, honest communication is the foundation of this relationship. Parents/guardians are encouraged to bring questions, concerns, or feedback directly to the relevant teacher or staff member. If the matter remains unresolved, it may be elevated to a school administrator.

While we are committed to collaboration and grace in navigating challenges, the administration reserves the right to take appropriate action—including limiting parent/guardian access to school events or requesting a student's withdrawal—if the partnership between a family and the school is deemed irreparably broken. Examples of such a breakdown may include, but are not limited to:

- Hostile, aggressive, or disrespectful behavior or communication directed at school personnel, students, or other members of the school community;
- Repeated or deliberate disregard of school policies or procedures;
- Public conduct—including on social media—that disparages the school or its staff and undermines the school's mission, culture, or safety;
- Organizing actions or campaigns that intentionally sow division or disrupt the learning environment.

Cristo Rey Philadelphia High School reserves the right to determine when these standards have been violated and to respond with appropriate consequences, including but not limited to warnings, suspension of privileges, or dismissal from the school community.

We are deeply grateful for the trust families place in Cristo Rey, and we look forward to working together to support your student's success.

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Cristo Rey Philadelphia High School

Cristo Rey Philadelphia High School is an innovative, college-preparatory Catholic institution committed to academic excellence, spiritual growth, and social justice. Rooted in our core values — **We Believe. We Dream. We Lead. We Serve.** — we empower students to cultivate their full potential as scholars, leaders, and agents of change.

As a **Catholic school for students of all faiths**, we celebrate diversity in all its forms and foster an environment where every student is encouraged to explore their beliefs, deepen their sense of purpose, and engage with the world through compassion and critical thinking. Our holistic approach integrates rigorous academics, meaningful work experience, and reflective faith formation to prepare graduates who are intellectually curious, socially conscious, and spiritually grounded.
Cristo Rey Philadelphia stands as a vibrant and inclusive community where students are not only welcomed but truly known, seen, and supported. We believe that by affirming the unique identity and gifts of every student, we can nurture a generation that leads with integrity and serves with heart.

Non-Discrimination Statement

Cristo Rey Philadelphia High School is committed to providing a safe, respectful, and inclusive environment for all members of its community. The school does not discriminate on the basis of race, color, ethnicity, national origin, gender identity or expression, sexual orientation, religion, disability, or socioeconomic background in its student admission process, educational programs, hiring practices, athletics, or any other school-administered activities.

In keeping with our Catholic values and mission of equity and justice, we affirm the inherent dignity of each individual and actively strive to cultivate a culture of belonging. All students, families, faculty, and staff are expected to uphold these principles and contribute to a school community where every person is treated with respect and compassion.

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Academics at Cristo Rey Philadelphia High School

At Cristo Rey Philadelphia High School, the pursuit of academic excellence is inseparable from the holistic development of every student. Our rigorous college preparatory curriculum challenges students to think critically, communicate effectively, and act compassionately, preparing them to succeed in higher education and to serve the greater good.

Rooted in our Catholic identity and open to students of all faiths, our academic program fosters intellectual curiosity, character formation, and a commitment to lifelong learning. Through our values — **We Believe, We Lead, We Serve, We Dream** — students are called to develop their full potential, embrace leadership, and dream boldly about the positive change they can bring to the world

Rooted in Our Mission and Values

At Cristo Rey Philadelphia High School, academic excellence is not pursued for its own sake but as an expression of our mission to nurture and challenge young people to recognize and realize their full potential.

Our academic program is rooted in our commitment to **"We Believe, We Lead, We Serve, and We Dream"**:

- **We Believe** in the transformative power of education grounded in faith, hope, and love.
- **We Lead** with integrity, resilience, and responsibility both inside and outside the classroom.
- **We Serve** by using our knowledge and gifts for the betterment of our communities and the common good.
- **We Dream** boldly, envisioning futures filled with purpose, growth, and contribution to society.

Academic success at Cristo Rey Philadelphia requires consistent effort, professional demeanor, and active communication. By embracing these expectations, students prepare themselves to thrive in college, career, and life.

Academic Expectations

Students are expected to:

- Engage fully in the educational process by completing all coursework thoughtfully and on time.
- Demonstrate academic honesty and personal responsibility for their own learning.
- Actively seek help when facing academic challenges.
- Respect the learning environment, the dignity of others, and the pursuit of knowledge as a communal endeavor.

Graduation Requirements

To earn a Cristo Rey Philadelphia diploma, students must successfully complete coursework across the following disciplines:

Subject Area	Years Required
English	4 years
Mathematics	4 years
Theology	4 years
Science	4 years
History	3 years

Subject Area	Years Required
Business Literacy	3 years
Latin	2 years
Health & Fitness	2 years
Financial Literacy	1 year
Art	1 year

Note:
Graduation is contingent upon successful completion of academic coursework, maintenance of satisfactory behavioral standing, and fulfillment of all financial and service obligations.

Grading System

Student academic performance is evaluated according to the following scale:

Letter Grade	Numerical Range	Grade Point Value
A	**94–100**	**4.00**
A−	**90–93**	**3.67**
B+	**87–89**	**3.33**
B	**83–86**	**3.00**
B−	**80–82**	**2.67**
C+	**77–79**	**2.33**
C	**73–76**	**2.00**
D	**70–72**	**1.50**
F	**0–69**	**0.00**

Additional Information:

- Advanced Placement (AP) courses are weighted with an additional **+1.0** to the grade point to reflect their increased academic rigor.

- The cumulative Grade Point Average (GPA) is used to determine academic standing, honor roll eligibility, and graduation status.

Academic Policies

Academic Probation

Cristo Rey Philadelphia High School expects all students to maintain strong academic standing. Any student whose cumulative GPA falls below a **2.0** at the end of a semester will automatically be placed on **Academic Probation**.

- **Notification and Support Plan:**
  Students placed on Academic Probation will be required to participate in an individualized academic support plan. A **mandatory parent meeting** with the school will be scheduled at the start of the probationary semester to review the plan and expectations for improvement.
- **Progress Monitoring:**
  A **mandatory mid-semester progress meeting** with parents/guardians will also be required to review the student's academic progress.
- **Duration and Requirements:**
  Students will have **one semester** to raise their cumulative GPA to **2.0 or higher** in order to return to good academic standing.
- **Repeated Probation:**
  Students placed on Academic Probation **more than once** during their enrollment will be required to attend a mandatory **Enrollment Review Hearing** with a school administrator. Continued academic struggles may affect a student's enrollment status at Cristo Rey Philadelphia.
- **Participation Restrictions:**
  While on Academic Probation, students are **ineligible to participate** in any extracurricular activities, including sports, clubs, dances, or leadership positions. Eligibility for activities will only be restored once the student returns to good academic standing.
- **Progress Reevaluation:**
  Students' academic progress will be formally reevaluated at the mid-semester **Progress Report** and again at the **end of the semester**.

Academic Accommodations

Cristo Rey Philadelphia High School is committed to providing reasonable academic accommodations to support the success of all students with documented learning needs.

- **Eligibility:**
  Accommodations are available to students who submit valid documentation, such as a current psychoeducational evaluation, medical diagnosis, Individualized Education Program (IEP), or 504 Plan.
- **Process:**
  Upon receipt of documentation, the school's Academic Support Team will review the request. Cristo Rey Philadelphia will communicate to the family which accommodations can reasonably be provided based on the school's capacity and mission.
- **Limitations:**
  As Cristo Rey Philadelphia does not offer a special education program, the range of available accommodations is limited. Not all accommodations listed in a student's IEP or 504 Plan may be fully implemented.

- **Contact Information:**
  Families with questions regarding academic accommodations should contact **Ms. Valerie Cordero, School Psychologist**, at **vcordero@crphs.org**.

Academic Promotion

To advance to the next grade level at Cristo Rey Philadelphia High School:

- Students must pass **all courses with a final grade of 70% or higher**.
- Students who fail **any course** will be assigned summer school depending on the number of failed classes.
- Students who fail **more than two courses** in an academic year will not be promoted and may be subject to **unenrollment** from Cristo Rey Philadelphia.

Credit Recovery

Students who fail a course may be required to complete **credit recovery** to earn the necessary credit:

- Credit recovery will include Cristo Rey Philadelphia's internal summer school program.

Students failing to complete assigned credit recovery courses may be required to withdraw from Cristo Rey Philadelphia.

PowerSchool Access

Parents and guardians can monitor their student's academic progress, attendance, and grades through **PowerSchool**, Cristo Rey Philadelphia's online student information system.

- **Account Setup:**
  To create an account or reset login credentials, please contact the Technology Office at **technology@crphs.org**.
- Families are encouraged to check PowerSchool regularly to stay informed about their student's academic standing and attendance.

Additional Academic Policies

Grade Changes

Cristo Rey Philadelphia strives to maintain accurate grades at the conclusion of each semester. However, in rare circumstances, grade changes may be necessary.

- Students who believe a grading error occurred must notify the teacher, advisor or counselor, and Assistant Principal for Academic Affairs **within 7 calendar days** of the report card being issued.
- All grade changes must be reviewed and approved by the **Assistant Principal of Academics**.
- Grade changes without administrative approval will not be processed.

Schedule Changes

Schedules at Cristo Rey Philadelphia are finalized prior to the start of the academic year. Changes are permitted under the following conditions:

- A graduation requirement was omitted.
- A scheduling error occurred.
- Placement in the incorrect course level is identified.
- Special considerations (health, significant academic hardship) are approved by administration.

Process for Schedule Changes

- Students must submit a schedule change request by the published deadline (typically the first full week of school).
- Requests for changes to electives may be considered if space allows, but multiple course period switches are not guaranteed.
- After the deadline, courses may only be dropped or added with approval from the **Assistant Principal of Academics**.
- Dropped courses after the add/drop period will be noted with a "W" (Withdrawal) on the transcript.

Students are **not permitted** to request specific teachers or change sections to alter instructors once schedules are finalized.

Submission of Homework

Students are expected to submit all homework and assignments **on or before the assigned due date**:

- Homework due dates will be communicated by teachers in class and on the school's learning management systems.
- Late work policies may vary by teacher and course; it is the student's responsibility to understand each teacher's expectations.
- Excused absences (such as illness) must be communicated to the teacher directly to arrange for submission.
- Students should always maintain communication with teachers if challenges arise that impact timely submission of assignments.

Co-Curricular Participation and Academic Standing

To participate in extracurricular activities (including athletics, clubs, leadership roles, etc.), students must remain in good academic standing:

- A student's academic eligibility will be verified at the time of team acceptance; students must meet minimum grade requirements to finalize their participation.
- Students who earn one F or two Ds will be deemed ineligible for participation. Eligibility will be reviewed continuously, and students may regain eligibility once all relevant grades are raised to a C or higher. Grades are checked on a bi-weekly basis by our Data Manager.
- This review cycle continues until the student meets the academic eligibility requirements.

Eligibility checks are done on a rolling basis.

Parent/Teacher Conferences

Parent/Teacher Conferences are held formally twice per academic year (after Quarter 1 and Quarter 3) and are an opportunity for parents to discuss their student's academic progress:

- Scheduling will be managed online through a link provided by the school.
- Meetings will be conducted in-person unless otherwise indicated.
- Parents are encouraged to reach out to teachers at any time during the school year via email to address concerns or request updates.

Protocol for Questions Regarding Grades

If a student or parent has a concern about a grade:

1. First, the student should communicate directly with the teacher.
2. If the issue remains unresolved, the student should then reach out to their counselor or advisor.

3. If additional clarification is needed, the student or parent may contact the **Director of Academic Resources and Support.**

Parents are asked to follow this protocol to ensure that concerns are addressed at the appropriate level.

Requesting Transcripts

Students needing official transcripts for college, scholarships, or transfer purposes must submit a request through the Cristo Rey Philadelphia Registrar's Office:

- Requests can be submitted via email to **registrar@crphs.org**.
- Please allow at least **5 business days** for processing.

Summary

Cristo Rey Philadelphia High School's academic policies are designed to ensure a strong, supportive academic environment that holds students to high standards while providing appropriate assistance and opportunities for growth. Families and students are expected to uphold the spirit and specifics of these policies to achieve success and prepare for college and career pathways.

Cristo Rey Philadelphia High School is a Catholic learning community of all faiths that holds its students to the highest standards of integrity, respect, and responsibility. In partnership with families, we foster a culture rooted in faith and excellence. The following policies and guidelines outline our expectations for all students. By enrolling at Cristo Rey Philadelphia, students and families agree to uphold these standards, which are designed to ensure a safe, respectful, and focused environment consistent with our mission and values.

Attendance & Punctuality Policy

Our Commitment

As a Catholic, college-preparatory high school for students of all faiths, Cristo Rey Philadelphia High School nurtures and challenges young people to recognize and realize their full potential. Daily attendance and punctuality are part of that work: they are essential to academic progress, to participation in the Corporate Work Study Program, and to preparation for college and career.

Attendance reflects several of our core values in practice. It is an expression of **We Lead** — students taking responsibility for showing up prepared, honoring commitments, and using instructional time well — and of **We Serve**, since a student's presence matters to their teammates, classmates, and Job Partners who are counting on them. When an attendance concern develops, we respond in the spirit of **We Believe**: fostering a culture rooted in respect, we work with the student and family to identify barriers, establish clear expectations, and build a plan for improvement together. Accountability remains part of the process, but the purpose of every intervention is to restore consistent attendance and keep the student connected to our community.

School Day and Arrival

- The school building opens at **Winter Hours:** 7:15 am **Non-Winter Hours:** 7:30 am. Breakfast is available in the Social Hall until **7:55 a.m.**
- Students are expected to arrive before 7:55 am and be seated in their first class when instruction begins at **8:00 a.m**.

- A student arriving at **7:56 a.m**. or later is tardy to school and must check in through the designated late-arrival process before reporting to class.
- Students should still report to school when they are late. Arriving late is always preferable to missing the entire school day.
- **Please Note:** Students arriving after **11:45 a.m**. on a regular school day or after **10:10 a.m.** on an early-release day may be denied entry unless the late arrival is supported by documentation from a licensed medical provider, legal or court authority, or another source approved by the school. A written note from a parent or legal guardian does not satisfy this documentation requirement. These arrival cutoffs protect students from missing most of the instructional day and reinforce the expectation that students attend school consistently and arrive with enough time to participate meaningfully in their classes. The school will continue to partner with students and families to address barriers that affect timely arrival.

Attendance Definitions

- **On-Time Attendance:** The student arrives before 7:55 am and is present in the assigned first-period classroom when instruction begins.
- **Tardy to School:** The student arrives at 7:56 a.m. or later. A tardy may be excused when supported by documentation for an approved medical, legal, emergency, or school-authorized reason. All tardies are tracked because repeated loss of instructional time may indicate a need for support.
- **Excused Absence:** An absence resulting from illness, injury, medical or therapy care, family emergency, bereavement, religious observance, required court or agency involvement, approved educational travel, or another reason approved by the school.
- **Unexcused Absence:** An absence not supported by a written explanation within the required timeframe, or for a reason the school does not recognize as lawful. Skipping school or leaving campus without authorization is also unexcused and may result in disciplinary action.
- **Chronic Absence:** Missing 10% or more of enrolled school days for any reason, including excused and unexcused absences. Chronic absence is different from truancy because it considers all instructional time missed.
- **Truant:** Under Pennsylvania law, a compulsory-school-age student who accumulates three (3) or more days, or their equivalent, of unexcused absence during the school year.
- **Habitually Truant:** A compulsory-school-age student who accumulates six (6) or more days, or their equivalent, of unexcused absence during the school year.

Reporting and Documenting an Absence

- When a student will be absent, the parent or guardian must notify the Attendance Office by 7:45 a.m. by emailing attendance@crphs.org, including the student's name, grade, date of absence, and reason.
- Supporting documentation must be submitted within three school days of the student's return. Until documentation is received, an absence may be recorded as unexcused.
- If a student is absent for three or more consecutive school days due to illness or a health-related concern, documentation from a licensed medical or service provider will be required. Additionally, once a student accumulates 10 absences during the school year without supporting documentation, documentation from a licensed medical or service provider will be required for all future health-related absences. **Note:** Parent or guardian notification informs the school of the absence but does not excuse it.

- The school will notify families promptly when a student is recorded absent or tardy. Families should review PowerSchool regularly and contact the Attendance Office with any questions about a record.

Medical, Disability, and Mental Health Considerations
When attendance concerns may be related to a documented disability, chronic medical condition, mental health need, or other protected circumstance, the school will consult with the family and appropriate student-support personnel to determine whether accommodations, an updated support plan, or additional services should be considered.

Tardy-to-School Response
Repeated tardiness is addressed through a combination of accountability, family communication, and problem-solving. The school may respond immediately to individual incidents involving cutting class, falsifying arrival information, leaving campus, or intentionally avoiding the late-arrival process.

Pattern	School Response
3 unexcused tardies in one school week	Family notification and lunch detention the following week.
6 unexcused tardies in one quarter	Student conference, review of arrival data, and identification of transportation, sleep, family, or organizational barriers. Mandatory family conference and a written Tardiness Improvement Plan, which may include morning check-ins, an adjusted transportation plan, weekly progress monitoring, and counseling or student-support referrals.
10 unexcused tardies in one quarter	Formal attendance review with school leadership. Continued noncompliance may affect privileges or enrollment status once the school has documented its interventions, the student's progress, and any relevant circumstances.

Tiered Attendance Intervention
Attendance intervention is based on the percentage of enrolled school days missed and the school's established attendance thresholds. As a private independent school, Cristo Rey Philadelphia High School sets and enforces its own attendance expectations, interventions, documentation requirements, and enrollment consequences, while also complying with all applicable Pennsylvania compulsory attendance laws.

Attendance Level	Indicator	School Response
Strong Attendance	Less than 5% of enrolled days missed	• Routine monitoring and same-day absence notifications • Recognition for strong or improved attendance • Detention may be included to recover missed instructional time

Attendance Level	Indicator	School Response
At Risk	5–9.9% of days missed, or 3 unexcused absences (legal "truant" threshold)	• Direct family outreach and student check-in to identify barriers • Written attendance notice within 10 school days of the 3rd unexcused absence. Reporting as required by law, and an Attendance Improvement Plan
Chronically Absent	10–19.9% of days missed, or 6 unexcused absences (legal "habitually truant" threshold)	• School Attendance Enrollment Contract, with weekly monitoring and academic support • Referral to a school-based or community-based attendance improvement program, or to appropriate student-support services
Severely Chronically Absent	20% or more of days missed, or continued unlawful absence after a documented Improvement Plan and Enrollment Contract	• Administrative attendance review and coordination with the student's resident school district, as required under Pennsylvania law for private Catholic schools such as ours • Formal review of the student's enrollment status; dismissal is considered only as a last resort, after the intervention process and documented good-faith intervention

Three Consecutive Absences Without Family Communication
After a student has been absent for three consecutive school days without communication from a parent or legal guardian, the school will attempt a home visit to confirm the student's safety and determine the reason for the absences.

If the school is unable to make contact during the home visit:

- The school will schedule a Mandatory Parent Conference at a date and time determined by the school. The conference will take place within three school days of the attempted home visit.
- The family will receive formal notice of the conference by both email and U.S. mail.
- If the parent or legal guardian does not attend the first scheduled conference, the school will schedule a second Mandatory Parent Conference for one week after the date of the initial conference.
- A second formal notice will be sent by both email and U.S. mail.

Failure to respond to the school's outreach or attend the second Mandatory Parent Conference may result in the student's immediate dismissal from Cristo Rey Philadelphia High School.

These steps are intended to ensure the student is safe, address barriers preventing regular attendance, and establish the active family-school partnership necessary to support the student's continued enrollment.

Attendance Improvement Plan
An Attendance Improvement Plan fosters consistent participation through supportive structures, clear expectations, and mutual accountability. Lasting at least one semester, this tailored plan may incorporate:

- Tangible goals for daily presence and promptness
- Consistent check-ins with an assigned staff mentor
- Referrals for health, transport, counseling, or family resources
- Defined morning arrival steps or monitoring procedures
- Guidelines for academic recovery and makeup assignments
- Frequent communication regarding progress to the family
- Formal recognition of sustained growth or goal attainment
- Documented accountability steps if unexcused patterns persist

By outlining the commitments of the student, family, and school together, the plan ensures that restoring attendance is a collaborative effort rather than the student's burden alone.

Plan Review: The Student Support Team monitors progress at scheduled intervals to identify necessary adjustments or additional resources. Should the pattern remain unimproved, a student may be moved to an Attendance Enrollment Contract.

Attendance Enrollment Contract
The Attendance Enrollment Contract serves as a formal, **30-day** intensive intervention for students whose absence patterns persist despite previous efforts or whose needs require a higher level of formal oversight.
This formal contract specifies rigorous expectations for arrival and attendance, specific family and student obligations, school-led supports, and the potential impact on enrollment status if requirements are unmet.

Contract Review: Following the initial thirty-day period, the Student Support Team evaluates the student's standing:

- Successful completion results in a transition back to an Improvement Plan for continued monitoring.
- If the terms are not met, the school may extend the contract once or refer the file to school leadership for an enrollment review, which may include dismissal.

Consecutive new contracts are not permitted; any approved extension remains a continuation of the initial intervention period.

Missed Academic Work
Students are responsible for completing essential assignments and assessments missed during an absence. Teachers will provide a reasonable opportunity to complete missed work, generally comparable to the number of days absent unless another arrangement is approved.

Completing missed assignments does not fully replace the instruction, discussion, labs, collaboration, or other learning experiences lost during an absence. When missed instructional time requires additional support beyond make-up work, a student may be assigned to an Academic Recovery Session.

Please refer to the **Make-Up Work Policy** for additional guidance regarding missed assignments and assessments.

Partial-Day Attendance and School Activities
To participate in an after-school athletic event, club, performance, dance, or other extracurricular activity, a student must attend at least half of the school day: until **11:45 a.m.** on a regular day, or **10:15 a.m. on an early-release day**. A student absent the entire day, or who leaves before the applicable time, may not participate that day unless an exception is approved by the Assistant Principal of Culture, Assistant Principal of Academics, or Principal.
Participation restrictions are not automatically imposed as a response to chronic absence. Staying connected and involved in school can be an important part of improving a student's attendance.

Early Dismissal
Early dismissal is limited to urgent, unavoidable, or pre-approved circumstances. A parent or guardian must contact the Attendance Office, and the student must sign out through the Front Desk. Students are released only to an authorized adult presenting proper identification. Leaving campus without authorization is a serious safety and conduct violation.

Attendance Recognition
In the spirit of We Dream — growth, hard work, and resilience as our guides — Cristo Rey Philadelphia recognizes strong attendance, consistent on-time arrival, meaningful improvement, and successful completion of an Attendance Improvement Plan. Recognition is not limited to students with perfect attendance — perfect-attendance-only awards can exclude students with legitimate medical needs and may encourage students to attend while ill. Broader recognition keeps improvement achievable while preserving high expectations.

Enrollment Review
As a Catholic, college-preparatory high school for students of all faiths, Cristo Rey Philadelphia may review a student's continued enrollment when the student remains truant, habitually truant, chronically absent, or chronically tardy despite documented interventions and opportunities for improvement. Even here, the goal reflects We Lead: giving the student every reasonable opportunity to take responsibility and repair the pattern before enrollment status is affected. Dismissal is available as a last-resort consequence, considered only after the SAIP process has run its course and the school has documented good-faith attempts to support the student.

Enrollment action is never based on a single numerical threshold alone. The school will consider:
- The extent and pattern of missed instructional time
- Whether absences or tardies were excused or unexcused
- The student's response to interventions
- The family's participation in the improvement process
- Relevant medical, disability, transportation, safety, or family circumstances
- The student's academic progress and ability to complete program requirements
- Compliance with Pennsylvania compulsory-attendance procedures

Academic Recovery Sessions: Absence-Related Missing Work

Purpose

Regular attendance is essential to academic growth and success at Cristo Rey Philadelphia High School. When a student is absent, the missed work may be completed, but the instruction, discussion, collaboration, laboratory experience, or direct feedback lost during the absence cannot always be fully replaced.

Students are therefore responsible for completing essential assignments and assessments missed because of an absence. When absence-related work remains incomplete, a student may be assigned to a mandatory Academic Recovery Session.

An Academic Recovery Session is a structured academic intervention intended to make up for missed learning time, support the completion of essential work, and prevent absences from leading to long-term academic difficulty. Academic Recovery Sessions may be used following any absence when additional time or support is needed to help a student recover missed instruction or coursework.

Relationship to Mandatory Office Hours

Academic Recovery Sessions are separate from Mandatory Office Hours.

- **Mandatory Office Hours** are assigned when a student is failing a course, is not demonstrating sufficient mastery, or requires direct assistance from a teacher.
- **Academic Recovery Sessions** are assigned when essential work remains incomplete due to student absence, regardless of the student's current course grade.

A student may be required to attend both Mandatory Office Hours and Academic Recovery Sessions when both conditions apply.

Student Responsibility Following an Absence

Upon returning to school, students are expected to:

1. Review PowerSchool, Google Classroom, and other designated course platforms.
2. Communicate with their teachers regarding missed assignments, assessments, instruction, or required materials.
3. Complete essential make-up work within the timeframe established by the teacher or school.
4. Attend any scheduled make-up assessment, office hour, or Academic Recovery Session.

For a planned absence, students are expected to communicate with their teachers in advance whenever possible.

Teachers will provide a reasonable opportunity to complete missed work. The make-up period will generally be comparable to the number of school days the student was absent, with a minimum of two school days unless the assignment was previously announced. Teachers or school administrators may establish a different timeframe based on the nature of the assignment, length of the absence, course requirements, or relevant student circumstances.

Assignment to an Academic Recovery Session

A student may be assigned to an Academic Recovery Session when:

- A major assignment, project, laboratory assignment, or assessment remains incomplete after the established make-up period;

- Two or more essential assignments remain incomplete because of an absence;
- The student fails to attend or complete a scheduled make-up assessment;
- A pattern of absences, tardiness, early dismissals, or missed class periods has resulted in lost instructional time;
- Academic Recovery is assigned as a required attendance intervention; or
- School administration determines that additional structured academic support is necessary.

Academic Recovery Sessions address the academic impact of missed instructional time, not simply missing assignments. Sessions may include completion of priority work, review of essential content, or other activities designed to recover missed learning.

Teachers may excuse nonessential assignments, modify an assignment, or require an equivalent demonstration of learning when completing all missed work would not be educationally appropriate. Academic Recovery may be required for both excused and unexcused absences. Separate attendance, truancy, or disciplinary consequences may apply to unexcused absences, class cutting, or intentionally missed school obligations.

Scheduling and Notification
Academic Recovery Sessions will be held during designated mandatory-support periods, after school, or at another time established by the school. A typical session will last approximately 30 to 60 minutes. Students and their parents or guardians will receive notice that includes:

- The date and time of the session;
- The course or courses involved;
- The assignments or assessments that must be addressed;
- The reason the session was assigned; and
- Instructions for requesting a schedule adjustment when a verified conflict exists.

The school will consider Corporate Work Study schedules, transportation limitations, documented appointments, and other school-approved obligations when determining the assigned session. Academic Recovery Sessions will not interfere with a student's assigned Corporate Work Study day.
Academic Recovery takes priority over athletic practices, clubs, rehearsals, social events, and other optional activities unless an exception is approved by school administration.

Session Expectations
Students assigned to Academic Recovery must:

- Arrive on time with a charged Chromebook and all required materials;
- Follow all school technology and Yondr expectations;
- Work only on the assignments or assessments identified for recovery;
- Remain engaged and use the assigned time productively;
- Seek clarification when directions are unclear; and
- Remain for the full session unless released by the supervising staff member.

The Academic Recovery supervisor will provide structure, monitor progress, and assist with basic clarification. The supervisor is not expected to replace the classroom teacher or reteach an entire missed lesson. A student who requires direct content instruction may also be assigned to Mandatory Office Hours, tutoring, or another academic intervention.

Completion of Academic Recovery
Academic Recovery is completed when:

- The identified work has been submitted and verified;
- The student has completed the portion of the work that could reasonably be completed during the session and has an approved plan for the remainder; or
- The assigning teacher or school administrator determines that the requirement has been satisfied.

Merely reporting to the session without making reasonable academic progress does not satisfy the requirement. If assigned work is completed before the end of the session, the student will use the remaining time for current coursework, studying, or another approved academic task.
Make-up work will be evaluated according to the school's existing grading and late-work policies. Attendance at an Academic Recovery Session does not automatically guarantee full credit, an extended deadline, or a particular grade.

Failure to Attend or Participate
Failure to attend an assigned Academic Recovery Session without prior approval will generally result in:

1. Reassignment to the next available session and parent or guardian notification;
2. A student conference and additional family communication for repeated nonattendance or failure to make adequate progress; and
3. Further intervention, which may include an Academic or Attendance Improvement Plan, a mandatory family conference, loss of privileges, Student Support Team review, or other corrective action determined by school administration.

Any disciplinary response will be based on the student's failure to comply with the assigned recovery requirement—not simply on the fact that the student was absent.

Extended or Protected Absences
Students experiencing an extended documented illness, hospitalization, bereavement, disability-related absence, mental-health concern, court or agency involvement, or another significant circumstance may receive an individualized academic recovery plan instead of the standard Academic Recovery process. The school may adjust assignments, deadlines, session requirements, or methods of demonstrating learning in consultation with the student, family, teachers, counselors, health personnel, or other appropriate support staff. All applicable accommodation plans and legal protections will be followed.

Relationship to the Attendance Policy
Academic Recovery Sessions supplement, but do not replace, the school's Attendance and Punctuality Policy, Mandatory Office Hours, attendance-notification procedures, Attendance Improvement Plans, School Attendance Improvement Conferences, or other interventions required by school policy.

CRISTO REY
PHILADELPHIA
HIGH SCHOOL

Student Code of Conduct and Disciplinary Procedures

*Rooted in **We Believe. We Dream. We Lead. We Serve.***

Cristo Rey Philadelphia High School forms students of faith, purpose, professionalism, and service. This Code of Conduct establishes the expectations that protect learning, uphold dignity, and prepare students to represent themselves, their families, CRPHS, and our Work Study partners with pride.

Our Core 4

- **Every Interaction Matters:** Students use respectful language, honor the dignity of others, and understand that words, choices, and digital conduct have impact.
- **Dress for Success**: Students arrive prepared, in full uniform, and ready to meet the professional expectations of CRPHS and Work Study.
- **Be Present - Be Where Your Feet Are:** Students attend, engage, remain in their assigned location, and keep cellphones and prohibited personal electronic devices secured or out of use as required.
- **Move with Pride and Purpose:** Students move safely, use shared spaces responsibly, follow adult direction, and contribute to an orderly community.

Zero-Tolerance Safety Offenses: Drugs and controlled substances, alcohol, weapons, and fighting or serious physical aggression are prohibited without exception. These behaviors trigger immediate removal, a formal investigation, and an enrollment status review. Dismissal may occur on a first offense.

How to Use This Code

This Code is both corrective and protective. Most student mistakes are addressed through clear feedback, restorative action, family partnership, and escalating accountability. Conduct that threatens safety, dignity, trust, or the CRPHS community will receive a more serious response. The examples in this document are illustrative and do not limit CRPHS's authority to address other conduct inconsistent with its mission or expectations.

Purpose, Scope, and Authority

Purpose

All Cristo Rey Philadelphia students are expected to demonstrate honesty, integrity, responsibility, compassion, respect, and professionalism. The Code of Conduct is designed to protect a safe learning environment, support student growth, and provide clear, consistent expectations for students and families.

Where and When the Code Applies

The Code of Conduct applies throughout a student's enrollment, including:

- During the school day, before school, after school, and while on CRPHS property.
- At Work Study check-in, on transportation, at a Work Study assignment, and in all communication with Work Study partners.
- At athletics, clubs, dances, field trips, retreats, Mass, prayer services, service activities, and all CRPHS-sponsored events on or off campus.
- In digital spaces, including email, social media, messaging, shared documents, and school-issued technology.

- Off campus when conduct threatens safety, substantially affects the CRPHS community, disrupts learning, damages a CRPHS partnership, violates the law, or brings significant discredit to CRPHS.

Interpretation and Final Authority
The Code cannot list every possible behavior. The Principal, Assistant Principal of Academics, Assistant Principal of Culture, and Deans are authorized to interpret and enforce these expectations. CRPHS administrators determine the appropriate response after considering the nature, severity, intent, impact, context, student history, honesty, cooperation, and any aggravating or mitigating factors. Students are expected to comply first with reasonable adult direction and may respectfully seek clarification or review afterward.

Student Rights and Responsibilities
Students Have the Right To: Learn in a safe, orderly environment; be treated with dignity; report concerns without retaliation; receive a fair opportunity to share their perspective; and access support from trusted adults.
Students Are Responsible For: Following CRPHS rules and adult direction; telling the truth; attending assigned classes, Flex selections, and interventions; respecting people and property; and repairing harm when appropriate.

Reporting Safety or Conduct Concerns
Students who experience or witness bullying, harassment, threats, weapons, substance use, fighting, theft, sexual misconduct, or other harmful behavior should report the concern immediately to a Dean, counselor, teacher, the Assistant Principal of Culture, or another trusted adult. Good-faith reports are protected from retaliation. Knowingly false or malicious reports are a serious violation; a report is not considered false merely because it cannot be substantiated.

General Behavioral Expectations
Students must consistently demonstrate courtesy, cooperation, self-control, and integrity in all interactions. The following behaviors are prohibited. This list is not exhaustive.

Respectful Language and Communication
- Foul, profane, obscene, sexually explicit, degrading, threatening, or discriminatory language is prohibited in spoken, written, visual, or electronic form.
- Directed profanity toward a student, staff member, visitor, or Work Study partner is a significant act of disrespect and may be treated as insubordination or harassment depending on the context.
- Slurs, hate speech, racist language, gestures, jokes, or content are serious violations and may result in suspension, enrollment review, or dismissal, including on a first occurrence.
- Students must not encourage conflict, spread harmful rumors, make humiliating recordings, or post content intended to embarrass, intimidate, or provoke another person.

Disruption and Insubordination
- Disrupting instruction, assemblies, Mass, Flex, Work Study, or common areas through repeated talking, noise, horseplay, refusal, or interference with others is prohibited.

- Insubordination includes refusing a reasonable adult direction, repeatedly arguing after a direction is clarified, walking away from staff, leaving an assigned space without permission, encouraging others not to comply, or openly undermining CRPHS authority.
- Gross insubordination is a willful or extreme act that significantly undermines safety, order, or authority and may result in suspension or enrollment review.

Attendance, Location, and Skipping

- Students must attend every scheduled class, Flex selection, mandatory academic intervention, detention, meeting, assembly, and Work Study obligation.
- Skipping includes failing to report, leaving without permission, remaining in an unauthorized area, using SmartPass to avoid an assignment, or being out of location without an active and accurate pass.
- Leaving campus without permission is a serious safety violation and may result in suspension, parent conference, loss of privileges, or enrollment review.

Public Displays of Affection and Personal Boundaries

Students must maintain appropriate personal boundaries at CRPHS, at Work Study, and at CRPHS-sponsored events. Physical affection beyond a brief, appropriate greeting is not permitted. Prohibited conduct includes kissing, prolonged embracing, sitting or lying on another student, sitting on laps, touching intimate areas, sexualized touching, or behavior that creates discomfort or disrupts the CRPHS environment. Repeated PDA or refusal to stop after redirection will result in escalating consequences. Any unwanted or coercive contact will be addressed under the sexual harassment and safety policies.

Dishonesty and Misrepresentation

Honesty is expected in academic, disciplinary, attendance, Work Study, and everyday matters. Regular dishonesty includes:

- Lying to or intentionally misleading a staff member, family member, investigator, or Work Study partner.
- Providing false names, accounts, alibis, statements, or documentation.
- Forging or altering notes, signatures, passes, timecards, attendance records, forms, emails, or CRPHS records.
- Impersonating another person or using another person's account, ID, pass, or credentials.
- Concealing material information during an investigation or pressuring another person to lie.
- Making a knowingly false accusation or creating false digital evidence.

Dishonesty may be disciplined as a separate offense and may increase the consequence for the underlying incident. Students who are truthful, cooperative, and willing to repair harm demonstrate accountability, which may be considered in determining the CRPHS response.

Academic Integrity and Responsible Use of Artificial Intelligence

Students must submit authentic work and follow each teacher's directions regarding collaboration, outside help, and artificial intelligence. Academic dishonesty includes cheating, plagiarism, copying, unauthorized collaboration, fabrication of sources or data, sharing answers, submitting another person's work, or using AI tools when not authorized. Academic consequences are assigned under the academic integrity policy and may be accompanied by conduct consequences, parent meetings, probation, or an enrollment contract when the behavior is serious or repeated.

Cellphones, Personal Electronic Devices, and Yondr

- Cellphones and smartwatches with cellular capability must be powered off and secured in the student's Yondr pouch from arrival through dismissal. Students may not carry or use a second cellphone, use a cellular-capable watch, or bypass the Yondr requirement unless a CRPHS administrator provides explicit permission.
- Meta smart glasses and any other recording-enabled eyewear are prohibited on campus. AirPods and other wireless earbuds or headphones must remain out of sight and may not be worn or used during the school day unless expressly authorized by a CRPHS adult. Personal iPads and tablets are not permitted. CRPHS-issued iPads may be used only when a CRPHS adult specifically directs students to use them for an academic purpose; otherwise, they must remain closed and put away.
- Students must bring a functioning Yondr pouch daily. Tampering with, damaging, bypassing, or refusing to secure a cellphone or other required device is a serious violation. A lost or damaged pouch requires the established $35 replacement fee.
- CRPHS-issued devices and networks must be used for educational purposes. Unauthorized recording, account misuse, cyberbullying, accessing prohibited content, or interfering with CRPHS technology may result in confiscation, restricted access, suspension, or enrollment review.
- **The school is not responsible for lost, stolen, or damaged devices. It is strongly recommended that students label all personal electronics and valuables. Bringing expensive devices or large sums of money to school is discouraged.**

Escalating Consequences:

- On a second offense, a parent or guardian may be required to pick up the device in person, and additional detentions or Saturday detention may be assigned.
- On a third offense, the student may lose the privilege of bringing a phone or personal electronic device to school and may be required to turn in their device to the office each morning for a designated period.
- Chronic or repeated violations may result in suspension and further disciplinary action.

Non-Negotiable Safety Offenses

Zero Tolerance: Cristo Rey Philadelphia has zero tolerance for drugs and controlled substances, alcohol, weapons, and fighting or serious physical aggression. Zero tolerance means the conduct is prohibited without exception and will trigger immediate removal from the CRPHS community, parent/guardian notification, a formal investigation, and a mandatory enrollment status review. Dismissal may occur on a first offense.

Drugs, THC, Controlled Substances, and Paraphernalia

Students may not possess, use, consume, manufacture, distribute, sell, share, solicit, or be under the influence of illegal drugs, THC, marijuana, controlled substances, counterfeit substances, or misused prescription/over-the-counter medication on CRPHS property, within view of CRPHS grounds, at Work Study, on CRPHS transportation, or at any CRPHS-sponsored activity. This prohibition includes devices or materials used to consume, store, conceal, package, or distribute substances.

- Distribution, sale, intent to distribute, or bringing substances into CRPHS or a Work Study site is an especially serious offense and may result in immediate dismissal and referral to law enforcement.
- CRPHS may require drug or alcohol testing when administration has a reasonable basis for concern. Refusal to cooperate may result in suspension or enrollment review.
- Students who seek help for substance use before a violation of this policy occurs are encouraged to contact a counselor, the Assistant Principal of Culture, or another trusted adult for confidential support to the extent possible.

Alcohol
Possession, use, consumption, distribution, sale, or being under the influence of alcohol is strictly prohibited at CRPHS, within view of CRPHS grounds, at Work Study, on CRPHS transportation, or at any CRPHS-sponsored event. Alcohol-related conduct that occurs off campus may also be addressed when it affects student safety, the CRPHS community, or a CRPHS partnership.

Weapons and Dangerous Objects
Students may not possess, bring, use, display, threaten with, transfer, or attempt to use a firearm, knife, blade, brass knuckles, club, chain, explosive, replica weapon, or any object intended or used to cause harm. This prohibition applies to a student's person, belongings, locker, vehicle, school transportation, Work Study site, and all CRPHS activities. Violations may result in immediate dismissal and referral to law enforcement.

Fighting and Serious Physical Aggression
Fighting includes mutual physical aggression, retaliatory physical aggression, arranging a fight, joining an ongoing fight, or continuing physical contact after there is an opportunity to disengage. Serious physical aggression includes punching, kicking, choking, stomping, using an object to strike, or any act capable of causing significant injury.

- Students are expected to create distance, seek adult help, and leave the area whenever safely possible. Self-protection is limited to the minimum action reasonably necessary to escape immediate harm; retaliation, re-engagement, or pursuing another person is not self-defense.
- Students who promote, arrange, surround, encourage, or record a fight instead of seeking help may receive serious consequences for contributing to an unsafe environment.
- Any student who engages in fighting or serious physical aggression is subject to immediate suspension and enrollment review. Dismissal may occur on the first offense.

Nicotine, Tobacco, and Vaping Products
Possession, use, or distribution of cigarettes, cigars, tobacco, nicotine products, vapes, e-cigarettes, cartridges, or similar devices is prohibited. These items will be confiscated. Use or possession may result in suspension and enrollment review; distribution, repeated violations, or a device containing THC or another controlled substance will be addressed under the zero-tolerance substance policy.

Harassment, Bullying, Discrimination, and Sexual Misconduct
Cristo Rey Philadelphia affirms the inherent dignity of every member of the community. Harassment, bullying, discrimination, intimidation, retaliation, and sexual misconduct are prohibited in person, in writing, online, at Work Study, and during any CRPHS-related activity.

Definitions

Conduct	Definition and Examples
Bullying	Repeated or severe behavior that targets, humiliates, isolates, threatens, or harms another person, including cyberbullying, rumor campaigns, coordinated exclusion, and encouraging others to participate.
Harassment	Unwelcome verbal, physical, visual, written, or digital conduct that demeans, threatens, or creates a hostile environment, including slurs, degrading jokes, unwanted touching, intimidation, offensive images, and persistent microaggressions.
Discrimination	Unequal, exclusionary, or harmful treatment based on race, ethnicity, national origin, religion, sex, gender, sexual orientation, disability, age, socioeconomic status, or another protected or personal characteristic.
Sexual Harassment or Misconduct	Unwanted sexual comments, jokes, gestures, advances, touching, requests, pressure, sharing explicit content, sexualized rumors, invasion of personal space, or any sexual conduct without consent.
Retaliation	Threatening, punishing, excluding, intimidating, or targeting someone because they reported a concern, participated in an investigation, or supported another person.

Racist and Identity-Based Conduct

Racist language, slurs, jokes, gestures, images, stereotypes, or behavior - spoken, written, digital, or physical - are among the most serious violations of CRPHS's commitment to dignity, equity, and respect. A claim that conduct was "just a joke" or not intended to cause harm does not eliminate its impact or CRPHS's responsibility to respond. Serious identity-based conduct may result in suspension, enrollment review, or dismissal, including on a first occurrence.

CRPHS Response and Protection

- CRPHS will investigate reports promptly and as confidentially as circumstances permit.
- Interim supports may include schedule changes, separation, a no-contact directive, adult escorts, counseling support, or temporary removal from activities.
- Substantiated violations may result in suspension, loss of privileges, an enrollment contract, safety planning, law-enforcement referral when appropriate, or dismissal.
- Retaliation is a separate and serious violation.

Property, Theft, Vandalism, and Integrity

Theft
Theft is the unauthorized taking, possession, concealment, transfer, or attempted taking of property belonging to another person, CRPHS, or a Work Study partner. Theft includes physical property, money, CRPHS supplies, IDs, devices, passwords, digital files, accounts, and other information or resources. Theft of any value is serious. CRPHS will consider the value of the property, planning or premeditation, invasion of privacy, misuse of lockers or accounts, impact on the victim, prior dishonest conduct, and the student's cooperation. Responses may include restitution, loss of privileges, suspension, an enrollment contract, enrollment review, or dismissal. Returning an item does not erase the violation.

Restitution
Students responsible for theft, vandalism, damage, or misuse of property are expected to return, repair, clean, or replace what was taken or damaged. Restitution is required when appropriate but does not replace disciplinary consequences.

Vandalism and Property Misuse

- Writing on, damaging, defacing, misusing, or intentionally creating disorder in classrooms, restrooms, lockers, hubs, athletic spaces, technology, Work Study property, or other shared spaces is prohibited.
- Students may be assigned restoration, service, cleaning, repair costs, loss of access, suspension, or enrollment review depending on the damage and intent.

Conduct at CRPHS, Work Study, Worship, Events, and in Digital Spaces

Mass, Prayer Services, Retreats, and the Sanctuary
All students, Catholic and non-Catholic, are expected to participate respectfully in Mass, prayer services, retreats, and other worship opportunities. Students must arrive on time, remain attentive, keep devices secured, follow directions, and refrain from side conversations, laughter, or disruptive behavior. Students of other faiths are not required to receive Communion or recite devotional prayers, but all students must maintain reverence. Gross disrespect may result in removal, parent conference, detention, loss of privileges, suspension, or enrollment review.

Work Study Conduct
At Work Study, students represent Cristo Rey Philadelphia and are expected to meet professional standards for attendance, uniform, communication, honesty, safety, confidentiality, and productivity. Falsifying timecards, leaving a placement without permission, disrespecting a supervisor, misusing technology, violating confidentiality, or engaging in conduct that jeopardizes a partnership may result in CRPHS discipline, loss of the placement, required make-up days, termination from Work Study, or enrollment review.

Athletics, Clubs, Trips, Dances, and CRPHS Events
All CRPHS rules remain in effect at school-sponsored activities, whether on or off campus and whether or not the student is in uniform. Students must demonstrate sportsmanship, follow chaperone directions, use appropriate language, respect property, and avoid unsafe or disruptive conduct. Eligibility for activities may be restricted because of attendance, academics, behavior, or failure to complete assigned consequences.

Online and Off-Campus Conduct
CRPHS may respond to off-campus or online conduct when it threatens safety, targets a member of the CRPHS community, substantially disrupts CRPHS, damages a Work Study or community partnership, involves unlawful conduct, or materially conflicts with CRPHS's values and reputation. This includes cyberbullying, threats, discriminatory content, harmful recordings, impersonation, and organizing conflict through digital communication.

Disciplinary Response Framework
Cristo Rey Philadelphia uses a progressive, restorative, and safety-centered approach. Consequences are intended to correct behavior, repair harm, protect the community, and help students develop stronger judgment. The framework below guides decisions; it does not create an entitlement to a particular consequence or require CRPHS to use every lower-level response before acting on serious conduct.

Level 1: Corrective
Purpose: Minor or first-time behaviors that can be corrected quickly
Examples: Classroom disruption; non-directed inappropriate language; minor dress code issue; first misuse of a common area or pass; minor PDA
Possible CRPHS Response: Redirection; restorative conversation; reflection; family notification; assigned Flex reflection; detention

Level 2: Repeated or Significant
Purpose: Repeated Level 1 behavior or conduct that meaningfully disrupts learning or disregards expectations
Examples: Directed profanity; repeated disruption; skipping class or Flex; insubordination; regular dishonesty; repeated PDA; technology or Yondr violation; missed consequence
Possible CRPHS Response: Dean conference; detention; loss of privileges; parent conference; behavior improvement plan; out of school suspension

Level 3: Serious
Purpose: Conduct that causes harm, threatens dignity, damages property, or significantly undermines safety or trust
Examples: Harassment or bullying; theft; vandalism; credible threats; sexual harassment; major insubordination; leaving campus; serious digital misconduct; repeated academic dishonesty
Possible CRPHS Response: Immediate removal; parent meeting; suspension; restitution; safety/no-contact plan; enrollment contract; enrollment status review

Level 4: Non-Negotiable

Purpose: Zero-tolerance safety offenses

Examples: Drugs or controlled substances; alcohol; weapons; fighting or serious physical aggression

Possible CRPHS Response: Immediate removal and parent contact; suspension during investigation; law-enforcement referral when appropriate; mandatory enrollment review; dismissal may occur on the first offense

Possible Disciplinary and Restorative Responses

Response	Purpose / Description
Redirection or Conference	Immediate correction, clarification of expectations, and an opportunity for the student to reset.
Reflection or Restorative Action	Written reflection, apology, mediation when appropriate and voluntary, community repair, restitution, service, or another action that addresses impact.
Assigned Flex Intervention	A required supervised block during Flex for reflection, skill-building, academic recovery, re-teaching expectations, or restorative work.
Detention	A required consequence during a designated Flex block, Friday detention, or another communicated time. Missing detention is a separate violation.
Loss of Privileges	Temporary restriction from dress-down days, events, trips, athletics, leadership, clubs, parking, or other privileges.
Behavior Improvement Plan	A structured plan with goals, supports, progress monitoring, family partnership, and clear accountability.
Enrollment Contract / Probation	A formal agreement setting non-negotiable conditions for continued enrollment. A further significant violation may result in dismissal.
Out-of-School Suspension	Temporary removal from regular classes or campus. Re-entry may require a family meeting, safety plan, reflection, and written commitments.
Dismissal	Permanent separation from Cristo Rey Philadelphia for the most serious conduct or when interventions have not corrected a continuing pattern.

Failure to Complete a Consequence

Missing detention, refusing a restorative assignment, failing to attend a mandatory meeting, violating a no-contact directive, or refusing to follow a behavior or enrollment contract is a separate act of insubordination and will result in escalation.

Investigation and Decision-Making Process

1. CRPHS will respond promptly to stabilize safety and gather available information.

2. Students may be separated, removed from class, or suspended temporarily while a serious matter is investigated.

3. CRPHS may interview students and adults, review security footage, examine CRPHS records and digital information, and inspect CRPHS or student property as permitted by policy.

4. The student will be given an opportunity to share their account. Families will be notified when the allegation or consequence is significant.

5. CRPHS may issue interim safety measures before a final finding.

6. The decision will be based on the information reasonably available to CRPHS leadership; CRPHS discipline does not require the same evidentiary standard as a criminal court proceeding.

Dismissal and Enrollment Review

The Principal makes the final decision to dismiss a student, in consultation with the Assistant Principal of Culture and other CRPHS administrators as appropriate. Before a final dismissal decision, the student and parent/guardian will ordinarily be offered an enrollment status meeting to respond and provide relevant context. The final decision will be communicated to the family. Any review or appeal follows the procedures stated elsewhere in the handbook or enrollment agreement.

A dismissed student may not attend or participate in CRPHS-sponsored events for at least one full academic year unless the Principal provides written permission. In matters involving violence, threats, weapons, or other serious safety concerns, the restriction may be longer or permanent. Unauthorized presence on campus or at events may be treated as trespassing.

Student Movement, Common Areas, Lockers, and Safety Procedures

SmartPass and Hall Movement

Students must use SmartPass accurately and responsibly whenever leaving an assigned location. A pass must identify the correct destination, and students must travel directly there and return promptly. Pass privileges may be limited when students misuse the system, exceed time expectations, gather in unauthorized areas, or are repeatedly out of location.

Hallways, Stairways, and Restricted Spaces

- Students may use the main stairwell and the stairwell near the gym during the school day.
- The east and west stairwells are restricted except during emergency drills or when directed by staff.
- The fifth floor may not be accessed without explicit staff permission.
- The Sanctuary requires Campus Ministry or staff approval and must be treated as a sacred space.
- The athletic field, gym, fitness rooms, classrooms, offices, and storage spaces may only be used with staff permission and supervision.
- Academic hubs are shared learning spaces. Students must maintain an appropriate volume, keep furniture organized, and follow posted food and drink expectations.

Lockers

Lockers are CRPHS property and are assigned for student use. Students must keep lockers secured, may decorate only the interior with CRPHS-appropriate removable materials, and may not write on, damage, share, or change locker assignments without permission. CRPHS is not responsible for items left unsecured. Lockers may be inspected at any time.

Searches and Confiscation
To protect safety and enforce CRPHS expectations, CRPHS may search lockers, desks, CRPHS-issued devices, storage areas, bags, outerwear, and other student belongings when administration has a reasonable basis to believe a rule or law has been violated, or when the item is CRPHS property. Searches will be reasonable in scope and conducted with respect for student dignity. Prohibited, unsafe, unauthorized, or illegal items may be confiscated and may be referred to law enforcement. Refusal to cooperate may result in disciplinary action.

Medication
Prescription and over-the-counter medications must be delivered and administered according to CRPHS health procedures. Students may not carry medication without written authorization, except approved emergency medication such as an inhaler or epinephrine auto-injector. Unauthorized possession, sharing, or misuse of medication may be treated as a safety or substance violation.

Elevator Access
Elevators are limited to students and adults with approved medical, injury-related, or accessibility needs. Students must carry the approved pass, ride only as necessary, and may not bring friends unless those students are also authorized. Loitering, playing, or misuse may result in loss of access and discipline. Elevators may not be used during a fire alarm or emergency evacuation.

Flex Hour

Why Flex Hour
Flex Hour replaces the traditional lunch structure with a supervised period built around student engagement, belonging, and meaningful choice. Students can select from clubs, activities, leadership opportunities, academic supports, office hours, wellness resources, and other structured options. Moving more opportunities into the school day creates more equitable access for students who cannot remain after school and reduces after-school activity volume and traffic.

Purpose and Student Choice
Flex Hour is intended to help students build ownership of their experience at CRPHS. Choice increases engagement when students can pursue interests, strengthen relationships, seek support, and participate in the life of CRPHS. Flex is structured choice - not unassigned free time, open campus, or permission to move throughout the building without a destination.

Available Flex Experiences

- Clubs, student leadership, service, arts, culture, faith formation, and enrichment activities.
- Teacher office hours, tutoring, academic coaching, assignment completion, and course-specific support.
- Grade-level seminars, advisory-style programming, college and career preparation, and community meetings.
- Counseling, student and family support, restorative meetings, wellness programming, and skill-building.
- Lunch and social connection in designated supervised areas.

Mandatory Academic Interventions
Although student choice is central to Flex, academic interventions may be mandatory. A student may be assigned to office hours, tutoring, missing-work recovery, academic detention, a grade-level seminar, or another intervention based on grades, missing work, attendance, skill needs, or teacher recommendation. Mandatory assignments take priority over elective clubs and activities. Failure to attend or participate is skipping and may result in additional academic and disciplinary consequences.

Flex Attendance, Movement, and Behavior

- Students must report on time to the option shown on their Flex schedule or to the intervention assigned by staff.
- Students must remain in the assigned location unless released or given an approved SmartPass.
- Switching activities, wandering, gathering in stairwells or restrooms, or entering unsupervised spaces is prohibited.
- Food and beverages are limited to designated eating locations. Students must clean their tables and surrounding area before leaving.
- Students must use the designated restrooms and follow posted capacity and access expectations.
- All CRPHS expectations for language, devices, PDA, respect, and property remain in effect.
- Participation in elective Flex offerings may be restricted because of academics, attendance, behavior, or incomplete consequences.

Connection to After-School Programming
Because Flex Hour places many clubs, activities, and support opportunities within the school day, fewer students will need to remain in the building after dismissal. After-school time will focus on athletics, rehearsals, extended academic support, scheduled meetings, and other approved programs that require additional time. This structure supports student access while reducing after-school congestion, supervision demands, and traffic around dismissal.

After-School Expectations
The academic day ends at 3:35 p.m. Students must leave campus promptly or report directly to a scheduled, supervised activity. Students may not remain in hallways, classrooms, stairwells, hubs, athletic spaces, or other unsupervised areas.

- By 3:50 p.m., any student who is not with the adult supervising an approved activity must report to the Social Hall or leave campus.
- Supervision in the Social Hall is available until **5:30** p.m. Students must remain in the designated supervised area until picked up or dismissed.
- Students participating in athletics, clubs, tutoring, rehearsals, or meetings must remain with the supervising adult and follow all CRPHS expectations.
- Students waiting for an event that begins at 5:00 p.m. or later may be required to leave campus and return at the approved time. Loitering on or near campus is not permitted.
- **On weekends, early release days, and days before extended breaks, students must leave after dismissal unless they are participating in a specifically approved and supervised program.**
- Failure to report to supervision, leaving an assigned activity, or repeated misconduct after school may result in loss of after-school access and additional consequences.

Technology and Internet Use Policy

Technology is an integral part of the learning experience at Cristo Rey Philadelphia. Each student will have access to school-issued technology (such as an iPad or laptop computer) and the school's network and internet for educational purposes. With this opportunity comes the responsibility to use all technology ethically, lawfully, and in accordance with our school values and the school's rules. The following guidelines outline acceptable use of school technology and personal electronic devices:

School-Issued Devices and Network: School-provided devices (including iPads, laptops, and any other hardware) are intended for educational use only. These devices remain the property of Cristo Rey Philadelphia High School. The school's IT department may install monitoring or management software on each device to ensure compliance with the Acceptable Use Policy. Students may not remove, disable, or tamper with any school-installed software or restrictions on these devices. For example, removal of monitoring profiles, attempting to "jailbreak" or hack a device, or changing settings to bypass filters is strictly prohibited and will be considered a serious violation.

- **Appropriate Use: S**tudents should use devices and internet access primarily for class assignments, research, collaborative projects, college and career exploration, and other teacher-approved activities. All use of the school network (whether on a school device or personal device connected to Wi-Fi) is subject to filtering and audit. There is no expectation of privacy when using school technology – the school administration and IT staff have the right to monitor all user activity, emails, documents, and browsing history to maintain a safe digital environment. By using school devices or the network, students consent to this monitoring.

- **Prohibited Uses:** The following uses of school technology are unacceptable and may result in disciplinary action and/or loss of technology privileges:

    - **Accessing Inappropriate Content:** Accessing, displaying, or distributing material that is violent, sexually explicit, profane/obscene, or otherwise contrary to the values of a Catholic school. This includes visiting websites or using apps that are not school-appropriate or that violate any laws.

    - **Harassment or Bullying:** Using email, messaging, social networks, or any digital platform to harass, intimidate, bully, or threaten another person is forbidden. (This falls under both the tech policy and the harassment/bullying policy).

    - **Academic Dishonesty:** Using technology to cheat in any way – for instance, looking up test answers on a device without permission, copying online content into assignments without citation (plagiarism), or sharing answers via phone – is prohibited.

    - **Personal Email/Accounts for School Business:** Students must use their school-issued email account and approved platforms for all school-related communication and coursework. Using personal email addresses or accounts to conduct official school business or represent oneself as a school agent is not allowed. (Students might inadvertently lose important records or violate privacy laws by using non-school

accounts.)

- **Unauthorized Downloads/Installs:** Downloading or installing software, apps, or games on school devices without permission is prohibited. This includes installing VPNs or proxies to bypass the school's internet filter, which is a serious violation.

- **Network Disruptions/Hacking:** Any attempt to disrupt the normal functioning of the school's technology infrastructure is forbidden. This includes introducing malware or viruses, attempting to hack into accounts or servers, modifying settings on school devices beyond your user access, or using scripts and programs to interfere with network operations.

- **Inappropriate Use of Social Media:** If using social media or online forums (whether through the school network or off-campus), students should remember they are representatives of the school. Impersonating others, spreading rumors, posting vulgar or damaging content related to the school or any members of the school community is unacceptable. Students are strongly urged to think before posting; online actions, even off campus, can result in school consequences if they impact the school environment or individual safety.

- **Privacy and Personal Data:** Students should not share personal information (address, phone number, etc.) about themselves or others on public platforms. They also may not share passwords or use another person's account. Using someone else's login credentials or identity is a violation of trust and security.

- **Recording and Photography:** Students must not photograph, audio-record, or video-record others (students or staff) without express permission. Likewise, posting or distributing photos/videos of others from school without permission is prohibited, especially if the intent is to embarrass, harass, or spread misinformation. *Note:* Some school events allow photos for personal memory, but even then, all content posted should reflect respect for others and the school. Any misuse of cameras (including camera phones) in private areas such as bathrooms or locker rooms is strictly forbidden and illegal.

- **Misuse of School Name/Logo:** Students may not create websites, social media pages, or online groups using the school's name, logo, or imagery without authorization, especially if such sites purport to be official or contain content that would reflect poorly on the school. Using the school's name or marks in any defamatory or improper way violates this policy.

- **Email and Communication:** All students are issued a Cristo Rey Philadelphia email account. This is the only email that should be used for corresponding with teachers and staff. Students are expected to check their school email daily for important announcements or messages. The tone of emails and messages should remain courteous and school-appropriate. Mass emails or spam, chain letters, or "prank" emails sent to the community are forbidden. Any online harassment or inappropriate language used in email or messaging can result in disciplinary action similar to if it

were said in person.

- **Consequences for Technology Misuse:** Violations of the Technology Use Policy will result in appropriate disciplinary measures. Minor infractions (such as a single incident of off-task browsing or not having your device charged for class) may result in a warning or a detention. More serious or repeated infractions (such as attempting to bypass the filter, visiting banned sites, or using social media inappropriately during class) will result in loss of device privileges for a period, additional detentions or Saturday detention, and a parent meeting. Any severe misuse (for example: cyberbullying, hacking, sharing pornographic material, or any illegal activity) is grounds for suspension or expulsion from the school. The school also reserves the right to confiscate a device (even if issued to the student for the year) if the student has used it in a way that poses a threat to anyone's safety or violates the integrity of our systems. In such cases, alternate arrangements for the student's classwork will be made (like supervised use of a device in the office).

- **Cyber Safety and Digital Citizenship:** Cristo Rey Philadelphia places a strong emphasis on students being good digital citizens. This means using technology in ways that are ethical, respectful, and safe. Students will receive education on cyber safety, which includes protecting passwords, avoiding online scams or phishing attempts, and reporting any suspicious online behavior to an adult. Sharing of explicit images ("sexting") or any form of child pornography (even among peers) is illegal and against school rules; any incidents will result in serious consequences and possible law enforcement involvement. Students should also be mindful of their digital footprint – the content posted online can often be public and permanent. We expect students to uphold the same standards of behavior online as in face-to-face interactions.

By following these technology guidelines, students ensure that Cristo Rey's learning environment remains focused and safe. Parents are asked to support these rules by reinforcing them at home, ensuring devices are used appropriately, and monitoring at-home internet use. Together, we can harness technology as a tool for learning while avoiding its potential distractions and dangers.

Dress Code and Personal Appearance

Dress for Success

The Cristo Rey Philadelphia uniform reflects pride, unity, readiness, and professionalism. Students wear the uniform not only as members of a college-preparatory community, but also as young professionals whose Work Study responsibilities require consistent workplace habits.

Daily Responsibility

Students must be in full uniform from the time they enter the building through the end of the academic day, unless an approved dress-down, Spirit Day, athletic, or alternate-attire expectation has been announced. Students must arrive at Work Study check-in and first period fully dressed and ready; getting dressed after arrival does not meet the expectation.

Uniform Component	Expectation
Seasonal CRPHS Uniform	April 1 through September 30 on non-Work Study days: official Cristo Rey polo shirt. October 1 through March 30: official Oxford shirt, Cristo Rey tie, and blazer. Shirts must be tucked in and worn as designed.
Work Study Uniform	On every Work Study day, regardless of season: official Oxford shirt, Cristo Rey tie, and blazer. Students must be fully dressed before entering Work Study check-in.
Pants and Belt	Approved charcoal or gray uniform pants, worn at the waist and properly fitted. A belt is required. Jeans, leggings, joggers, sweatpants, cargo pants, and altered or excessively tight/baggy pants are not permitted.
Shoes and Socks	Solid black dress shoes or approved Eastland-style shoes with black socks. Sneakers, slides, sandals, slippers, Crocs, athletic shoes, and visibly non-dress footwear are not part of the daily uniform.
Approved Outerwear	Cristo Rey blazer, Cristo Rey cardigan, or an approved Cristo Rey quarter-zip. Athletic hoodies, non-CRPHS sweatshirts, coats, and jackets may not be worn as the indoor uniform layer.
Identification	The CRPHS-issued ID must be visible on the approved Cristo Rey lanyard while on campus. Lost or damaged IDs must be reported and replaced.

Fit, Condition, and Presentation

- Uniform items must be clean, in good repair, properly sized, and worn as designed.
- Oxford shirts and polos must be tucked in. Ties must be secured at the collar. Blazers and approved outerwear may not be replaced by coats or hoodies indoors.
- Pants may not sag, drag, reveal undergarments, or be rolled or altered in a way that changes the approved appearance.
- Students may not wear non-uniform items underneath or over the uniform when those items are visible and change the professional appearance.
- CRPHS administration is the final authority on whether an item meets the uniform expectation.

Religious and Medical Attire

Cristo Rey Philadelphia respects approved religious and medical accommodations. Religious head coverings and attire must be solid blue, black, or gray; the student's face must remain visible for identification and safety; and the outermost garment must remain Cristo Rey-approved unless CRPHS authorizes an accommodation. Families should contact administration in advance when an accommodation is needed.

Grooming, Accessories, and Headwear

- Students must maintain a neat, clean, and professional appearance appropriate for CRPHS and Work Study.
- Hats, caps, hoods, bonnets, durags, bandanas, and other non-approved head coverings may not be worn indoors. Religious or documented medical head coverings are permitted as described above.
- Jewelry, accessories, makeup, nails, hair, and facial hair must be safe, neat, and not substantially distracting or inconsistent with a professional environment.
- Tattoos should not be visible. Clothing, accessories, or markings displaying profanity, violence, drugs, alcohol, hate, sexual content, or other offensive material must be removed or covered.

Cristo Rey Spirit Days

Cristo Rey Spirit Days are a privilege and remain regular instructional days. On designated Spirit Days, students may wear **jeans with a Cristo Rey or college/university top**, unless a different theme is specifically announced and approved by school leadership.

The following expectations apply:

- Jeans must be free of rips, tears, or openings above the knee and must fit appropriately for a school setting.
- Tops must represent Cristo Rey Philadelphia or a college/university and must meet all standards of modesty and appropriateness.
- Leggings, sweatpants, athletic pants, pajama pants, shorts, or other non-jean bottoms are not permitted unless specifically approved as part of an announced theme.
- Clothing may not be revealing, see-through, excessively short, low-cut, or expose the midriff or undergarments.
- Clothing and accessories may not display offensive, discriminatory, sexual, violent, or drug-, alcohol-, or tobacco-related words or images.
- Pajamas, slippers, slides, bonnets, and other items not appropriate for a CRPHS instructional setting are not permitted unless explicitly included in an approved Spirit Day theme.

Students who do not meet the announced Spirit Day expectations may be required to change, wear a CRPHS-provided item, return to the standard school uniform, and/or lose future Spirit Day privileges.

Dress Code Compliance and Consequences

- The student will be directed to correct the issue immediately when possible, such as tucking in a shirt, removing unapproved outerwear, or securing the tie.
- When available, CRPHS may provide a loaner item. The student may also be required to contact home for the correct item.
- If the issue cannot be corrected, the student may be held from class or Work Study check-in, sent home, or denied participation in an event. Any resulting absence may be unexcused.
- Violations may result in detention or loss of privileges. Repeated or willful noncompliance is insubordination and may lead to a family conference, behavior plan, or enrollment review.
- The Principal, Assistant Principal of Culture, and Deans are the final authorities on dress and appearance. Students must comply while family questions are reviewed separately.

Family Partnership, Records, and Continuing Enrollment

Family Communication
Cristo Rey Philadelphia partners with families when conduct concerns arise. Communication and required conferences will reflect the seriousness and pattern of behavior and are part of CRPHS's intervention and enrollment process.

Disciplinary Records
CRPHS documents conduct incidents, interventions, consequences, and enrollment decisions. Students, families, and CRPHS are expected to respond truthfully to authorized questions from colleges, programs, employers, or other institutions.

Continuing Enrollment
Continued enrollment requires partnership with academic, attendance, Work Study, uniform, and conduct expectations. A student may be placed on a behavior improvement plan, probation, or enrollment contract. Failure to meet stated conditions may result in dismissal or a request to withdraw.

Administrative Reservation
Cristo Rey Philadelphia High School may take any action it determines necessary to protect people, partnerships, learning, safety, and orderly operations, including responding to conduct not specifically listed in this Code.

Student Life

The Office of Student Life plays an essential role in building a vibrant and inclusive school culture at Cristo Rey Philadelphia. Through extracurricular programming, the Grad @ Grad experience, student clubs, retreats, and athletic opportunities, students are encouraged to explore interests, develop leadership, and grow outside the classroom.

Counseling Services

The Counseling Department at Cristo Rey Philadelphia High School is committed to supporting students in their core emotional development through a foundation of self-awareness, resilience, and interdependence. Our mission is to ensure that every student is equipped with the life skills necessary for academic and personal success, while also identifying and removing barriers that may hinder progress.

We provide a comprehensive suite of services, including:

- **Individual Counseling and Group Counseling**
- **Targeted Intervention and Evidence-Based Treatment Planning**
- **Daily Open-Door Office Hours for Student Support**
- **Conflict Resolution and Peer Mediation Circles**
- **Family Sessions and External Resource Referrals**
- **Connections to Community-Based Mental Health Providers**
- **Educational Assessment Referrals (as needed)**

Help Hotline: Students and families are encouraged to reach out to the Counseling Department for any mental, emotional, or social-emotional health concern. For confidential support or to request services, please contact us at counseling@crphs.org.

Mandated Reporting: As mandated reporters, all members of the Cristo Rey counseling team are legally and ethically required to report suspected abuse, neglect, or harm to the appropriate authorities. This legal obligation protects our students and reinforces our commitment to creating a safe, supportive, and responsive environment.

Athletics

Cristo Rey Philadelphia is a proud member of the Penn Jersey Athletic Association and offers competitive varsity-level sports designed to foster teamwork, discipline, and school pride. All student-athletes must maintain eligibility through strong academic performance and successful participation in the Work-Study Program. A valid PIAA Sports Physical is required annually.

Fall Sports:

- Boys Soccer
- Girls Volleyball
- Girls Tennis
- Cross Country (Co-Ed)

Winter Sports:

- Boys Basketball
- Girls Basketball
- Indoor Track (Co-Ed)
- Cheerleading

Spring Sports:

- Boys Baseball
- Girls Softball
- Boys Volleyball
- Track & Field (Co-Ed)
- Girls Soccer

Participation in athletics is a privilege and an extension of the Cristo Rey mission. Students are expected to uphold the values of sportsmanship, respect, and responsibility at all times. For more information, contact athletics@crphs.org.
Students are expected to adhere to CRPHS's Code of Conduct. Violations will result in appropriate consequences.

Campus Ministry

Rooted in our identity as a Catholic school for students of all faiths, the Campus Ministry program provides opportunities for spiritual growth, service, and reflection. Students engage in school-wide prayer services, grade-level retreats, and formation experiences that deepen their sense of purpose and belonging.

Upperclassmen may also apply to join the Campus Ministry Student Leader Program, where they guide underclassmen, lead reflections, and serve as spiritual leaders in our school community. For more information, contact campusministry@crphs.org.

Students are expected to adhere to CRPHS's Code of Conduct. Violations will result in appropriate consequences.

Clubs and Organizations

Cristo Rey offers a wide variety of student-led clubs and after-school activities that span academic, cultural, service, and recreational interests. Clubs meet weekly or bi-weekly and are open to students in all grade levels. Every club has a designated faculty or staff moderator.

Retreats

At Cristo Rey, we believe that nurturing the spiritual and emotional lives of students is as important as academic excellence. Retreats are central to our holistic approach to education and serve as intentional spaces for students to reflect, pray, and connect with self, others, and the divine.

Retreat Expectations and Overview:

- **Mandatory Participation:**
  - **Freshmen and Seniors:** Two retreats per year
  - **Sophomores and Juniors:** One retreat per year
  - **No Cost**: All retreats are free and include food, lodging, and transportation.
  - **Overnight Retreats:**
    - Freshman Revision (1 night)
    - Senior Kairos (2 nights)
- **Phone Policy**: Student devices will be collected upon arrival and returned at the end of the retreat. Phone use is prohibited during programming.

Cristo Rey Philadelphia High School Corporate Work Study Program (CWSP) Policy

Program Philosophy

The Corporate Work Study Program (CWSP) at Cristo Rey Philadelphia High School (CRPHS) is designed to equip students with the knowledge, skills, and professional mindset necessary for college and career success. The program integrates rigorous academics with real-world work experience at top-tier Philadelphia-area companies, enabling students to earn a significant portion of their tuition while building a professional resume and network.
Students are not direct employees of Job Partners. Rather, they are employed by the CWSP and assigned to Job Partners who provide valuable, hands-on learning experiences. Participation in CWSP is a graduation requirement and a core part of the Cristo Rey model.

Job Assignment Process

Job placements are based on student interests, skills, developmental readiness, and Job Partner needs. The CWSP staff assesses students during pre-employment training and through a student preference survey. While student preferences are considered, all final placements are made at the discretion of CWSP staff.

Students must:

- Accept the assigned job.

- Fulfill all work responsibilities.
- Complete a minimum of 25 workdays per academic year.

Failure to complete workdays, including make-ups, will result in disciplinary action and/or financial penalties.

Work Schedule & Transportation

- Students report to school by **7:55 AM** and check in at the gym by **8:00 AM** in **full uniform.**
- Students travel to work via school transportation or public transit with chaperones.
- The workday runs from **9:00 AM to 3:00 PM**.
- Early dismissals must be approved by CWSP.
- Students must return to the designated pick-up location after work and return to school with their group.

Transportation Rules:

- Students must remain with their chaperone until officially dismissed.
- Bus and public transit behavior must follow the school Code of Conduct.
- Students must carry all necessary items, including ID badge, lunch, and transit pass.

Professional Expectations

All students must:

- Wear the full Cristo Rey uniform unless instructed otherwise by CWSP.
- Demonstrate punctuality, responsibility, initiative, and professionalism.
- Follow all rules and expectations of their Job Partner.
- Remain at the workplace for the full workday unless authorized otherwise.

Unprofessional behavior, uniform violations, or unauthorized absences will result in:

- Point deductions on CWSP grade.
- Job site removal.
- Mandatory retraining.
- Possible dismissal from CRPHS after repeated infractions.

Timecards & Grading

Timecards are mandatory and due by **11:59 PM** on the assigned workday. Failure to submit results in no credit and grade deductions.

CWSP Grade Breakdown:

- **Timecards:** 30%
- **Professionalism/Uniform:** 30%
- **Evaluations:** 20%
- **Projects/Assignments:** 20%

Late project submission penalties:

- 1 week late: Max grade 80%
- 2 weeks late: Max grade 70%
- Over 2 weeks: 0%

Workplace Conduct & Use of Technology

- Cell phones, AirPods, and unauthorized devices are **prohibited** during work hours.
- Students may only use company resources for work-related tasks.
- Social media and personal browsing are not allowed unless required for a job assignment.

Violations may lead to job reassignment or removal.

Absences & Missed Workdays

There are **no excused absences** from CWSP. All absences must be communicated to CWSP **before 7:20 AM**.

Make-Up Policy:

- All missed days must be made up within the same semester.
- Unmade days incur a **$100 fine** per day.
- Parents must cover all fines before grade-level advancement.

Failure to attend makeup days may result in termination from the program.

Retraining & Termination

Students may be required to undergo retraining for:

- Repeated behavioral infractions.
- Performance issues or workplace complaints.

Retraining includes reflection, re-evaluation, and a presentation before CWSP, parents, and school leadership.

A second removal from a job site will result in dismissal from Cristo Rey Philadelphia.

Additional CWSP Policies

- **Lunch:** Students may not leave work premises. They must bring or receive a school-provided lunch.
- **Internet Use:** Company internet is for work only. Unauthorized browsing will result in disciplinary action.
- **Identification Items:** Lost ID badges or keys must be reported. Replacement costs may be billed to families.
- **Medical Situations:** Students must report illnesses to supervisors and CWSP. Parents will be contacted. Students cannot leave without approval.
- **Parent Communication:** All job-related concerns must go through the CWSP Office—not directly to Job Partners.

Recognition & Awards

- **Employee of the Month:** Based on supervisor ratings and CWSP feedback

Final Notes

Participation in the Corporate Work Study Program is non-negotiable and foundational to the Cristo Rey mission. Students must demonstrate readiness for the workplace, meet behavioral and academic expectations, and uphold their responsibilities to the school and our Job Partners.
For questions, please contact the CWSP Office.

CRISTO REY
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HIGH SCHOOL

Family Contribution, Tuition, and Financial Aid Policy

Family Contribution Policy

Determination of Family Contribution: Upon admission, Cristo Rey Philadelphia High School works individually with each family to determine a fair and sustainable monthly Family Contribution. This monthly payment is based on a review of each family's financial circumstances and is intended to be equitable and affordable for all families, while supporting the school's mission.

Duration: The agreed-upon Family Contribution remains in place for all four years of a student's enrollment, unless the family's financial circumstances change significantly and are reviewed by the school.

Billing and Account Management:

- Cristo Rey Philadelphia uses the Finalsite Tuition Management System for all billing and payments.
- Upon enrollment, families are required to set up an account in the Finalsite Tuition Management System, where they will select a payment plan (monthly, semester, or annual).
- Detailed instructions for setting up and accessing accounts are provided to all incoming families.
- Families with questions about billing or technical issues should contact Finalsite Global Headquarters at 1-800-592-2469 or 1-860-289-3507.

Tuition, Fees, and Fee Schedule

Current Tuition and Fees:
Please visit the Cristo Rey Philadelphia High School website for the most up-to-date information regarding tuition, fees, and payment deadlines. The following standard fees apply for the 2024-2025 school year:

- **Re-Enrollment Fee:** $42 (non-refundable; due upon acceptance to secure enrollment)
- **Senior Dues:** $150 (applies to all seniors; covers graduation-related expenses)
- **Missed Work Study Fee:** $100 (charged for each work study day missed and not made up as required by program policy)
- **Monthly Family Contribution:** Determined during admissions based on verified need (remains fixed unless financial circumstances change)

All required enrollment deposits and new student fees must be paid by the published deadline to secure a student's place at Cristo Rey Philadelphia; these fees are non-refundable.

Outside Scholarships and Payments:
Any outside scholarship or third-party funds received in a student's name will be applied directly to that student's tuition account as directed by the scholarship provider.

Payment Plan Options

Families may select from the following payment plan options in Finalsite Tuition Management:

- **Monthly Plan:** 10 equal payments, due on the first of each month (July – April)
- **Semester Plan:** 2 equal payments, due July 1 and December 1
- **Annual Plan:** Payment in full, due July 1

Families who do not select a payment plan will be placed on the standard monthly plan by default. Cristo Rey Philadelphia reserves the right to accept or reject any payment plan based on account history.

All payments are due by the first of each month. Accounts are considered past due if payment is not received by the 10th of the month; a late fee (amount posted annually) will be assessed for overdue accounts.

Delinquent Accounts & Participation Restrictions

Communication and Responsibility: Families must maintain regular communication with the Admissions Office if they anticipate missing, delaying, or modifying a payment. Timely communication is required for each instance a payment cannot be made as scheduled. Contact the Admissions Office at admissions@crphs.org or 215-219-3943.

Consequences for Delinquency:

- Accounts not brought current by the end of each month, or not covered by an approved payment arrangement, may result in the student being placed on the **Do Not Participate (DNP) List** at the start of the following month.
- Students on the DNP list will not be permitted to:
    - Attend school or classes
    - Register for courses for the following semester/year
    - Participate in extracurricular activities, athletics, or school trips
    - Take final exams or receive grades/credits
    - Receive yearbooks, diplomas, or transcripts (including for college applications)
- These restrictions apply until the delinquent account is fully resolved or a payment arrangement is approved by the Admissions Office.
- **Note:** This list is not exhaustive. Other privileges may be restricted at the school's discretion.

Return to Good Standing: Once payment is received or a new payment plan is approved, the student will be removed from the DNP list and all privileges will be restored.

Change in Financial Circumstances and Hardship Support

Proactive Communication: If a family's financial situation changes at any point—due to job loss, medical expenses, or other hardship—families must promptly contact the Admissions Office at admissions@crphs.org or 215-219-3943 to discuss possible support or adjustments to the Family Contribution.

Process for Requesting Hardship Support:

1. **Contact the Admissions Office:** Notify the office of your change in circumstances and request a hardship review.
2. **Submit Documentation:** Be prepared to provide recent documentation of the financial change (e.g., layoff notice, medical bills, loss of income, etc.).

3. **Review and Consultation:** The Admissions Office will review the documentation and may request a confidential meeting to discuss available options.
4. **Determination:** If approved, the school may:
    - Adjust the monthly Family Contribution
    - Offer emergency aid or deferments
    - Connect the family to additional resources (such as the Blue Pride Pantry)
    - Help set up a new payment plan
5. **Notification:** The family will receive written confirmation of any adjustments or approved supports.
6. **Ongoing Review:** Continued hardship support may require periodic re-verification of need.

Support Services: In addition to payment plan flexibility, Cristo Rey Philadelphia offers access to the **Blue Pride Pantry** and other family support resources. For pantry access, please contact Mrs. Tammi Brown at tbrown@crphs.org.

Refund and Withdrawal Policy

Deposits and Fees:

- The enrollment deposit and new student fee are **non-refundable**.

Tuition Refunds:

- Tuition payments (excluding deposit and new student fee) made before the first day of school will be fully refunded if a student withdraws before the school year begins.
- After the first day of school, tuition refunds will be prorated based on the time enrolled, up until October 1st for the first semester and February 1st for the second semester.
- **No refunds will be granted after October 1st for Semester 1 or after February 1st for Semester 2.**
- If a student is dismissed or asked to withdraw for disciplinary reasons, no tuition will be refunded, and any unpaid balances remain due.

Financial Aid

Commitment to Access: Cristo Rey Philadelphia High School is committed to serving students from a range of economic backgrounds. Financial aid awards are based on verified need, reviewed annually by the school's Financial Aid Committee.

Application Process:

- New families may apply for financial aid after registration is complete. Returning families must reapply each year for continued assistance.
- The financial aid application is administered through the school's designated platform, with all supporting documents (e.g., prior year tax returns) uploaded securely.
- Award determinations consider income, dependents, significant medical or family expenses, and all available financial resources.

Award Communication:

- Families will be notified of aid decisions before the first tuition payment is due, when possible.

Reapplication and Documentation:
- All aid is reviewed annually.
- Continued eligibility depends on updated documentation and demonstrated need.

Financial Aid in Special Circumstances:
- If a family's circumstances change after aid is awarded (job loss, emergency, etc.), contact the Admissions Office immediately for potential reassessment or emergency support.

General Guidelines & Frequently Asked Questions

Payment Method:
- Payments are made via Finalsite Tuition Management.
- Annual payments may also be submitted directly to the school Admissions Office.

Delinquent Accounts and Withdrawal:
- If a student is withdrawn or dismissed for disciplinary reasons, all account balances remain due and payable.
- **Grades, transcripts, and diplomas will be withheld for any unresolved balances.**

Participation and Academic Progress:
- Cristo Rey Philadelphia reserves the right to restrict access to all school-related activities, events, and academics for students with outstanding tuition balances, as detailed above.
    - **This includes prom, graduation, senior week activities, etc.**

Scholarship/Third-Party Payments:
- All outside scholarship and grant funds must be reported to and processed through the school's Admissions Office.
- These payments will be applied to the student's account as soon as they are received.

Questions or Support:
For any questions about billing, financial aid, or payment plans, families should contact the Admissions Office at admissions@crphs.org or 215-219-3943.

By enrolling at Cristo Rey Philadelphia High School, all families agree to these financial and participation policies. Maintaining open communication and timely payments helps ensure the success of every student and the stability of our school community.