ICA CRISTO REY
2019-2020
AGENDA
STUDENT-PARENT
HANDBOOK

3625 24th Street
San Francisco, CA 94110
www.icacademy.org

2019-2020 STUDENT-PARENT HANDBOOK
ICA CRISTO REY
ACKNOWLEDGEMENT FORM

Student Name (Please print): ____________________________ Grade: ______

Homeroom Moderator: ____________________________ Room: ______

We have received a copy of the 2019-2020 Student-Parent Handbook for ICA Cristo Rey.
We have read and agree to be governed by the rules and policies written this handbook.
We understand that the President and Principal of ICA Cristo Rey reserve the right to amend this handbook at any time.

Student’s Signature: ____________________________________________
If possible, please obtain both signatures.

Parent/Guardian (Please print) ____________________________________________

Parent/Guardian Signature ___________________________ Date ________

Parent/Guardian (Please print) ____________________________________________

Parent/Guardian Signature ___________________________ Date ________

Please return both sides of this form signed and dated to your homeroom moderator or the Dean of Students no later than Friday, August 16, 2019.

2019-2020 ELECTRONIC RESOURCES CONTRACT
ICA CRISTO REY

This Electronic Resources Contract shall remain in effect so long as the user is enrolled at ICA Cristo Rey and/or is otherwise provided access to an information service accessed through ICA Cristo Rey. Please see the Technology Use Policy at the end of this handbook for the acceptable use of the Internet and electronic information resources.

USER/STUDENT: By signing this contract, you agree to the following: “I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my computer use privileges and appropriate legal action.”

User/Student Name (Please print) __________________________________________

User/Student Signature ___________________________ Date ________

PARENT(S)/GUARDIAN(S): Students must also have read and agree to abide by this contract and understand that Electronic Resources are at school for educational purposes only. By signing this contract, you agree to the following: “I understand that it is impossible for ICA Cristo Rey to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the network. I understand that any violations of the Technology Use Policy may result in disciplinary action, the revoking of my child’s computer use privileges and appropriate legal action. I accept full responsibility for supervision if and when my child’s use is not in a school setting.”

Parent/Guardian (Please print) __________________________________________

Parent/Guardian Signature ___________________________ Date ________

Parent/Guardian (Please print) __________________________________________
Please return both sides of this form signed and dated to your homeroom moderator or the Dean of Students no later than Friday, August 16, 2019.

Assembly Schedules

Morning Assembly Schedule
8:00-8:44 1st Class
8:48-9:32 2nd Class
9:36-10:20 3rd Class
10:20-11:20 Assembly
11:20-11:40 Break
11:44-12:28 4th Class
12:32-1:16 5th Class
1:16-1:52 Lunch
1:56-2:40 6th Class
2:44-3:28 7th Class

Afternoon Assembly Schedule
8:00-8:44 1st Class
8:48-9:32 2nd Class
9:36-10:20 3rd Class
10:20-10:40 Break
10:44-11:28 4th Class
11:32-12:16 5th Class
12:20-1:04 6th Class
1:04-1:40 Lunch
1:44-2:28 7th Class
2:28-3:28 Assembly

Friday Afternoon Assembly Schedule
9:00-9:38 5th Period
9:42-10:20 6th Period
10:24-11:00 7th Period
11:00-11:08 Break
11:12-11:50 1st Period
11:54-12:32 2nd Period
12:26-1:14 3rd Period
1:14-1:44 Lunch
1:50-2:28 4th Period
2:28-3:28 Assembly
MISSION STATEMENT
ICA Cristo Rey, a Catholic, college-preparatory school, educates young women for college and a life of faith, integrity and service. As a Cristo Rey school in the Dominican tradition, we are committed to providing both excellent education and meaningful corporate work study experiences to students of limited financial resources.

PHILOSOPHY
ICA Cristo Rey, an all-girls Catholic, college-preparatory school is sponsored by the Dominican Sisters of Mission San Jose. We are committed to serving students in the spirit of our Foundress, Mother Maria Pia Backes, who had particular concern for “the young, the poor and the vulnerable.” To this end, ICA is a member of the Cristo Rey Network, engaging every student in a corporate work study experience that makes such an education accessible and affordable.

Faculty, staff and students collaborate with parents and corporate sponsors to create an educational environment that promotes the development of the whole person. ICA supports the growth of each student as a Woman of Faith, Learning, Community, Leadership and Vision.

Faith and personal relationship with Christ are at the heart of our educational philosophy. We encourage intellectual and personal integrity and the development of self-knowledge. We further the formation of personal values, moral judgment and responsible decision-making. We foster creativity, aesthetic appreciation and healthy patterns of living. We challenge students to develop the attitudes and fundamental skills that are the basis of lifelong learning in both an educational context and a contemporary work environment.

ICA Cristo Rey strives to live the Gospel message of love and forgiveness. We embrace diversity in culture and faith traditions. We respect life and recognize the interdependence and dignity of all peoples. We are committed to teaching care for the earth and its resources, the principles of social justice, and the rights and responsibilities of citizenship.

GOD CREATOR
Bless Us

GOD REDEEMER
Heal us

GOD THE HOLY SPIRIT
Fill us with Your light

SAINT DOMINIC AND MOTHER PIA
Pray for us

EXPECTED SCHOOLWIDE LEARNING RESULTS

ICA GRADUATES ARE

WOMEN OF PRAYER
Who give witness to the sacredness of life and the dignity of all creation
Who trust in God, believe in themselves and have hope for the future
Who participate in communal and personal expressions of faith
Who strive to grow spiritually and deepen their prayer life
Who value diverse expressions of culture and faith
WOMEN OF STUDY
Who are prepared for the challenges of higher education and the workplace
Who demonstrate critical thinking
Who communicate confidently, effectively and responsibly
Who work independently and collaboratively to solve problems
Who are able to bring an idea to fruition
Who take initiative to ask questions and seek answers
Who value and see the truth
Who recognize that learning continues throughout their lives

WOMEN OF COMMUNITY
Who become women of integrity and personal responsibility
Who create respectful personal and professional relationships
Who authentically engage with the ideas of others
Who effectively collaborate with people from diverse backgrounds in working toward common goals
Who value the dignity of work and workers
Who are competent and capable in professional work environments
Who, recognizing the role of technology in our world, use it effectively, responsibly and respectfully in school, in the workplace, and in their personal lives

WOMEN OF SERVICE
Who are aware of local and global needs and act for social justice
Who understand the Gospel values that underlie giving service to others
Who appreciate and share their unique and powerful contributions as women
Who are committed to integrity and personal responsibility

CRISTO REY NETWORK
MISSION EFFECTIVENESS STANDARDS
As a member of the Cristo Rey Network, ICA Cristo Rey
1. is explicitly Catholic in mission and enjoys Church approval.
2. serves only economically disadvantaged students and is open to students of various faiths and cultures.
3. is family centered and plays an active role in the community.
4. shall prepare all of its students to enter and graduate from college.
5. requires participation by all students in the work-study program.
6. integrates the learning present in its work program, classroom and extracurricular experiences.
7. has effective administrative and board structures as well as complies with all applicable state and federal laws.
8. is financially sound and at full enrollment the school is primarily dependent on revenue from the work-study program to meet operating expenses.
9. supports its graduates’ efforts to obtain a college degree.
10. is an active participant in the Cristo Rey Network.

SPARTAN WOMEN
Ancient Spartans strove for excellence and underwent rigorous training and education. They also
learned to function as a team and to support one another in times of crisis. Spartan women enjoyed considerably more rights and greater equality to men than women elsewhere in the classical world. As Spartan women today, we aim for these same qualities and similar equity.

**SPARTAN CODE OF HONOR**

*In honor of our community and academic life together*

I know that it is my responsibility to achieve success through hard work and honest effort. To uphold my integrity, I will not cheat on tests or quizzes, copy homework, or plagiarize any assignment. I will be truthful because if I am not I will only be cheating myself.

I will respect others, their beliefs, their culture, their opinions and their personal possessions. I will not destroy another person’s reputation, nor will I tolerate anyone who does. I will be open-minded enough to realize others’ opinions are equally important as my own. I will give myself willingly, offering my time and assistance whenever needed.

ICA is a community that encourages interaction to promote a family-oriented environment.

I understand that how I represent myself to others is a reflection of my school and values. Self-respect is important to me and in order to achieve that, I will avoid any actions that are degrading to me or are in violation of my dignity as a human being. It is a privilege to be educated at ICA. Therefore, I must cherish my time spent here and take full advantage of the opportunities presented to me. ICA develops young women of prayer, study, community and service. After leaving ICA, I will uphold the values taught here and succeed in my life with integrity and respect for all.

**HISTORY OF ICA**

ICA Cristo Rey, a Catholic high school for young women, was founded in 1883 by Sister Maria Pia Backes, O.P. It is sponsored by the Dominican Sisters of the Congregation of the Queen of the Holy Rosary of Mission San Jose, California.

Although the school was begun in 1883, a full four-year program was not offered until 1908. ICA Cristo Rey was accredited to the University of California in 1915 and advanced to “A” rating in 1934. In 1962 the Academy became a charter member of the Western Association of Schools and Colleges (WASC). The last WASC self-evaluation was successfully completed in 2006, and our accreditation was renewed that same year.

In 1955 a lot at the corner of Twenty-Fourth and Fair Oaks Streets was purchased for school expansion. For thirty years this property was used as a courtyard, but in May 1986, construction was completed on a classroom/gymnasium annex, Herbst Hall. In 1994, a downstairs area of the adjacent convent was renovated to provide three additional classrooms. In March 1995, the school celebrated the conclusion of a successful capital campaign to establish a three million-dollar endowment. In January 1998, state-of-the-art technology became a reality with two fully
equipped computer labs, every classroom and office with its own workplace and all connected to the World Wide Web.

Between 2007-2008, after a decision made by the Dominican Sisters of Mission San Jose and with the support of ICA’s Board of Directors, the school completed a feasibility study and requested to become a member of the National Cristo Rey Network of schools. This action was prompted by the desire to strengthen and continue ICA’s mission to students coming from financially challenged families. Cristo Rey schools shift the funding source from parents, who only pay a minimum amount of tuition, to businesses partnering with the school and substantially contributing funding for the cost of education. By alleviating the burden of rising tuition costs for families, ICA could become more affordable for many deserving but needy students who otherwise might not consider applying. Member schools in the Cristo Rey Network utilize a longer school day and year, academic assistance, and counseling to prepare students with a broad range of academic abilities for college. All students at Cristo Rey Network schools participate in a work-study program through which they are hired for entry level corporate work five days a month, thereby earning the majority of the cost of their education from their employment. Teams of 4 students rotating work days comprise one full-time employee for the sponsoring companies. The work helps students gain real world job experience, grow in self-confidence, and realize the relevance of their education. In July, 2008, ICA was accepted as an associate member in the Cristo Rey Network and spent the 2008-2009 school year preparing for the transition into operation as a Cristo Rey school. In August, 2009, following a two week training period for all ICA students to better prepare them for their corporate jobs, ICA began the academic year as the 24th school in the Network and the first all-girls’ Cristo Rey school. In December, 2009, ICA was voted into full membership in the Cristo Rey Network.

Symbolism of the ICA Cristo Rey Logo

THE ALMA MATER OF ICA
It’s ICA we will remember,
Our alma Mater of the West.
In loud accord we all proclaim her,
The school we love and deem the best.
To ICA we pledge our honor,
Triumphant we sing her praise.
We will uphold her strength and valor
The maxims of her righteous ways.

One ringing chorus let us give,
And all together do our best.
Hurrah, hurrah, for ICA,
Our Alma Mater of the West!

ACADEMICS

GRADUATION REQUIREMENTS

Credit Requirements
Students take six (6) classes in addition to their Corporate Work Study Program (CWSP) each semester. Upon the successful completion of each semester course, a student will earn five credits per class. Diplomas will be withheld from seniors until they have completed all graduation requirements.

Transcripts of transfer students will be evaluated on a case-by-case basis to determine which courses a student needs to meet ICA’s graduation requirements.

Requirements
- Social Studies: 30 credits
- English: 40 credits
- Mathematics: 40 credits
- Science: 40 credits
- World Language (three consecutive years or levels): 30 credits
- Visual/Performing Arts: 10 credits
- Religion (each year in a Catholic High School): 40 credits
- Physical/Health Education: 20 credits
- CWSP: 10 credits/year

Classes
Each student is required to take six (6) classes and participate in CWSP each semester. Below are the course offerings for each grade level.

Grade 9: Ethnic Studies, Math Support, Visual or Performing Arts, English I, Algebra I or Algebra II Honors, Conceptual Physics, Spanish I or Spanish I for Bilingual Students, Religion, CWSP, Physical Education

Grade 10: World History (Advanced Placement option), English II (Honors option), Geometry, Biology (Honors option), Spanish II or Spanish II for Bilingual Students (Advanced Placement option), Religion, CWSP, Physical Education

Grade 11: United States History (Advanced Placement option), English III (Advanced Placement option), Pre-Calculus (Honors option) or Algebra II, Chemistry (Honors option), Spanish III or Spanish III for Bilingual Students (Advanced Placement option), Social Justice or A.P. Seminar, CWSP, Physical Education (if needed)

Grade 12: United States Government/Economics (Advanced Placement option), English IV (Advanced Placement option), Pre-Calculus (Honors Option) or Advanced Placement Calculus, AP Chemistry or Physics, Art I, World Religions, CWSP, Physical Education (if needed)

All seniors are required to deliver a senior speech to the student body.
## ICA Course Offerings for 2019-2020 School Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>World History</td>
<td>Conceptual Physics</td>
</tr>
<tr>
<td>A.P. World History*</td>
<td>Biology</td>
</tr>
<tr>
<td>U.S. History</td>
<td>Honors Biology*</td>
</tr>
<tr>
<td>A.P. U.S. History*</td>
<td>Chemistry</td>
</tr>
<tr>
<td>U.S. Government &amp; Economics</td>
<td>Honors Chemistry*</td>
</tr>
<tr>
<td>A.P. U.S. Government &amp; Politics*</td>
<td>Physics</td>
</tr>
<tr>
<td>Ethnic Studies</td>
<td>A.P. Chemistry*</td>
</tr>
<tr>
<td>English I</td>
<td>Spanish I</td>
</tr>
<tr>
<td>English II</td>
<td>Spanish I for Bilingual Students</td>
</tr>
<tr>
<td>Honors English II*</td>
<td>Spanish II</td>
</tr>
<tr>
<td>English III</td>
<td>Spanish II for Bilingual Students</td>
</tr>
<tr>
<td>A.P. English Language*</td>
<td>Spanish III</td>
</tr>
<tr>
<td>English IV</td>
<td>Spanish III for Bilingual Students</td>
</tr>
<tr>
<td>A.P. English Literature*</td>
<td>A.P. Spanish Language*</td>
</tr>
<tr>
<td>Math Foundations</td>
<td>A.P. Spanish Literature*</td>
</tr>
<tr>
<td>Algebra I</td>
<td>Visual &amp; Performing Art</td>
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<tr>
<td>Algebra II</td>
<td>Art I</td>
</tr>
<tr>
<td>Honors Algebra II</td>
<td>Religion I</td>
</tr>
<tr>
<td>Geometry</td>
<td>Religion II</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>Social Justice</td>
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<tr>
<td>Honors Pre-Calculus</td>
<td>A.P. Seminar</td>
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<tr>
<td>A.P. Calculus</td>
<td>World Religions</td>
</tr>
<tr>
<td></td>
<td>CWSP</td>
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<td></td>
<td>Health/Physical Education</td>
</tr>
</tbody>
</table>

Underlined courses are approved a-g courses for the UC and CSU systems.

*Honors/AP courses: These courses are weighted, meaning that students will receive an extra point in their ICA GPA if the grade for the course is a C minus or higher and taken in sophomore, junior or senior year.

## GRADING

Semester grades are calculated as follows: Final exams account for a portion of a student’s semester grade, depending on the department policy. Some courses (including 2nd semester AP courses) do not have final exams; these semester grades are calculated by the numerical average of the two quarter grades. The original semester grades remain on the transcript but the new grades replace the previous grades in the GPA.

- **A (93% - 100%)**, **A- (90% - 92%)** Superior
<table>
<thead>
<tr>
<th>Type of Course</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D+</th>
<th>D</th>
<th>D-</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above Average</td>
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</tbody>
</table>

Grades for Honors/AP Level Courses
ICA assigns extra points for 10th, 11th and 12th grade Honors and AP courses. Grades of D or F in honors classes do not earn honors credit. See chart about Grade Point Averages. A limited number of Honors/AP extra points are permitted by the CSU/UC system.

Incomplete Grades
A student will receive an Incomplete, INC mark, if for valid reasons she did not complete all prescribed work. All INC grades must be approved by the instructor. A student must complete her assignments within 14 days of the end of the quarter. When she completes her work, the teacher will assign a grade; if work is not completed within 14 days, the INC may become an F at a maximum 59% value, for the quarter.

D Grades
Students who receive a semester D+, D, or D- grade are strongly encouraged to attend summer school. Colleges and universities do not accept Ds as passing grades.

Failures (F Grades)
If a student earns a semester F she receives no credit for the class and is required to making up that grade with the course approved by the Guidance Director before the next academic school year. Students are required to present the official report card/transcript from the approved institution where they made up the course to the Guidance Director. If a student does not make up a grade, she may not be able to return to ICA the following academic year. Students are unable to make up more than 2 Fs from any single school year, therefore should a student receive 3 or more Fs as semester grades in any one year, she may not be eligible to return to ICA the following academic year.

Semester Failures (F Grades) for Seniors
A senior who has earned a semester F grade may participate in graduation activities, but will not receive a diploma until the course is satisfactorily made up. The student will have one year from the date of graduation to complete the work and must show proof with an official transcript from an approved academic institution.

Any senior earning one (1) semester F in her first semester may be asked to withdraw from ICA. If a senior has earned two (2) or more semester Fs in her first and/or second semester, the student may not participate in any graduation activities. She will be given a diploma when all the course work is satisfactorily completed. The student will have one year from the date of graduation to complete the work and must show proof with an official transcript from an approved academic institution.

Remember, acceptance letters from colleges are conditional; therefore, students who earn Ds or Fs in their senior year risk loss of admissions and financial aid offers by the college that accepted them.

Grade Point Averages
On transcripts and report cards there are several different GPAs reported. The ICA GPA is the weighted grade point average of the current semester. The Cumulative Weighted GPA (Cum GPA) is the average of semester weighted grade point averages from grades 9 through 12. ICA GPA includes pluses and minuses. See chart below to determine how to calculate your ICA GPA.
### Weighted GPA (A-G Honors/AP)

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>A, A-</th>
<th>B+, B-</th>
<th>C+, C-</th>
<th>D+, D-</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-G Honors/AP</td>
<td>5</td>
<td>4.7</td>
<td>4.3</td>
<td>3.7</td>
<td>3.3</td>
</tr>
<tr>
<td>A-G Courses</td>
<td>4</td>
<td>3.7</td>
<td>3.3</td>
<td>2.7</td>
<td>2.3</td>
</tr>
</tbody>
</table>

The **a-g GPA** is the average of semester grade point average for a-g courses earned from 10th through 12th grade. This GPA is used for the University of California and California State University for college admission requirements.

### Un-weighted GPA (Non A-G & A-G Courses)

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>A, A-</th>
<th>B+, B-</th>
<th>C+, C-</th>
<th>D+, D-</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-G Honors/AP</td>
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</tr>
<tr>
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<td>4</td>
<td>3.7</td>
<td>3.3</td>
<td>2.7</td>
<td>2.3</td>
</tr>
</tbody>
</table>

### Cal Grant GPA

The **Cal Grant GPA** is the unweighted average of semester grade point averages from grades 10th through 11th with the exception of Health/PE & CWSP. The Cal Grant GPA is used by the CA State Aid Commission for college financial aid purposes. Honors/AP courses are not calculated with an extra point for the Cal Grant GPA.

### Academic Deficiency Notices

Deficiency notices inform parents that a student is not performing to her ability and is in danger of failing a class. The academic deficiency notices are distributed halfway through the quarter. After parents or guardians receive a deficiency notice, it must be signed and returned to the Homeroom Teacher or Guidance Director in person no later than the deadline indicated on the deficiency notice. Students who do not return their signed deficiency notices on time will receive detention.

### Academic Honesty

It is the student’s responsibility to achieve success through hard work and honest effort.

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<table>
<thead>
<tr>
<th>Type of Course</th>
<th>A, A-</th>
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<td>4</td>
<td>3.7</td>
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<td>2.7</td>
<td>2.3</td>
</tr>
</tbody>
</table>

## Note:

- **Cal Grant**, UC and CSU systems will accept the highest grade earned for any course that a student retakes, if a student repeats the exact same titled course. ROTC courses may be substituted for PE for transfer students.
- To determine the ICA grade point average:
  1. **Add** the grade point values for each subject;
  2. **Divide** the total grade points by the number of subjects.

  **Geometry** ............. **A-** ............. 3.7
  **English** ............. **B** ............. 3
  **Biology** ............. **C+** ............. 2.3
  **Scripture** ............. **A** ............. 4
  **History** ............. **C** ............. 2
  **Spanish** ............. **B** ............. 3
  **CWSP** ............. **A** ............. 4

  **Total Points** ........ **22**

Divide the total points (22) by the number of subjects (7) to obtain the grade point average, 3.14, in this example. PE grades are not calculated into the GPA.
As stated in our Spartan Code of Honor, every student professes:

*To uphold my integrity, I will not cheat on tests or quizzes,*

*copy homework, or plagiarize any assignment.*

*I will be truthful because if I am not*

*I will only be cheating myself.*

**Copying**

Copying another student’s work or allowing another student to look at yours is not permitted.

**Cheating includes but is not limited to**

- looking at another student’s answers during a test or allowing another student to look at yours;
- sending or receiving text messages during a test, or using any other electronic means to communicate questions or answers, including use of smart watches;
- communicating the content of a test or quiz to students who have not yet taken it;
- using an online translation site.

**Plagiarism**

Plagiarism is copying exact words or taking ideas or paraphrasing too closely from any source without crediting that source. Such sources include the Internet, books, magazines, newspapers, other students’ work, and more.

Copying and plagiarism can also take the form of

- working on an assignment with another student when assigned to do individual work;
- failing to differentiate clearly between your words and the language of your source;
- not using quotation marks;
- not providing adequate citations;
- putting together ideas from various sources without placing them in the context of your own work and/or without offering any original work.

Copying, cheating, and plagiarism may result in the loss of credit for an assignment for anyone involved in the event. Copying, cheating, and plagiarism are considered academic and disciplinary matters, and as such may result in probation or expulsion.

**Academic Progress Reports**

Academic progress reports are available for viewing on PowerSchool.

**College Admissions**

The College Counselor, with the help from the Guidance Director, supports students through various activities (homeroom visits, college nights, college workshops, enrichment programs, college visits, college financial aid workshops, college standardized test administration and presentations, annual parent meetings, college fairs/programs, and counseling) to motivate and guide students through the college application process. The Guidance Office offers materials for students with tips, information and resources about colleges, SAT and ACT tests, and scholarships. All students are able to meet with the Guidance Director or College Counselor during break, lunch and after school (on most days), and by appointment to discuss their academic careers.

Families are provided several opportunities to learn about college admissions. ICA hosts parent information meetings and the Financial Aid Workshop to inform them about the college process and financial aid. Students and families regularly receive email updates and announcements from the Guidance department. Families are also able to email and/or phone to schedule appointments with the counselors as needed.

**Final Examinations**
Final exams are administered at the end of each semester. The regular class schedule is replaced by a special three or four-day examination schedule. All financial accounts must be settled twenty-four hours before the exams begin.

During final exams, students are required to remain on campus until their last exam is over, and they may not leave campus in between exams. Students are expected to be on time and in uniform; all other school rules apply during this time as well. Students with non-exempt tardies will not be permitted extra time for final exams.

If a student is ill and unable to come to school for a final examination, her parent or guardian must contact the Assistant Principal for Academics who will authorize the administration of the exam at a later time under conditions determined by the teacher. Students are not excused from finals due to family vacations or other non-emergency reasons.

**Homework**
Homework is an effective means of extending the learning experience and maintaining good grades. Homework includes reading, reviewing textbooks or notes, studying for exams and completing assignments and projects. Most students will have two to three hours of homework each day. Homework assignments can be viewed for each course on Google Classroom. Students must ask teachers about class and tutoring.

**Honor Roll**
First Honors students have an ICA weighted grade point average of 3.50 or above for the grading period; a student may not have a D, an F or an incomplete for the grading period even if her GPA is 3.50 or better.

Second Honors students have an ICA weighted grade point average between 3.0 and 3.49 for the grading period; students may not have a D, an F or an incomplete for the grading period even if her GPA is 3.0 or better.

**Naviance**
Naviance is an online college counseling platform created to collect, store, and report data about students’ goals, objectives, and outcomes related to planning for college and their careers. As a member of the Cristo Rey Network, ICA discloses aggregate college admissions for the purpose of benchmarking with other schools and to track the impact of Network university partnerships. This data also enables Cristo Rey Network schools to better guide students through the college search and application process.

Naviance allows families to:

- search for colleges
- chart their daughter’s performance compared to other accepted students,
- easily communicate with colleges,

All students and parents/guardians are provided a registration code to access NAVIANCE. The web address is www.succeed.naviance.com/ica. If you are unable to access NAVIANCE, please contact the college counselor or the alumni support coordinator.

**POWERSCHOOL**
PowerSchool is ICA’s school information system. It is an easy-to-use communication tool to inform students, parents, and faculty members about the academic progress of students.

PowerSchool allows families to:

- view current grades
- view attendance records
- email teachers

All students and parents are provided a username and password to access PowerSchool. The web address is http://powerschool.icacademy.org/public. It is important for parents and students
to use their individual access code and to check grades weekly. If you lose the access code, contact powerschool@icacademy.org

REPORT CARDS
Report cards are issued every quarter. Ordinarily, the reports are given to students to bring home within ten days following the close of the quarter. Given time constraints, the fourth quarter report card will be mailed to parents. Parents or guardians who have questions about their daughter’s grades should contact the respective teacher(s). Within 2 days after the first, second and third quarter, report cards are distributed to students, parents must sign the report card. Students must present their signed report card to their homeroom teacher or the Guidance Office, for verification of signature.

ADMISSIONS
Any inquiries about admissions criteria, the admissions process and financial aid applications for new students should be directed to the Admissions Director.

RACIAL NONDISCRIMINATORY POLICY
ICA Cristo Rey, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at this school. ICA Cristo Rey does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age or disability in administration of educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

ATTENDANCE
ABSENCE PROCEDURES
A parent or guardian must phone the Attendance Clerk before 9:00 a.m. on the day of the absence. The Attendance Clerk will call the parent or guardian regarding the absence if a call has not been made to the school. An absence will be recorded whenever a student misses fifteen minutes or more of any class.

The student must report to the attendance clerk before returning to classes and provide a note from her parent or guarding (required by law) indicating the dates and the reason for the absence. (see Sample Absence Letter at the end of this handbook).

PowerSchool should be used to regularly check a student’s absence/tardy record. It is the responsibility of the student and her parents/guardians to be aware of the total absence/tardy record.

We highly encourage all doctor/dentist appointments to be made during non-school and non-work hours. If not possible student must provide verifiable parent note immediately upon her return to school, no later than one week after the absence. For any absence/tardy, the student is expected to make up the work she missed; the student is permitted to make up tests and turn in late assignments as determined by each teacher.

While available to students for tutorial, teachers are not responsible for re-teaching material a student misses due to absence.

Students who miss school on the day of an extra-curricular event may not attend the event, i.e. a game, dance, play, etc.

TRUANCY
If a student does not come to school when her parents or guardian expect her to be in school, she is truant. A student who is truant may be reported to the San Francisco Police Department. A student who is truant will be required to make up the amount of time she cut school. Other disciplinary consequences for truancy will be handled on a case-by-case basis. The Dean of Students will make these arrangements.
ABSENCE AFFECTING CREDIT AND GRADES

ICA Cristo Rey strongly believes that a student's classroom attendance is critical to the quality of her education, and a grade should be reflective of what she has learned. True learning requires class participation and interaction, completion of classwork, homework and projects.

Loss of Credit

No credit will be granted in any semester in which a student has more than ten absences. In these cases, credit may only be gained after a student passes a certified summer school course or completes a prescribed program as determined by the Principal and Guidance Director.

The following are absences that will not count toward loss of credit:

- School related activities such as field trips, sports, appointments with administration or Guidance.
- Exceptional circumstances as approved by the administration.

ALL other absences from class, for any reason will count toward the limit as stated above. Absence does not excuse a student from tests, quizzes or assignments. Students will be held responsible for all work upon their return to school, and are expected to check Google Classroom for assignments. Students who are in danger of losing credit in a course or courses will be subject to review by the Administration.

EARLY DISMISSAL PROCEDURES

Parents and guardians are urged to make all appointments after school hours. In the event that it is necessary for a student to leave school early, the following procedure should be followed. The student should present a note from her parent or guardian to the Attendance Clerk requesting the privilege of an early dismissal and stating the reason and the time at which the student is to be dismissed. An example is provided at the end of the Handbook. The student must show the early dismissal slip to the teacher of the class that she will leave early. The student will then report to the Attendance Office to be signed out and dismissed. Medical appointments will be considered absences.

EXTENDED STUDENT ILLNESS

If a student experiences a chronic health condition which seriously affects her attendance at school, the Dean will speak with the student’s parent or guardian to determine if it is necessary for the student to enroll in home tutoring through the local public school district. A doctor’s note for verification will be required. Because ICA does not have resources for long-term tutorial instruction, the Principal reserves the right to ask a student to withdraw from ICA if her medical condition does not allow her to attend class on a regular basis.

TARDINESS

A student who arrives late for her first class must report to the Main Office to receive a tardy slip. An absence will be recorded whenever a student arrives fifteen minutes beyond the start of class. If a student is tardy for any other class period, her classroom teacher will mark her tardy in PowerSchool. A student who is detained by a teacher must request a signed pass from the teacher to present to the teacher of the next class. Robo calls will be sent home each day a student is late for school. All morning tardies will result in the student serving silent lunch that day. If a student reaches seven tardies in one quarter, she will be placed on Attendance Probation for the remainder of the quarter.

CORPORATE WORK STUDY PROGRAM

EMPLOYMENT

In addition to enrolling at ICA Cristo Rey Academy, all students are also hired as employees of the ICA San Francisco Work Study, Inc. (ICAWS). As ICAWS employees, students are expected to balance the multiple responsibilities they have to work, school, family, church, friends, etc. It is expected that each student be aware of all the expectations and procedures set forth in this handbook, prepared for that purpose.

JOB ASSIGNMENTS are arranged by the Corporate Work Study office for each student. Job assignments are made based on a pairing between the job description of our business partners
and a student’s skills and potential as an employee as well as the student’s attitude, effort and demonstrated compliance with CWSP policy and expectations. Whenever possible, a student’s job assignment will take into account that student’s preferences. A student’s job assignment may change during the school year.

**AN EMPLOYMENT AGREEMENT** is signed at entrance by the employee (student), the parent or legal guardian of the student, and the Corporate Work Study Director (employer). According to this agreement, the student must be employed through the Corporate Work Study Program in order to stay enrolled at ICA Cristo Rey Academy. Annually students complete a new work permit.

**THE WORK SCHEDULE** allows each student the opportunity to work approximately five full days per month without missing valuable instructional time in class. Students shall report to work on each workday assigned by the Corporate Work Study staff. The daily schedule corresponds to that of most other adults who work in a professional work environment: approximately an 8 hour workday with appropriate breaks and time for lunch.

Students are to use the breaks and lunch time given, as provided by law.

Parents, legal guardians, family or friends of students may not visit students at the worksite during the workday without the prior authorization of the CWSP office. These visits must be coordinated through the CWSP office.

**Typical Team Work Schedule:**

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<th>MONDAY</th>
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**TRANSPORTATION** to and from the worksite is the responsibility of the Corporate Work Study staff. Students shall travel to and from work only in CWSP vans operated by trained drivers, on public transportation with chaperones employed by ICA Cristo Rey Academy, or walk to certain sponsors, depending on that sponsor’s proximity to school.

Students may not transport themselves to/from work with the exception of those students who have been granted direct commute privileges for commute from their work sites. Students may never transport fellow students to and/or from work.

Parents, legal guardians, family or friends of students may not drop-off or pick-up students at the worksite without the prior authorization of the CWSP office. These visits must be coordinated through the CWSP office.

**EMPLOYABILITY AND ASSIGNMENT OF INCOME**

Students earn real income through the Corporate Work Study Program. Wages earned by the student through ICAWS, Inc. employment are assigned to ICA Cristo Rey to defer the student’s cost of education, as agreed to in the Parent-Student Employment Agreement. Students must be at least 14 years old to participate in the CWSP. All students must complete a State of California work permit form in addition to other employment forms. Students are required to abide by the work restrictions set forth on the reverse side of the work permit form. These restrictions may affect a student’s ability to work at a job outside of CWSP.

**SAFETY** is always an important concern for the Corporate Work Study office. Students are to report any safety concerns to the CWSP Office as soon as possible.

**GRADING**

CWSP is considered an academic course and is counted toward the cumulative GPA the same as other academic courses. Grades are based on Daily Performance Ratings, Course Assignments.
and Supervisor Evaluations at the Middle and End of the school year. Please refer to the Grading section under Academics for details on the percentages to earn an A, B, C, D or failing grade. Please refer to Absences Affecting Grades section (below) for further information on the specifics of absences and make up days and how they can affect students’ overall grade in CWSP.

ATTENDANCE EXPECTATIONS

At ICA Cristo Rey Academy, the integration of work and study is very important to the overall success of each student; therefore all student employees are expected to report to work on all assigned workdays.

Since attendance at work is such an important responsibility, it is best seen as a cooperative effort between student, parent, and Corporate Work Study staff.

Students are responsible for being present, on time, in compliance with the dress code and ready for work at morning check-out on their assigned workdays.

Parents or legal guardians are responsible for ensuring their daughter’s prompt arrival and compliance with the dress code, as well as for their child’s pick-up from school after returning from work in the afternoon.

Corporate Work Study staff members are responsible for verifying student attendance, notifying the workplace of any absences, ensuring the student is in compliance with the dress code and ready to work, and transporting the student to and from their jobsite.

Any deviations from these attendance expectations are cause for conferencing between student, parent or legal guardian and Corporate Work Study staff. When disputes arise, the Corporate Work Study Director has the responsibility of ultimately interpreting these expectations for students, parents or their legal guardians in a way that promotes the success of every student.

ABSENCES on workdays are a very serious issue as our employers are paying real money for real work and therefore expect our student workers to be at their jobsite every day. No student is excused from work for reasons other than serious illness or severe family emergency. Medical or dental appointments, vacations, or other personal activities should never be scheduled to conflict with work. When an absence occurs:

• Parent or legal guardians are to notify the Corporate Work Study Office before 7:15 a.m. on the day of the student absence.

• Parents and legal guardians may not contact the worksite – this is the responsibility of the student and Corporate Work Study Office.

• Student workers are to schedule a make-up workday as soon as possible. The actual make-up date can be served at any time during the semester (when possible) of the absence, subject to that date being acceptable to the sponsor.

• If a student has outstanding work absences at the end of the school year, she will be required to serve these make-up days at her worksite over summer break within one week of the last day of the semester, at a time that is agreed to with her supervisor. If absences cam not be made up at the worksite they will be made up with CWSP, at a time that is agreed to by CWSP. A returning student will not be allowed to begin classes or CWSP at the beginning of any school year if she has outstanding unmade-up absences.

• Cases where there is no longer an opportunity to make up the absence at the work site will be treated on a case-by-case basis.

ABSENCES AFFECTING SENIORS

A senior will not receive her diploma until all absences are made up.

ABSENCES AFFECTING GRADE

In addition to daily attendance accounting for 10% of the overall CWSP grade, a student’s grade will be further affected if absences are not made up.

Absences in First Semester
If a student is absent one or more times within the first semester of the school year and does not successfully schedule and complete her make up day within the first semester, her grade in CWSP will be affected. If a student does not successfully complete her make up day(s) by the start of the second semester, she will be placed on CWSP Probation. The student may also be required to attend after school CWSP Detention(s) until all make up days are completed.

Absences in Second Semester

Absences within Second Semester or hanging absences from First Semester **NEED TO BE MADE UP NO LATER THAN THE FIRST WEEK OF SUMMER VACATION IN ORDER TO PASS CWSP.** If a student fails to complete her make up days within the first week of summer vacation, she will automatically fail CWSP.

**BUSINESS CLOSINGS** occur from time to time for various reasons (for example: special training for adult staff). When a business is closed for special circumstances, the student working at that business will be assigned to work that day in the CWSP office. Work hours at school will be the normal school day hours.

**CO-CURRICULAR ACTIVITIES** are an important aspect of the student's life at ICA Cristo Rey Academy, and participation is therefore strongly encouraged. In the event that any such activity conflicts with attendance at work, work takes precedence. Students may not reschedule workdays or leave work early to attend to co-curricular activities.

**CONFLICTING PERSONAL ACTIVITIES** such as routine medical appointments, family trips, etc. may not be scheduled so as to interrupt work responsibilities.

**HOLIDAY SCHEDULES** vary depending on the holiday. Students must consult the school calendar in advance of common holidays to determine which days they will work and which days they will not work. Students must always communicate with CWSP when issues about a holiday come up, but here are some general guidelines:

- If CWSP is closed on the holiday in question (for example: the day after Thanksgiving), then no students are expected to report to work. Students who missed a work day earlier in the same semester may use this holiday as the opportunity to work a make-up day, provided the business is open that day.

**ILLNESS** at work is sometimes unavoidable. In these cases, the student worker is to notify her worksite supervisor and then contact the Corporate Work Study Office. **The Corporate Work Study staff will handle communication with parents or legal guardians and arrange for transportation from the workplace back to ICA Cristo Rey Academy.** Due to missed time at work, these situations are recorded as absences and will be dealt with as such. If, due to illness, a student leaves work before 12 p.m., she will need to make up the entire work day. If she leaves after 2 p.m., she will need to make up a half day, 4 hours.

**MAKE-UP DAYS** are the responsibility of the student to schedule and complete. After an absence, CWSP will email the student and supervisor with a list of available dates to make up the missed work day. The missed day must be made up on a date that is convenient for the sponsor within the semester of absence. Upon working the make-up day, the student must complete the electronic time card just as on normal work days. A student and her parent/guardian are responsible for transportation to and from the worksite on her make-up day.

**TARDINESS**

Tardiness to check-out will be treated as a school tardy. If a student misses check-out completely, she will first be issued a warning. If a student misses check-out more than two times, she will be issued a detention each time she missed check-out and it will affect her grade.

**TIME CARD**

It is the responsibility of each student to complete and submit her electronic time card. Time cards must be submitted no later than 6pm on the student's work day. Students who do not submit their time cards on time will not receive full credit and may face additional consequences.
PERFORMANCE EXPECTATIONS

Not only are students’ jobs and the experience of work integral parts of an ICA Cristo Rey education, but also our Corporate Sponsors pay real money for real work and therefore have real expectations of high quality performance. All student employees of ICAWS, Inc. are expected to meet or exceed these performance expectations of the job to which they are assigned. This effort requires that students (a) know what is expected of them, and (b) learn and develop the skills to accomplish the work.

- **ATTITUDE** is the most influential factor in the success of students at work. Students should always strive to be conscious of their attitude and how their performance is affected by attitude.

- **COMMUNICATION** is done well when it is both effective and efficient. To ensure that channels of communication are used appropriately, the Corporate Work Study Office facilitates all communication between student employees or their families and the workplace.

CWSP is a student’s first point of contact for all job-related issues. CWSP will help students communicate properly with the business at which they work.

- **LOSS OF JOB** is a very serious situation as it may mean that the student in question can no longer stay enrolled at ICA Cristo Rey. A Corporate Sponsor may determine that a student is no longer suitable for employment with that company for a variety of reasons. Issues that may cause a Sponsor to request that a student is removed from their work site include: poor attitude, poor attendance, poor work performance, violation of company rules, inappropriate conduct, etc. Although it happens very rarely, when a student is removed from her worksite, she is normally placed on CWSP Probation and is placed in a CWSP re-employment training program. Upon successful completion of the re-employment training program the student is placed back in a CWSP work position. If the issues that caused the student to be removed are deemed to be of a sufficiently serious nature, the student may be dismissed from the school, at the discretion of CWSP.

- **MORNING CHECK-OUT** is conducted on every assigned workday. Check-out ensures proper administration and coordination of the daily commute to the work sites. Students are therefore to attend and participate in all morning check-outs on their assigned workdays throughout the year. This is also the place at which official attendance is taken and dress code compliance is reviewed. Students need to be ready and at check out by 7:45 a.m.

- **ON-THE-JOB TRAINING** is required from time to time by various job partners, and may include programs such as new employee orientations, “update” courses in various skills and/or procedures in use at the jobsite. As requested, the CWSP office will arrange for students to participate in these valuable training experiences.

- **PERFORMANCE EVALUATIONS** provide valuable feedback and insights into the quality of the work done by students at the workplace. These evaluations are normally conducted in a formal way two times per year: (1) near the conclusion of the Fall Semester and (2) near the conclusion of the Spring Semester. Students are also evaluated by means of their time card on a weekly basis.

- **RE-TRAINING** occurs when a student is consistently exhibiting poor performance at the worksite. Such a student is likely to be removed from her job and assigned to work at the CWSP office for a period of time while learning to improve performance. Students in retraining are not replaced at the same worksite after the retraining period.

CONDUCT

As employees of ICAWS, Inc., all students are expected to conduct themselves according to the Spartan Code of Honor set forth in the ICA Cristo Rey Parent-Student Handbook. Students should consult with CWSP to together resolve other situations that may come up at work.

- **BUSINESS PROPERTY** includes goods, materials, equipment and resources owned by the business or for which the business is responsible. Such property is for work-related use only and may never be used for personal reasons. In particular, student employees should take care not to misuse computers, telephones or other office equipment.
No student employee is allowed to use the computers or other network equipment at work for personal reasons at any time. Such inappropriate usage is grounds for immediate removal.

- **PERSONAL ELECTRONIC DEVICES - CELL PHONES, COMPUTERS, AND OR GAMING DEVICES** shall not be used during work time or in the work building at any time. Students who do not comply with these rules may be further restricted by the CWSP Staff from taking these items to the workplace. Repeated offenses may result in immediate removal from the workplace and potentially, the school.

- **CONTACTING THE WORKPLACE is the responsibility of the Corporate Work Study Office.** The CWSP staff facilitates all communication between student, school and partnering businesses.

Parents, legal guardians, family or friends of students shall not contact their child at work or contact the workplace about issues regarding their child. The Corporate Work Study Office is available to relay messages between the students’ family/home and the workplace.

- **PROFESSIONALISM is expected of every student employee at all times.** Students who exemplify professionalism conduct themselves with courtesy, dignity, honesty, integrity, disciplined language, and respect for all people.

- **TRANSPORTATION is provided to student employees as a means of ensuring their safe transport between the worksite and the ICA Cristo Rey campus.** Students are expected to behave according to the guidelines set forth by the CWSP staff, and to follow all directions of the drivers/chaperones.

Certain sponsors are located within walking distance of ICA. Students assigned to these sponsors will walk to and from their worksite without a chaperone after the first 4 days of work. Students are expected to conduct themselves according to the Spartan Code of Honor set forth in the ICA Cristo Rey Parent-Student Handbook while walking to and from their worksite and on breaks and lunch.

**CO-CURRICULAR PROGRAM**

The co-curricular program at ICA includes a program of campus ministry, student government, student clubs and athletics.

The Director of Campus Ministry schedules and organizes all retreat and liturgical functions. The Director of Student Activities coordinates and calendars all student activities. The Athletic Director schedules all games and practices.

**CAMPUS MINISTRY**

The purpose of the Campus Ministry team is to be a public witness to the love of God. Empowered by the Holy Spirit, Campus Ministers plan and celebrate ways to foster the four Dominican Pillars, which uphold our mission as part of the family of the Order of Preachers: Community, Prayer, Study and Service.

Campus Ministry is open to all students who wish to serve the ICA community. There are three ways to be involved in Campus Ministry: Associate, Leader and Preacher. Students who wish to be associates attend meetings on a regular basis and learn about the work we do. Those who wish to be leaders apply and will be interviewed by the Director of Campus Ministry. All Campus Ministry Leaders attend training during the summer: for all leaders this includes two days and an overnight at ICA, and all new leaders are required to attend the MSJ Veritas Retreat with the other MSJ schools. Selected students attend the Dominican High School Preaching conference for an additional week in summer. Those students who join the campus ministry team as a Junior commit themselves to two years of service. Because of the time commitment and nature of the leadership required for student campus ministers leaders, they may not belong to any additional leadership position including: Student Government, BLOCK, CLIP, or ASB.

The school’s Director of Campus Ministry and student campus ministry team give special leadership in nurturing the faith life of the school through the following opportunities.
• **Liturgies**
  The Eucharist is the source and summit of the Christian life, therefore all students, faculty and staff participate in Masses and prayer services on a regular basis throughout the year prepared by the Campus Ministry team.

• **Prayer**
  Each morning, a student Campus Minister leads the student body in prayer. Teachers are encouraged to begin each of their classes with prayer and students are encouraged to begin class and club meetings with prayer.

• **Reconciliation**
  Reconciliation services take place during the Advent and Lenten seasons.

• **Retreats**
  The retreat program provides opportunities for students to deepen their relationships with God, self and others. As the retreats are part of our overall curriculum, all students are required to participate in their yearly class retreat. The retreats take priority over all other ICA activities. If some extenuating circumstance prevents a student from attending the class retreat, the parent is expected to notify the Principal at least one week prior to the class departing for retreat. Students who fail to attend the retreat without prior arrangements will receive unexcused absences. All students who miss a retreat will be required to make it up and/or complete an alternative assignment at the discretion of the Director of Campus Ministry.

  The retreat program will mirror the Four Pillars of Dominican Life, which support our mission as the Order of Preachers: Community, Service, Study and Prayer.

**STUDENT GOVERNMENT**

**Student Council** is an advisory group that shares student recommendations with teachers and school leadership. Student Council consists of elected class officers and ASB. In order to run for office, a student must complete a preliminary contract provided by the Director of Student Activities. The preliminary contract must also be signed by the student’s parent(s)/guardian(s) before campaigning begins. A student may be removed from running for office at any time for breaking this contract. A student must receive approval to run for office from each of her current teachers, the Director of Guidance, the Dean of Students and the Principal. Any student on Probation or Disciplinary Action Status at the time of elections may not run for ASB or Student Council. All students interested in running for student offices must have a minimum cumulative GPA of 2.5 (3.0 for ASB), minimal absences, and be in good disciplinary standing. Students elected to Student Council shall agree to attend each of the following school year’s important events by signing a Student Council Contract. The student’s parent(s)/guardian(s) must also sign the Contract. Elected officers who are placed on Probation or Disciplinary Action Status during the year will be asked to step down until the probation is cleared.

**CLASS NAMES, SONGS, BANNERS AND MASCOTS**

During the school year, the freshman class will receive its traditional color and then choose its mascot and class song. Guidelines developed by the Student Council include the following:

- Mascots and class songs currently being used in the student body may not be repeated. Freshman may use the mascots and songs of classes that have already graduated.
- In sophomore year, the class makes its banner. The banner should be no larger than three feet wide and four feet long. The design must allow for a 3 ½ foot rod so that the banner may be hung.
- The banners of the last graduating class and the current senior and junior classes will be displayed at all times in the auditorium.

**SPIRIT POINTS**
Spirit points are awarded to classes for their demonstration of school spirit. The Spirit Trophy is awarded to the class that has accumulated the most points during the year at the annual Class Day Assembly. Spirit points are traditionally given for the following events: class games, ICA Cristo Rey Week, Spirit Week activities, dress-up days, bulletin boards, hallway decorations, game and performance attendance, workers of the week, checklist completion, and academic performance. Spirit points may be awarded for other activities at the discretion of the Principal and the Director of Student Activities.

**STUDENT HONORARY ORGANIZATIONS**

Honorary student organizations include:

- **BLOCK Society**: This organization is composed of students who have been acknowledged with a BLOCK for their service to peers and school, well rounded involvement, enthusiasm and selfless concern for the common good. Requirements for membership are available from the BLOCK Society moderator. Spartan Blocks are presented to new BLOCK members at an end-of-the-year assembly.

- **California Scholarship Federation (CSF)**: Students who take five core and whose grades in those subjects merit ten points, according to the CSF rating scale, are eligible for CSF membership, on a semester basis. Life membership is earned by the student who maintains semester membership for four semesters at ICA Cristo Rey, one of which must be during her senior year. Life members are eligible to apply for CSF scholarships offered by many colleges. A student with a semester D or F will be unable to maintain membership in CSF.

- **CLIP**: The Corporate Leadership Intern Program (CLIP) is an elite student leadership group representing ICA’s Corporate Work Study Program. Characteristics of a CLIP member include integrity, maturity, commitment, professionalism, and a positive attitude towards the work study program and ICA. CLIP members are ambassadors of the CWSP program for current and prospective students, parents and sponsors. CLIP members serve as role models for their fellow students and serve as a liaison between students and CWSP staff. New members are recognized at an end-of-year assembly.

- **National Honor Society (NHS)**: Students who earn a 3.0 cumulative grade point average in the 10th, 11th or 12th grade, and meet the NHS criterion based on leadership, service and character, are eligible for membership. A student must be enrolled at ICA Cristo Rey for at least one semester to be eligible. A member must maintain a 3.0 cumulative GPA to be a life member in NHS. Members are required to be peer tutors for a minimum of ten (10) hours per semester. A student may be removed if a semester grade is lower than a C-.

**ORGANIZATIONS**

(Application process only)

- Ambassadors
- BLOCK
- Campus Ministry Leaders
- CLIP

**PROGRAMS**

(Open to all students)

- Fil-AM
- BSU (Black Student Union)
- Polynesian Club
- Refugees Welcome
- Las Latinas Unidas
- Poetry Club
- Pride without Prejudice
- Girls Do Gaming
- Campus Ministry Associates
- AV Crew
- Girl Rising
- Spartan Press
- Two Languages--One Meaning

These clubs and programs must seek approval from Student Council, the Director of Student Activities, the Dean and the Principal before hosting an activity, fundraiser, or event.
Before obtaining approval, club and program sponsored events must meet the following requirements:

1. Must have at least two adults supervising.
2. Must have 10 students in a committee to plan and run the event.
3. Must have at least a three week planning period with scheduled meetings.
4. A well written purpose statement and outline of event including proposed dates and budget.

Students wishing to start a new club must create a proposal including the club’s mission statement, moderator, meeting dates and times, and a petition signed by 25 students. New clubs must be approved by Student Council, the Director of Student Activities, the Dean of Students, and the Principal.

ATHLETICS
ICA Cristo Rey is a member school of the California Interscholastic Federation (CIF). Within the CIF, ICA is a member of the CIF-San Francisco Section and is a full member of the Academic Athletic Association (AAA) League.

Students who wish to try out for an athletic team must meet ICA, CIF, and AAA eligibility requirements. Complete information is on www.icacademy.org, www.cifstate.org, and www.cifsf.org.

The Athletic Director coordinates all athletic activities.

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GUIDANCE

The Guidance Team is active in ensuring academic success by coordinating numerous aspects of high school growth and personal development. Guidance at ICA is an essential piece of the educational experience and complements the school’s mission. ICA provides academic, college and personal support individually and in small groups.

The goal of this department is to help students optimize their opportunities and take advantage of all the resources and programs that are available to them. The Guidance Department is comprised of the Director of Guidance, the College Counselor and the Personal Counselor.

- **Academic Counseling**
  The Director of Guidance serves as the Academic Counselor and ensures that all students receive the support. She works with every student to ensure success and improvement when needed. This counselor also communicates with teachers for accommodations specified in assessments and educational plans when needed. When needed, some students are placed on academic probation and are given tutorial charts that require meeting with particular teachers for weekly academic support. The Director of Guidance works intensely with those students to improve communication and accountability. She also works with those students who might benefit from a peer tutor.

- **College Counseling**
As a Cristo Rey school, we expect all of our students to attend college and we work with families to help make that a reality. To assist families with college, financial aid and scholarship applications, the College Counselor facilitates several events and programs to help students through the college admission process.

9-12th grade Checklists
ICA students are required to complete a checklist every semester. A checklist is a list of items that prepare every student for her journey to college and beyond. Please refer to the Google Classroom for each class for the updated checklist. All students who complete the checklist by the due date will be rewarded with early dismissal, an event entitled You Made the Checklist (YMTC) on the ICA calendar.

• Personal Counseling
The Personal Counselor provides support and helps create strategies for coping with challenging situations or emotions. The Personal Counselor is available to work with students who have a desire or a need to talk about stressful events in their lives. Students may also be referred by other students, parents, and faculty/staff.

• Standardized Testing
The Director of Guidance organizes and supervises the school’s standardized testing program. The testing program includes:
- National Testing Day (for 9th, 10th and 11th grades)
- Grade 9: PSAT 8/9*
- Grade 10: PSAT/NMSQT*
- Grade 11: PSAT/NMSQT*, ACT Plus Writing in April, SAT with Writing in May, AP testing (required for students taking an AP class)
- Grade 12: SAT with Writing, ACT Plus Writing, and AP testing (required for students taking an AP class)

*PSAT 8/9 and PSAT/NMSQT are practice tests for the SAT (www.collegeboard.com/psat). To view all the AP exams go to: www.apcentral.collegeboard.com. Some students have the option of an AP exam based on PSAT scores.

DISCIPLINE
All students are expected to strive to live the philosophy of ICA, which includes the challenge “to live meaningful Christian lives.” Central to the Christian life is Jesus’ teaching that we must love one another. This calls us to respect all people. The discipline policies of ICA are guidelines for the Christian behavior of ICA students, which challenge each student to develop habits of self-discipline in word and action.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school at its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in the Student-Parent Handbook of the school.

When students do not meet the standards or expectations of ICA, consequences include detention, probation, suspension or expulsion.

DETENTION
Detention is one of the consequences for breaking a school rule. Each time a student earns 3 detentions, they will be required to serve a Saturday detention. If a student fails to serve their Saturday detention, she will be assigned two Saturday detentions. If she fails to serve either one of the Saturday detentions, she will serve an out of school suspension.

Students will be liable for a detention for the following infractions or others as determined by the administration and faculty:
1. engaging in disrespectful behavior;
2. using inappropriate language;
3. causing classroom disturbance;
4. engaging in boisterous/disruptive conduct;
5. being out of uniform without school approval;
6. failing to return communications sent to parents or guardians for their signature;
7. coming to class without required materials;
8. chewing gum;
9. eating or drinking in the building without authorization;
10. littering any area of the campus;
11. failing to present absence note on the day student returns to class;
12. refusing to keep an appointment with a teacher;
13. failing to serve a detention;
14. use of music playing devices in the building without authorization;
15. use of cell phone or other devices outside of designated times & areas;
16. failing to complete the college checklist by the due date;
17. failing to attend mandated tutorials

CONSEQUENCES FOR NOT SERVING DETENTIONS ON TIME.

Failure to serve a detention will result in additional consequences to be determined by the Dean. Each time a student earns 3 detentions, they will be required to serve a Saturday detention. If a student fails to serve their Saturday detention, she will be assigned two Saturday detentions. If she fails to serve either one of the Saturday detentions, she will serve an out of school suspension. If a student reaches 6 detentions in one quarter which is equivalent to two Saturday detentions, she will be placed on Disciplinary Action Status for the remainder of the quarter. Students will receive a “fresh start” at the start of each quarter.

DISCIPLINARY ACTION STATUS (DAS)

At the discretion of the Dean of Students, a student may be placed on Disciplinary Action Status (DAS) for a period of time, not to exceed one semester. DAS may result when a student’s violation of school rules and/or policies warrants more than detention but does not rise to the level of being placed on formal Disciplinary Probation.

This status may carry the same consequences as Disciplinary Probation but may be enforced for a shorter period of time.

Any student who fails to abide by the terms of DAS or who commits further offenses may be placed on Disciplinary Probation.

PROBATION

Probation is a serious warning that a student is not meeting academic, disciplinary or attendance standards for an ICA student. A student who is placed on probation is expected to show evidence of improvement; if a student fails to improve during the probationary period, she may be placed on probation for a second time; she may be asked to withdraw; or she may be expelled. Any student on probation for more than two semesters will be subject to an Administrative review to determine if she can remain at ICA.

There are four types of probation at ICA: academic, disciplinary, CWSP and attendance.

Academic Probation

A student is placed on Academic Probation at the end of the semester for any of the following reasons: she achieved below a 2.0 semester GPA with report card comments indicating that she is achieving below her ability and/or is showing poor effort, earned two or more semester Ds or
received a semester F. A student is on Academic Probation for one semester. A formal review will determine if a student can be removed from Academic Probation or if it would be appropriate to continue the status for another semester.

**Disciplinary Probation**

A student is liable for Disciplinary Probation for serious misconduct or for repeated lesser infractions. A student is on disciplinary probation for one semester. There is a formal review to determine if a student can be removed from Disciplinary Probation or if she will remain on Disciplinary Probation for another semester.

**CWSP Probation**

When, after being counseled and coached about unacceptable job performance, a student is unable to correct that performance, she is liable for CWSP Probation. If a student repeatedly ignores expectations (e.g. continues to use electronic devices at work), she is also liable for CWSP Probation. Students on CWSP Probation may be removed from their workplace and must then go through re-training curriculum. Probation may affect future job assignments.

**Attendance Probation**

A student is liable for attendance probation for accumulating seven or more tardies total in one academic quarter. Students accumulating more than seven tardies in one academic quarter will be assigned Saturday detention. There is a formal review to determine if a student can be removed from attendance probation or if she will remain on attendance probation for another quarter. See related topics: Absence Affecting Credit and Grades and Tardiness.

**CONSEQUENCES FOR ACADEMIC, DISCIPLINARY, CWSP AND ATTENDANCE PROBATION**

A student on probation is subject to the following consequences:

1. Review of involvement in co-curricular activities, i.e. athletics, student government, and campus ministry, and clubs
2. She may not participate in extended field trips sponsored by ICA or other schools
3. She may not attend school-sponsored dances
4. Juniors and seniors on probation during the second semester may not attend the prom
5. She may not run for class office or student body office

Note: Some colleges and universities require high schools to report probation, suspension and/or expulsion.

**Procedures for Probation**

In cases of Academic Probation status, the Guidance Director will meet with or give written notice to student’s parents or guardian. In cases of Disciplinary Probation and Attendance Probation, the Dean of Students will meet with or give written notification to the student’s parent or guardian. In all cases, the parent or guardian and student will be required to sign and return a form acknowledging that they understand the terms of probation.

**SUSPENSION**

Suspension is a consequence for serious misconduct or repeated disregard for school rules. Grounds for suspension are listed below. Suspension may be given for a varied number of days. During the period of suspension, a student may not attend classes or school-sponsored activities. The student is expected to make up all work. Students may serve the period of suspension at home or school as determined by the Principal.

- **Procedures for Suspension**
  
  When serious misconduct occurs, the Dean of Students informs the student of the serious nature of her misconduct. The Dean gives the student an opportunity to explain her actions. The parent/guardian is informed by phone or letter or by means of a parent/guardian conference. The Principal makes the final decision about suspension.
DISMISSAL
Expulsion is the final irrevocable dismissal of a student from school. Grounds for expulsion are listed below.

• **Procedures for Dismissal**
  When serious misconduct occurs, the Dean of Students informs the student of the serious nature of her misconduct. The Dean gives the student an opportunity to explain her actions. A conference is held with the student, her parent or guardian, the Dean of Students and the Principal. The Principal makes the final decision about expulsion. The Dean of Students prepares a letter summarizing the case.

• **Grounds for Suspension or Expulsion**
  Students are liable for suspension or expulsion as determined by the Principal for the following actions on or off campus or at school-sponsored activities:
  1. engaging in conduct detrimental to the reputation of the school;
  2. disobeying and defying school authorities, school or state regulations continually and willfully;
  3. possessing, using or selling illegal drugs, alcohol, tobacco or drug paraphernalia;
  4. stealing, cheating, or plagiarizing;
  5. engaging in violent activity, including but not limited to verbal or written threats, hitting, and/or fighting;
  6. falsifying or forging excuses, records or documents;
  7. lying;
  8. defacing or damaging school property;
  9. possessing or using a weapon or a weapon-like instrument;
  10. using profane or vulgar words or actions;
  11. displaying disrespectful behavior on or off campus;
  12. belonging to or joining a gang;
  13. refusing to complete school assignments and failing to comply with the terms of academic probation despite ability to do the work;
  14. truancy;
  15. posting threats, slander or vulgarity on social networking sites or through use of technology
  16. earning 3 or more semester Fs in one year

ALCOHOL, MARIJUANA AND ILLEGAL DRUGS
If a student possesses, uses, or sells alcohol, marijuana or any type of drug, the school will enforce its disciplinary consequences and may also inform the police department. If a student is suspected or has been reported as using alcohol, marijuana or illegal drugs, she may be referred for professional testing and assessment. Recommendations from the assessment may be followed. A further consequence for a student who is allowed to remain at ICA after possessing, using or selling alcohol, marijuana or illegal drugs may be that she enroll in a drug/alcohol treatment program to receive professional testing, evaluation and counseling at the expense of the parent or guardian.

SMOKING
Smoking is not permitted on or around campus or at sponsored activities, or while in school uniform. Students are reminded that smoking is illegal for minors and is injurious to health.

CONFLICT MANAGEMENT
If anyone on campus becomes aware of a dispute among members of the student body, the individual should inform a teacher, staff member or administrator. Behavior which should be
reported may include: student complaints about another student harassing her, an angry verbal exchange between students, the observation of hostile interaction between students, a parent’s complaint about the behavior of a student, a student’s report about tension between peers, etc. Students may make a self-referral or a teacher or Dean of Students may make a referral. The Dean of Students will meet with the students involved. One means of resolving the conflict may be referral to the school’s Personal Counselor.

CRIMINAL ACCUSATIONS
A student accused of criminal activity but has not been convicted may be placed on home-study.

DRESS CODE
Students are expected to wear the uniform completely, neatly and proudly every day unless the Dean has approved non-uniform attire. If a student is unable to wear the complete uniform, she must present a note from her parent or guardian to the Dean before her first class. All dress code offenses will result in detention. The Administration of ICA reserves the right to determine and interpret dress code standards, including the uniform & free dress attire.

UNIFORM REQUIREMENTS
Students are required to wear the following items on school and work days. ALL REQUIRED UNIFORM CLOTHING ITEMS MUST BE PURCHASED FROM SIMPLY UNIFORM.
- Uniform ICA Black cardigan sweater
- Uniform ICA black vest
- Uniform ICA skirt
- ICA Polo or White Blouse
- Pants: Pants are to be the required uniform pant in black or khaki purchased from the uniform company.
- Shoes: Must be ALL Black and MUST be low top tennis shoes or ballet flats. No heels or high tops allowed.
- Hosiery/Dress Socks: Only solid white or black socks may be worn. All black leggings or tights are allowed.

OPTIONS TO THE SCHOOL UNIFORM
• ICA logo outerwear may be worn on top of full uniform requirements (polo/white blouse and cardigan or vest) except on formal uniform days.
• Non-Uniform jackets, scarves, or sweatshirts may NOT be worn at any time during the school day.

CWSP UNIFORM
The CWSP uniform follows the same guidelines as the general uniform requirements, with the exception of the modifications listed below:
- No skirts are allowed. Pants only: Pants are the required uniform pant in black or khaki purchased from the uniform company
- ICA cardigan or vest
- ICA polo or white blouse
- Solid black or white socks
- Black uniform shoes
- NO false/fake fingernails (Students wearing false/fake fingernails on workdays will be asked to remove them or be sent home.)

• On workdays, students are allowed to wear a non-uniform jacket in black, white, gray, or dark blue during commute only. The jacket must be solid in color and substantial (i.e. no cotton hoodies, ICA sweatshirts, jean jackets or cargo jackets).
ICA FORMAL UNIFORM

On formal uniform days, students are required to wear:

- ICA cardigan or vest
- ICA polo or white blouse
- ICA uniform skirt
- Solid black or white socks
- All black tights or leggings
- Uniform shoes

Formal Uniform days include:

- School Masses
- Blue and White Assembly
- Awards Assemblies
- Candle Rose Assembly
- Class Day Assembly
- Baccalaureate Day
- Any day announced by school administration

OUT-OF-UNIFORM PASSES

Uniform passes will only be given for emergencies. If a student is unable to wear one part of the uniform, she must present a note from her parent or guardian to the Dean before school. The Dean reserves the right to deny an out-of-uniform pass. Students may also earn free dress passes as rewards or prizes. These passes can only be used on the designated day.

NON-UNIFORM ATTIRE

Non-uniform attire is worn on designated school days, on retreats and on field trips. Students may wear non-uniform attire on their birthday or half birthday when they bring the birthday dress form (located at the end of the Handbook) to the Dean and get a pass.

STUDENTS MAY NEVER WEAR

- tank tops (no spaghetti straps)
- shorts/dresses/skirts that are more than two inches above the knee
- halter tops or crop tops
- T-shirts with inappropriate slogans, logos or designs
- ripped jeans/pants/tights (no skin should be showing)
- pajamas
- flip-flops or shoes with an open front or back.

The Administration reserves the right to determine acceptable school attire. If a student wears clothing that does not meet ICA’s non-uniform code, the parent or guardian will be contacted and asked to bring a change of clothing for the student or student will be required to wear uniform pieces.

GENERAL DRESS CODE REGUATIONS (FOR WORK AND CLASS DAYS)

TATTOOS

Tattoos of any sort (temporary or permanent) should never be visible.

BODY PIERCINGS

Earrings cannot be larger than a quarter in diameter or length. Only a clear nose piercing place holder is permitted. No other body piercings are allowed. Parents/ Guardians and students are held accountable for piercings, especially over the holidays. If a student is wearing a piercing other than
in her ear or on her nose, she will be asked to remove it and turn it in. If the student refuses, she will be sent home.

MAKE-UP
Face paint, glitter or stickers on the face, or writing on one’s hands or arms is not permitted. Students will be asked to remove distracting and excessive make-up.

FINGERNAILS
Nails that extend beyond ¼ inch past the tip of the finger impede keyboarding and normal activity therefore are not permitted at school or work.

HAIR COLOR/STYLE
Hair styles are to be neat, clean & reflect the business of schools. A student with an unnatural hair color will be expected to dye her hair color to an acceptable color. No more than two natural hair colors will be allowed. Excessive, extreme colors will not be permitted. Hair should be worn off the face and with safety in mind while working with office machinery. Head scarves, hats, or bandanas are not allowed.

HYGIENE
Students are expected to maintain a neat and clean appearance.

FINANCIAL POLICIES
1. Returning students will receive a schedule of classes only when fees or tuition due from the previous year are paid in full.
2. All tuition payments are due on time according to the tuition payment plan chosen.
3. ICA imposes a $25.00 fee for late payments and for any returned checks made payable to ICA.
4. If a family owes ICA any money, tuition or otherwise, a student may not be allowed to:
   • participate on athletic teams or attend field trips, dances and other extracurriculars
   • receive class schedules
   Students with outstanding balances due will only be allowed to participate at ICA when all debts are paid in full or an amended financial contract has been agreed upon by the parent/guardian and ICA’s CFO.
5. ICA reserves the right not to accept personal checks.
6. ICA has the right to take legal action to collect school tuition and fees.
7. For the safety of our students and staff, ICA requests that payment be made by check, money order or credit card.

FAMILY SERVICE HOURS
• Each family must fulfill fifteen (15) hours of service to ICA during the academic year.

GENERAL POLICIES AND PROCEDURES

ACADEMIC HONESTY POLICY
Students are expected to abide by the Spartan Code of Honor and the academic honesty expectations found in the “Academics” section.

ANNOUNCEMENTS
Announcement forms are in the main office and require the signature of the moderator for class and club announcements.
APPOINTMENTS
Students and parents should see administrators or teachers before or after school by appointment. Parents may email, leave telephone messages or send notes requesting appointments at mutually convenient times.

AUDITORIUM USE
Tina Sprouse approves all calendar requests for the auditorium.

BUSINESS HOURS
The school office is open from 7:00 a.m. until 5:00 p.m. on school days.

CALENDAR
The school calendar is provided to each student on Orientation day in the form of the Student-Parent Handbook & Planner. Each family will also receive an additional copy for home use at the Back to School Night Mandatory Parent Meeting. Please refer to this calendar for major school events and schedules. The calendar is available on ICA’s website. Any changes to the calendar will be highlighted on the website.

CAMPUS SECURITY
For the security of the campus, the following doors may not be used as an entrance or exit except in an emergency or when a scheduled event requires them to be opened: the west door of Herbst Hall facing Fair Oaks Street, the north door of Herbst Hall facing 24th Street, the north door of the auditorium facing 24th Street, and the east door of the auditorium facing Guerrero Street.

Students are welcome to stay in designated areas of the building until 5:00 or until the end of adult presence but sidewalks around school should be vacated 1/2 hour after dismissal time.

CAFETERIA
ICA participates in the National Lunch Program. Snack and lunch are available daily for students in the school cafeteria; students must have credit in a food account in order to make cafeteria purchases since it is a no cash system. Please contact the Business Office for details. Lunch is not available on noon dismissal days or during finals week. Students may NOT have lunches delivered throughout the day.

CLOSED CAMPUS
ICA is a closed campus. Once on campus students are expected to remain on campus the duration of the day. Students may not bring visitors unless the school Principal or secretary has approved the visitor. Students may not meet persons at the gates of the campus during school hours. Visitors must sign in at the office and wear a visitor’s badge while on school grounds. The closed campus policy also applies to the week of final exams.

CRISIS RESPONSE
In cooperation with the Archdiocese of San Francisco’s Department of Catholic Schools, ICA has a Crisis Response Plan. This Crisis Response Plan is followed in the event of any unpredictable event such as a crime, disaster, accident, act of war, serious illness or death within the community which disrupts the community’s sense of control. The goals of this crisis management are to maintain and support a cohesive school community and provide appropriate support and services to staff, students and families.

DANCE POLICY FOR HIGH SCHOOLS IN THE SAN FRANCISCO ARCHDIOCESE
ICA sponsors dances so that students and their friends may enjoy a fun social experience. The administration, faculty and parents/guardians of ICA expect that students understand what are acceptable and appropriate forms of dancing and what forms of dancing are indecent, offensive and unacceptable for a Catholic high school dance.

Working together, the ICA administration, faculty, parents and Student Council expect that all students at ICA dances will conduct themselves in a Christian manner.

Dances and Mixers
The secondary schools of the San Francisco Archdiocese have adopted the following common policies pertaining to regular school dances and mixers. The common policies of these schools promote Catholic Christian values that recognize the dignity and self-worth of each person. Dances and mixers should provide an opportunity for students to socialize in a supervised and safe environment.

**Dance Regulations**
- Students will not be admitted into any school-sponsored dance without a student ID or other valid photo identification.
- All ticket sales are final.
- All bags, purses, jackets, or other hand-carried items may be subject to inspection.
- Student attire for dances must be clean, neat, and follow the school’s standards of modesty and appropriateness. The school reserves the right to determine the appropriateness of any attendee’s dress. (See below)
- Students and their guests must engage in acceptable and appropriate forms of dancing for a Catholic high school dance. The school reserves the right to determine the appropriateness of any attendee’s form of dance. (See below)
- The drug and alcohol policies of the host school will be enforced at all times.

**Dance Attire**
All students and their guests **MAY NOT** wear the following:
- hats, bandannas or other head coverings
- sweats
- ripped or torn clothing
- clothing that promotes alcohol, drugs, profanity, tobacco, or anything deemed inappropriate by the school
- flip flops, backless sandals, or slippers

In addition, the following items **MAY NOT** be worn:
- Males only: sleeveless shirts or tank tops
- Females: halter, tube tops, tank tops, spaghetti straps, tops that reveal the midriff or bare back, off the shoulder tops
- short skirts, shorts
- spandex pants or tights
- dresses or skirts with slits above the mid-thigh

Closed shoes must be worn at all times by both males and females. Males are required to wear shirts with sleeves.

Schools may modify the dress requirement for a theme dance or formal.

**Types of Dancing**
Students and their guests **may not** engage in dancing that is violent, sexually suggestive or explicit, or use gestures that communicate illegal activity.

Students in violation of any of these rules will face the following consequences:
- parents of students will be contacted to pick up their child
- guests will be asked to leave the dance
- student’s and guest’s ID’s will be confiscated
- student will face disciplinary procedures as deemed appropriate by the school

**EATING IN BUILDING/SNACKS**
Students must eat snacks or lunch in the cafeteria and Student Park. No eating is permitted in the library.
No food is permitted in the buildings without permission. Eating and drinking in the classroom is at the direction of teacher. Be sure to place all food left over from break and lunch in your backpack or locker. Food should not be visible in the building. A detention will be given to students violating this rule.

**EMERGENCY FORMS**

Parents are required to complete an Emergency Health Form, which is due on the first day of school; this form includes information for health emergencies. Parents are also required to complete an Emergency Release Form which is due on the first day of school; this form lists the names of persons to whom a student may be released in the event of a disaster. Students will be released only to those persons listed on these forms. The school may ask a student to remain home if she fails to return these forms on the due date. No student will be allowed into class unless these documents are completed and on file.

**FIELD TRIPS**

The school sponsors various field trips to enrich the curricular and co-curricular programs. Parents/Guardians may grant permission for their daughters to participate in field trips by completing the official school field trip permission form which is required for all field trips. The school field trip permission form must be signed by a parent or guardian and given to the appropriate teacher or moderator on or before its due date. Verbal permission or letters from a parent or guardian will not be accepted in place of the official school field trip permission form. A copy of the school Field Trip Permission form is included in the appendix of this handbook. Field trips are nonrefundable even if a student is unable to attend for any reason.

**FLYERS/POSTERS**

Students may not post information, posters, or fliers of any type without approval from the Director of Student Activities, Club Moderator, Dean or Principal. All posters must be hung with masking tape only.

**FOOD**

PARENTS MAY NOT DROP OFF LUNCHES FOR STUDENTS. Food may not be ordered by students for delivery during the school day, *including finals week*. Students are expected to bring their lunches or to use the school cafeteria. An exception is a food order for a school activity under the direction of a faculty member. Eating and drinking in the classroom is at the discretion of the teacher.

**GRADUATION**

Graduation is a privilege conferred by the administration of ICA on those seniors who have met the standards of ICA’s graduation requirements, including academics, attendance and conduct. The school expects students to maintain these standards up to and including the Commencement event itself. The Principal of ICA reserves the right to deny participation in any school sponsored activity, including Baccalaureate and Commencement, if any senior does not maintain any of the standards of the school. A student may not receive graduation announcements, graduation tickets, her cap and gown, participate in Baccalaureate or commencement or receive her diploma if her detentions have not been served, incomplete checklists for the Guidance Office, and/or if any monies, athletic uniforms, or any documents are owed to ICA.

A senior who has one unresolved semester Failure (F) grade may participate in graduation activities, but may not receive a diploma until the course is satisfactorily completed. The student may have one year from the date of graduation to complete the work. Any senior receiving two (2) semester fail grades (F) in her first semester may be asked to withdraw from school. If senior has two (2) or more unresolved semester fail grades (F), the student may not participate in any graduation activities. She will be given a diploma when all the course work is satisfactorily completed. The student will have one year from the date of graduation to complete the work.

**GUM**

Due to damage caused by improperly discarded gum, gum chewing is never allowed on campus.
before, during, after school, or at any other event on campus. A detention will be given to students violating this rule.

**BULLYING**

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important goals of ICA Cristo Rey.

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students’ person or property;
- Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
- Substantially interfering with the student’s or students’ academic performance; or
- Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities or privileges provided by ICA Cristo Rey.

Students and/or parents are encouraged to immediately report bullying, either orally or in writing, to the Dean of Students, Assistant Principal, the Principal, or any staff member with whom the student is comfortable speaking.

Students who engage in aggressive behavior, bullying, and/or harassment as well as students who retaliate against any person reporting an act of bullying, will be subject to disciplinary action.

**HARASSMENT**

**Harassment in General**

ICA affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of the individual’s race, creed, religion, color, gender, age, national origin, ancestry, physical or mental ability. Harassment of any student by any other student is prohibited and will not be tolerated. It is the policy of ICA to provide an educational environment in which all students are treated with respect and dignity.

**Sexual Harassment** includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under conditions such as the following:

**Verbal Harassment:** Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes or epithets;

**Written Harassment:** suggestive or obscene letters, notes or invitations;

**Physical Harassment:** unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement;

**Visual Harassment:** leering, gesture, display of sexually suggestive objects or pictures, cartoons or posters.

**Cyber Harassment:** slurs, demeaning comments, sexual statements or pictures, jokes, or other destructive, unkind acts via email messages, instant messages, text messages, digital pictures or images, or Web site postings.
Student to Student Harassment

1. This policy prohibits student to student harassment at any time including, but not limited to, any of the following:
   a. while on school grounds;
   b. while going to or coming from school;
   c. during the lunch period;
   d. while using the Internet, cell phone, or any other technological means;
   e. during, or while going to, or coming from, a school sponsored activity.

2. Any student who engages in the sexual harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension and expulsion.

Note: Should substantiated conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline as students of ICA are expected to conform their lives to Christian principles at all times.

Student’s Responsibility: It is the student’s responsibility to conduct herself in a manner which contributes to a positive school environment. Students will not commit acts which tend to injure, degrade, disgrace or threaten the safety, privacy, and respect of other students, teachers, or staff members.

To promote an environment free of harassment, the Principal shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules and providing staff in-service or student instruction or counseling. Teachers shall discuss this policy with their students in age-appropriate ways and assure them that they need not endure any form of harassment. The school will treat allegations of harassment seriously and will review and investigate such allegations of harassment in a prompt, professional and thorough manner.

IMMUNIZATIONS

According to California State Law, all students must submit documentation that they have had the required immunizations. If a student does not comply with this request, she may be excluded from school.

INSURANCE

If a student is injured at school or during a school-sponsored activity, her parent or guardian should contact the school’s Finance Manager immediately to obtain information about insurance.

LIBRARY

- **Printer:**
  There is a charge of ten cents per page.

- **Copier:**
  There is a charge of ten cents per page.

- **Library Cards:**
  All students are encouraged to apply for a San Francisco Public Library card, which enables them to access the SFPL databases from school and home.

LOCKERS

The school issues a lock and locker to each student. Lockers should be kept locked at all times, free of stickers and free of writing. If lockers are decorated for birthdays, all decorations must be removed after one week. Any problems with locks should be referred to the Dean. The Associated Student Body Officers are responsible for lock and locker distribution. No additional locks, other than those provided by the school, may be used. If items are stolen when lockers are left unlocked, the student must accept the responsibility.

Because the school is co-tenant of all lockers, lockers may be searched by the administration at
any time.

**LOST AND FOUND**
The school is not responsible for missing articles. Valuables or any considerable amount of money should not be brought to school. All books, articles of uniform and personal possessions should be marked clearly with the student’s name. Students should not leave wallets or books unattended. The Lost and Found is located in the main office.

Items that are not claimed by the end of each quarter will be given away. Items left in lockers or on campus after dismissal in June will be given away.

**LUNCH AND BREAK**
Students should go to the following areas during lunch and break: Cafeteria and Student Park.

  • **Cafeteria**: Each student should respect the right of her fellow students to enjoy a pleasant and neat lunch area. Students are not allowed to cut the line to use microwaves. Students are also not allowed to save spots in line for their friend(s). Students are **expected** to clean up their tables and throw away their trash in the appropriate containers.

  • **Student Park**: Students eating in student park are expected to clean up their tables and throw away their trash in the appropriate containers.

**OFFICE AREA**
The only students allowed in the office workroom are the following: the office assistants, the Associated Student Body officers and the Campus Ministers.

**PREGNANCY POLICY**
Human life at all stages, including the unborn child, is a sacred gift from God. To protect this sacred gift of life and to extend love and compassion to those involved in a pregnancy, ICA, in keeping with the teachings of the Catholic Church, will work with a pregnant student to help her complete her education, continuing in school as medically advisable.

A pregnant student must advise a counselor or administrator of her condition in order to make appropriate arrangements. The administration will review the needs of a pregnant student on a case-by-case basis and decisions regarding her educational program will be made in consultation with the student, the student’s parent/guardian and the student’s physician or other health care personnel. The process will reflect consideration of the needs and responsibility of the student, parent/guardian, the baby and the school community.

**PRESIDENT’S/PRINCIPAL’S RIGHT TO AMEND**
The President and Principal of ICA Cristo Rey reserve the right to interpret this handbook and to amend this handbook at any time.

**PROFANITY**
As a Catholic high school, ICA expects each student to live the Christian life in word and deed. The school considers it a serious matter if a student uses profanity. The use of profanity seriously damages and violates the Christian atmosphere of the school and all its activities. As needed, students will receive disciplinary consequences for use of profanity.

**PROM**
Only juniors and seniors in good standing may attend the prom. Any student on Attendance or Disciplinary Probation or DAS may not attend prom. If any monies are owed, a student may not purchase a bid. Students must be in attendance the entire prom school day in order to attend the prom. The student’s guest must have a guest pass and bring a valid I.D. to the dance in order to be admitted.

**RESTROOMS**
Students are expected to use the restrooms before school, at break and lunch. Students are to obtain permission of the teacher before leaving class to use the restroom. It is expected that students will keep restrooms neat (e.g. not leaving toilet tissue and paper towels on the floor).
SENIOR PRIVILEGES

Senior privileges include: wearing non-uniform attire (according to the dress code) on days indicated in the Planner Calendar, entering the auditorium first and sitting in the front, and exiting the auditorium after the faculty.

SHIELD

The school shield on the main floor at the entrance to the Academy building should be respected by all. Traditionally, no one steps on this shield except during emergency drills or emergencies themselves.

STUDENT BODY ID CARDS

Student Body ID cards are distributed to each student after the school pictures are taken and serve as identification. Some of the uses of a student body card are to gain entrance to dances at other Catholic high schools, football games and other activities. Students must carry their School ID at all times throughout the school day. If ID is lost the student must report it to the Activities Director immediately.

TELEPHONES: SCHOOL PHONE AND CELLULAR PHONES

Students may only use cell phones in the classroom at the direction of the teacher. Phones may only be used before/after school, at break or at lunch in Student Park. Phones are to remain in the off or silent position during class time unless the teacher designates special use. Phones that are confiscated will be given to the Dean. The student will be issued a detention and can get her phone back from the Dean’s office at the end of the school day.

Subsequent offenses: phone must be turned in to the Dean at the start of the day and picked up at the end of the day. In the event of an emergency, students may use the office phone. Parents may contact students in the event of an emergency by calling the school and having the student paged over the P.A. system. Students will not be called to the telephone except in an emergency.

TRAFFIC SAFETY

In order to ensure the safety of everyone, especially the combined student-bodies of ICA and St. James’ school and to ensure that traffic in our neighborhood moves as smoothly as possible, the following information must be shared with anyone who picks up or drops off an ICA student, including grandparents, siblings, friends, etc.

- Do not block or park in the neighbor’s’ driveway. These driveways are private property.

There is a zero-tolerance on the part of the San Francisco Police Department and Department of Parking and Traffic in order to alleviate traffic congestion.

TRANSCRIPTS

Students who need transcripts should contact the school Secretary/Registrar. Cost: $2.00 for each unofficial transcript and $3.00 for each official (as required by college admissions and scholarship applications) transcript.

TRANSFER TO ANOTHER SCHOOL

The parents or guardians of a student must inform the Principal via phone, in person or in writing of their intent to transfer their daughter. All accounts due to ICA must be paid in full before the transfer process is finalized. The school’s Secretary/Registrar coordinates necessary transfer forms.

TRANSPORTATION

Transportation to school sponsored events requires full compliance with all requirements noted under Field Trips. It is absolutely forbidden for students to drive students to or from school sponsored events. There is no exception to this policy.
USE OF SCHOOL GROUNDS
The grounds and facilities of ICA Cristo Rey are reserved for the school’s curricular and co-curricular programs. Tina Sprouse calendars use of the auditorium and Carolyn Sideco calendars use of the gymnasium. If any outside individual or group wishes to use the facilities, the Principal will consider permission on a case-by-case basis.

VALEDICTORIAN
The Valedictorian is the student with the highest cumulative weighted grade point average in the senior class. The Salutatorian is the student with the second highest weighted grade point average in the senior class.

The seniors who have the top five grade point averages are invited to prepare speeches for the Baccalaureate Mass and Commencement ceremony. A panel consisting of the Senior Class officers and moderators, and Student Life Committee members will judge the speeches and the top speaker will deliver the address at Commencement; the second place speaker will deliver the address at the Baccalaureate Mass. A member of the English Department will help prepare the speakers for their speeches.

VISITORS
All visitors must register with the school secretary in the office. Visitors must sign in at the office and wear a visitor’s badge while on school grounds.

WORK PERMITS
Work Permit information may be obtained from the school secretary.

TECHNOLOGY USE POLICY

POLICY AND PARENT/USER CONTRACT PERTAINING TO THE ACCEPTABLE USE OF INTERNET AND ELECTRONIC INFORMATION RESOURCES
ICA Cristo Rey seeks to utilize technology as a means to develop authentic learning and a sense of global citizenship, increasing not replacing student-teacher interaction. We will use technology as a tool to stimulate creativity and self-discovery, to communicate more effectively, to work more efficiently, to solve problems and to access and analyze information. Our challenge is to evaluate both the possibilities and temptations that technology offers and to use technology responsibly and ethically.

CONTRACT
Please read this document carefully. When the 2019-2020 Electronic Resources Contract (see beginning of this handbook) is signed by you (the user) and your parent/guardian, it becomes a legally binding contract which will be kept on file.

Listed below are the provisions of this contract. If any user violates these provisions, use of devices and access to the network may be limited and the user may be subject to disciplinary action.

Network Access
ICA Cristo Rey provides computer and internet services to students who use the access in accordance with the philosophy of ICA Cristo Rey and the Department of Schools of the Archdiocese of San Francisco. Access is a privilege - not a right.

TERMS AND CONDITIONS OF THIS CONTRACT
1. Personal Responsibility. I will accept responsibility for reporting any misuse of the computers or related equipment to the adult in charge. Misuse can come in many forms and includes vandalism,
theft and any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language.

2. **Acceptable Use.** The purpose of providing access to electronic resources is to support classroom instruction and educational research. The use of the electronic services must be in support of classroom directed activities and consistent with the adopted curriculum and educational objectives of ICA Cristo Rey.

3. **Etiquette.** The user is expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:
   
   A. **BE POLITE**
   B. **USE APPROPRIATE LANGUAGE**
   C. **PRIVACY:** do not reveal any personal information, your home address or personal phone numbers or those of other students or colleagues.
   D. **DISRUPTIONS:** do not use the network in any way that would disrupt use of the network by others; do not tie up the network with idle activities, play interactive games or download huge files.

4. **Services.** ICA Cristo Rey makes no warranties of any kind, whether expressed or implied, for the service it is providing, nor will it be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. ICA Cristo Rey specifically denies any responsibility for the accuracy of information obtained through Internet electronic information services.

5. **Security.** Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the Technology Director at once. Never demonstrate the problem to other users. Any user identified as a security risk will be denied access to the information system. Students should not provide their ICA logins or passwords or use another student’s password. Students should not communicate their address, phone number or other personal information to any person or company on the Internet or through e-mail without parent/guardian permission.

ICA CRISTO REY RESERVES THE RIGHT TO INSPECT ANY USER FILES AT ANY TIME.

6. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, altering files and the uploading or creation of computer viruses. Any vandalism will result in the loss of the computer services and disciplinary action as outlined in the student handbook.

7. **Cyberbullying/Cyberstalking:** Neither the school’s network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purposes of harassment. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else. Community members who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official (Dean of Students or Principal). All reports of harassment in cyberspace committed against members of the ICA community will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion from ICA.

ICA Cristo Rey has a behavior code for all students that details appropriate school behavior, outlines rights and sets expectations for students. Because electronic resources are used as part of a school activity, the school’s discipline policy applies to network activities as well. Therefore, the electronic resource contract is an extension of the school’s behavior code.

**Student Computer Use Rules**
The rules listed below apply to student use of any computer and/or printer at ICA Cristo Rey.
1. Keep liquids and food away from your computer.
2. Students should refrain from tapping the screens or writing on any equipment surfaces.
3. USB drives should be carefully inserted and removed from ports. Any computer problems should be reported immediately to the supervising teacher.
4. The printers are available only for class assignments.
5. Students should provide their own headphones for classroom use.

**Penalties**
Unacceptable conduct and/or illegal interaction with the information service are strictly prohibited.

*Any user who is uncertain as to whether a particular proposed use is inappropriate shall make prior inquiry with the Assistant Principal for Academics.*
The consequences for misuse of technology in any of the areas listed above or in the general policy statement are as follows:

- Any costs, charges, liabilities or damage by misuse of the computers are the individual student’s responsibility. Any consequences of service interruption or changes, or the invasion of privacy of anyone’s information on the network, will lead to disciplinary action. Each infraction will be considered on a case-by-case basis; such action can include suspension and/or expulsion.

**ICA PARENTS’ GUILD 2019–2020**

The ICA Cristo Rey Parents’ Guild is the organization of all parents of students enrolled at ICA Cristo Rey. The purposes of the Parents’ Guild are:

- Foster community among the parent membership
- Support the spiritual growth of students and their families
- Provide financial support for school projects and needs
- Provide a voice for parents

If you are interested in joining the Parent Guild Advisory Board, please come to a regularly scheduled meeting OR notify Parent Guild President Jorge Ruiz at 415.314.6543 or jorgemruiz314@gmail.com

**PARTICIPATION OF ALL PARENTS IS WELCOME!!!!**
**MEET OTHER PARENTS!!!** **GET INVOLVED IN THE LIFE OF ICA CRISTO REY!!!!**

**PARENTS’ GUILD MEETINGS**
6:00 PM
ICA CRISTO REY LIBRARY

Tuesday, August 20, 2019
Tuesday, September 10, 2019
Tuesday, October 8, 2019
Tuesday, October 22, 2019
Tuesday, November 12, 2019
Tuesday, January 14, 2020
Tuesday, February 11, 2020
Tuesday, March 10, 2020
Tuesday, April 7, 2020
Tuesday, May 5, 2020

REQUIRED MEETING – ALL PARENTS

Back to School Night, Thursday, April 29, 2019 – 7:00 p.m.

REQUIRED MEETING – ALL JUNIOR AND SENIOR PARENTS

Junior & Senior Parent Prom and Graduation Meeting – Wednesday, April 22, 2020 – 6:30 p.m.

SPECIAL EVENTS!

• Back to School Night – Thursday, August 29, 2019 – 7:00 p.m.
• Family Mass & Potluck – Sunday, September 15, 2019 – 11:00 a.m.
• Beautification Days:
  o Saturday, October 12, 2019 – 8:00 a.m. – Noon
  o Saturday, March 28, 2020 – 8:00 a.m. – Noon
• Open House – Saturday, November 16, 2019 – 9:00 – 11:00 a.m.
• International Food Festival – Saturday, December 7, 2019 – 9:00 a.m. – 2:00 p.m.
• Parent & Daughter Dance – Saturday, March 21, 2020 – 6:00 p.m.
• Arts Evening – Thursday, April 30, 2020 – 6:30 p.m.
• New Family Orientation – Thursday, May 7, 2020 – 6:30 p.m.
• Baccalaureate Mass – Thursday, May 28, 2020
• Graduation – Friday, May 30, 2020

Required Parent Service Hours
Parents are required to give 15 hours of service annually to the school. The Parents’ Guild records the hours of service. Hours not served may be “purchased” for $10 per hour, payable to the ICA Parent Guild Board. Questions? Contact Parent Guild President Jorge Ruiz at 415.314.6543 or jorgemruiz314@gmail.com or Service Hour Coordinator Isabel Escorcia at 415.465.3214 or izz1976.ie@gmail.com

Communication with Families
We use e-mail to send information and calendar reminders to parents. Please make sure the school office (Sister Lisa Ann) has your current email address and cell phone number.

ICA CRISTO REY PARENT GUILD BOARD – 2019-2020

President: Jorge Ruiz
Vice-President: Roberto Rivera
Secretary/Communications: Camelia Sanchez & Graciela Berlanga
Treasurer: Katrina Pasimio-Garlitos
Service Hours Coordinator: Isabel Escorcia
Hospitality: Roberto Arevalo
Maria Martinez
Marlene Ponciano
Josie G. Gloria
Tricia Valdivia
Helica Fuentes
Moderator: Dr. George V. Fornero

SAMPLE ABSENCE LETTER

Date

To Whom It May Concern/Attendance Clerk/ICA:

Please excuse my daughter, ___________________________ (first and last name) of grade ________

for being absent on __________________________________ (please indicate date(s) of absence).

She was ___________________________________________ (please indicate the reason she was absent).

If you have further concerns, please feel free to contact me at ________________________________
(telephone number with area code).

Thank you,

Parent/Guardian Signature

(If possible, attach doctor’s note to absence letter.)

SAMPLE EARLY DISMISSAL LETTER

Date
To Whom It May Concern/Attendance Clerk/ICA:

Please excuse my daughter, __________________________ (first and last name) of grade ______ from school today, __________________________ (please indicate date of early dismissal) at __________________________ (time).

(Indicate how she will leave school.) I will pick her up in the office or she may take the bus or she may walk home or to her appointment.

If you have further concerns, please feel free to contact me at __________________________ (telephone number with area code.)

Thank you,
Parent/Guardian Signature

ICA CRISTO REY
3625 - 24th Street, San Francisco, CA  94110-3607 (415) 824-2052
Fax: (415) 821-4677

FIELD TRIP PERMISSION FORM

Activity ____________________________________________

Place ___________________________________ City __________________________________

Date(s)   Means of Transportation

Time of Departure from School __________ Time of Return to School ________________

Student’s Name ___________________________ Grade ______ Date of Birth ______

Address ______________________________ Phone ____________________________
(Street, City, Zip)
Parent/Guardian’s Name __________________________ Home Phone ______________

Address ______________________________ Work Phone ______________
(Street, City, Zip)
Person(s) other than parent to notify in case of emergency:

Name ___________________________ Phone ____________________________

I/We, the parent(s)/guardian(s) of ____________________ request that ICA Cristo Rey allow
my/our daughter to participate in the above named activity.  In consideration, I/We hereby release
and save harmless ICA Cristo Rey and any and all of its employees from any and all liability for any and all harm arising to my/our daughter as a result of this trip. I/We agree to direct my/our daughter to cooperate and conform to the directions and instructions of the school personnel responsible for the activity.

I/We agree to the extent permitted by law, that in the event my/our daughter is injured as a result of her participation in the above named activity, including but not limited to transportation to and from the activity, whether or not it was caused by the negligence (active or passive) of the school or any of its agents or employees, recourse for the payment of any resulting hospital, medical or related costs and expenses will first be had against any accident, hospital or medical insurance, or any available benefit plan of mine or my spouse.

I/We am/are not aware of any medical condition of my/our daughter, which would render it inappropriate for her to participate in any such activity. I/We, hereby, give permission to the physician selected by the school personnel then present to render medical treatment deemed necessary and appropriate by the physician.

Please obtain both signatures when possible.

Parent/Guardian's Signature _____________________________________________ Date __________________

Parent/Guardian's Signature _____________________________________________ Date __________________

2019-2020

BIRTHDAY DRESS PASS

Student Name __________________________________________________________

Birthday ______________________________________________________________

(date)

As today is my birthday, or as my birthday falls on this weekend, or as this is my half birthday, I am coming to school in non-uniform dress code, and will abide by the standards of dress as outlined in the ICA Student-Parent Handbook. I have taken responsibility to remove this page from the handbook and present this to the Dean of Students.
This pass is good for only one day of the 2019-2020 school year.

Student’s Signature ____________________________________________

Dean’s Signature ____________________________________________

COMMON CATHOLIC PRAYERS

Our Father, who art in heaven, hallowed be thy name. Thy kingdom come, thy will be done, on earth as it is in Heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. Amen.

Hail Mary, full of grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners now, and at the hour of our death. Amen.

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

The Apostle’s Creed
I believe in God, the Father Almighty, Creator of Heaven and earth; and in Jesus Christ, His only Son Our Lord, Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into Hell; the third day He rose again from the dead; He ascended into Heaven, and is seated at the right hand of God, the Father almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body and life everlasting. Amen.

Hail, holy Queen, mother of mercy, our life, our sweetness, and our hope. To thee do we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious advocate, thine eyes of mercy towards us, and after this our exile, show us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary.
Pray for us, O Holy Mother of God. That we may be made worthy of the promises of Christ.