



CRISTO REY
NEWARK HIGH SCHOOL

Student Handbook & Academic Planner 2018–2019

Cristo Rey Newark is a Catholic, college preparatory high school in Newark, New Jersey providing a quality education for young men and women with limited economic resources.

Cristo Rey Newark welcomes students of all faiths and cultural heritages.

Cristo Rey Newark promotes academic achievement, professionalism, and virtuous character through a challenging core curriculum and innovative work-study program for the purposes of transforming society.

239 Woodside Avenue | Newark, NJ 07104 | 973.483.0033 | fax 973.481.0693

cristoreynewark.org

Cristo Rey Newark High School
A Cristo Rey Network School

Student Handbook/Planner



CRISTO REY
NEWARK HIGH SCHOOL

This Handbook belongs to:

Student's Name

Homeroom

Name: _____

Graduation Year: _____

My Book Numbers:

Class	Book #
English	
Math	
Social Studies	
Science	
Spanish	
Religious Studies	
Health	

Statement of Agreement Acknowledgment and Receipt of Handbook Form

By signing this agreement, students and parents/guardians are acknowledging that they will comply with the disciplinary, academic, and work- study policies and expectations of Cristo Rey Newark High School. Failure to read the material contained herein does not excuse the student or his/her parent/guardian from observing the information and/or regulations stated. The Dean of Student Achievement, in consultation with the principal and vice president of CRWSP retains the right to amend the handbook, if necessary. If this occurs, parents/guardians will receive written notice.

Student Acknowledgment: I have read the Parent/Student Handbook for the school year 2018-2019. I understand the rules and will cooperate with the school in this regard.

Additionally, I hereby consent to the use of my image, likeness, name, schoolwork, and/or work product, in whole or in part, in any and all media worldwide at any time now, or in the future, for purposes of advertising and promoting Cristo Rey Newark High School and/or Cristo Rey Newark Corporate Work Study Program (collectively, "Cristo Rey Newark High School") and/or Cristo Rey Network without additional compensation. I release Cristo Rey Newark High School from any liability or claims arising out of the use of my image, likeness, name, schoolwork, and/or work product, and I hereby waive any right that I may have to review or to approve the form and the use of any such materials.

Student Signature _____ Date _____

Printed Student Name _____

Parent/Guardian Acknowledgment: I am the legal parent or guardian of the above signed student. I have received a copy of the Parent/Student Handbook to use as a reference at home or work. I understand the rules and will work with the school to support these policies.

Additionally, I hereby give my permission and grant all rights necessary on behalf of myself and my daughter/son/dependent to Cristo Rey Newark High School and/or the Cristo Rey Newark Corporate Work Study Program, and their respective agents and anyone authorized by them (collectively, "Cristo Rey Newark High School") for the following:

1. to take my daughter/son/dependent on school or work-related field trips on foot (if within walking distance of school) or in school or work program-provided transportation;
2. to use the image, likeness, name, schoolwork, and/or work product of my daughter/son/dependent, in whole or in part, in any and all media worldwide in perpetuity for purposes of advertising and promoting Cristo Rey Newark High School and the Cristo Rey Network without additional compensation or prior review/approval;
3. to allow my daughter/son/dependent to be interviewed or participate in surveys or written/verbal tests generally related to either work or school;
4. to have my daughter/son/dependent drug tested in accordance with the school and/or work program policies.

On behalf of myself and my daughter/son/dependent, I hereby release Cristo Rey Newark High School from any liability or claims arising out of the use of my daughter/son/dependent's image, likeness, name, schoolwork, and/or work product, and I hereby waive any right that I or my daughter/son/dependent may have to review or approve the form and use of any such materials.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Emergency Contact Information

In the event of an emergency and I am unavailable, I authorize the following person to act on my behalf:

Contact Name _____ Relationship _____
(PLEASE PRINT)

Telephone _____

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I. INTRODUCTION

A. Letter from the President

Dear Cristo Rey Newark High School Students, Parents/Guardians:

I am pleased to present to you our Cristo Rey Newark High School Student Handbook for the 2018-2019 school year.

Every Cristo Rey Newark student has been admitted to our school because he/she demonstrates a passionate desire to make more of him/herself, succinctly expressed and captured by the word "GANAS" in Spanish. In choosing to attend Cristo Rey Newark High School, each student has accepted a tremendous responsibility of aspiring towards excellence in academics, character building, and the work experience. Our goal is for each student to be accepted to, and to graduate from, college. Our ultimate goal is for each student to have the tools and the life skills that will assure his/her success in the professional world.

This handbook and its contents seek to foster and to promote the path of ganas as well as the other core values of our school as they are articulated in the statement "The Graduate at Graduation."

To ensure a positive experience, all students, parents/guardians are expected to know, to understand, and to comply with the policies of this handbook. Not being aware of the contents of this handbook will neither excuse students from their responsibilities, nor from the appropriate penalties for violation of these expectations, regulations, and procedures.

A copy of the Statement of Agreement is distributed to the students and parents/guardians. It is required that the students and parents/guardians sign this agreement. These signatures indicate that the handbook has been read, is understood, and that the students and parents/guardians agree to abide the rules, regulations, and policies outlined in this handbook.

If the Statement of Agreement Form has not been signed by September 15, 2018, it is presumed that the student's parent/guardian, as well as the student him/herself, has read either the hard copy, or online copy, of the student handbook. Furthermore, it is presumed that both the student and the parent/guardian will comply with all policies, expectations, regulations, and procedures of Cristo Rey Newark High School stated in the handbook.

This handbook is effective immediately. While this book attempts to address the various challenges that arise throughout the school year, it is never complete, and cannot address every situation. The administration reserves the right to make decisions and necessary revisions at any time to protect the integrity of the school community, and to assure the well-being of all students. The administrative team will be responsible for interpreting the rules contained in this handbook. Whenever a situation or circumstance arises that is not specifically covered in the handbook, the administrative team will make a decision based upon all applicable Archdiocesan school policies, State and federal statutes, and regulations and the guiding principles of the Cristo Rey Network. The administration of Cristo Rey Newark High School reserves the right to interpret, to amend, or to change the contents of this handbook at any time. Students, parents/guardians, and caring adults will be informed in writing of any changes to the rules.

Thank you for your cooperation in using this handbook to help assure the education and good order of Cristo Rey Newark High School. When we collaborate and are of one heart and one mind, we create a healthy environment where learning and right relationships can happen.

May the blessings of God and our commitment to education, work and character building make for a great year for our young men and women of promise.

Peace and all things good!



Rev. Robert J. Sandoz, OFM
President

B. Our Mission

Cristo Rey Newark High School is a Catholic, college preparatory high school in Newark, New Jersey providing a quality education for young men and women with limited economic resources.

Cristo Rey Newark welcomes students of all faiths and cultural heritages.

Cristo Rey Newark promotes academic achievements, professionalism, and virtuous character through a challenging core curriculum and innovative work-study program for the purposes of transforming society.

C. Program Overview

Newark's Cristo Rey School

A member of the Cristo Rey Network of Schools is modeled after Cristo Rey Jesuit High School in Chicago, the first of a growing network of Cristo Rey schools around the country. There are currently 35 Cristo Rey model schools operating nationwide with great success, including schools in Atlanta, Baltimore, Baton Rouge, Birmingham, Boston, Brooklyn, NY, Chicago (2), Cincinnati, Cleveland, Columbus, Dallas, Denver, Detroit, East Bay, CA, Fort Worth, Houston, Indianapolis, Kansas City, Lawrence, MA, Los Angeles, Milwaukee, Minneapolis, New York-Harlem, Newark, Oklahoma City, Philadelphia, Portland, OR, Sacramento, San Francisco, San Jose, Tampa, Tucson, Washington, DC, and Waukegan, IL. The Cristo Rey Network was funded in part by the Cassin Educational Initiative Foundation, and the Bill and Melinda Gates Foundation. For more information about the Cristo Rey Network, please visit the website (www.cristoreynetwork.org).

Cristo Rey Newark High School

Cristo Rey Newark High School is above all else a school committed to a life of faith. We set before our students a compelling invitation to know, love, and serve our God who has created us, and calls each of us by name. In keeping with our mission, we welcome students and families from all faiths to apply and become part of our school community. At the same time, we require our students to participate in all dimensions of the faith life of the school; the academic study of religion, retreats, Christian service, and worship. Non-Christian students are required to be respectfully present at Catholic and ecumenical worship services.

D. School Colors: Blue and Silver

Blue is the color of the sky just before the morning sunlight breaks open a new day. For this reason, this color has been chosen as the preferred color of the season of advent by

many Christian denominations. The light of Christ breaks through the darkness of hopelessness. The color blue speaks to us of the promise of glory to come. It speaks to our students of the great hope each of them carries in their heart. As a royal color, blue crowns the achievements of all who call Cristo Rey Newark High School their intellectual and professional home.

Silver is a naturally occurring element that achieves its purest form only through refinement and separation from cruder elements. It is durable, like gold, and so it has been used as a currency. But unlike gold, it shines only when polished. Valued for millennia as a symbol of wealth, at Cristo Rey Newark High School, it reminds our community of the priceless values of hard work, perseverance, and continuous personal improvement.

E. Motto

"The School that Works"

F. Non-Discrimination Policy

Cristo Rey Newark High School does not unlawfully discriminate on the basis of race, color, gender, sexual orientation, religion, national or ethnic origin, in its student admission process, faculty and staff hiring practices; educational policies; scholarships; athletics; or other school-administered programs.

G. Sexuality Policy

"Love and sexuality are topics that touch the core of every human heart."

The United States Conference of Catholic Bishops further state, "In today's society, understanding our sexual identity and what it means to love can be difficult. The Church's teaching on these subjects is rich and full of good news." As a Catholic school, Cristo Rey Newark High School seeks to educate our students about living lives that are consonant with Christian understandings of love, commitment, chastity and integrity. No student should ever feel threatened, unwelcomed, or alone as he/she seeks to understand and integrate his/her sexual identity. Indeed, the teachings of the Church are clear that all people, including LGBT people, "must be accepted with respect and sensitivity." Cristo Rey Newark abides by the statement "The intrinsic dignity of each person must always be respected in word, in action, and in law" (CDF, 1986, ¶10).

A copy of the Archdiocesan February 5, 2016 policy on Sexuality is available upon request.

II. ADMISSIONS POLICY

A. Criteria for Admissions

As a Cristo Rey Network school, Cristo Rey Newark High School's unique program is designed to serve only students with limited economic resources. Priority is given to qualified students who are eligible to participate in the federal free/reduced lunch program. Eligibility of students who do not qualify for the free/reduced lunch is determined by an independent third party financial aid service (TADS).

Cristo Rey Newark High School is open to students of all faiths and cultures, and is therefore culturally sensitive and community-centered. All incoming students must be 14 years of age by the first day of work.

Students who seek admission to Cristo Rey Newark High School must also:

1. Successfully complete the coursework for eighth grade;

2. Have potential to be successful in a college prep environment;
3. Be motivated and willing to work and to participate in the work-study program;
4. Successfully complete the four-week pre-employment Business Training Institute (BTI) in July;
5. Be open to growth and ready to embrace the guidelines outlined in the document "Graduating the Graduate."
6. Be intellectually competent. (Cristo Rey Newark High School accepts students with a broad range of academic abilities, but requires the candidates to show evidence that they are capable of completing a college preparatory academic program.)
7. Be prepared for work. (Applicants must demonstrate the maturity to participate successfully in Cristo Rey Newark's Cristo Rey Work Study Program (CRWSP). A candidate's conduct, attitude, recommendations, and attendance/lateness records are considered in determining eligibility for admission.)
8. Students on financial aid assistance must inform the school of any income change every year, must be in good academic standing, must maintain acceptable behavior, and must participate in approved extra-curricular activities.
9. Student recipients of a scholarship or grant given by an outside provider are required to renew and to provide to the business and admissions offices the award letter of the total scholarship or grant amount awarded. Scholarship or grant amounts will be applied towards the tuition. If a student is currently on financial aid assistance, the scholarship or grant amount will be applied against the student's financial aid assistance; it does not decrease the student's tuition or fee cost. If the outside scholarship or grant is not renewed, the student is responsible for the full tuition cost.
10. Apply to a minimum of three colleges or universities during his/her senior year.

B. Daily Schedule

Cristo Rey Newark High School's **cafeteria doors** open at 7:00 AM. The **school doors** open at 7:30 AM. The school day begins promptly at 7:45 AM, and ends at 3:30 PM on Monday and Friday. Tuesday, Wednesday, and Thursday school is dismissed at 4:15 PM.

The CRWSP vehicles will return to school around 5:30 PM (weather permitting). Students are permitted to wait in Stairwell #2 for their ride, and are not permitted to reenter the building. Any student absent from school or work may not participate in any school activity - including sports, dances, etc. — that is held on the day of his/her absence.

Daily Schedule	A.M. Assembly Schedule (43 Minute Classes)	P.M. Assembly Schedule (43 Minute Classes)	Half- Day Schedule (35 Minute Classes)	Delayed Opening Schedule (40 Minute Classes)
1: 7:45 - 8:40	1: 7:45 - 8:28	1: 7:45 - 8:28	1: 7:45 - 8:27	1: 9:30 - 10:10
HR: 8:40 - 8:50	HR: 8:28 - 8:38	HR: 8:28 - 8:38	HR: 8:20 - 8:27	HR: 10:10 - 10:17
2: 8:53 - 9:48	A.M. Assembly 8:45 - 9:51	2: 8:41 - 9:24	2: 8:30 - 9:05	2: 10:20 - 11:00
3: 9:51 - 10:46	2: 9:55 - 10:38	3: 9:27 - 10:10	3: 9:08 - 9:43	3: 11:03 - 11:43
4: 10:49 - 11:44	3: 10:41 - 11:24	4: 10:13 - 10:56	4: 9:46 - 10:21	4: 11:46 - 12:26
5a: 11:47 - 12:12	4: 11:27 - 12:10	5: 10:59 - 11:42	5: 10:24 - 10:59	LUNCH: 12:29 - 1:08
LUNCH: 12:15-12:50	LUNCH: 12:13 - 12:58	6: 11:45 - 12:28	6: 11:02 - 11:37	5: 1:11 - 1:51
5b: 12:53 - 1:23	5: 1:01 - 1:44	LUNCH: 12:31 - 1:16	7: 11:40 - 12:15	6: 1:54 - 2:34
6: 1:26 - 2:21	6: 1:47 - 2:30	7: 1:19 - 2:02	HR: 12:18 - 12:28	7: 2:37 - 3:19
7: 2:24 - 3:19	7: 2:33 - 3:16	P.M. Assembly: 2:10 - 3:19 HR: 3:25 - 3:35	Dismissal: 12:28	HR: 3:22 - 3:30
HR: 3:22 - 3:30	HR: 3:19 - 3:30	Detention: 3:45 - 4:30	Detention: 12:30 - 1:30	8: 3:33 - 4:15
8: 3:33 - 4:15	8: 3:33 - 4:15	OR HR: 2:05 - 2:15 PD Early Dismissal: 2:15		Detention: 3:35 - 4:30
Detention: 3:30 - 4:30	Detention: 3:35 - 4:30	PD 2:30 - 4:00		

C. Alternative Bell Schedules

(When viewing the schedules in **PowerSchool**: Tues. = A Days, Wed. = B Days, Thurs. = C Days, Fri. = D Days)

On days when it has been announced that there will be a **delayed opening**: **Non-working students must arrive to school by 9:25 A.M. CRWSP students must arrive to school**

by 7:45 A.M. When delayed opening is announced for weather related issues CRWSP students do not report to work.

D. Homeroom Expectations

The purpose of HOMEROOM includes the relinquishing of personal cell phones for safe keeping, daily attendance, pledge to the flag, prayer, announcements and any personal matters a student needs to address with the main office and/or school administration.

The following is expected:

- Standing appropriately and respectfully for the *Pledge of Allegiance*
- Respectful silence and pause to ALL activities during the prayer as modeled by the teacher and/or adult in the room
- Silence during the announcements
- Orderly relinquishing of cell phone to be secured for the day

III. SCHOOL INFORMATION

Contact Information for Cristo Rey Newark High School

239 Woodside Avenue
Newark, NJ 07104
Phone: 973-483-0033
Fax: 973-481-0693

Please consult the school website at www.cristoreynewark.org

Visiting Cristo Rey Newark During School Hours

Parents or caring adults who need to visit the school during school hours are asked to follow these guidelines:

- Make an appointment. You may feel free to discuss matters with the principal at any time. To avoid delays, it is usually better to call for an appointment in advance of coming to the school. If you wish to talk to a teacher, you may make an appointment in writing by contacting

the teacher through his/her school email. Teachers will not be called from their rooms to talk to a parent while classes are in session.

- Check-in at the main office. When you arrive at the school, please report directly to the main office for authorization. If you need to proceed from there to any other part of the school, you will be issued a visitor pass.
- I.D. Check. If you are asking to see your son/ daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your child.
- Please Note: For the safety and security of our students, anyone seen in the school building during school hours without a visitor pass will be told to obtain one or asked to leave school.

IV. ACADEMICS

A. Profile of the Cristo Rey Graduate at Graduation

Open to Growth

The graduate of a Cristo Rey (Cristo Rey Newark) Network School is open to growth. He/she is confident, inquisitive, reflective, motivated, and flexible. He/She views learning as a lifelong pursuit, inside and outside the classroom. The graduate always strives for success, but is also aware that failure is an important part of learning and maturity. The graduate knows that an understanding of, and a deep appreciation for, one's self and one's background are essential to a full life. Moreover, the graduate sees this self-awareness as the basis for any further growth. This appreciation of one's own background naturally compels the graduate to have constant respect and openness to other people's cultures, religions, experiences, and socioeconomic backgrounds. Ultimately, the graduate of a Cristo Rey school learns to seek new challenges and opportunities to enrich his/her experience or perspective, be it religious, social, cultural, emotional, or intellectual.

Religious/Faith-filled

The graduate of a Cristo Rey school has a sincere and deep sense of God's presence and love in his/her life. The graduate understands that he/she was created for a unique purpose which awaits fulfillment in this life and the next. Such a realization compels the graduate of a Cristo Rey school to be an active participant in

his or her own faith journey, and to be ever reliant on prayer and reflection on Christ's example for guidance and development. The graduate of a Cristo Rey school maintains a deep understanding of the Church's teachings and Good News, and relies on these as the basis for strong morals and ethical judgments. He/she participates in his/her parish/church/mosque and views his/her religious affiliation as a source of strength. The graduate of a Cristo Rey school appreciates the rich religious gifts of his/her family, community and culture, and is also eager to build on those in an ever deepening and personal way.

Intellectually Competent

The graduate of a Cristo Rey school has a firm foundation in the liberal arts, which is necessary for further study, as well as a mastery of thinking, reasoning, and cognitive skills and habits. The graduate constantly thinks across disciplines and cultures, always maintaining a deep respect for wisdom and truth. The graduate is able to express himself/herself effectively in English and, as a young ambassador of culture, the graduate seeks the challenges and growth opportunities that diversity brings. The graduate of a Cristo Rey school is capable of engaging with all types of work and pedagogy at the college level, and is also prepared to educate himself/herself outside of the classroom. The graduate wonders about the world around him/her, and is

in the habit of analyzing the problems and questions that one may encounter. The graduate of a Cristo Rey school is expected to assume, enthusiastically, his/her role as a lifelong learner who savors the rich opportunities that the world provides. He/she truly owns his/her education by helping others to learn, as well.

Loving/Caritas

The graduate of a Cristo Rey school believes that he or she is truly loved by God. This love is made manifest in the beauty of creation and the love of the people around him/her. The graduate sees loving relationships with others as the foundation of a Christian life. He/she has a healthy love of self, rooted in deep self-respect and confidence in his/her own gifts and talents. This love of self enables the graduate to move towards true and meaningful love for others. The graduate is aware that a full life involves loving other human beings as much as one's self, and he/she values the uniqueness of each relationship. The graduate sees his or her own way of loving as a response to God's gifts, and heeds the call to demonstrate that love through service and dedication to others. The graduate is generous with his/her time and talents, and strives to share his/her gifts with others. The graduate knows that respect, trust, and fidelity are the basis of any loving relationship, and that love for God, or for another person, requires us to give without asking for anything in return.

Committed to Justice

The graduate of a Cristo Rey school is keenly aware of injustice and prejudice and gives of himself/herself in service to others because he/she believes in the dignity and equality of all people. The graduate believes in himself/herself and in his/her cultural heritage. The graduate works for and with the impoverished, the unfairly treated, and those who are without representation, both locally and globally. As a leader and role model, he/she speaks out and, when necessary, he/she takes action. Experienced in service, the Cristo Rey graduate heeds the call of the Gospel to effect change and sees service as a gift to self, not just only to others. The graduate is ready to lead, especially by example. The graduate understands that some of life's most worthwhile endeavors are neither easy nor comfortable. The graduate of a Cristo Rey school also believes that justice is necessary for equality, respect, and love.

Work Experience/Success in the Workplace

Through the Cristo Rey Work Study Program, the graduate of a Cristo Rey school has learned to be a dependable, responsible worker of integrity with high ethical standards. The graduate of a Cristo Rey school has participated in the professional culture of the workplace and has begun to explore his/her own potential. The graduate of a Cristo Rey school is a personable and effective team player who is a confident self-starter, as well as respectful and respectable. The graduate has learned the value of work, both in the rewards it produces and in the self-satisfaction it allows one to attain. The graduate of a Cristo Rey school has learned to see work as an invitation to participate in the creative and salvific work of our God as "One who labors" on our behalf. Work offers the opportunity to discover and to demonstrate personal talent, both as stewards and as leaders – and encourages growth. The stewardship implies

the responsibility to use all resources wisely for the good of others, and for the greater glory of God. As a future leader in the workplace, the graduate of a Cristo Rey school recognizes the dignity of work, its integral connection to justice, and the choices he/she has to create a better society.

B. Graduation Outcomes

The above definitions of the *Graduate at Graduation* give an overall picture of the graduate. The Graduation Outcomes below are an outline of what a graduate should be able to do by the time he/she successfully finishes the academic, Corporate Work Study, co-curricular, spiritual and service programs at Cristo Rey Newark High School.

Upon successful completion of all requirements, graduates of Cristo Rey Newark High School will be able to:

1. Write a coherent essay that argues or defends a thesis;
2. Read critically and with comprehension for a variety of purposes;
3. Conduct comprehensive, relevant, and focused research;
4. Study and learn to respect cultural diversity in our society;
5. Demonstrate and apply critical knowledge in various subject areas;
6. Develop the passion to become a lifelong learner;
7. Articulate and argue persuasively, civilly, and accurately from evidence, and listen carefully and fairly to others;
8. Demonstrate mathematical skills that are necessary for becoming a competitive college student;
9. Reflect on service as a means of experiencing love for self, others, community, and God;
10. Understand matters of faith informed by Christian, Catholic perspectives;
11. Articulate their own sense of faith in the context of a wider world;
12. Reflect on and articulate how their cultural identity affects their understanding of relationships with individuals and society;
13. Evaluate ethical, moral and social implications of a variety of academic and non-academic situations;
14. Interact effectively with teams in academic, co-curricular, and work settings;
15. Synthesize their work and academic experiences;
16. Demonstrate improvement in performing their jobs and in reflecting on their work experiences;
17. Demonstrate an ability to manage a full schedule of college-preparatory academics, work experience, extracurricular activity.

C. Semester End Review

At the end of each semester, the administration, after consulting with the faculty and staff, will review the enrollment of each student. Those experiencing disciplinary or academic difficulties and those not making progress

toward achieving the goals and objectives of Cristo Rey Newark High School, may be asked to leave the school, and if, in the judgment of the administration, they would be better served elsewhere. (No prior notice is required before students with severe disciplinary infractions are dismissed from Cristo Rey Newark High School as a result of the Semester End Review.)

D. Academic Expectations

Classroom Behavior and Requirements

Students are to come to class with both a positive attitude and the expectation to learn. This means that students are required to be prepared for their classes by having the required materials which would include paper, a writing instrument, necessary notebooks, textbooks, and any other material required by the teacher. Students are also expected to comport themselves in a manner that fosters the classroom learning experience. Respect shown to the teacher and other students is required. When students are reprimanded, the response required of them is to conform to the expectation without argument or justification. Class time is not to be wasted on challenging a teacher's disciplinary action. Students who feel that a teacher has not treated them justly may bring the concern to the attention of the Dean of Student Achievement.

Academic Philosophy

As a Cristo Rey School, Cristo Rey Newark High School is committed to preparing all students to succeed in high school and in college. To that end, we offer a challenging college preparatory curriculum, and assessments that are aimed at tracking college readiness. Cristo Rey Newark High School believes that education happens both inside and outside the classroom, and seeks, through its various programs and opportunities, to educate the whole child, and to prepare him/ her for success in a 21st century world. Student motivation and parental cooperation and support are critical elements in achieving success in this exciting venture.

1. Culture of Learning and Excellence

Every student at Cristo Rey Newark High School has the right to an excellent education. All behavior in the school should help to establish and to maintain an environment that fosters maximum learning and mutual respect. Students are expected to be respectful of the educational process and to take responsibility for their own learning.

2. Homework

Homework is for the student what practice is for the athlete – the daily opportunity to review, to reinforce, and to increase one's ability in a certain subject or skill. Athletes who practice hard win. Likewise, experience has proven that those who do their homework regularly will succeed.

Every student needs access to a computer and the internet in order to complete most homework assignments. We encourage all households to provide this access. If a student does not have internet access he/she may stay after school to use the school's devices or avail him/herself to a local public library to complete assignments.

All students will receive homework from their teachers throughout the school year. *Students are expected to*

complete all assignments in a timely manner following the directions of their instructors.

3. Study

Students are expected to study each and every night, including nights before and after work. While every student ultimately judges how much study time is necessary, a good starting point would be one to two hours per night. All students should budget four to five hours of study time each weekend. During the two weeks prior to semester exams, all students should reserve a minimum of four hours of study time for each exam.

In addition to written work, homework includes reading, looking up unfamiliar words and concepts, reviewing and summarizing class notes, and reviewing old tests, quizzes, and homework assignments. Students are expected to use all available resources to enhance their education, including asking teachers for help or clarification, seeking out tutors, working with peers, and using both school and public library resources.

4. Active Learners

In class, we expect students to be active, cooperative, participatory learners who listen and ask and answer questions. Students are expected to help foster an orderly, active learning environment because students' willingness to learn more will help them to do better. Their complete respect and cooperation with teachers, students, staff, and CRWSP partners are expected both in and out of the classroom.

5. Organization

All students must have a separate "pocket folder" and notebook for each subject they are taking. All handouts, quizzes, and tests should be organized by subject and date for easy reference.

6. Planners

It is expected that all students write their homework assignments for every subject in their Planners every day. These will be spot-checked, and detentions will be given if planners are not used as directed. If a student loses a planner, he/she must purchase a new one from the main office.

7. Failure Policy

Courses from each year must be passed with a grade of 70 or better in order to continue at Cristo Rey Newark High School the following year. Failure of a course results in summer school. Failure of **two or more courses** may result in dismissal from Cristo Rey Newark High School.

All students are expected to maintain a minimum Grade Point Average of 2.0, which is the equivalent of a "C" average. Upper Division students (juniors and seniors) who do not maintain a GPA of 2.0 may be dismissed from Cristo Rey Newark High School at the discretion of the administration.

8. Requirements for Graduation

English	4 years (20 cr.)
Math	4 years (20 cr.)
Lab Science	3 years required (15 cr.), 4 recommended
Social Sciences	3 years (15 cr.)

Theology	4 years (20 cr.)
World Language	2 years (10 cr.) 3 recommended
Visual and Performing Arts	1 year (5 cr.)
Cristo Rey Work Study Program	4 years (20 cr.)
Physical Education & Health	4 years (11.25 cr.)
Financial Literacy	½ year (1.25 cr.)
Electives	3 years (15 cr.)

9. Grade Scale

Cristo Rey Newark High School uses numerical grades.

A = 93-100 B = 85-92 C = 77-84
D = 70-76 U = 69 and below

Grades are calculated quarterly. Final grades for yearlong courses are calculated according to the following formula:

Q1	20%
Q2	20%
Semester 1 Exam	10%
Q3	20%
Q4	20%
Semester 2 Exam	10%

Final grades for semester long courses (ex. Financial Literacy) are calculated as:

Q1	40%
Q2	40%
Semester Exam	20%

Final grades for semester long courses that do not have a final exam are calculated as:

S1:Q1:	50%	or	S2:Q3:	50%
S1:Q2	50%		S2:Q4:	50%

10. Grade Point Averages (GPA) Weighting:

Student Grade Point Averages will be reported on all report cards.

100-93:.....	4.0	80-79:.....	2.4
92-91:.....	3.9	78:.....	2.2
90-89:.....	3.7	77:.....	2.0
88-87:.....	3.4	76-75:.....	1.9
86:.....	3.2	74-73:.....	1.7
85:.....	3.0	72:.....	1.4
84-83:.....	2.9	71:.....	1.2
82-81:.....	2.7	70:.....	1.0

Honors and Advanced Placement (AP) level courses receive additional weight. Example: Honors level A = 4.5; AP level A = 4.75, etc.

11. Academic Eligibility

Students are expected to maintain a Y1 minimum average of 77% in each class to remain eligible for participation in athletics or extracurricular activities. The Athletic Director will review athletes' grades, and extracurricular facilitators will monitor student progress, on a bi-weekly basis to ensure eligibility. If a student is declared ineligible, he/she must attend remediation opportunities with his/her teacher(s), and take advantage of other available supports in order to improve academic standing.

Academics – A student may not fail any course, and must maintain a minimum of 77% in each class, to remain eligible for participation in any extracurricular activities, including athletics.

Character – Students on Disciplinary Probation, with a history of five or more detentions, and/or serious behavioral problems, can be declared ineligible by the principal.

CRWSP – Students must have good recommendations from their employers, and the CRWSP staff, to participate in extracurricular activities.

12. Academic Recognition/Honor Roll

Academic Awards are given to students who excel in their studies, exemplify good character and a successful work ethic. At Cristo Rey Newark High School GPA and good grades alone are insufficient for public, academic recognition. Good character MUST be evident as well. A disregard for school policies, the dress code and the school culture will exclude a student from receiving certificates of honor, attending public events or being placed on the honor roll.

Honor Roll is posted quarterly.

Principal's Circle – All A's with no grade below an A

First Honors – A's and no grade below a B

Second Honors – All A's and B's with no grade below a B

13. Student Evaluation

Students will receive four different grade reports throughout the course of the year.

- Quarter 1 report card: parents come to Cristo Rey Newark High School to pick up report cards and to meet with teachers
- Semester 1 report card: posted on PowerSchool.
- Quarter 3 report card: parents come to Cristo Rey Newark High School to pick up report cards and to meet with teachers
- Semester 2 report card: posted on PowerSchool.

In addition, CRWSP conducts three performance reviews throughout the year. Cristo Rey Newark High School encourages parents/guardians to monitor their child's progress on PowerSchool regularly. If a parent or guardian has questions regarding academic concerns, they are encouraged to contact the student's teacher(s).

14. Tutoring and Homework Center

Students who are failing one or more courses, or who are in danger of failing, will be required to participate in mandatory tutoring, and/or remediation opportunities, after school, at the discretion of the administration. Parental support is expected.

15. Computer Lab

To assist the students in preparing for their classes, the Computer Lab will be open daily from 3:30 PM – 4:30 PM. Only students who have assignments to complete are permitted in the labs at this time.

16. Credit Recovery (Summer School)

Students who fail one or two courses during the academic year must recover lost credits through an approved Summer School program. Successful completion of these

courses will result in the student's grade being changed from a "U" (failing) to a "D" on their permanent transcript. Students will receive the credits necessary for graduation, but will not receive GPA points for Summer School courses. Students may attend Summer School in the district where they reside, or at another accredited program. Some credit recovery courses are available through Cristo Rey Newark. The Dean of Student Achievement must approve online courses. Students who fail three or more courses for the year may not be invited to return to Cristo Rey Newark High School.

17. Academic Honesty

In an attempt to instill and to reinforce Christian values and academic integrity, Cristo Rey Newark High School expects students to act responsibly with regard to their own learning. Academic dishonesty compromises the integrity of those involved. It damages the community of learning and distorts the system of academic evaluation for students and faculty alike. Such behavior upholds dishonesty, favors the pursuit of grades for their own sake, and supports the getting-something-for-nothing attitudes which are fundamentally contrary to the school's desire to foster a genuine love of learning that cultivates an admirable work ethic. While recognizing the strength of both the temptations to be dishonest, and the pressure to participate in such behavior, the school cannot overlook any instance of dishonesty without compromising its mission.

As such, the community believes that all academic work is the product of the individual student. Cristo Rey Newark High School stands firmly against academic dishonesty in any form, which can be described as offering someone else's ideas or work as one's own, or assisting someone else in doing so. Behaviors that fall under the description of academic dishonesty include, but are not limited to:

- Copying from other students, or allowing others to copy on ANY assignment, including, but not limited to, homework, projects, tests, quizzes, essays, and papers. Taking or purchasing another's ideas – even a fellow student's – and writing about it without giving that person credit;
- Using sentences, or parts of sentences, without proper documentation;
- Computer piracy, including the accessing, editing, or copying data from another's file or program; downloading another's work from the Internet; the interception, alteration, or destruction of another's data; interfering with the intended use of hardware, software, or files;
- Absenting oneself from school, or intentionally missing a class to avoid a test, a quiz, a project, or the submission of a paper.

Any testing irregularities nullify an exam. Testing irregularities include any unplanned or unexpected occurrences during an exam. These can include, but are not limited to:

- **Failure to follow testing instructions**
- **Disruptive behavior**
- **Non-approved items** (This includes, but is not limited to: cell phones, drinks/snacks study guides, and non-testing materials)

- **Misconduct**

If a student violates the testing procedure, the student will be dismissed from testing, will receive a zero, and will face disciplinary consequences as deemed appropriate by the school administration. The student will not be allowed to test again without authorization from the administration.

Enforcing this code of academic dishonesty falls on all members of the Cristo Rey Newark High School community, including faculty, staff, and parents. Any and all consequences may be modified and adjudicated at the discretion of the administration. Consequences may include, but are not limited to, loss of privileges such as attending the prom, participating in commencement exercises, participating in retreats, and expulsion if deemed appropriate by the administration.

First Offense – All students involved will earn a zero for the assignment, and must serve an in-school suspension. He/she will either redo the assignment, or complete an alternate one. Also, parents will be notified, and may be called to meet with the administration.

Second Offense – All students involved will earn a zero for the assignment, serve two days of in-school suspension, and either redo the assignment or complete an alternate assignment.

Third Offense – All students involved will earn a zero for the assignment, serve three days of in-school suspension, and face possible expulsion. The student(s) and their parent(s) must also meet with the administration to discuss further consequences.

Any student participating in any form of academic dishonesty and/or testing irregularity during a midterm exam, interim assessment, final exam, or end-of-course assessment may be expelled from Cristo Rey Newark High School without having any prior academic dishonesty or testing irregularity on record.

18. Academic Probation

Students who fail two or more courses during a marking period will be placed on academic probation. They will remain on probation for the next grading cycle during which they will be expected to show evidence of serious study and significant academic progress. If a student fails more than two courses during any marking period, parents will be required to meet with the administration to discuss appropriate interventions. Any student who fails to show adequate progress while on probation may be asked, at the discretion of the administration to leave Cristo Rey Newark High School.

19. Marking the Mid-Point

During the third year at Cristo Rey Newark High School, all juniors will participate in a meeting with both the principal and his designee to assess his/her progress toward achieving the core values stated in "Graduating the Graduate". To prepare for this review, the students will be given several questions that will require their thoughtful reflection and careful written response.

20. Senior Exhibition

All seniors, as a requirement for graduation, will successfully complete a one-semester integration seminar through which they will demonstrate their understanding of, and

growth in, the six qualities of the *Cristo Rey Graduate at Graduation*.

21. Honors by Choice

At Cristo Rey Newark High School, we believe everyone should have the opportunity to earn honors credit. To ensure equity of opportunity, we use an *Honors by Choice* system. In order to earn an honors designation, students must be in compliance with the following guidelines and expectations for the entire school year:

1. Fulfill honors requirements set forth by their teacher in a specific subject area, which will include higher-order thinking test questions and assignments.
2. Complete one honors project per quarter, including but not limited to:
 - a presentation
 - a research paper
 - a project
 - a cumulative exam
 - a service project or component
3. Submit all work **on time** regardless of absences, unless absences are excused and can be verified.
4. Maintain an 85% average in *Honors by Choice* classes at all times.

22. Honor Societies Eligibility/Criteria

I. National Honor Society (NHS)

The National Honor Society incorporates four major pillars: Scholarship, Leadership, Service and Character. To be approved for induction, candidates must display all four pillars. Students can be inducted into the Cristo Rey Newark High School Chapter of the National Honor Society in their junior or senior year. It is a great honor to be inducted into the society. Therefore, students must maintain their status, and display excellence in all four pillars, during the remainder of their time in high school.

Requirements for consideration into the Cristo Rey Newark Chapter of the National Honor Society:

- A minimum cumulative G.P.A. of 3.0 on the 4.0 scale
- Completion of the provided application, including appropriate signatures. This application highlights the candidate's leadership roles, character, service activities, participation in school activities, and work experience.
- A minimum of ten service hours is required. This is in addition to the school's service hour requirement.
- Students who were inducted into the National Honor Society in the previous school year must complete an additional 20 hours of service to maintain their membership.
- Three completed faculty recommendations forms.
- An autobiographical essay that explains the characteristics required of a good candidate for the National Honor Society.

Selection Procedure:

1. Candidates who meet the academic requirement are notified of their eligibility for membership through both an official letter, and an in-person meeting.
 - Candidates are then given their application.
2. Candidates must complete their applications and submit them by the established deadline.
 - The application must include all necessary signatures.
 - The autobiographical essay must be submitted with the application.
 - Faculty recommendation forms are submitted to the chapter advisor.
3. The faculty council reviews the applications and supporting documents. Together they vote on each student's application.
4. The chapter advisor meets with the principal to approve and to finalize the list of inductees.
5. Eligible candidates are notified in writing of their acceptance into the chapter.

II. Sociedad Honoraria Hispanica (AATSP)

The mission of the Sociedad Honoraria is to recognize high school achievement in Spanish and Portuguese, and to promote interest in Hispanic and Luso-Brazilian studies. Any student who has maintained an honors average in the study of Spanish or Portuguese at Cristo Rey Newark High School for a minimum of three semesters is eligible. The definition of "honors average" is left to the discretion of the school administration. Students should embody the qualities of character, leadership, seriousness of purpose, cooperation, honesty, service, and commitment to others among the criteria for selection into the society. The student must be enrolled in the study of the Spanish language at the time of initiation. Regular members must participate in the areas of ambassadorship, service to school, and service to community.

Selection Procedure:

To be eligible for the Society, students must meet all of the following criteria:

1. Students must be actively enrolled in a Spanish class.
2. Transfer students must have spent one full semester in the program in Spanish II before eligibility.
3. Students must have a 90+ average in all Spanish classes. Native speakers must have a 92+.
4. Students must have an overall 85 average, and no grade lower than a C in any course.
5. Students must demonstrate leadership skills and good character.
6. Students must be in compliance with the school's attendance policies.
7. Students must be willing to participate in five hours of community service per quarter. This is in addition to the school's service hour requirement.
8. Students must complete an application.

9. The sponsor and school administration determine who is eligible for continued membership.

A Spanish teacher will nominate eligible students. The principal, in tandem with the language department, will approve and finalize inductees.

Note: A student can be removed from the NHS and the AATSP if he/she fails to complete the required service hours, if his/her GPA falls below the required number, or if any other issues involving integrity, respect, or character arise.

V. CAMPUS MINISTRY

Just as a student matures socially, intellectually, and physically, his/her relationship with God should mature to include a strong personal faith and the active response of a Christian adult.

A. Liturgies and Prayer

Liturgy is the "work of the church". At Cristo Rey Newark High School, respectful participation in all liturgies and prayer services is an expectation. These include celebrations of our Catholic Christian faith at the Eucharist, and at ecumenical and inter-faith prayer services that honor the lived faith experiences of our religiously diverse student body.

A liturgy, Mass of the Holy Spirit, is celebrated every September to pray for wisdom and guidance in the academic year ahead. A liturgy is also celebrated on Ash Wednesday, and on all Holy Days of Obligation. There are special observances for the Feast of All Souls/El Dia de los Muertos on November 2, Thanksgiving, Advent, and Lent.

Prayer occurs during homeroom daily.

B. Community Service

"...Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me."

(Matthew 25:40)

Community service is not an extracurricular activity at Cristo Rey Newark High School. Rather, it is a central component of a Cristo Rey student's education. Alongside spiritual formation and theological inquiry, service opportunities provide a space where students can experience God by working for social justice in the greater Newark area.

Cristo Rey Newark High School students must complete a specified number of approved community service hours

on a yearly basis. **At the end of each year, any student who has not completed his/her community service requirement will be charged the current New Jersey state minimum hourly wage for each service hour not completed.**

Freshmen/Sophomores

40 Hours

Junior/Seniors

50 Hours

C. Ambassadors

Serving as an Ambassador of Cristo Rey Newark High School is an honor and a privilege. The Student Ambassador is "the face of the school." The Student Ambassador may serve as a representative of the school at an outside event. The event may be in the evening or on the weekend. The Student Ambassador may serve as a representative of the school at an inside event. These appearances include activities such as visits from donors, prospective Corporate Sponsors, interested educators, and Open House events sponsored by the Office of Admissions. Serving as a school ambassador may fulfill required hours for community service.

The requirements for serving as an Ambassador include the following:

- Being a student in good standing, in both academics and discipline;
- Always poised and well-groomed;
- Having the ability to communicate in a clear and pleasant style;
- Possessing an obvious commitment to excellence;
- Superior accomplishment in the work place, along with a positive school spirit.

VI. GYM POLICIES AND PROCEDURES

Students may leave the gym only with permission from the teacher. (This includes going to the bathroom, locker room, cafeteria, water fountain, nurse's office, hallway/stage, or to exit the building.) Students are not allowed to leave the gym to see another teacher, or to complete missed homework assignments. A student may not leave the gym unless he/she has permission from the teacher, or from the administration.

Finally, a student may only be excused from gym class with a doctor's note. Any other excuse is not valid and the student will lose points for the day.

Any student caught violating these rules will be subject to discipline by the administration.

Students are only allowed in the gym or the cafeteria area when an adult member of the Cristo Rey Newark High School community is supervising them. Students have no right or privilege to enter or to remain in the gym or in the cafeteria without supervision. If caught unsupervised, he/she will receive a \$50.00 fine, and may be reported to authorities for trespassing. New Jersey criminal trespass is a crime of the fourth degree if it is committed in a school or on school property. Criminal trespass rules also apply inside a dwelling or a research facility.

VII. CRISTO REY WORK STUDY PROGRAM (CRWSP)

A. Program Overview

The Cristo Rey Work Study Program (CRWSP) allows students to earn a portion of the cost of their education and provides them with real-world professional experience. In the program, student workers learn to work and interact with adults and are exposed to a variety of professional environments. As such, the program is an integral part of their educational experience at Cristo Rey Newark.

All student workers and parents/guardians are expected to read and follow the norms set forth in this handbook, as the handbook constitutes part of their agreement with CRWSP.

While CRWSP strives to create an environment that encourages student worker success, each student worker must take personal responsibility to ensure his/her success. Student workers embrace the responsibility by: 1) projecting a positive attitude; 2) behaving in a mature manner; 3) showing initiative; 4) acting like a professional; and 5) committing to CRWSP's high standards for performance, responsibility and behavior.

CRWSP assigns student workers to work at corporate partners based on the student workers' observed qualities, the pre-employment interview process, which takes place in the last quarter of the school year (See Section K), and the Partners' job description and culture. Once students are assigned to a corporate partner, their parents/guardians and or the student worker may not ask the CRWSP staff for a job reassignment. In most circumstances, student workers perform entry level administrative work (e.g. filing, photocopying, reception, mailroom, data entry, etc.) for their assigned corporate partner. All student work will be conducted between the hours of approximately 8:00 am and 5:00 pm. Each student worker works a maximum of: 1) eight hours per day; 2) two days per work week; 3) eighteen hours of work per work week; and 4) five days per four week cycle. Student workers do not miss any classroom instruction while working and receive the required number of hours of classroom instruction as required by the State of New Jersey.

CRWSP expects the highest levels of honesty and integrity from student workers. CRWSP does not tolerate the use of Partners' telephones, office equipment, services (e.g., internet access, etc.), or materials without a supervisor's approval, not directly related to performance of the job, or outside the specified and approved work hours.

Since CRWSP is the legal employer of the students, parents/guardians are not to contact partners directly under any circumstance. Our partners have agreed to partner with CRWSP with the understanding that their only point of contact will be CRWSP employees or agents. Any communication with the student worker or the student worker's employer must go through the CRWSP office. **(All questions and concerns should be directed to the Cristo Rey Newark Work Study Office at 973-483-0033, ext.308).** Parents/guardians may not visit their student worker's job site. Student workers may not contact their supervisor unless it is their workday or they have received special permission from a member of the CRWSP.

B. Transportation

CRWSP will coordinate the transportation of student workers to/from work using a variety of modes of transportation, including school owned vehicles, rented vehicles, and public transportation. If the workplace is within easy and safe walking distance from the Cristo Rey Newark school building, no transportation will be provided.

Drivers of school vehicles are employees of Cristo Rey Newark and are responsible for the safe operation of their vehicles. Drivers are instructed that students are solely to be picked up from school and taken back to the school after work. Students cannot be dropped off anywhere else. **NO EXCEPTIONS.**

Drivers will be treated with respect and students are to obey them at all times. Loud noises, yelling, the use of profanity, and rude behavior are never acceptable. Students who behave in such a manner will serve detention.

C. Compliance with the Dress Code

Compliance with the school's dress code is a requirement.

THERE ARE NO EXCEPTIONS. Please see the Dress Code Requirement section regarding the appearance of the student's school uniform and hair. Strict observance of the dress code is a major indicator that a Cristo Rey Newark high school student is striving for excellence.

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

- A student who checks in at the CRWSP assembly or classroom with a dress code violation will be assessed a \$10 fine.
- A student who continually fails to observe dress code requirements will face further disciplinary action, up to and including suspension from school.
- Cristo Rey Newark reserves the right to send home any student who arrives for CRWSP check-in or classroom inspection with uncorrectable dress code violations.

D. Scheduled Corporate Partner Reviews

The Cristo Rey Newark Partner Relationship Manager makes two scheduled visits to each corporate partner who has 14 and 15 year old student workers during the school year, as required by the U.S. Department of Labor. Along with satisfying the U.S. Department of Labor requirements, the visits are a time for meeting the student workers' supervisors to review the students' job performance.

E. Job Performance Intervention

Student workers are instructed and expected to follow the CRWSP guidelines as outlined in the Cristo Rey Newark Student Handbook, and as pertains to job performance standards. Job performance is evaluated through ongoing communication with corporate partner supervisors, including feedback given to the CRWSP Partner Relationship Manager during site visits, student evaluations, and phone and e-mail contact with supervisors.

Students must adhere to all policies and regulations in effect at their assigned workplace. When a student worker's conduct or job performance fails to meet a corporate partner's expectations or violates CRWSP guidelines, and intervention will take place to address and resolve the situation. The student will be required to meet with the CRWSP staff and will be given feedback and a corrective action plan. In some cases, a student's parents/guardian may also join the meeting. In all cases where a corrective action plan is deemed necessary, the student will be monitored closely to make sure positive changes are taking place.

F. Termination from a Job

From time to time, a student may make a poor decision in the workplace which may result in the corporate partner terminating the student from their job. When this occurs, a formal retraining procedure begins with the CRWSP staff.

Depending on the circumstance, the student, parent/guardian and CRWSP staff must meet together. The student will be asked to explain the circumstances under which they were terminated. At this meeting, a thorough discussion of the reasons for the termination will take place. The student and the parent/guardian will be given a Probation Contract to review and sign together.

The Probation Contract includes a number of specific assignments which the student must complete before returning to any workplace. The retraining process will vary in length, depending on the student's attention to the assignments. The student will serve as an office assistant at the school during the entire retraining period. The student will prepare and deliver a presentation to the CRWSP staff to communicate they have grown and learned from their assignments and will be able to apply their new learnings in the workplace. The student will remain at the school on scheduled work days until it is evident that he/she has learned proper workplace performance and will be able to re-enter the workforce with new skills to succeed. Following the successful completion of retraining, the student MAY be placed with a different corporate partner on a probationary basis.

If a student is terminated from their job, they will receive a failing grade for the quarter. **NO EXCEPTIONS.** Students who have been terminated may be asked to repeat the Business Training Institute in the summer. Any senior terminated from their position may result in expulsion from Cristo Rey Newark.

If a student is terminated twice throughout their tenure at Cristo Rey Newark, he/she will be expelled from the school. NO EXCEPTIONS.

G. Absences from Work

Cristo Rey Newark and our student workers promise the corporate partners that they will fulfill their work responsibilities for the entire school year. Corporate partners pay CRWSP for this work, and the student workers automatically receive financial credit at Cristo Rey Newark toward their education and tuition. As such, CRWSP expects each student worker to attend work on his/her assigned workday and to make up any work absence regardless of the reason for the absence.

If a student worker will be absent from work on an assigned work day for any **reason**, a parent/guardian must notify the CRWSP **three days or more in advance**. If a student worker will be absent from work on an assigned workday for any **unforeseen reason**, a parent/guardian must notify CRWSP of the absence before 7:30 AM that day. CRWSP may be reached at 973-483-0033, ext. 308.

Student workers must make up any missed workdays, whether excused or unexcused, before the end of the semester. Student workers must also pay a \$100 fine for any unplanned, unexcused absence from work. Unplanned and unexcused absences from work include, but are not limited to, skipping, missing work transportation, or sickness without a physician's note. In the event that a student worker misses work transportation, the student will stay at the school for the remainder of the workday. Student workers must pay \$250 for a planned, unapproved absence from work, including vacations or appointments. All fines will be added to the student's account.

Student workers must schedule "make-up days" with their corporate partner supervisor on days when Cristo Rey Newark is closed but the job partner is open. For example, on Good Friday, Cristo Rey Newark is closed, but most job partners will be open. If a supervisor is unable to accommodate a make-up day, the student worker must arrange with CRWSP to make up the day before the end of the semester. If a student fails to make up a missed workday by the end of the semester, the student will receive a \$100 fine for each missed workday that the student has not made up. Transcripts and grades will not be made available to the student until all applicable fines are paid. If the student fails to make up a missed day of work, whether excused or unexcused, before the end of Cristo Rey Newark's academic year, he/she will receive a failing grade from CRWSP and may be terminated for CRWSP and dismissed from Cristo Rey Newark.

H. Illness at Work

A student who becomes ill at work must notify their supervisor and request a call be made to CRWSP staff. Arrangements will be made for a parent/guardian to pick up the student. If a parent/guardian is unable to pick up the student, CRWSP staff will attempt to secure a school driver to bring the student back to school where a parent/guardian must pick them up. The student will be required to make up the workday.

I. Lunchtime Privileges

Student workers must follow the policies of the corporate partner worksite to which they are assigned. Students working at the school may leave the school grounds to

purchase lunch, provided they have their supervisor's consent. Students eating school lunch must report to the school cafeteria at the scheduled lunchtime.

J. Timecards

Each student must submit an electronic timecard at the end of each assigned work day, as per Department of Labor regulations. The student will receive an email on the day they are scheduled to work which will include a link for them to enter their time. The student will enter the time of his/her arrival at work, the start of their lunch break, the end of their lunch break, and the departure time from his/her workplace. Once the student has entered the time details of the work day, they will submit their information via the online system and the timecard will be routed to their supervisor. The supervisor will approve the timecard and will sign at the end of the work day. Timecards are official documents. Failure to complete a timecard leaves CRWSP with no record of the student worker's workday, as required by the Department of Labor. Student workers must complete timecards by 11:59 p.m. on their assigned workday.

Late Timecard Consequences

- 1st – CRWSP will send a warning email to the student worker.
- 2nd – CRWSP will contact the parents or legal guardians regarding the missed timecards and the consequences that will result from additional late timecards.
- 3rd – CRWSP will assess a fine of \$60.
- 4th – CRWSP will assess a fine of \$60.
- 5th – The student worker will automatically receive a failing grade in the CRWSP for that grading period.
- 6th – The student worker will be terminated from their work assignment.

Delinquent Timecard Consequences

- 1st – CRWSP will assess a fine of \$60.
- 2nd – The student worker will automatically receive a failing grade in the CRWSP for that grading period.
- 3rd – The student will be terminated from their work assignment.

K. Pre-Employment Interview

All students returning for the following academic year must meet with CRWSP staff in the final quarter of the school year to plan for the next academic year's job assignment. In preparation for this meeting, each student must complete a Pre-Employment Questionnaire and submit a resume. The questionnaire will be made available to the student via a link through email. A student who signs up for an appointment and fails to keep it will be moved to the bottom of the appointment list.

The pre-employment interview is crucially important in helping the CRWSP staff place students in jobs they are both interested in and qualified for. If a student fails to meet with CRWSP staff before the end of the last quarter of the school year, he/she will not be assigned a job for the upcoming year until the students who have completed the pre-employment interview have been placed. **If a student does not complete their pre-employment interview, it is highly unlikely the student will get his/her first or second choice. Placement will be done based on what CRWSP Staff feels is in the best interest of the student and the corporate partner.** Pre-employment interviews will be held during the months of March, April, May and June and will be conducted by grade level starting with rising seniors. Any student who fails to interview during their time frame will have points deducted from their grade.

VIII. DISCIPLINE AND STUDENT CODE

A. Philosophy of Discipline

The school's disciplinary policies have been formulated to secure the good order of the school, and to prevent disruptive behavior. Central to the philosophy at Cristo Rey Newark High School is good character formation. Any action taken in the disciplinary process of Cristo Rey Newark High School is intended not merely to punish, but also to correct and to remind the student that he/she is always responsible for decisions and choices that he/she makes. Students are to be aware that their choices affect the relationships, goals, and mission of the school.

It is the understanding of Cristo Rey Newark High School that parents, teachers, and administrators mutually work together to help students develop personal responsibility and accountability. As such, parents/guardians are expected to be supportive of the school's overall mission and goals. Students are expected to be respectful, honest, and cooperative when a teacher/staff member cites an infraction. Administrators, teachers, and staff members

are expected to be just, compassionate, and measured when disciplining a student. Serious infractions will be documented using the school's "Critical Incident Form". Disciplinary action is taken with the clear understanding that the student has committed an infraction deemed inappropriate by an administrator, faculty or staff member in light of the core values of our school community: to be men and women who are loving, religious, open to growth, intellectually curious, committed to justice, and work experienced.

Good character formation requires that a variety of possible interventions be utilized when disciplining a student. For those infractions that are considered errors in judgment and minimally disruptive to the good order of the school and its mission, the disciplinary actions taken are intended to correct and to change the behavior/attitude immediately. Examples may include, but are not limited to: ONE time occurrences of chewing gum on school property; a failure to follow directions; an inappropriate public

display of affection; improper dress; or eating in the school. Such infractions may only require a "prompt" reminder or warning that the behavior is not permitted.

Other corrective mechanisms may be necessary in the case of repeated disregard for school policies and rules, serious errors in judgment such as violations against the Code of Conduct, or failure to meet the expectations of a Cristo Rey Newark High School student as outlined in the *Graduate at Graduation Statement*. These corrective mechanisms include **Daily Detentions; Saturday Detentions; Suspensions; Conversations with the administration; Conferences with Teachers; Counseling Services; Student Contracts; Searches and Seizures; and Expulsion** if deemed necessary. Serious infractions include, but are not limited to: disrespect to a teacher/authority figure; bullying/cyber-bullying; harassment; excessive lateness; fighting; truancy; abuse of property; stealing; or skipping detention. Example of infractions of a most serious nature that may require immediate expulsion include, but are not limited to: the sale and/or distribution of drugs and/or alcohol; hazing; a deliberate, serious act of physical/verbal violence; or possession of weapons. Through the use of PowerSchool, Cristo Rey Newark High School maintains an objective and cumulative record of each student's demonstration of behavior, as well as the attempts to correct those behaviors that may harm the student's potential and merit.

B. Maintaining Proper Boundaries Between Faculty/Staff and Students

- Students may communicate with Faculty and staff using the faculty/staff school email addresses only.
 - Faculty and staff may communicate with students using their faculty/staff school email account only. Home or personal email accounts should never be used to communicate with students.
 - Faculty and staff are not permitted to use personal Facebook, Twitter, Instagram, Snapchat and other social media networks to contact students.
 - The content of such email correspondence should pertain to school matters only.
 - Faculty and staff should not call students at home, or allow students to call them at home for social purposes.
 - Faculty and staff should not entertain students in their own homes without the presence of other adults; without the knowledge and the approval of the parent or guardian of the student(s); and without having first notified the principal.
 - Faculty and staff should not enter the home of a student without the presence and approval of the student's parent or guardian.
 - Faculty and staff should not invite students to accompany them to any outside school event wherein they will be alone. Other adults and/or students must always be present.
 - Faculty and staff must notify the principal, and receive approval, before inviting students to attend any outside school event or trip.
- Faculty and staff must provide the family of each student invited to attend an outside school event or trip with an approved school notice or permission slip.
 - Students who wish to attend any school-sponsored trip or outside school event must first return the approved school permission slip that contains the signature of his or her parent or guardian.

C. Rights and Responsibilities

Every member of the Cristo Rey Newark High School community has the right to be safe, be that physically, emotionally, intellectually, and spiritually. From this derives the following rights and responsibilities:

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

It follows that we cannot tolerate threats, fights, intimidation, or corporal punishment.

2. We all have the rights to our emotions. We have the responsibility to express our emotions in an appropriate and constructive manner.

Therefore, we cannot tolerate verbal abuse, inappropriate public displays of affection, distasteful language, loud laughter, shouting, or whistling in the school building.

3. We all have the rights to our opinions, ideas, and learning perspectives. We have the responsibility to be honest, to express ourselves as clearly as possible, and to actively listen to others' viewpoints.

It follows that we cannot tolerate verbal harassment, bullying, and/or ridicule.

4. We all have the right to a school environment that is free from all forms of discrimination and harassment. We have the responsibility of monitoring our own actions, and to report instances of discrimination and harassment perpetrated against others.

It follows that we cannot tolerate conduct that belittles or shows hostility towards an individual.

5. We have the right to our own spirituality. We have the responsibility to be tolerant of the beliefs of others. We acknowledge the expectation to participate in, or to be respectfully present, at all religious activities of the school.

It follows that we cannot tolerate beliefs and practices that compromise the human dignity of others.

6. We all have the right to a challenging learning climate that will allow us to realize our academic potential. We have the responsibility to come to each class on time with the proper materials, and to be mentally and attitudinally prepared to learn each day. We have the responsibility to protect each person's right to this learning climate. We have the responsibility to make healthy choices.

It follows that we cannot tolerate tardiness, lack of preparation for class, frequent absences, and academic expectations that are not met.

7. We all have the right to a clean and aesthetic school environment. We have the personal responsibility to contribute to the cleanliness and beauty of the physical school plant.

It follows that we cannot tolerate spitting, chewing gum, littering, and defacing school property.

D. Code of Conduct

The code applies to any student who

- Is on school property;
- Is engaged in any school activity;
- Affects, through his/her conduct at any other time or place, the order and the discipline of the school, the safety and the welfare of others, or the good reputation of Cristo Rey Newark High School.

1. Students at Cristo Rey Newark High School have been admitted because they have expressed a strong desire to work and to be responsible, thoughtful individuals. The following are specific, but not comprehensive, examples of responsible or thoughtful conduct:

- Respect for God, others, and self;
- Respect for personal, school, and other's property;
- Possession of required materials; the timely completion of homework assignments;
- Cooperation with classroom procedures;
- Completion of one's own homework and classwork;
- Performance to the best of one's ability;
- Attention and respect at all times, particularly during school assemblies;
- Respect for classroom and office work through maintaining appropriate volume in one's conversations;
- Always telling the whole truth when questioned by faculty, staff or administration.

Lapses in any of these areas will be dealt with through the disciplinary system. Poor academic performance, and/or gross or repeated conduct unbecoming a Cristo Rey Newark High School student, is grounds for dismissal from the school.

2. The student is not allowed to use any personal electronic devices at school, or at work. Items **seen, heard, or used** will be confiscated. The school is NOT required to return confiscated items to the student. The school is NOT responsible for lost or confiscated items. Personal electronic devices may only be used at school with the permission of the teacher, and only for school/class usage.

3. Cristo Rey Newark High School strongly believes that **gang membership** is dangerous for students, is harmful to the safe learning environment of the school, and is destructive to the community and to the families we serve. Therefore, students will also be subject to immediate expulsion for gang membership, affiliation, or behavior.

Such behavior can be defined in many ways, including, but not limited to:

- Gang graffiti and/or tagging;
- Representation or gang affiliation by way of colors, symbols, signs, clothing, etc. at any time or place, including online;
- Overt or covert recruitment of students;
- Violence of any kind, including verbal threats or physical harassment;
- Membership in gang-like crews;
- Tattoos of affiliation;
- Shaved brows and/or bald heads;

4. The student **MAY** be subject to immediate suspension for the following actions:

- Disrespect, defiance and insubordination to a faculty/ staff member, or guest of the school;
- Intentional lying and willful deception
- Vandalism and destruction of school property;
- Possessing, supplying, or using tobacco;
- Gambling;
- Fighting;
- Cheating;
- Stealing;
- Forgery;
- Dismissal with cause from work;
- Chronic tardiness or absences;
- Disregard for school expectations;
- Cohabitation.

The student **WILL be subject to immediate expulsion** for the following actions:

- Possession of weapons, firearms, or explosives
- Possessing, supplying, buying, or using alcohol or other drugs anywhere or at anytime.

School officials will report weapon violations to the local police. The definition of weapons for which students can be expelled includes knives, firearms, brass knuckles, box cutters, look-a-likes, or any other item (such as bats, pipes, sticks, etc.) if used, or intended to be used, to cause bodily harm, or to intimidate others.

E. Dress Code and Appearance

Cristo Rey Newark High School students are expected to dress in a manner that is consistent with the recognition that they have a responsibility to help foster a learning environment that promotes health and safety, respect and pride, and a positive regard for discipline and authority. Their dress should reflect a high standard of professionalism.

Students are to be in FULL dress code by 7:40 A.M. until the dismissal of the PM homeroom. This includes every detail: IDs on school lanyard, ties for boys, clean shaven, khaki uniform pants or skorts, blue or white uniform shirts, dress

socks, dress shoes, leather dress belts. School sweaters with the school logo are optional. For further clarification see the full explanations on pages 23-24 of this handbook.

Under no circumstances are hooded sweatshirts permitted. Sports sweatshirts, sports clothing or non-uniform school apparel are NOT permitted during the school day unless permission is granted by the principal.

Cristo Rey Newark High School students must meet Corporate Work Study requirements in regards to their appearance at their designated worksites. As employees, Cristo Rey Newark students participate in the corporate culture in the way they present themselves.

Professional hairstyles are to be maintained throughout a student's tenure at Cristo Rey Newark High School. Personal choice for a hairstyle that is in direct opposition to work study mandates are not permissible and may result in missed work days, fines, or possible dismissal from Cristo Rey Newark High School. The final arbiter of hairstyles/fashion decisions is the administration of Cristo Rey Newark High School.

Personal Hygiene is also very important to one's health and appearance. Attention should be paid to showering, shaving, using deodorant, brushing one's teeth, combing one's hair, and laundering and ironing one's clothing.

Students need to be mindful that technical fulfillment of the dress code, while maintaining a sloppy appearance, is a violation of the spirit of the dress code, and may result in disciplinary action.

Our students are expected to follow the same dress code for school as they do for work. They are expected to be in proper, full dress code at all times, while at school and at work, unless they have been given permission to do otherwise.

Reversible dress code violations (such as un-tucked shirts, inappropriate jewelry, loose ties, etc.) are considered infractions that easily can be corrected with a "prompt" or daily detention.

Irreversible dress code violations (such as unnatural hair color, ear piercings that require the earring(s) to remain in the ear throughout the school day, body piercings of any kind, sneakers, facial hair for young men, etc.) are considered major infractions that show disregard for the school's code of discipline. Students who choose to ignore these disciplines will call their parents/guardians, and may be sent home. Students who miss classes and assignments for dress code violations will not be given credit for class time and assignments missed.

Any additional items not allowed in line with the letter and spirit of the Cristo Rey Newark High School dress code will be confiscated and turned over to the administration regardless of the value. Any item confiscated will be held by the administration and will only be returned to the student at the discretion of the administration, regardless of value.

The school reserves the right to determine what constitutes appropriate dress. The following is meant as a set of general guidelines, however, and in all cases, the school has the final say.

Dress Code for Young Men at Work and at School

Dress Shirt – white or pale blue oxford, button-down collar, long sleeved or short sleeved; top button is buttoned at all times; must be neatly tucked into trousers at all times; solid white tee shirt or undershirt may be worn underneath dress shirt.

Tie – must be worn at all times; must be knotted properly; only khaki/navy tie at work; solid color, plaid, paisley, striped and other conservative patterns at school; no animals, cartoon characters, or sports logos.

Trousers – **Students are required to purchase trousers from Flynn & O'Hara**, the designated school uniform provider. Khaki pants, cuffed or uncuffed; loose fitting; must have a crease and a hem in the legs; must have loops for a belt; must be worn at waist. Cargo pants are not acceptable.

Belt – must be worn at all times; must be solid black or brown; no rivets.

Socks – black, brown, khaki or navy; must be worn at all times; calf length.

Shoes – leather or leather-like office dress shoes, laced; must hold a shine; must be solid black, brown or burgundy; suede laced buck is acceptable.

Sweater – long-sleeved, V-neck, navy blue sweater or cardigan with the school logo; or navy blue vest with the school logo; or a fleece jacket with the school logo supplied by **Flynn & O'Hara**, the designated school uniform provider, may also be worn.

Jewelry – no visible jewelry.

Facial Hair – none allowed, must be clean-shaven. Students who are not clean-shaven will be required to shave on site, if necessary. Sideburns must not extend beyond the bottom of the earlobe.

Hair – must be neat, clean, and of moderate length; must be natural color; length of hair is no longer than the shirt collar, and is above the eyebrows. Shaved or bald heads, Mohawks, dreds, man buns, ponytails and hairnets, or other hair coverings, are not permitted. Tapered Afros and faded twists are acceptable as long as they are properly maintained, and are of a short/moderate (no more than 2 inches) length. One line formed as a part is acceptable. Additional lines or designs are not permitted. Questionable hair "Designs" should be cleared with the principal, and with the Program Manager of CRWSP to avoid an "irreversible dress code violation."

Make-up – none allowed.

Overcoat – should be appropriate for the weather; should not be worn inside.

Hats/Hoods – hats or hoodies may not be worn inside the school buildings, or at job placements, during regularly scheduled class hours or workdays.

Dress Code for Young Women at Work and at School

Dress Shirt - white or pale blue oxford, button-down collar, short sleeved or long sleeved; only the top button can be open; must be long enough to be tucked into dress pants or skirt.

Ties are not permitted.

Dress Pants – Students are required to purchase trousers from **Flynn & O'Hara**, the designated school uniform provider. Khaki, loose fitting; must cover from waist to ankles; properly hemmed; must have a crease; must be worn with a belt if the pants have loops. Cargo pants are not acceptable.

Belt – must be solid black or brown; no rivets.

Skort – must be purchased from **Flynn & O'Hara**, the designated school uniform provider.

Hosiery – must be knee-high, solid navy blue socks, or solid navy blue tights.

Shoes – leather or leather-like office dress shoes; must hold a shine; must be closed toe and closed heel; must be solid black, brown or burgundy; no more than a one inch heel; may not rise above the ankle.

Sweater – long-sleeved, V-neck, navy blue sweater or cardigan with the school logo; or navy blue vest with the school logo; a fleece jacket with the school logo, supplied by **Flynn & O'Hara**, the designated school uniform provider, may also be worn.

Jewelry – hoop earrings no larger than one inch in diameter (the size of a U.S. quarter dollar); no more than ONE earring per ear; no other facial jewelry; one necklace may be worn if it is short in length and is discreet; no more than one ring on each hand. Body or facial piercing, other than earrings, is not acceptable. Students who repeatedly violate this code will lose the privilege of wearing jewelry.

Make-up – less is better; conservative colors and styles as determined by the CRWSP staff or school administrator.

Hairstyling/color - must be neat, clean, well-groomed, natural color. A simple headband/scarf may be worn for neatness. Students will be required to immediately remove any headband or scarf that is deemed by CRWSP and the school administration as inappropriate.

Hats/Hoods – hats or hoodies may not be worn inside the school buildings, or at job placements, during regularly scheduled class hours or workdays.

Overcoat – should be appropriate for the weather; should not be worn inside.

The following are not permitted for young men or young women at Cristo Rey Newark High School. There are NO EXCEPTIONS:

- Sneakers
- Jeans/denim of any kind
- Do-rags
- Hoodies
- Tattoos
- Sandals
- Flip-flops
- Fashion boots
- Bandanas
- Leggings
- Spandex/elastic clothing/track pants/sweatpants

- Backless or semi-backless shoes

F. Dress Code Passes

Students who are not in dress code for a valid reason are eligible for a Dress Code Pass – one per month – from the main office, or by someone designated to issue the pass. To avoid receiving a detention, students are to acquire their dress code pass no later than their homeroom period. Dress code passes must be returned to the main office, at the conclusion of the school day. Students who fail to return the pass will receive a detention the following day.

G. Disciplinary Procedures and School Policies

Mechanisms utilized to encourage character development include, but are not limited to, the following:

1. Daily Detentions

- Detentions will be held daily after school from 3:30 PM to 4:30 PM in the detention room. (At the discretion of the administrator, detention may be extended for individual students.
- Any adult employee of the school has the right to give a detention.
- Detentions take precedence over any other school activity. Students may NOT reschedule a detention to attend a school event, or an extracurricular activity (including sports events).
- Detentions will be served either the afternoon of, or the afternoon following, the infraction. For example, if a student receives a detention on Monday, the detention MUST be served that Monday afternoon, or on the following Tuesday afternoon. Students are expected to make whatever changes are necessary in their schedules so that the detention can be served accordingly. Students who are unable to attend detention because of CRWSP will be expected to serve detention the day they return to school.
- Detentions will be handled in the following way:
 - One infraction = one detention, unless otherwise determined by the administration
 - A \$1.00 fine will be attached to each detention a student receives
 - At the discretion of the administration, the detention may be served in silence with a written assignment, or with a community service project that may include helping with the maintenance of the school
 - If the student purposefully misses or CUTS his/her daily detention without rescheduling it with administration, five additional detentions will be assigned by the administration. The student must serve the one he/she missed PLUS serve five additional detentions on consecutive days.
 - After a second cut, the student will be issued two (2) Saturday detentions by the Dean of Student Achievement.
 - Chronic detentions - usually more than five in a marking period – will be addressed by the

principal. For every five detentions in a marking period, the student will be assigned separate cafeteria sitting eating in silence.

- Through chronic inappropriate behavior, a student forfeits his/her privileges which include, but are not limited to: extracurricular activities, field trips, class trips, dances and graduation.

f. **Students who receive more than five detentions within a given quarter, or more than twenty detentions during the academic year, may be dismissed from Cristo Rey Newark High School.**

2. Saturday Detentions

Saturday detentions are issued by the principal. They are reserved for serious and/or repeated smaller infractions. Saturday detentions include performing physical work around the school, assisting with school projects, and fulfilling community service. Students who are required to attend Saturday Detention are to dress in clothes appropriate for physical work unless directed by the principal to do otherwise.

3. Suspensions

Suspensions is a grave penalty imposed for very serious offenses. There are both In-School Suspensions and Out-of-School Suspensions.

In-School Suspension (ISS)

Students will be informed by the administration that they must serve an ISS of one or more days. Students are then required to do the following:

- Student calls his/her parent/guardian informing them of the ISS.
- Schedule a meeting with the principal to discuss the incident, determine why it was inappropriate, and detail the choice(s) that could have led to a better outcome.
- Write an apology to the teacher/staff member who referred the student.
- Come to the school on the day/days of the ISS.
- Complete all assignments given during his/her ISS.
- Take lunch alone in the school cafeteria and perform community service afterwards, as directed by the administration.
- Refrain from attending any school activities, or any extracurricular activities (including sporting events), while serving the ISS.
- Serve a daily detention each and every day he/she is serving an ISS.
- Make up a work day or pay a fine of \$100 if the ISS falls on a work day.

Out of School Suspension (OSS)

Out of School Suspension is reserved for severe infractions. The administration informs students that they are required to serve an Out of School Suspension (OSS). The principal also tells the students the number of days that they will be suspended. Once informed, the following actions are required:

- Student calls his/her parent/guardian informing them of the OSS.

- The student informs the parent/guardian to pick him/her up immediately. The student must leave the school property, as directed by the administration.
- The student is neither allowed to participate in any school functions, nor is he/she allowed on the school grounds without prior permission from the school administrator.
- The student MUST complete all assignments while suspended from school.
- A conference MUST be held with the principal, the student, and his/her parent before the student is permitted to return to school.
- The student is required to sign a contract stating the mutually agreed-upon steps that will be put into place to support the student's growth and character formation. The student, his/her parent/guardian, and the administration must sign this contract.
- The student understands that repeated OSS will lead to his/her expulsion.
- Make up a work day or pay a fine of \$100 if the OSS falls on a work day.

4. Disciplinary Probation

Any student who receives five detentions within a marking period is automatically put on disciplinary probation. Disciplinary probation becomes part of the student's permanent record, and may have consequences for a student's continued presence at Cristo Rey Newark High School. The student remains on probation for an entire marking period, or until the student's attitude and behavior markedly improves, as determined by the principal. Any student on disciplinary probation for more than one marking period in an academic year will be considered a "Student Not in Good Standing" and may be expelled from Cristo Rey Newark High School.

5. Search and Seizures

School authorities are allowed to inspect and to search places such as lockers, desks, cars parked in the parish/school parking lot, or on other school property. These administrators can search and inspect personal effects that students have left in those areas. Without notice to students, consent of students, and without search warrants. Inappropriate items will be confiscated at the discretion of school officials.

6. Student Not in Good Standing

A student who consistently breaks the school rules or who fails to live up to the clear expectations set for his/her conduct may be deemed a "Student Not in Good Standing". Should this happen, the administration consults with the faculty and the student may be placed on a contract. This contract, which has been established by the administration, will clearly outline the steps the student must take to repair the breach he/she has caused to the school community. The contract will last for thirty school days. The student will be assigned an advocate from among the faculty or staff. The advocate will meet with the student and the administration on a regular basis for the period of the contract, and will assist in assessing the progress the student is making towards meeting the provisions of the contract.

7. Expulsion

Expulsion is the loss of one's privilege to attend Cristo Rey Newark High School. A student may be expelled for repeated violations of Cristo Rey Newark High School expectations. Normally, this would be the last step taken after following the discipline procedures described in this handbook. Certain serious actions, however, may result in immediate expulsion. Some examples are listed, but are not limited to those stated in the *Code of Conduct*.

- Once a student has been informed that he/she is expelled, the student will be escorted to his/her locker by the administration or his designee, required to surrender all articles belonging to Cristo Rey Newark High School (including, but not limited to textbooks and school identification card), and then escorted, with his/her parent/guardian, out of the building.
- No school records or transcripts will be provided to the student, or to his/her family, until all school articles have been returned and until the family has met all financial obligations as determined by the school business office.
- Once a student has been expelled from Cristo Rey Newark High School, he/she may not enter the school building, or attend any school event, without a specific invitation from the administration.

8. Medication Policy

Cristo Rey Newark High School strongly discourages the administering of either prescription or nonprescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

- a) A parent/guardian should come to the school and personally administer the medication.
- b) If this arrangement is not possible, the school nurse or the principal (or the administrative designee) may administer the medication under the following conditions:
 - i) The medication must be given to the school nurse, or to the principal, by the parent/guardian.
 - ii) The medication must be given in the original pharmacy-labeled container; and
 - iii) The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the school or on our website.

Students will be permitted to self-administer medication **only** for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for the medication.

Medical forms

It is mandatory that the following forms be completed and submitted prior to the first day of school.

- Immunization Schedule
- Pre-Participation Physical Evaluation
- History Form (parent & athlete signature)

- The Athlete With Special Needs: Supplemental History Form (parent & athlete signature)
- Physical Examination Form (physician signature)
- Clearance Form (physician signature) Authorization for Emergency Medical Treatment
- Sudden Cardiac Death in Young Athletes Pamphlet Sign-Off Sheet

If your child has asthma, you must complete the following:

- Asthma Treatment Plan
- Request for Self-administration of Medication (asthma inhalers & epi-pens only)

If your child has any kind of food allergy, you must complete the following:

- Food Allergy Action Plan
- Request for Self-administration of Medication (asthma inhalers & epi-pens only)

Optional Medical Forms: (available online and in the main office)

- Authorization to Administer Medicine (this form authorizes the nurse to give Advil, Tylenol, or Tums when the student has minor pains and does not need to go home)
- Request for Medication to be Administered by School Nurse (this form is to be used for prescription medication, or for over the counter medication that must be taken during school hours)

Policy on administration of Epinephrine

As permitted by New Jersey law, the school will follow the orders of a physician, or an advanced practice nurse, for emergency administration of epinephrine via epi-pen for anaphylaxis.

Parents/Guardians Authorization and Agreements Regarding Liability

Written authorization for administration of the epi-pen must be received from the parent/guardian of the student. The parents/guardians of the student will be notified that upon administration of the epi-pen, in accordance with the procedure below, and as provided by law, the school and its employees or agents will have no liability for any injury arising from the administration of the epi-pen to the student. The parents/guardians of the student will indemnify and hold harmless the school and its employees for any such injury as provided by law.

Administration of the Epi-Pen by the School

The school nurse will have primary responsibility for the administration of the epi-pen. In the absence of the school nurse, another school employee, who has been designated and trained in the administration of the epi-pen by the school nurse, and pursuant to New Jersey law, may administer the epi-pen.

9. Cell Phones/Electronic Devices

Cell phones and other electronic devices are **NOT SEEN, NOT HEARD, AND NOT USED AT ALL DURING THE SCHOOL DAY FROM 7:40 A.M. UNTIL 3:30 PM on Monday and Friday; 4:30 PM Tuesday, Wednesday and Thursday. Cell phones will be collected during the morning homeroom period**

and returned during the afternoon homeroom period. This restriction applies during the end of announcements and/or Detention, if the student is serving one. CRISTO REY NEWARK HIGH SCHOOL WILL PERMANENTLY CONFISCATE ANY CELL PHONE OR ELECTRONIC DEVICE THAT IS SEEN OR HEARD DURING SCHOOL HOURS AS SPECIFIED. ABSOLUTELY NO EXCUSES! ABSOLUTELY NO EXCEPTIONS!

In addition to having one's cell phone or electronic device **permanently** confiscated, any student who fails, upon request, to turn over his/her cell phone or electronic device to an administrator or employee of Cristo Rey Newark High School is subject to a two day work detail, or an In-School Suspension as determined by the principal. In addition, the student must relinquish his/her cell phone, with the sim card and the battery, for an entire week to the main office. The school administration also reserves the right to inspect any student's cell phone, which has now been confiscated, to review its messages and its texts. This policy extends to all buildings that are considered a part of the school campus. A refusal to comply with this rule, or its purpose and its intent, may lead to expulsion.

Parents and guardians are required to enforce this school rule by supporting all policies and procedures related to this rule.

With permission, students always have access to a phone — in the main office, in the Office of Student Affairs or in the office of any other administrator – from which to call a parent/guardian. Any unauthorized usage of the school landlines is also liable to disciplinary action at the discretion of the administration. Parents and guardians who need to contact their sons and daughters for emergency purposes during the school day are to call the main office.

10. Buildings and Grounds

Students must demonstrate respect for any property/ building where school activities are conducted. (This includes off-site activities, athletic activities, and CRWSP activities.) Proper care of the building, as well as the furniture at these sites, is a direct responsibility of the student.

Any student who defaces and/or damages property (such as computers, phones, machinery, walls, lockers, desks, chairs, tables or windows) is required to pay for the damage. The school may prosecute graffiti and vandalism offenders to the fullest extent of the law.

11. Backpacks/Book Bags

Backpacks and book bags are to be used to help students transport their textbooks and other learning materials to their classes. Once students take their seats, backpacks/ book bags are to be placed under their desks or tables. Only the textbook, notebook/paper for note taking, a writing instrument, and/or other learning materials required by the teacher are to be on the surface of the desk.

Students who have been asked to meet with a teacher or an administrator should remove their backpack/book bags before the meeting begins. There is no acceptable reason for backpacks/book bags to remain on the backs of students, or in their laps, while they are having a sit-down conversation or meeting with an adult. Neither are

backpacks and book bags allowed in the cafeteria during lunchtime.

12. Bus Tickets

Students who use bus tickets to travel to and from school can obtain bus tickets in two ways:

- a) Residents of Newark must complete a bus application and submit it to Cristo Rey Newark High School. This application will be sent to the Newark Board of Education to evaluate if the student is eligible for bus tickets based on the distance from home to school. (NOTE: Students must live 2.5 miles from school to receive free bus tickets. Cristo Rey Newark High School has no say in this decision.) If the student is approved for bus tickets, the tickets will be distributed only in the cafeteria at lunchtime, and only on Mondays and Tuesdays.
- b) All students can obtain a Student Identification Card through Cristo Rey Newark High School that will allow them to purchase bus tickets from New Jersey Transit at a reduced rate.

To receive or to purchase bus tickets, students are required to show eligibility through proof of address.

Tickets are for the use of the assigned student. Selling or bartering bus tickets is a violation of the agreed upon use of the tickets, and may result in cancellation of the privilege of receiving tickets.

13. Change of Personal Information

Students and or parents/guardians are expected to notify the CRWSP administrators **AND** the main office if there is any change in address, telephone number, parent/guardian work, or any other important contact information. Failure to do so may result in fines.

14. Confidentiality

Students are encouraged to seek out a trusted adult member of the Cristo Rey Newark High School community when they need help of any kind. To that end, students may expect that anything they share with a teacher or staff member in confidence will **NOT** be shared with other students or staff members, but only with other administrators and the counseling staff, as necessary.

If a student asks a member of the faculty or staff not to reveal a secret, the faculty or staff member is obligated to make the disclaimer that if the secret involves any threat to the life, health, or safety of the student or of anyone else, it **MUST** be revealed to the proper authorities.

There are concerns and issues that are of the purview of the administration of the school. Teachers and students are to respect the decisions of the administration regarding confidentiality.

15. Counseling

Counseling at Cristo Rey Newark High School is committed to assisting all students and their families in meeting the demands of a college prep education, and in dealing with problems that may arise in school, at home, or in the student's interaction with others. Our counselors come to us from Catholic Charities, a Catholic organization that serves the various needs of people from all religious traditions and walks of life. Committed to the traditions and moral values

of the Catholic Church, these counselors provide a safe and confidential relationship that offers our students the opportunity to formulate and to strive for realistic goals, to grow in their personal and social interactions, and to seek healing so that they may freely and healthfully pursue their hopes and aspirations. Further information about the services our counselors offer is available by contacting the administration.

16. Drug and Alcohol Policy

Any student who possesses, uses, distributes, is under the influence of illegal drugs or alcohol, or who misuses prescription medication during school hours at a CRWSP worksite, or at any school-sponsored event, may be dismissed from Cristo Rey Newark High School.

17. Drug Testing Procedures

Students may be drug tested at any time while attending Cristo Rey Newark High School. Parents will be notified upon receiving the test results.

At various times throughout the school year, students may be chosen, either randomly or intentionally, to be tested for drug use. Those students who are chosen will speak with a school administrator who will explain the drug testing process. The students will be given the opportunity to talk with a counselor, or a school administrator, before participating in the drug testing. At this time, the student has the opportunity to say if he/she is currently using drugs, or has used drugs in the past. After talking with the counselor/administrator, the student will be tested for drug use. The school may use a variety of tests to determine if a student is using drugs.

Upon receiving the results of the drug test performed at Cristo Rey Newark High School, a school administrator will meet with the student to give him/her the results. The following scenarios will be handled accordingly:

- a) If a student states that he/she has not used drugs yet the test comes back positive, this will be probable grounds for dismissal from his/her job and expulsion from school. Parents will be notified immediately. In addition, a counselor will meet with the student and the family in order to recommend outside counseling programs.
- b) If the student admits to having used drugs beforehand and the tests confirm this, parents will be notified immediately, and the student must agree to outside drug counseling at the family's expense. In addition, the student will be required to participate in counseling at Cristo Rey Newark High School. Students who test positive will be subject to ongoing testing throughout their attendance at Cristo Rey Newark High School. Both an outside agency and Cristo Rey Newark High School may perform the testing. Students will be charged for the cost of additional drug tests. A second positive drug test may result in dismissal from Cristo Rey Newark High School. When testing is done by an outside agency, a copy of the results must be submitted to the principal, and to the student's Cristo Rey Newark High School counselor, each time the student is tested. These conditions must be met, and the student must remain free of drugs in order to remain at Cristo Rey Newark High School. Last, the student may be restricted from employment.

If the student admits to using drugs but the drug test comes back negative, parents will be notified only of the test results. The student, however, must agree to internal counseling and to ongoing drug testing in order to remain enrolled at Cristo Rey Newark High School, and to remain employed by CRWSP.

18. Fines

Fines may be issued to a student when he/she refuses to comply with the dress code, with the *Code of Conduct*, and with general expectations that are required for the necessary order and administration of the school. Students who choose not to heed prompts and warnings may be issued a fine. The administration handles fine. Fines must be paid before report cards or transcripts are released.

19. Food and Cafeteria

Free and Reduced Lunch Program – Cristo Rey Newark High School participates in the Federal Free and Reduced Lunch Program. **All students are required to return the form even if they are not eligible for the program because the forms are also used for eligibility for other Federal Programs.** Students who do not meet the Federal requirements for either the Free or Reduced Program will have to pay for their meals or they must bring their own. **ALL STUDENTS ARE RESPONSIBLE FOR HAVING THEIR BREAKFAST/LUNCH TICKET WITH THEM FOR ALL MEALS. FAILURE TO DO SO WILL RESULT IN A CHARGE FOR THE COST OF THE MEAL.**

Breakfast is provided for students from **7:00 A.M. until 7:35 A.M.** Lunch is provided during the scheduled lunch period. Students may bring breakfast or lunch from home. Permission to bring food for **Celebrations** (birthdays, student organizations, teams, etc.) is to be arranged with the administration, and the administrative assistant, at least ONE day prior to the celebration.

Food is restricted to the cafeteria. Students are not allowed to have food, snacks, gum, or drinks in the rest of the building at any time!

20. Graduation Fee

Seniors pay a \$125.00 graduation fee to cover the costs of the diploma, the cap and gown, and various other graduation expenses.

21. Guidance Services

The school's college guidance counselor is available to assist students in understanding their abilities and interests, in formulating and achieving realistic goals, in determining ways of improving their performance, and with maintaining satisfactory personal and social adjustments.

The school's college guidance counselor also provides assistance with education placement, interpretation of test scores, financial aid information, the college application process, and with preparation classes for the SAT and the ACT exams.

22. Gum Chewing

Gum chewing is not permitted on the premises of Cristo Rey Newark High School. Students who choose to violate this rule will be subject to a detention and a \$5.00 fine for the first offense. Subsequent offenses will increase the fine by 100%; fines will be doubled for repeated offenses. A detention will also be issued for every repeated gum

offense. No report cards or transcripts may be released until all gum fines are paid in full. The main office handles fines.

23. Harassment, Intimidation and Bullying (HIB)

In January of 2011, New Jersey enacted one of the toughest anti-bullying laws in the country. This law clarified a school's response to bullying, specifying that the "harm a student experiences may be either physical or emotional". The New Jersey Statutory and Regulatory Definitions are as follows:

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated by any actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic that takes place on school property, at any school-sponsored function, or on a school bus, and that a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his or her person, or damage to his or her property, or has the effect of insulting or demeaning any student, or group of students, in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of a school". This law also understands that the HIB may constitute good cause for suspension or expulsion.

Harassment includes, but is not limited to:

- Epithets, slurs, or negative stereotyping;
- Threatening, intimidating, or hostile acts;
- Written, electronic or graphic material that denigrates or shows hostility or aversion toward an individual or group, and that is placed on walls (including social networking sites) or elsewhere on the school's premises where it could be viewed by others, or circulated by any means in the workplace;
- The misuse of email, other Internet communication, text messages, cell phones or pages, during as well as after school hours.

Sexual harassment in particular is strictly prohibited. It is against the law. Government regulations define sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a condition of a student's continued attendance at Cristo Rey Newark High School;
- Submission to, or rejection of, such conduct is used as the basis for decisions affecting a student;
- Such conduct has the purpose or effect of unreasonably interfering with the student's performance, or with creating an intimidating, hostile, or offensive school environment".

Employees or students who violate this policy against sexual and other forms of harassment will be subject to corrective action, up to and including termination or expulsion.

Any student who believes that he/she has been the subject of sexual or any other form of harassment by anyone at Cristo Rey Newark High School, or by any person who does business with Cristo Rey Newark High School, even a corporate sponsor, should bring the matter to the attention of a Cristo Rey Newark High School staff member, the principal, or the president of Cristo Rey Newark High School. Upon notification of negative treatment, the student will be removed from his/her sponsor site, and will not be allowed to return until the matter is resolved. A prompt and thorough investigation of any alleged incident will be conducted, and the appropriate corrective action will be taken, if warranted.

To the extent possible, complaints of harassment will be treated as confidential. Cristo Rey Newark High School will not retaliate in any way against any current, potential, or former student who, in good faith, reports harassment or participates in the investigation of such a complaint or report. Any attempt at such retaliation will not be tolerated, and will itself be subject to appropriate corrective action, up to and including termination or expulsion.

24. Immunization Requirements

The following immunizations are required of all Cristo Rey Newark High School students:

- DTP: a minimum of four doses
- OPV: a minimum of three doses, provided at least one dose is given on or after the fourth birthday
- Measles vaccine: one dose administered on or after the first birthday
- Rubella vaccine: administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized
- Mumps vaccine: one dose administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized
- Hepatitis B: is implemented in a progressive manner until all students are immunized, starting with entry into school. After the first dose, subsequent doses are administered as required, meaning, the 2nd dose is administered two months after the first dose; the 3rd dose is administered six to ten months after the first dose
- Varicella: Children born on or after January 1, 1998, are required to have received one dose of the Varicella (chicken pox) vaccine – no earlier than their first birthday – prior to entry into the school system

25. Locker Use Policy

- Lockers are the property of Cristo Rey Newark High School. They are provided to ensure the safe keeping of students' books and personal belongings.
- Students are expected to keep their lockers neat and orderly. Administrators may conduct locker inspections at any time. Students may be required to clean and to organize their lockers. Disorganized/messy lockers inhibit a student's learning, and may pose a sanitation problem.
- No pictures or stickers are to be affixed to the outside of the locker. Nothing permanent may be put on the

inside. **No adhesives may be used to attach pictures and such to lockers; only magnets may be used.**

- Only items of an appropriate nature will be allowed in lockers. No food should be kept in a locker overnight. No personal items of great value should be stored in lockers. The school does not assume responsibility for lost or stolen items.
- Students must ensure that their lockers are closed, locked, and secure. Lockers not locked may result in disciplinary action for the user.
- Only school-issued locks may be used on lockers. If a lock is lost, it is the student's responsibility to inform the administration immediately. Unapproved locks will be removed from school lockers. A replacement fee of \$6.00 will be charged for lost locks.
- Students may use ONLY their assigned lockers. Students discovered to be using another student's locker may be liable to disciplinary measures.
- Defacing or destroying lockers and/or choosing to ignore any of the policies regarding locker use privilege may result in disciplinary consequences, including but not limited to the loss of locker privileges.

26. Locker/Desk/School Area Searches

All lockers, and other school areas provided for student use on school premises, remain the property of the school. Their use is subject to inspection, can be accessed for maintenance, and can be searched pursuant to Cristo Rey Newark's policy. The president, the principal or his/her designee, or a teacher may authorize the search of a desk or any other area on school premises, other than a locker, when the person conducting the search has reasonable cause to suspect discovery of prohibited items.

- The administration may authorize the search of a locker and its contents when there is reasonable cause to suspect discovery of prohibited items.
- The administration may authorize a general search at any time.
- In cooperation with the Newark Police Department, scent dogs and police searches may be conducted, periodically, without notice.

27. Motor Vehicle

Students are not permitted to use the school's parking lot. The administration may authorize the search of a motor vehicle if there is a reasonable cause to suspect that prohibited items are contained within the motor vehicle. Upon request by a member of the administration, the student or the driver will immediately relinquish the keys to the motor vehicle subject to the search, and will remain with the member of the administration until released by the appropriate school official.

28. Public Display of Affection (PDA)

Public expression of affection during the school day is inappropriate. Students are to respect their personal spaces, and to maintain the respectful boundaries that are needed to foster a pleasant and congenial environment.

29. Parental Cooperation/Full Parental Disclosure

Education requires the involvement and the cooperation of parents and guardians. *The Harvard Family Research Project*, and multiple other studies, has shown that students excel when their parents are involved in their son's/ daughter's education. It is our expectation that parents/ guardians will offer moral support to their son/daughter by placing the following expectations on him/her:

1. Daily review, preparation and study in all classes
2. Support and respect for policies of the school, especially those expectations discussed in the Student Handbook/ Planner
3. Cooperation with the goals and expectations of the Cristo Rey Work Study Program (CRWSP)

Parents and guardians who, for any reason, are not able to cooperate with these policies and guidelines may be asked to remove their son/daughter from Cristo Rey Newark High School at any time during the academic year.

a) Disruption/Disorder by Parents or Guardians

Any parent/guardian or other person who materially disrupts classwork or extracurricular activity in a place where a school employee is required to be in the course of his/her duties risks the enrollment of their child in the school. Any parent/guardian or other person who insults or abuses an administrator, teacher, staff member, or parent(s) of a Cristo Rey Newark High School student risks their child's enrollment in the school.

Any parent/guardian or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents - and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the principal or teacher is required to be at such other place in connection with assigned school activities - risks the enrollment of their child in the school.

b) Recommended Transfer Resulting from Parental Attitude

Under normal circumstances, a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents or guardians. It is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of the parent/guardian as described above might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

In such a case, the school administration will communicate to the President that the situation has become impossible from an educational point of view. The regulations governing recommended transfer would then be applicable.

c) Full Parental Disclosure

It is the responsibility of each student to communicate to a parent/guardian his/her academic character and work achievement. **The school is not able to contact the parent on every matter regarding a student's academic work, disciplinary concerns, or work experience.** Parent/guardians are required to make use of PowerSchool to keep them informed of their son's/daughter's progress.

It is further recommended that parents/guardians have daily conversations with their sons/daughters as to his/her well-being at school.

30. Policy on Field Trips/Overnight Trips

On occasion, Cristo Rey Newark High School will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a privilege. No student may participate in a field trip unless a signed parent/guardian permission slip is on file in the main office.

Overnight Trips: On school trips, students may never share rooms, nor be alone in a room, with a faculty/staff member. Students may not share beds, blankets or sleeping bags with other students, or with faculty/staff.

31. Postings

No signs or notices of any kind are to be posted, placed, or distributed around the school without the permission of the administration.

32. Pregnancy Policy

Cristo Rey Newark High School is a pro-life institution and is deeply committed to the belief that life begins at conception. Therefore, any student who becomes pregnant will be encouraged to carry the baby to full term. If a student becomes pregnant, the administration must be notified. The administration must also be informed if the father is a student at Cristo Rey Newark High School. The parents and the student — or both sets of parents and both students — will then meet with the principal to review the Pregnancy Policy/Guidelines. They will also meet with the school counselor to plan for both in-school and community supports. At this meeting, both the parents and the student(s) will sign a statement indicating their awareness of Cristo Rey Newark High School's pregnancy policy and of its ramifications. Under normal circumstances, the mother will remain in school until the date the doctor indicates. After that, her academic needs will be cared for during the time she is away from school by the Dean of Student Achievement. Once she has left school, neither she nor the father of the baby will be permitted to participate in school activities. The father will be encouraged to fulfill his responsibilities as a parent. Once released by her doctor, the mother may return to Cristo Rey Newark High School. The father, if he is a student at Cristo Rey Newark High School, will be held to the same leave and return policy as the mother. Cristo Rey Newark High School offers no childcare.

33. Abortion Policy

A Cristo Rey Newark High School student will be subject to expulsion for active and passive participation in an abortion. Catholic teachings consider abortion to be the killing of innocent human life, regardless of the circumstances by which the unborn child was conceived. When it is discovered that a student has had, or been party to an abortion while enrolled at Cristo Rey Newark High School, the circumstances of the case will be evaluated by the administration on an individual basis, and every effort will be made to counsel the individuals involved toward reconciliation and respect for human life.

34. Social Media

Students are expected to exercise responsible judgment when using social media. Furthermore, it is a Catholic value

that all people are entitled to a good reputation. Cristo Rey Newark High School does not tolerate the use of social media to spread any statements, true or false, that may damage the school's reputation, or destroy a person's good name. Students who choose not to use social media in a way that enhances the dignity of others, or elevates the school's reputation, will be considered for expulsion. Students may be prosecuted for defamation of character.

35. Solicitations

Student solicitations (fundraisers, collections, etc.) of any kind are not permitted unless first approved by the principal.

36. Student Handbook/Planner

All students are issued a yearly Student Handbook/Planner. They are required to have their copy with them throughout the school day. If a Student Handbook/Planner is lost, a replacement must be purchased at the cost of \$6.00

37. Student IDs

Students receive school ID cards which must be worn at all times. They are required to wear their school IDs on a school supplied lanyard around their neck at school and at work. Failure to wear the ID visibly around one's neck and on a lanyard will result in the student receiving one detention.

Students will be charged \$5.00 for a new ID card, and \$3.00 for a new lanyard, if theirs is lost, destroyed, or tampered with in any way. Students are required to have on their person a Dress Code Pass, issued by the main office, until the replacement ID is prepared.

38. Student Visitors

Only prospective students who are seriously interested in attending Cristo Rey Newark High School will be allowed to visit the school and to sit in on classes. Any student who would like to visit must schedule a Visiting Day with the admissions staff in advance. Before each class begins, a host student will introduce the guest to the teacher. The visiting student must remain with the host student during the entire time while visiting Cristo Rey Newark High School.

The following expectations must be met:

- All visiting students must be in neat attire
- Student visitors will meet with an admissions staff member to ensure that expectations have been clarified
- Visiting students must remain at school for the entire school day, unless otherwise indicated prior to the visit
- All visitors are to wear a nametag indicating their status as a visitor

39. Technology

Cristo Rey Newark High School provides the use of technology for educational purposes. Students are expected to care for these resources. Any student who damages, breaks or abuses the technology resources of the school will be held responsible. Students will be required to pay all repair or replacement costs.

40. Telephone Usage

Use of cell phones is not permitted during the school day. Students will be allowed to use the telephone in the main office in cases of necessity or in an emergency. Any evidence indicating that the student has been using his/her

cell phone during the school day will result in the cell phone being confiscated and held by administration.

Without the permission of the principal or his designee, any unauthorized usage of the school landlines is also liable to disciplinary action.

41. Textbooks and Paperback Books

Textbooks are the property of Cristo Rey Newark High School and are loaned to students without charge.

Textbooks are issued with the understanding that they will be returned in the condition in which they were disbursed. Students will be responsible for the replacement costs of lost books, as well as for the cost of books damaged. The school administrators will be the sole judges of the extent of the damage to a textbook. Fines must be paid before report cards or transcripts are released.

42. Transcripts

Transcripts are requested through the registrar in the main office. Transcript request forms are also found in the main office and on the school website. Senior students receive two free transcripts; all additional transcripts cost \$5.00. Transcript requests need seven business days to be fulfilled. Outstanding balances on student accounts will prevent transcript requests from being fulfilled.

43. Unauthorized use of School Name

No student, student's parents, or student's guardians, without the express prior written authorization of the school's president, may utilize the school's name or identifying logo for the purposes including, but not limited to:

- opening up any bank account
- soliciting funds on behalf of the school
- collecting money on behalf of the school
- selling products on behalf of the school
- scheduling any field trip, vacation, or other accommodations
- posting on any website for any purposes including, but not limited to support of a particular social or political agenda

Any such unauthorized use of the school's name or identifying logo may subject the student to disciplinary action, up to and including expulsion and/or legal action.

44. Guests

All guests who visit classes must have approval from the administration prior to their visit. All guests must report to the main office to sign in and to receive a guest pass to indicate their presence in the school. The guests pass must be visible at all times while they are in the building.

45. Personal Searches

In order to protect the safety and well-being of our school community, the principal, or his/her designee, may, at any time, authorize the search of a student if there is a reasonable cause to suspect discovery of prohibited items.

Searches of a student shall be limited to:

- a) Searches of the clothing of the student provided two adults of the student's same sex are present
- b) Any object in the possession of the student, including but not limited to a purse, briefcase, backpack, or gym bag.

46. Use of Internet/Computers

Students are responsible for appropriate behavior while using computers throughout the school. Their responsibility extends to whenever they sign onto the Internet. Any infraction of the computer/Internet will lead to disciplinary action as well as suspension of their usage of the computer/Internet.

The following are considered unacceptable uses of the computer/Internet:

- Using the network for non-school related activities
- Destroying or vandalizing computer equipment
- Deleting resources intentionally
- Violating the privacy of others
- Using someone else's account
- Using abusive language or profanity
- Spreading computer viruses
- Posting other's material
- Sending or retrieving inappropriate material
- Visiting social network sites such as Facebook, Snapchat, Twitter, Instagram, etc.
- Posting personal information that would jeopardize their own or someone else's safety such as in the use of instant messaging, email, and chat rooms
- Illegal use of software, freeware, or shareware, or use of any software without the approval of the school
- Visiting internet sites not authorized by the school
- Downloading any files/documents on to a school computer.

IX. ATTENDANCE POLICIES AND PROCEDURES

Regular attendance at school is essential to the total educational success and achievement of students. Students are expected to attend school every day. Students who are frequently absent from school jeopardize their academic standing and they deny themselves the opportunity to participate in the social and extra-curricular activities.

Absences from school and being late to school are part of the student's permanent record and are indicated, along

with grades, on their transcripts which are sent to colleges and to employers.

Students who are excessively absent are to meet with the administration

There is set limit on the maximum number of days a student may be absent before being denied course credit.

The following chart depicts the number of absences permitted before a student loses course credit.

Course	Allowable Absences	1st Warning Notice	Final Notice	Denial of Credit
Full-year	14	9	12	15
Semester	7	3	5	8
Health 9-12 (Once a week)	4	2	3	5
P.E. 9-12 (Once a week)	10	5	8	11

A. Attendance Procedures

When student is absent, a parent /guardian must call or email the Attendance Officer before 8:00 AM. No student may make this call. A brief explanation for the absence is required. 973-483-0033 X 321

If the student is absent on a workday, a parent/guardian must call the CRWSP office on the day of absence before 7:40 AM. A brief explanation for the absence is required. 973-483-0033 X 308.

A call from a parent is expected and required each day of absence.

To be considered present, a student must attend at least two-thirds of the class time/work for that day.

If a family is aware in advance that a student must be absent from school, a note should be presented to the attendance officer so that teachers can be notified.

Attending a funeral of a close relative (parent, grandparent, sister, brother, aunt, uncle) will be an excused absence provided a parent/guardian speaks directly with the attendance officer.

Absence from class does not excuse a student from homework or material covered in class. It is the **student's responsibility** to call his/her classmates or email his/her teachers for homework assignments when he/she is absent. Once the student has returned to classes after an absence, he/she must meet with all his/her teachers and make definite plans to make up any missed tests, presentations or other class work.

B. Late Arrival

Students are to arrive at school no later than 7:40 AM. Doors are closed at that time. Students who arrive after 7:40 AM are to go to the main entrance to the school on Woodside Ave. and ring the doorbell. Upon admittance to the school, they are to report immediately to the main office. Students who arrive after 7:50 AM will not be permitted to sit for class. This will be marked as an unexcused absence for the first period class.

C. Excused Absence

Parent/guardian has notified the school attendance officer of the absence. Appropriate, valid documentation (parent's note, doctor's note, court order) is provided.

D. Unexcused Absence

Parent/guardian has not notified the attendance officer of the student's absence or provided appropriate documentation. Unexcused absence is considered truancy.

E. Returning to School

Upon returning to school after each absence, the student must report to the main office between 7:30 AM and 7:40 AM. The student must present an absence note to the attendance officer from a parent or guardian with an acceptable excuse. Once the absence note is accepted, the student will receive an excused absence notice and pass to proceed to class. If a student does not have a note from a parent/guardian, then they must report to the main office to receive a detention. A detention will be assigned each day thereafter until a note is submitted to the attendance officer. Those students who do not supply a written note will be issued a warning that must be signed by a parent/guardian.

F. Early Dismissal

If a student is to be released early on a specific day, he/she must present a note to the main office the day before the early dismissal from a parent/guardian. The note is to state the time and reason for early departure. A parent or guardian must come to Cristo Rey Newark High School and sign out his/ her son/daughter in person. If the student has the permission of his/her parent/guardian to leave on his/ her own, this must be stated in the note. There is no early dismissal from CRWSP.

G. Scheduling Outside Appointments

Parents are expected to schedule medical and dental appointments during non-school and non-CRWSP hours.

Vacations, college visits and other such activities should be scheduled after reviewing the school calendar so as not to conflict with school attendance. Students may not miss CRWSP work days to attend extracurricular activities or events, including conferences and trips. Monetary penalties will apply.

Parents/guardians are to schedule family vacations/outings during scheduled periods of school vacations. **Students risk losing academic credit for days missed due to vacation days during the school year.**

H. Medical Absences

Absences due to medical conditions must be certified by a physician's note and turned into the main office upon return to school. A student who has had a fever may not return to the school until after twenty-four hours of being free of the fever. Extended absence due to illness or injury will be treated on an individual basis. Parents must notify the school as soon as possible. Excessive medical absences will be reviewed by the administration.

I. Truancy

Absence from school, class, or work without sufficient reason is considered truancy and may result in suspension. Additional offenses may result in increasingly severe disciplinary action up to and including expulsion.

J. Tardiness Policy

Tardiness to school, class, or work is not acceptable.

- Each tardy to school will be entered into the student's attendance file. Waking up late, missing the bus, car trouble, bad weather, etc., are not acceptable excuses for being late. Phone calls and notes from parents will not be accepted.
- Students who arrive after 7:40 AM will receive a detention. For a student who is tardy after 9:00 AM, a half-day absence will be entered into the student's attendance record. Absence for tardiness is marked as unexcused and contributes to the total number of missed days a student is allowed.
- Chronic tardiness – three or more in a quarter – places a student at risk of losing academic credit.
- Students who are late for class will receive a detention.
- Work study tardiness is considered the equivalent of an absence; the day will have to be made up by the student working an additional full day. As with any absence from work, the student will also be assessed a \$100.00 fine.

K. Attendance and Honors

Students with poor attendance are not eligible for consideration for Academic Honors. Students with more than five unexcused absences and/or tardies for the marking period will be ineligible for consideration for that marking period. Students with more than ten unexcused absences and/or tardies for the year will not be eligible for any honors for the remainder of the year.

L. Illness at School/Work

If a student becomes ill at school, the student should ask permission to see the nurse. If it is determined that the student should not remain at school, a call will be made to the parent/guardian in order to release the student to their care. If a parent/guardian or emergency contact cannot be reached, the student will remain at school until either the end of the day or until someone can be reached.

M. College Visits

Junior and Senior students are allowed TWO daytime college/university visits in an academic year. These absences will be designated as EXCUSED. Approval must be granted by the college guidance counselor. Upon returning to Cristo Rey Newark the student must present proof that he/she visited the campus intended for the visit to be considered an excused absence. Students are not permitted college visits after May 1st.

N. Emergency Closings/Delayed Openings/Snow Days

If it is necessary to close school because of a snowstorm or other severe weather conditions, families will be notified by SchoolMessenger.

O. Crisis Plan

For information about the emergency (unplanned) closing of the school for any reason, Cristo Rey Newark High School will take the following actions to insure the safety of our students.

1. Students at Work

Each job sponsor has provided Cristo Rey Newark High School with the name of a direct supervisor who has the responsibility of knowing the whereabouts of the Cristo Rey Newark High School student worker at all times during his/her assigned work day. The job sponsor has also provided Cristo Rey Newark High School with a copy of the company's emergency plan with details of where and how any evacuation of their offices will be carried out. In any emergency situation, the direct supervisor will communicate to Cristo Rey Newark High School's principal or the CRWSP program director what has happened and what steps the company has taken in response. The direct supervisor will inform the principal or the CRWSP director of the student's location. Once the nature of the emergency and the paramount objective of maintaining student worker safety permits, either 1) the job sponsor will accompany the student directly to the school at 239 Woodside Ave, Newark, NJ; or 2) Cristo Rey Newark High School staff will come meet the supervisor and student worker and bring the student worker back to school. The student's parents/guardians will be instructed to meet their son/daughter at Cristo Rey Newark High School.

2. Students at School

If there is a broad-scale emergency affecting Newark during the school day, Cristo Rey Newark High School will inform all families through SchoolMessenger. Cristo Rey Newark High School will keep all students at school and wait until a parent/guardian arrives to accompany the student home.

X. TUITION AND FINANCIAL POLICIES

Cristo Rey Newark High School provides an affordable education for deserving young students and their families. By attending Cristo Rey Newark High School, students automatically receive a sizable amount of financial assistance. The estimated cost of education for the current year is \$13,500 per student. Families contribute up to a maximum of \$3,025 of the total cost of education. A student's employment provides up to another \$7,500. The remaining balance (\$2,630) is made up through fundraising and grants solicited by the Cristo Rey Newark High School Development Office. A Cristo Rey Newark High School student receives approximately \$4 of education for every \$1 paid by the family. **All students are required to participate in one mandatory fundraiser per year.**

A. Family Contribution Payment Plan

The total cost to families for their son's/daughter's annual education is \$2,975.00. More specifically, the family contributes \$2,700.00 for the student's yearly tuition, there is a \$125.00 Student Activity Fee, and a \$150.00 non-refundable registration fee assessed each year.

B. Payment Methods

Families of **returning students** to Cristo Rey Newark High School will continue to use the **Smart Tuition** program for tuition payments.

Families of **new students** to Cristo Rey Newark High School are required to use the **TADS** program for tuition payments

Both TADS and Smart Tuition are processing and collection services that are provided for the benefit of the families. Families are able to select from a wide array of payment plans that best meet their particular needs. Families have complete online availability to the student account. There is also customer service representatives available 24/7, 365 days a year, for anyone who needs assistance. Further, in addition to being online, information and materials are available in the business office of the school.

C. Failure to Make Payments

Students with delinquent accounts will be suspended from class until the matter is resolved with the business manager of Cristo Rey Newark High School. If there are very special, rare circumstances that prohibit making a payment on time, an appointment should be made with the business manager to discuss the situation. The contact telephone number is (973) 483-0033 ext. 316.

It is very important that all parties clearly understand that students who withdraw from Cristo Rey Newark High School must pay all tuition and other balances that are due through and including the end of the month in which the student officially withdraws from the school. No official

school records will be released until all financial obligations to the school have been paid in full.

D. Returned Checks (Not Sufficient Funds, Account Closed, etc.)

As stated in the TADS and Smart Tuition materials, failed payments will be billed an additional \$40.00 non-refundable fee.

E. Additional Charges

All seniors are required to pay a \$125.00 Graduation Fee. Any additional charges or fees, such as work study fees, lost book fees, etc., must be paid as soon as they are incurred.

F. Financial Assistance

- Cristo Rey Newark High School has limited resources to help students whose financial situation prohibits them from paying the full family contribution of \$2,975. Families are asked to seek assistance from other sources such as The Scholarship Fund for Inner City Children, the Student Partnership Alliance, and other outside scholarship programs before asking Cristo Rey Newark High School for additional assistance.
- Financial assistance is not necessarily granted from year to year. For that reason, families may be asked to resubmit a Financial Aid Application, and financial documents, to receive continued support.

G. Uniform Assistance

Cristo Rey Newark High School provides a very limited fund to help students purchase part of a uniform. Students must be receiving financial assistance to receive uniform assistance. Please contact the business office for further information.

H. School Property

School materials and property are for the use of students. Students are responsible for paying for any lost or damaged school property. School property includes any books, teaching materials, calculators, computers, and materials purchased with school funds.

I. Student Activity Fundraising

All student fundraising projects must have the approval of the president or the principal. The business manager must be informed in advance of the activity, and all funds collected must be counted and deposited at the business office at the end of each day. No funds should be left in classrooms, in offices, or taken home. The business office needs forty eight hours advance notice if cash or change is needed for the activity.

XI. APPENDIX

A. Prayers

1. Prayer before Examinations

Lord, it seems as though our lives are one test after another, weighing us in someone's balance. Save us from taking the coming tests too seriously or too lightly, but grant that we may reflect the best of work we've done and the best of the teaching we've received; through Jesus Christ our Lord. Amen.

— John W. Vannorsdall

2. Prayer before an Exam

O God of wisdom and source of all knowledge, I pray that my mind might be rested, my body energized, and my spirit inspired for the exam I must take. Grant me peace and assurance so that I might do the best I am able, regardless of what that might be. Be with my fellow students and may I be a good example to them, offering reassurance and confidence regardless of how I feel. May I be honest and insightful, and able to give a true record of what I have learned. In the end, may any disappointment be born with grace, and any joy accompanied with humility. I take this exam with You, O Lord Jesus Christ. Amen.

3. A Prayer for Learning and Study

God be in my head and in my understanding. God be in my eyes and in my looking. God be in my mouth and in my speaking. God be in my heart and in my thinking.

— Sarum Primer, 1527

4. Prayer of St. Francis of Assisi

Lord, make us instruments of your peace. Where there is hatred, let us sow love; where there is injury, pardon; where there is discord, union; where there is doubt, faith; where there is despair, hope; where there is darkness, light; where there is sadness, joy. Grant that we may not so much seek to be consoled as to console; to be understood as to understand; to be loved as to love. For it is in giving that we receive; it is in pardoning that we are pardoned; and it is in dying that we are born to eternal life. Amen.

5. St. Francis Prayer before the Crucifix

Most High glorious God, enlighten the darkness of my heart. Instill in me a correct faith, a certain hope, a perfect love, and understanding and knowledge that I may fulfill your holy and true command. Amen.

6. For My Family

I want to pray for my family, so what do I say? I've got so many mixed feelings, Lord. I love them, I really do. And another whole part of me says that I'm different. The blood that runs through us, my brothers and sisters, my mother and father binds us. We are one, but not one. I'll make my own family someday soon, and loyalties will go with them. But for now, I realize as never before how much my family is part of me. Bless them, be good to them, let them know that I love them now that I've "grown up". Amen.

7. For Parents in Trouble

Lord, you are present everywhere. We ask your help for those of our parents who are in trouble. Where they are at odds with each other, we pray for a breakthrough and reconciliation. Where a job has been lost, grant a new opportunity for useful work. Where there is sickness, we pray

for healing and strength. Where there are patterns which make life dull, we pray for a broken routine which will allow new possibilities. O Lord, some of our parents have trouble. We ask you to help them, and to help us to know what to do; through Jesus Christ our Lord. Amen.

— John W. Vannorsdall

8. The Examen of St. Ignatius of Loyola

This daily Examen of St. Ignatius of Loyola is a tool you can use to help you do personal reflection. It helps you to see God in all things – in your good times and difficult times, in your friendships, in your studies, and in other experiences. If you give 10 to 15 minutes daily to this exercise, you will see changes in yourself. You will become more aware of the needs of the people and of the world around you. It is recommended that you pick a time of day and place when you can reflect on the following:

a) Recall that you are in the presence of God

No matter where you are – in school, the gym, your home, in a crowd, or all alone – remind yourself that you are loved and cherished by God. Ask the Holy Spirit to look on all that you behold with love and acceptance.

Pray this prayer: *God, I believe at this quiet moment that I am in your Presence, and that you are loving me. Come Holy Spirit.*

b) Give thanks to God for this day's gifts

Pause and spend a moment looking at the good things that happened this day. See everything as a gift. Recall a good moment at school, a time spent with a friend or a family member, something or someone who made your day better, or reflect upon an act that you did that brightened somebody else's day. What are your strengths in times of difficulty? How hopeful are you in times of weakness? Think about your health. Do you have a sense of humor? Take stock of what you have received and of what you have given.

Pray this prayer: *God, I acknowledge Your love for me in the various gifts for which I am very grateful. Thanks be to God.*

c) Ask for awareness of the Holy Spirit's aid

The Holy Spirit gives us the freedom to honestly look at both our successes and our failures.

Pray this prayer: *God, help me now to review the events of this day in order to recognize You in all parts of my life. Lord, I want to see.*

d) Now examine how you are living this day

As you recall the events of your day, look a little more deeply at those motives and ambitions that define the context of your decision-making. Ask what you were involved in and with whom you were with. Then review your hopes and hesitations. Many situations will show that your heart was divided, wavering between helping and disregarding, criticizing and encouraging, listening and ignoring, holding on to an offense or forgiving, speaking and silence, neglecting and thanking. See each of these events as an opportunity for growth in

faith, hope and love. Ask yourself how you responded to the situations of your day. What moved you to act the way you did? Notice where you acted freely – picking a particular course of action from the possibilities you saw. Notice where you felt like you were swept along without freedom, where you “went with the flow”, or followed the crowd. What habits in your life helped or hindered you? As you daily and reflectively explore the mystery of yourself in the midst of your actions, you will grow more familiar with your spirit.

Pray this prayer: *God, please forgive the times I have fallen short, and strengthen my attempts to follow You. Lord have mercy.*

e) Pray words of reconciliation and resolve

After having reviewed this day, look upon yourself with compassion and see your need for God. Try to realize God's love and concern for you. Express sorrow for the times you have failed and ask forgiveness for the times you resisted God's light. Give thanks for the grace and enlightening presence of God. Especially praise God for the times you responded in ways that allowed you to see God's life in and around you. In these acts of sorrow and gratitude, you grow in knowledge of God's gentle labor for you.

Pray this prayer: *God, enlighten me so that my future choices praise, revere and serve You above all else. Show me your way.*

Conclude Examen with an “Our Father

8. Prayer of St. Ignatius of Loyola

Take me Lord, and receive all my liberty, my memory, my understanding and my entire will – all that I have and call my own. You have given it all to me. To you, Lord, I return it. Everything is yours; do with it what you will. Give me only your love and your grace. That's enough for me. Amen.

9. Prayer to the Holy Spirit

Come, Holy Spirit, replace the tension within me with a holy relaxation; replace the turbulence within me with a sacred calm; replace the anxiety within me with a quiet confidence; replace the fear within me with a strong faith; replace the bitterness within me with the sweetness of grace; replace the darkness within me with a loving warmth; replace the night within me with your day; replace the winter within me with your spring. Straighten my crookedness, fill my emptiness, and dull the edge of my pride; light the fires of my love and quench the flames of jealousy within me. Let me see myself as you see me that I may see you as you are. Amen. — S. Suzanne Helmin, OSB

10. Prayer for Human Rights

Lord, lead us from death to light, from falsehood to truth. Lead us from despair to hope, from fear to trust. Let peace fill our hearts, our world, and our universe. Let us dream together, pray together, and work together to build a world of peace and justice for all. Merciful God, listen to us as we pray for a world that will respect the God-given rights of all. We dedicate ourselves to work for the rights of each human person, especially for those who find life burdensome, and who know the suffering of hatred, poverty and war. Help us to share the fire of your peace with all people in all places at all times. Amen.

11. Prayer for Cristo Rey

Christ the King, bless the students, the alumni, the teachers and the leaders of all the Cristo Rey schools. Help us to discover all the talent You have given to so many young men and women in our center cities so that together we may contribute to making Your Kingdom Come, and truly be about “transforming urban America one student at a time”, all for Your greater glory. Amen.

B. Habits of Mind, Skills and Behaviors for Academic Success:

Ten (10) Really Good Ideas brought to you by our network school in New York City.

(9th graders: 1-4, 10th graders: 5-7, 11th graders: 8-9, 12th graders: 10)

1. Catch an Alpha Wave!

There are four major brain states characterized by frequency and amplitude of combined neuron signaling (alpha, beta, theta, and delta waves). Normal consciousness, characterized by heightened and peripheral awareness (beta state) and easy distractibility (indeed this would be beneficial in most situations) is not ideal for studying and learning. A relaxed and directed visualization can induce the alpha brain state. Students should make it a habit to put themselves in an alpha state.

2. Persistence is Key! Or “PISK – Persistence is so key” or “Don't even think of giving up”

Students should learn and always be encouraged not to give up when they first experience discomfort when facing an academic challenge. Instead, students should work to develop persistence, looking for ways of attacking a problem from different perspectives so that when they encounter frustration from one learning approach, they stay the course and approach the problem from a different direction.

3. “Manage your impulses” or “Be wise, think twice”

It is a fact of life that as they experience rapid physical and emotional development, teenagers are not in control of themselves. Yet, happiness and success will only come if one can master his/her impulses and no longer be led by them. One of the keys to successful and happy living is delayed gratification.

4. Overcome egocentrism! Truly listen! or “Listen and learn”

Listening is a higher order skill. Students need to listen to teachers and to their peers not only to receive the information being presented, but also to pick up on clues regarding what is important in class, etc. Yet, many students don't listen. Instead, some actively interrupt while others ridicule the expressions of their peers. Active listening skills begin with genuine consideration for others.

5. Strive for accuracy, or Hit the Bull's eye! or “Dale en el blanc”

In learning, as well as in reporting about one's learning, the good student strives for a high level of accuracy.

6. Active Prior knowledge! Or “Practice output” or “You know it, use it!”

Many students experience difficulty accessing and applying the knowledge they already possess. It is impossible to believe that our students do not already possess a wealth of knowledge that can be brought

to bear on their academic course work. Unfortunately, much of that knowledge is locked away in long-term memory. Access to information in long-term memory is difficult if students do not actively practice accessing this knowledge. The nerve pathways for recalling information need to be constructed through practicing output. The more these pathways are used, the easier "recall" becomes for students. In addition, the more likely that higher order things skills can be used since students will have prior knowledge available to bring to bear on a particular academic challenge.

7. Emotionally involve yourself for Effective Learning

Since long-term memory is stored in the brain and the brain generates emotions, students must become emotionally involved in their own learning if they are to achieve success. Students who wish to improve must develop patience and a long-term view. A particular academic task can no longer be seen as boring or as an inconvenience, but as a welcome stepping stone that will carry you closer to some very big life goals such as gaining admission to college, achieving economic and personal freedom, or experiencing the beauty and grandeur of the world.

Students will learn even more if they are willing to try using as many of their senses as possible. A certain boldness is required to discover the variety of ways to make good use of all the senses we all have. For example, students might say out loud what they are learning. They may sing the material, draw the material, organize the material graphically, make cards summarizing the material that can be rearranged, etc.

8. Hypothesize, Question!

To develop higher-order-things skills, the student must constantly question the material as he/she is learning it. Just as constantly, the student must apply that material to new situations. Do you think about what you think?

9. Innovate! Or "Try it again in a different way"

Innovation is a skill that improves with repetition. This means that students should take risks. They should perform intellectual tasks that make them feel uncomfortable – things that they might not have ever done before. Success will come sooner to those who are open to learning, and/or are using the new study methods that are taught to them in Cristo Rey Newark High School.

10. Think interdependently!

Group work is difficult for many students. Still, most successful students know how to work interdependently with each other.

C. MLA Formatting and Style Guide

(<https://owl.english.purdue.edu/owl/resource/747/01/>)

Definitions

- Paraphrase – a restatement of the ideas in a text or passage, preserving the meaning; the act of this rewording.
- Plagiarism – the accidental or purposeful use of information, ideas, or words used by other persons or writers, and the representation of them as one's own.

- Indent – spacing used to signify the beginning of a new paragraph, either by pressing the Space Bar five (5) times, or by pressing the Tab Key once.
- Quote – to repeat words from an outside source (speech, book, website, etc.)
- Citation – documentation for source material (quoting or paraphrased ideas) used in one's writing; used to give credit to a source, and to provide a reader with a way to verify/extend research.
- Bibliography – a section set off at the end of the document that lists, in detail, the sources used to write an essay, or another piece of writing.
- Works cited – a section set off at the end of the document that lists, in detail, the sources consulted, quoted from, or paraphrased in an essay or another piece of writing; different from a bibliography in that the works cited section lists the sources that you have provided in-text citations for. The bibliography simply lists the sources used, regardless of in-text citations.
- Signal word – the name of an author or work that signals the reader that the words or ideas that are about to be presented in a piece of writing are taken from another source.

Summary: MLA (Modern Language Association) style is commonly used to write papers and to cite sources within the liberal arts and humanities. Thus, the MLA style will be required for the submission of typed work (i.e. essays, research reports, etc.) in the liberal arts/humanities courses offered here at Cristo Rey Newark High School: English, History, and Theology. All of your typed work should follow the formatting guidelines contained in the following pages.

Following the MLA style dictates that you must follow specific guidelines for formatting essays, reports, and other typed assignments. MLA style also provides us with a system for referencing sources through parenthetical citation (citation using parentheses) in our essays, and by using Works Cited pages to list the sources from which we have drawn our information.

Writers who properly use MLA style build their credibility by demonstrating that some of the information or ideas they use are accountable to other sources. Most importantly, the use of the MLA style can protect writers from accusations of plagiarism which we define here as the use of information, ideas or words used by other persons or writers, and the representation of them as one's own, whether by accident or on purpose. All teachers in your English, History, and Theology classes will require that you use MLA style for composing and submitting typed work. You should consult this guide before handing in any major assignment to be sure that you are not penalized for following the wrong format.

Paper Format

Below are some general guidelines for formatting papers in the MLA style. They should be followed unless your teacher tells you otherwise:

- Type your paper on a computer and print it out on standard white 8.5 x 11-inch paper.

- Double space the text of your paper, and use a legible font (e.g. Times New Roman). Set your font size to 12pt.
- Set the margins of your document to 1 inch on all sides.
- Indent the first line of your paragraphs by pushing the Space Bar five (5) times, or by pressing the TAB key.
- Place page numbers in the upper right-hand corner of each page, one-half inch from the top and in line with the right margin of your text. (Note: Your teacher may ask that you not number your first page. Always follow your teacher's guidelines.)
- Use italics throughout your essay for the titles of longer works and, only when absolutely necessary, **for providing emphasis**.

Formatting the First Page of Your Paper

- Do not make a title page for your paper unless specifically instructed.
- In the upper left-hand corner of the first page, list your name, the name of the course (along with your section in parentheses), your instructor's name, and the date. Do not double space this heading.
- Press enter twice (double space) after the heading, and center your title. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters.
- Use quotation marks and/or italics when referring to other works in your title, just as you would in your text: Fear and Loathing in Las Vegas as Morality Play; Human Weariness in "After Apple Picking"
- Double space between the title and the first line of the text.
- Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number. Number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.) one half inch from the top and in line with the right margin of your body text. (Note: Your teacher or other readers may ask that you do not include a last name/page number header on your first page. Always follow your teacher's guidelines.)

The Works Cited page will be described later in the handbook. Right now, however, it is important to know that parenthetical citations and Works Cited pages allow readers to know which sources you consulted in writing your essay so that they can either verify your interpretation of the sources, or use them in their own scholarly work.

Basic In-Text Citation Rules

In MLA style, referring to the work of others in your text is done by using what is known as **parenthetical citation**. This method involves placing important source information in **parentheses** after a **quote** or a **paraphrase**. Below are some general guidelines to remember when you are formatting citations in your paper.

- The source information required in a parenthetical citation depends upon (1) the kind of source you are using (e.g. book, newspaper article, Internet site) and upon (2) the source's entry on the Works Cited (bibliography) page.

- Any source information that you provide in-text must correspond to the source information on the Works Cited page. More specifically, whatever signal word or phrase you provide to your readers in the text must be the first thing that appears on the left-hand margin of the corresponding entry in the Works Cited List.

In-Text Citations: Author-Page Style

MLA format follows what is called the **author-page** method of in-text citation. This means that the author's last name and the page number(s) from which the quotation or paraphrase is taken must appear in the text, and a complete reference must appear on your Works Cited page. The author's name may appear either in the sentence itself, or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses – not in the text of your sentence. For example:

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings (263). Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263). Wordsworth extensively explored the role of emotion in the creative process (263).

For both citations in the examples above – (263) and (Wordsworth 263) – tell readers that the information in the sentence can be located on page #263 of a work by an author named Wordsworth. If the readers want more information about this source, then they can turn to the Works Cited page where, under the name of Wordsworth, they can find the following information:

Wordsworth, William. *Lyrical Ballads*. London: Oxford U.P., 1967. Print.

In-text Citations for Print Sources with Known Author

Printed sources like books, magazines, scholarly journal articles, and newspapers provide a signal word or phrase (usually the author's last name) and a page number. If you provide the signal word phrase in the sentence, you do not need to include it in the parenthetical citation. For example:

- Human beings have been described by Kenneth Burke as "symbol-using animals" (3).
- Human beings have been described as "symbol-using animals" (Burke 3).

These examples must correspond to an entry that begins with Burke, which will be the first thing that appears on the left-hand margin of an entry in the Works Cited:

Burke, Kenneth. *Language as Symbolic Action: Essays on Life, Literature, and Method*. Berkeley: U of California P, 1966. Print.

In text Citations for Print Sources with No Known Author

When you do not know the author of a printed work, use a shortened title of the work instead of an author's name. Place the title in quotation marks if it's a short work (e.g. articles), or italicize it if it's a longer work (e.g. plays, books, television shows, entire websites), and also provide a page number. For example:

We see so many global warming hotspots in North America likely because this region has "more readily

accessible climatic data and more comprehensive programs to monitor and study environmental change . . . ("Impact of Global Warming" 6).

In this example, since the writer does not know the author of the article, an **abbreviated title** of the article appears in the parenthetical citation, which corresponds to the **full name of the article**, which appears with its respective entry in the Works Cited. Thus, the writer includes the title in quotation marks as the signal phrase in the parenthetical citation in order to lead the reader directly to the source in the Works Cited page. The Works Cited entry appears as follows:

"The Impact of Global Warming in North America."
GLOBAL WARMING: Early Signs. 1999. Web. 23 Mar. 2009.

Author-Page Citation for Classic and Literary Works with Multiple Editions

Page numbers are always required, but additional citation information can help readers who may have a different edition of a classic work like Marx and Engels's *The Communist Manifesto*. In these cases, give the page number of your edition (making sure the edition is listed in your Works Cited page, of course) followed by a semicolon, and then the appropriate abbreviations for volume (vol.), book (bk.), part (pt.), chapter (ch.), section (sec.), or paragraph (par.). For example:

Marx and Engels described human history as marked by class struggles (79; ch. 1).

Citing Authors with the Same Last Names

If two or more authors have the same last name, provide both authors' first initials (or even the authors' full name if different authors share the same initials) in your citation. For example:

Although some medical ethicists claim that cloning will lead to designer children (R. Miller 12), others note that the advantages for medical research outweigh this consideration (A. Miller 46).

Citing a Work by More than One Author

For a source with three or fewer authors, list the authors' last names in the text, or in the parenthetical citation:

Smith, Yang, and Moore argue that tougher gun control is not needed in the United States (76). The authors state "Tighter gun control in the United States erodes Second Amendment rights" (Smith, Yang, and Moore 76).

For a source with more than three authors, provide the first author's last name, followed by et al. (short for 'et alii', which means 'and others'), or list all the last names.

Jones et al. counter Smith, Yang, and Moore's argument by noting that the current spike in gun violence in America compels law makers to adjust gun laws (4).

or

Legal experts counter Smith, Yang, and Moore's argument by noting that the current spike in gun violence in America compels law makers to adjust gun laws (Jones et al. 4).

or

Jones, Driscoll, Ackerson, and Bell counter Smith, Yang, and Moore's argument by noting that the current spike in gun violence in America compels law makers to adjust gun laws (4).

Citing More Than One Work by the Same Author

If you cite more than one work by a particular author, include a shortened title for the specific work from which you are quoting to distinguish it from the other works that you reference. For example:

Lightenor has argued that computers are not useful tools for small children ("Too Soon" 38), though he has acknowledged elsewhere that early exposure to computer games does lead to better small motor skill development in a child's second and third year ("Hand-Eye Development" 17).

Additionally, if the author's name is not mentioned in the sentence, you would format your citation with the author's name, followed by a shortened title of the work, followed, when appropriate, by page numbers.

Visual studies, because it is such a new discipline, may be "too easy" (Elkins, "Visual Studies" 63).

Citing Multivolume Works

If you cite from different volumes of a multivolume work, always include the volume number followed by a colon. A colon is the symbol that appears after the word 'example' at the end of this paragraph. Put a space after the colon, then provide the page number(s). (If you only cite from one volume, provide only the page number in parentheses) For example:

... as Quintilian wrote in *Institutio Oratoria* (1: 14-17).

Citing the Bible

In your first parenthetical citation, you want to make clear which Bible you're using as there are different translated versions of the Bible. Thus, underline or italicize the title, followed by book (do not italicize or underline), chapter, and verse. For example:

Ezekiel saw 'what seemed to be four living creatures', each with faces of a man, a lion, an ox, and an eagle (New Jerusalem Bible, Ezek. 1.5-10).

If future references employ the same edition of the Bible you're using, list only the book, chapter, and verse in the parenthetical citation.

Citing Indirect Sources

Sometimes you may have to use an indirect source. An indirect source is a source cited in another source. For these **indirect quotations**, use the phrase "qtd. in" (quoted in) to indicate the source **you actually consulted**. For example:

Ravitch argues that high schools are pressured to act as "social service centers, and they don't do that well" (qtd. in Weisman 259).

Note that in most cases, a responsible student will attempt to find the original source rather than cite an indirect source.

Citing Electronic Sources

While many sources on **the Internet** should not be used for scholarly work, some Web sources are perfectly acceptable for research. When creating in-text citations

for electronic, film, or Internet sources, remember that your citation must reference the source in your Works Cited.

The following are basic guidelines for citing electronic sources:

- Include in the text the first item that appears in the Work Cited entry that corresponds to the citation (e.g. author's name, article's name, website's name, film's name).
- You do not need to give paragraph numbers or page numbers based on your Web browser's print preview function.
- Unless you must list the website's name in the signal phrase in order to get the reader to the appropriate entry, do not include URLs in-text. Only provide partial URLs, such as when the name of the site includes, for example, a domain name like CNN.com or Forbes.com, as opposed to writing out <http://www.cnn.com>, or <http://www.forbes.com>.

Multiple citations

To cite multiple sources in the same parenthetical reference, separate the citations by a semi-colon: as has been discussed elsewhere (Burke 3; Dewey 21).

When a citation is not needed

You do not need to give sources for familiar proverbs, well-known quotations, or common knowledge. Remember, this choice is based on your intended audience, as well as on the guidance from your teacher. Generally, it is better to err on the side of caution and to cite all sources to be sure that you are not accused of plagiarism. When in serious doubt, consult your teacher about whether or not you need to cite a piece of information.

Quotations

When you directly quote the words of other people in your paper, you will format quotation differently depending on their length. Below are some basic guidelines for using quotations in your paper. Please note that all pages in MLA should be **double-spaced**.

Short Quotations

To indicate **short quotations** (quotations that are fewer than four typed lines of **prose**, or three lines of verse) in your text, enclose the quotation within **double quotation** marks. Provide the name of the author and the specific page citation (in the case of verse, provide line numbers) in the text, and include a complete reference on the Works Cited page. Punctuation marks such as periods, commas, and semicolons should appear **after** the parenthetical citation. Question marks and exclamation points should appear within quotation marks if they are a part of the quoted passage, but after the parenthetical citation if they are a part of the text. For example:

According to some, dreams express "profound aspects of personality" (Foulkes 184), though others disagree.

According to Foulkes's study, dreams may express "profound aspects of personality" (184). Is it possible that dreams may express "profound aspects of personality" (Foulkes 184)?

Mark **line breaks** in short quotations of verse with a slash, /, at the end of each line of verse: (a **space** should go before and after the slash)

Cullen concludes, "Of all the things that happened there / That's all I remember (11-12).

Long Quotations

For quotations that extend to more than four lines of verse or prose, place quotations in a **separate block of text without quotation marks**. Start the quotation on a new line with the entire quote indented one half inch from the left margin of the body text of your paper. You can do this by pressing the **Tab** button on your keyboard. You **may** single space quotations. Only indent the first line of the quotation by an extra five (5) spaces if you are citing multiple paragraphs. Your parenthetical citation should come **after** the closing punctuation mark.

When quoting verse, maintain original line breaks. For example:

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration: They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else attracted by hearing his voice, it crept to Mr. Earnshaw's door, and there he found it on quitting his chamber. Inquiries were made as to how it got there; I was obliged to confess, and in recompense for my cowardice an in humanity, was sent out of the house. (Bronte 78)

When citing long sections of poetry, keep formatting as close to the original as possible. In his poem "My Papa's Waltz", Theodore Roethke explores his childhood with his father:

The whiskey on your breath / Could make a small boy dizzy; / But I hung on like death: / Such waltzing was not easy. / We romped until the pans / Slid from the kitchen shelf; / My mother's countenance / Could not unfrown itself. (quoted in Shrodes, Finestone, Shugrue 202)

Adding or Omitting Words in Quotations

If you add a word or words in a quotation, you should put **brackets** around the words to indicate that they are not part of the original text. For example:

Jan Harold Brunvand, in an essay on urban legends, states: "some individuals ****** who retell urban legends****** make a point of learning every rumor or tale" (78).

If you omit a word or words from a quotation, you should indicate the deleted word or words by using **ellipsis marks**, which are three periods (. . .) each preceded and followed by a space. Software like Microsoft Word will put in the spaces for you if you press the period key **3 times**. For example:

In an essay on urban legends, Jan Harold Brunvand notes that "some individuals make a point of learning every recent rumor or tale . . . and in a short time a lively exchange of details occurs" (78).

When omitting (leaving out) words from poetry quotations, use a standard three-period ellipses. However, when

omitting one or more full lines of poetry, space several periods, about the length of a complete line, in the poem:

These beauteous forms, Through a long absence, have not been to me, As is a landscape to a blind man's eye:

.....

Felt in the blood, and felt along the heart; And passing even into my purer mind, With tranquil restoration . . . (22-24, 28-30) Adapted from:

Purdue OWL. "MLA Formatting and Style Guide." The Purdue OWL. Purdue U Writing Lab, 10 May 2008. Web 15 Nov. 2008.

D. Helpful Websites Homework Websites

- **www.bjpinchbeck.com**

This site, founded by teenager B.J. Pinchbeck, contains links to over 700 homework sites in disciplines such as English, foreign languages, math, science, social studies, and more. There are even links to today's news headlines, and online games if you need a study break.

- **www.highschoolace.com**

This site bills itself as "the academic homepage for high school students", and on it you will find links to help in specific subjects, as well as reference tools, news updates, puzzles and quizzes, and information on choosing the college that is best for you.

- **www.homeworkspot.com/high**

In addition to offering links for help in specific subjects, this site also gives you the chance to learn something new every day by clicking on it "This Day in History" and "Word of the Day" features. There is also a quick reference section that includes links to almanacs, atlases, biographies, and more.

- **www.infoplease.com/homework**

In addition to links to help sites in specific subjects, skills, and reference sources, this site includes links to today's news, interesting facts about today in history, timelines, a daily spelling bee, and more.

Reference Websites

- **www.dictionary.com**

In addition to helping you find spellings and definitions of words, this site gives you tips on how to use words properly, and contains a new "Word of the Day" for you to learn each day.

- **www.libraryspot.com**

This site is a free virtual resource center that contains links to the best library and reference sites on the Internet, including the Library of Congress and Encyclopedia Britannica. In addition, you can search for science project ideas, ask homework questions, search full-text publications, and much more.

- **www.reference.com**

This site contains an encyclopedia and an almanac, as well as a directory of thousands of websites covering a variety of topics.

- **www.thesaurus.com**

This site will help you find synonyms and antonyms for words. It also contains links to word games such as crossword puzzles and word searches.

Study Skills Websites

- **www.homeworkspot/tips**

This site contains valuable suggestions on how to be a better student. There are also tips for better note taking, study habits, test-taking, and more.

- **www.infoplease.com/homework/studyskills1.html**

Before taking your first test, visit this site for some pointers. You will learn how to take notes, how to read textbooks, and how to plan for essay questions on exams.

- **www.infoplease.com/homework/using the web1.html**

This site will, effectively and safely, help you use the Internet to find the information that you need to succeed in school and beyond.

- **http://pacehighschool.net/Documents/GraphicOrganizersforReading.pdf**

This site has multiple graphic organizers student can use to assist with note taking.

E. Cornell Note Taking Guideline

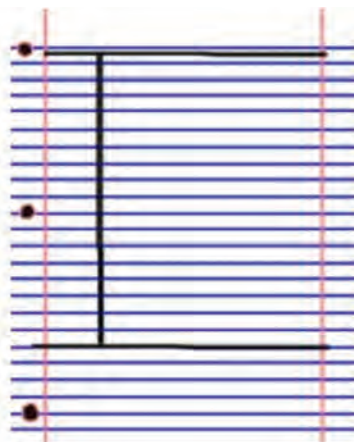
NOTE TAKING

Cornell Notes

To help me organize notes.

Divide the paper into three sections

- Draw a dark horizontal line about 5 or 6 lines from the bottom. Use a heavy magic marker so that it is clear.
- Draw a dark vertical line about 2 inches from the left side of the paper from the top to the horizontal line.

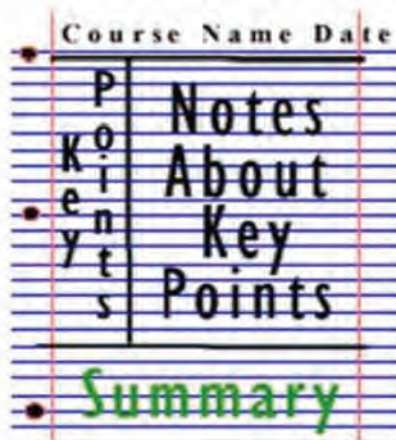


Document

- Write course name, date and topic at the top of each page

Write Notes

- The large box to the right is for writing notes.
- Skip a line between ideas and topics
- Don't use complete sentences. Use abbreviations, whenever possible. Develop a shorthand of your own, such as using & for the word "and".



Review and clarify

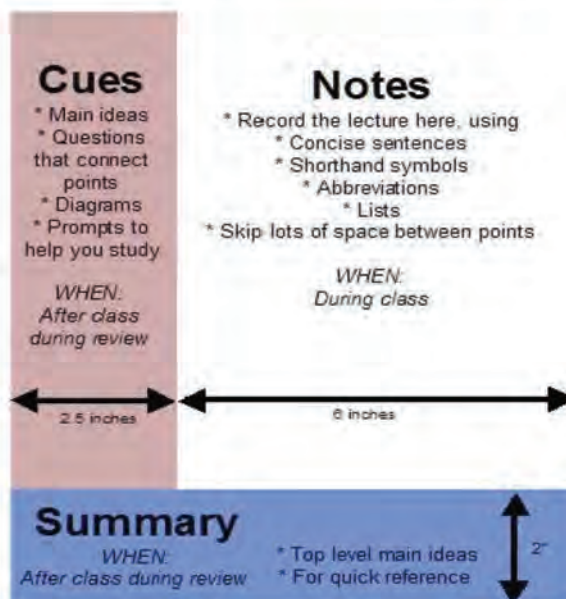
- Review the notes as soon as possible after class.
- Pull out main ideas, key points, dates, and people, and write them in the left column.

Summarize

- Write a summary of the main ideas in the bottom section.

Study your notes

- Reread your notes in the right column.
- Spend most of your time studying the ideas in the left column and the summary at the bottom. These are the most important ideas and will probably include most of the information that will be tested.



F. Cornell Note Taking Example

Cornell Note-Taking Example: Natural Sciences

<p>Key Words and Questions:</p> <p>organism organ tissues cells organelles molecule atom</p> <p>What are the seven properties of life?</p> <p>What directs the pattern of growth and development of organisms?</p> <p>homeostasis</p> <p>What interaction drives evolutionary adaptation?</p>	<p style="text-align: center;">Lecture: Intro to the Study of Life</p> <p>Hierarchy of Bio Origin: Organism: unit of life Organ: specific arrang. of diff tissues Tissues: grps of sim cells forming a functional unit Cells: basic units of struc & func - lowest level of struc capable of performing all activ of life Organelles: specialized bodies of molecules in cell Molecule: 2 + atoms held togeth by covalent bonds Atom: chem building blocks of all matter</p> <p>Properties of Life:</p> <ol style="list-style-type: none"> Order: all other characteristics of life emerge from orgnsm's complex orgnz'n Reproduction: orgnsms reproduce own kind -- life from life Growth and development: heritable programs (DNA) direct pattern of growth and development, producing orgnsm characteristic of species Energy utilization: orgnsms take in nrg and transform it Response to environment: orgnsms rspnd to chng in the extern enviro Homeostasis: regulatory mechanisms maintain orgnsm's intern enviro w/in tolerable limits, but extern enviro may fluctuate. Evolutionary adaptation: Life evolves as a result of interac'n orgnsm ←————→ enviro
<p style="text-align: center;">Summary</p> <p>Life is organized by levels of biological structure. These levels increase in complexity from the lowest (the atom, the chemical building blocks of all matter) to the most complex (the organism, the unit of life). Some properties are common to all life. These properties include order, reproduction, growth and development (directed by DNA), energy utilization, response to the environment, homeostasis, and evolutionary adaptation.</p>	



239 Woodside Avenue | Newark, NJ 07104 | 973.483.0033 | fax 973.481.0693

cristoreynewark.org