



**2019-2020**

**DePaul Cristo Rey High School  
& Corporate Work Study Program  
(CWSP)**

**Student and Parent/Guardian  
Handbook**

Bruins are DPCR!!!!  
“Dedicated Professional Caring Responsible”

# Table of Contents

<b>Letter from the President, Jeanne Bessette .....</b>	<b>3</b>
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## **I. MISSION, BELIEFS and VALUES**

DePaul Cristo Rey High School Mission Statement.....	4
DePaul Cristo Rey Non-Discrimination Policy .....	4

## **II. ADMISSION/GENERAL INFORMATION**

Admissions, New Student, Probation.....	4-5
Diversity.....	5
Withdrawals from DePaul Cristo Rey High School .....	5
Records Retention Policy.....	6
Attendance Policy ( <i>Truancy, Excessive Absences, Excessive Tardies, Unforeseen Absences, Foreseen Absences, Early Dismissal, Scheduling Outside Appointments, Family Vacations During the School Year, Absence Due to Serious Illness or Injury, Testing and Exam Days</i> .....	6-7
Change of Personal Information .....	7
Medical Information .....	8
Non-custodial Parent.....	8
Emergency Medical Authorization Form.....	8
School Campus.....	8
Food/Bruin Cafe .....	9
<b>DePaul Cristo Rey High School Tuition Policy 2019-2020.....</b>	<b>9-11</b>
Technology and Internet & Network Usage Agreement for Internet, Email and School Network .....	11
Cell Phones & Electronic Devices .....	11
<b>DePaul Cristo Rey High School Administration, Academic and Professional Staff Directory.....</b>	<b>12-13</b>
2019-2020 School Calendar .....	14
Daily Schedules .....	15
Child Abuse .....	16
College Visits.....	16
Elevator Use.....	16
Fire, Tornado, Other Safety Drills .....	16
Harassment.....	16-17
Inclement Weather Policy.....	17
Lockers.....	17
Search and Seizure Policy.....	17
Drug Testing Policy .....	18
Smoking .....	18
Personal Property, Money, and Books.....	18
Public Display of Affection (PDA).....	19
Pregnancy Policy .....	19
Student Passes .....	19-20
Substance Abuse Policy.....	20
Violence and Gang Policy.....	20
Visitors.....	20
Solicitations.....	20

## **III. ACADEMIC EXPECTATIONS**

Academic Information .....	20
DePaul Cristo Rey High School Minimum Graduation Requirements.....	21
Sample Course Sequence .....	21
Grade.....	22
GPA.....	22
Academic Honors.....	22

Academic Expectations (D.P.C.R. – Dedicated, Professional, Caring, Responsible) .....	23
Academic Honesty .....	23
Violation of Academic Honesty/Procedures .....	24
Missing/Late Work.....	24
Exam Exemptions.....	24
Incomplete.....	24
Student Services.....	24
Academic Support.....	25
Special Learning Needs .....	25
College Counseling.....	26
Counseling and Social-Emotional Needs.....	26
Faculty and Staff Support.....	26
Family Support.....	27
Announcements.....	27

#### **IV. BEHAVIOR EXPECTATIONS**

Student Regulations and Code of Conduct (D.P.C.R. – Dedicated, Professional, Caring, Responsible).....	28-31
Bullying Policy & Reporting.....	32
Teacher Detention RRR.....	32
Office Detention RRR.....	33
Suspension/Expulsion/Discipline Council.....	33
Social Media Policy.....	34
Dismissal from Campus on Suspension Days.....	34
Official Dress Code for All DePaul Cristo Rey High School Students .....	34-38

#### **V. STUDENT CO-CURRICULAR ACTIVITIES AND ATHLETICS**

Athletics.....	39-40
Campus Ministry.....	40-41
School Dances and Events.....	41-42

#### **VI. CORPORATE WORK STUDY PROGRAM**

Program Overview .....	42-47
Family Expectations.....	
Student Expectations.....	
Student CWSP Earnings .....	
Student Worker Eligibility.....	
Student Grading Policy & Performance Management/Evaluation.....	
Continuous Improvement.....	
Daily Work Schedule and Transportation.....	
Lunch Time and Breaks .....	
Pre-employment TB Testing or Flu Shots .....	
Illness at Work .....	
Absence from Work.....	
Late Transports to Work.....	
Early Pick-Ups from Work .....	
Early Dismissals and CWSP .....	
Holiday Parties/ Off Site CWSP Activities.....	
Off Site Travel .....	

#### **VII. ADDITIONAL INFORMATION**

Federal Education Rights and Privacy Act .....	48
NOTIFICATION OF DESIGNATION OF DIRECTORY INFORMATION .....	49

#### **VIII. STUDENT AND PARENT/GUARDIAN HANDBOOK SIGNATURE PAGE ..50**

## MESSAGE FROM THE PRESIDENT...

Dear Bruin Students and Families,

On behalf of the entire school community – teachers, staff, administrators, board members and the Sisters of Charity of Cincinnati – I am pleased to welcome you to this new school year. It is one that holds all of the promise and hopes that are alive in YOU as our students take another very important step on their educational and personal journey!

I want to take this opportunity to remind each of you that a community is only as good and strong as every one of its members. At DePaul Cristo Rey, we are part of something that is bigger than ourselves, and so our values and behaviors and attitudes do have a significant impact on the greater good for all. We are a proud member of the national school organization known as the Cristo Rey Network – 37 schools this year! In all of these schools, students and parents alike agree to be focused on academic achievement, growth in personal maturity, deep respect for others, a deepening sense of faith and service, and having a positive influence wherever we are.

All Cristo Rey schools expect positive participation in our Corporate Work Study Program. This program plays several critical roles: It helps to finance each student's educational costs. It opens students' eyes and minds to the many professional roles that are available to college graduates. It provides students with another opportunity to interact with adult mentors.

This new handbook has been carefully written and arranged to assist students and families and provide a link to DePaul Cristo Rey. We believe that expectations are clearer and arranged for easier reading and reference. We have one goal with these procedures and policies: **Each student's successful educational path through high school in order to be ready for college.** Occasionally a school may need to change a procedure or policy. We will notify you when that occurs and make certain you can find such changes in the handbook. It is always available on the school's website: [www.depaulcristorey.org](http://www.depaulcristorey.org).

May this be a great year for YOUR DePaul Cristo Rey student!

S. Jeanne Bessette, OSF, Ed.D.  
President / CEO

## **I. Mission, Beliefs, and Values**

DePaul Cristo Rey High School, sponsored by the Sisters of Charity of Cincinnati, meets students where they are and guides them through becoming high school and college graduates who flourish. We partner with families, businesses and the community to provide a uniquely affordable Catholic, college prep curriculum and innovative work study program, which combine to form young women and men of integrity, faith, tenacity and purpose.

### **Beliefs**

1. Every student can succeed personally, academically, spiritually and professionally.
2. An inclusive, excellent, affordable Catholic education is a critical need in Cincinnati.
3. Education is personally transformative and can impact each individual's entire community.
4. Faith is integral to each person's life.
5. By modeling integrity, faith, tenacity and purpose, we can support our students in achieving their life goals.
6. The students and adults of the DPCR community "dare to risk a caring response" as modeled by St. Vincent de Paul, St. Elizabeth Ann Seton, and the Sisters of Charity of Cincinnati.

### **Non-Discrimination Policy**

DePaul Cristo Rey High School does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, marital status, or sexual orientation in the administration of any of its educational programs or activities or with respect to employment. DePaul Cristo Rey High School reserves the right to amend the stated policy.

## **II. ADMISSION/GENERAL INFORMATION**

### **Admission**

The typical DePaul Cristo Rey High School student comes from families in and around Greater Cincinnati, and most are eligible for the Federal Free and Reduced Lunch Program. Academic skills required to attend DePaul Cristo Rey are not particularly different from those at any other college preparatory school. We are looking for solid students who have demonstrated academic potential.

Students at DePaul Cristo Rey must be 14 years old, the minimum age to obtain a work permit in the State of Ohio, and eligible to work in the United States. We look for students who want what we have to offer. They must show us they have the desire to attend a school that demands more of their efforts, time, attention and maturity. They know before they come here that we are going to hold them to a higher standard. Our students have to be "employable," which is to say they must have the maturity to work in an office environment with adults.

Our profile of the DePaul Cristo Rey graduate at graduation is:

- men and women infused with knowledge, values, integrity and work ethic, prepared for a future filled with opportunities.
- women and men who apply what they have learned in their work environment as well as their studies.
- college graduates, faith-filled, socially responsible women and men, who will lead in creating a just society and more hopeful future for themselves and others.

Our seven admissions criteria, or qualities, we look for in prospective students are:

- Motivated to grow in responsibility
- Desire to go to college
- Ability to balance academics with work
- Success in junior high school classes

- Eagerness to participate in co-curricular activities
- Demonstrated economic need
- Demonstrated commitment to attendance and responsible behavior as demonstrated by prior school attendance and discipline records.

**NEW STUDENTS:** All freshman students and those NEW to DePaul Cristo Rey are on a *Condition To Admit Period* until the end of October, 2019. Any students who do not meet DePaul Cristo Rey or the CWSP's criteria either academically or behaviorally, from the first day of school to October of that school year may be asked to withdraw. At the Principal's discretion, an extension to the time may be offered if reasonable improvement is apparent, along with parent/guardian cooperation.

**Please be advised that with this conditional admission, the following must be met – without exception – for continued enrollment:**

1. You MUST have regular school attendance, with no more than two (2) absences per semester and no more than two (2) late arrivals per semester for the entire 2019-20 School Year.
2. You MUST have regular work attendance, with no more than one (1) excused absence per semester.

**At the end of 1<sup>st</sup> Semester, if you have failed to meet these conditions, you will:**

1. Have a 1:1 meeting with the Academic Dean to discuss repercussions.
2. Have a group meeting with the Academic Dean, CWSP Relationship Manager, and Parent/Guardian.
3. Be placed on a probationary period for the next semester with potential consequence of expulsion if no attendance improvement is shown.
4. Returning Students: EVERY STUDENT MUST BE RE-REGISTERED FOR RE-ADMISSION EVERY SCHOOL YEAR.

**PROBATION:** An application for re-admission of a student for the next school year may be denied if there is consistent unacceptable academic or behavioral issues at school or through CWSP during the previous year. The final decision of re-enrollment is the responsibility of the Principal and/or CWSP Director. A student may be placed on probation from the first day of the school year until October 31 of that school year and will be required to meet weekly with the Academic Dean, Dean of Student Life, and/or the CWSP Director.

## **Diversity**

Because we live in a global society and we are committed to creating a Christian community that is based upon the gospel values of love and respect, DePaul Cristo Rey High School promotes inclusion and respect for all.

- We believe that cultural, geographic and economic diversity enriches our school community.
- We seek ways to nourish, champion and celebrate each person's uniqueness.
- We seek ways to appreciate and learn from one another's individuality.
- We value our central urban location, which attracts students from the Greater Cincinnati area.
- We seek ways to show respect for students' economic, cultural, religious and ethnic backgrounds.
- We value the freedom for each teacher to teach according to his/her own talents and gifts.

## **Withdrawals from DePaul Cristo Rey High School**

Withdrawal of a student on a permanent basis is a formal procedure. Parents/guardians must:

1. Complete and sign all official withdrawal papers with the principal.
2. Sign a "Release of Record" form.
3. Return all school property and meet all financial obligations at DePaul Cristo Rey High School the Corporate Work Study Program.

Official school records will be mailed, not hand delivered, to the new school. These will only be mailed when the withdrawal process has been completed.

The principal will inform teachers and the guidance counselor when a student withdraws on a permanent basis.

It is the responsibility of the student to clear his/her locker of all personal belongings on the student's last day of school.

## **Records Retention Policy**

Student and family records are routinely retained by the school for a period of seven years.

## **Attendance Policy**

Every DePaul Cristo Rey student is expected to be ***present and on time every day and for every scheduled class, workday, or school event.*** Attendance for each class period and work day is crucial. Attendance will be tracked every day, every class period by teachers and Corporate Work Study staff.

**Truancy, Excessive Absences, Excessive Tardies** - Absences and tardies for school, class or work without sufficient reason are considered truancy and will result in significant disciplinary actions, up to and including expulsion.

- 1 unexcused tardy - Students will need to report to after school detention on the day of any unexcused tardy to school or class. This takes precedence over any job, extracurricular activity, club, tutoring, or sport.
- 5 unexcused absences or tardies to a class - Students with 5 unexcused absences or tardies to school or a class will result in a parent meeting or phone conference.
- 10 unexcused absences or tardies to a class – Students with 10 unexcused absences or tardies to school or a class will result in a second conference, either by phone or in person if necessary.
- 15 unexcused absences or tardies to a class – Students with 15 unexcused absences to a particular class may result in not receiving credit for that class.
- 20 unexcused absences OR 30 total unexcused attendance infractions (absent and/or tardy) – 20 unexcused absences OR 30 total unexcused attendance infractions (absent and/or tardy) will result in expulsion. Certain medical condition exemptions can be made at the administration's discretion.

**Definition of “Excused”** – Absences and tardies are only considered excused with proper parent/guardian communication, doctor's notes, or court documentation. Students exceeding 3 consecutive absences must present additional documentation (i.e. doctor's note or court notice) in addition to continued parent/guardian communication. Absences and tardies that do not meet the listed criteria will be marked as “unexcused,” to which students are subject to disciplinary consequences.

**Unforeseen Absences** - A parent or guardian must call Main Office by 8:00 a.m. to report an unanticipated absence. Upon returning to the school, the student must also present an absent note to the main office with an acceptable excuse from their parent or guardian. The note should indicate the student's name, the date he or she was absent, the reason for the absence and should be signed by a parent or guardian. If a student does not have a note from a parent or guardian they must report to the Assistant Principal's Office and may be assigned a disciplinary action. Absences due to medical conditions must be certified by a doctor's note. Extended absence due to illness or injury will be treated on an individual basis by the Assistant Principal and/or Principal.

**Foreseen Absences** - Anticipated absences include college visits, family funerals, and other full-day absences and early dismissals that the family is aware of ahead of time. A parent or guardian must write a note to the main office at least two days in advance of their child's foreseen absence. Students are responsible for remaining up-to-date in their studies by requesting work from teachers before an anticipated absence. Anticipated absences are not necessarily excused absences. ***Anticipated absences should generally never take place on a work day. If so, that time of absence from work MUST be made up.***

## Sample Note

Dear Principal:

**(Request/Dates)** I am requesting that my daughter, \_\_\_\_\_, be allowed to miss school on Thursday and Friday, October 30<sup>th</sup> and 31<sup>st</sup>.

**(Reason)** \_\_\_\_\_ is scheduled to have foot surgery on Thursday and the doctors are asking that she take time off from school to recover on Friday.

**(Current Contact Info)** If you have any questions, I can be contacted at 612-555-5555.

Sincerely,  
(Signature) Ms. Jane Doe

**Early Dismissal** - If a student is to be dismissed early, he or she must make contact via the Main Office, stating the time and reason for departure and be signed out by a parent or guardian. *There is no early dismissal from work.*

### **Scheduling Outside Appointments - Parents and guardians are requested to schedule outside appointments, such as medical and dental appointments, during non-school and non-CWSP hours.**

Students who must attend a medical or dental appointment during the school day may not miss an entire day to go to the appointment. Students must be present for as much of the school day as possible, so that they miss as little of the school day as possible. Upon returning to school, the student must present a doctor's note to the Main Office.

**Family Vacations During the School Year** - Families are very strongly discouraged from taking students on trips or vacations during the school year. Students who miss school time for a family vacation will be considered unexcused. Students who miss school for family vacations are responsible to make up any work or assignments missed. Make-ups for missed tests or exams during a vacation are at the discretion of the Academic Administrative Team and teacher(s) of that class(es).

**Absence Due to Serious Illness or Injury** - Extended absence due to illness or injury will be treated on an individual basis. Parents must notify the school as soon as possible. The Assistant Principal and/or the Principal will consult with the family to arrange a workable and agreed upon scenario for the student and their family.

**Testing and Exam Days** - It is imperative that students be in attendance for specific testing days, including but not limited to:

- State standardized testing (IOWA Testing, etc.)
- College preparatory testing (SAT 8/9, PSAT/NMSQT, SAT)
- End of semester exams

Missing such tests could impede a student's progress toward graduation or college admission. Students and families will receive important test dates well in advance for planning purposes.

Make up testing dates are not guaranteed for state and college prep tests. However, if offered, students must make these days a priority. For end of semester exams, 1 make up testing date will be assigned. Students must show up on this day to take their exams, otherwise it will be counted as a 0.

### **Change of Personal Information**

Each student and parent/guardian is expected to notify the school promptly if there is any change in address, telephone number, parent/guardian's occupation, or any other pertinent information. Families should contact the school's Main Office to update any information.



## **Medical Information**

In compliance with the Ohio Revised Code (ORC Ann. 3313.67 and ORC Ann. 3313.671), DePaul Cristo Rey High School requires that a completed, updated, and signed immunization record be kept in the student's health file at the school the student attends. If a student needs to take prescription medication, that medication in its original packaging, the prescription and the signed Physician Medication Authorization Form must be delivered to the main office. This form needs to be signed by both the physician and a parent/guardian and needs to be renewed each school year. Each student needs to supply his or her own medications (prescription or non-prescription) in their original, labeled container. The first dose of any new medication must be given at home due to the possibility of reactions. All medication will be kept locked in the main office and dispensed by the school secretary or other authorized personnel. Medications may not be carried by a student or stored in their locker or backpack, except in the case of asthma inhalers, Epi-pens, or diabetic supplies, AND if the physician has signed the bottom line of the medication forms to be kept on file. If a student is required to carry asthma inhalers, Epi-pen, or diabetic supplies, and has been trained to use this medication, an extra inhaler, Epi-pen, or additional diabetic supplies should be kept in the main office for emergency use. Parent/guardian(s) are to hand-deliver medicine to the school secretary. Unclaimed medications will be discarded at the end of the school year.

If a student needs over the-counter (OTC) medications such as Tylenol, Tums, cough lozenges, the Medication Form must be signed by the parent/guardian. The school secretary may not call and get verbal permission to give ANY medication.

## **Non-custodial Parent**

DePaul Cristo Rey High School will provide the non-custodial parent with access to academic records and to other school-related information regarding his/her son or daughter. Appropriate court papers must be submitted to the Main Office to allow this process. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

**Emergency Medical Authorization Form** - An updated Emergency Medical Authorization form must be kept on file for each student. Medical forms are issued to all incoming freshmen prior to the beginning of the school year. Medical forms for athletes must be completed and delivered to the athletic director by July 1. They may not be given to coaches. Students may not participate in sports if the athletic office does not have the completed forms. All medical forms must be returned to the school secretary by August 1. Important: Parental signatures and permissions are required for adult students on all forms unless some prior arrangement has been made with the principal.

## **School Campus**

DePaul Cristo Rey High School is a beautiful 10 acre wooded campus in the Clifton Hills neighborhood of Cincinnati, Ohio. All students and visitors are expected to have concern for its overall care and for the surrounding neighbors as well. DePaul Cristo Rey is a closed campus school. Permission is needed to be off campus between the hours of 7:45 a.m. and 3:35 p.m. Students' leaving campus during school hours without permission are subject to immediate suspension. Any visitors to the campus must enter through the main entrance only. After being buzzed in, all visitors must sign in at the front desk and state their business. All visitors will be issued a "DPCR Visitors Pass" which is to be worn at all times while on campus. No visitor will be admitted on campus without registering at the Main Office desk.

Main Office Hours are from 7:30 – 4:00. Campus closes to students not involved in scheduled co-curricular activities at 4:30. As a result, all students not involved in co-curricular activities on a given day **must be picked up by 4:30** or have departed campus for the bus stop or another way home. Main Office Summer Hours are 8:00 – 3:00 p.m., Monday – Thursday, or by appointment.

## Food

Food for students is restricted to the cafeteria during lunch periods as well as before and after school. Teachers will confiscate any food found outside of the cafeteria. Students are not allowed to have food, snacks or drinks in the rest of the building at any time. The only exception to this is if a teacher arranges with the administration for a special event ahead of time.

DePaul Cristo Rey participates in the federal government's Free/Reduced Lunch Program. Any student has the option of purchasing his or her lunch. A student may also bring a lunch from home for herself/himself. DePaul Cristo Rey also offers a breakfast program to all students from 7:00 – 7:40 am.

## Bruin Café

Students must follow the guidelines below for meal times:

### Student Meal Services

- Choose ONE: Grab & Go Bar or Traditional Hot Tray Lunch.
- Students should reference the lunch menu located on school website.
- Students are not permitted back behind the serving line.
- Students must supply their own plates/containers for microwaves.
- Student's must have teacher's note to obtain ice.
- ALL students are required to use School ID or Individual Pin Number when going through meal lines.
- Parents/Guardians and/or Students are requested to pre-pay lunches via web at [www.K12PaymentCenter.com](http://www.K12PaymentCenter.com).
- Payment may also be made in the Cafeteria or Business Office.
- Free & Reduced meal application must be completed every year.

### Charge Policy

- There is a \$15.00 charge limit on "paid" meals & a \$2.00 charge limit on "reduced" meals.
- Students with negative balances in excess of established limits will be notified along with the Parents/guardians. The student will be provided with an alternate lunch.
- Previous year positive AND negative balances are carried over.
- **Breakfast** - \$1.50 paid/\$ .30 reduced
  - o What Makes a Breakfast Meal? Protein and/or Grain, Fruit and/or Juice, Vegetable, Milk

**State guidelines require Students to choose 3 of the 4 options - One of which must be a fruit or juice**

- **Lunch** - \$3.00 paid/\$ .40 reduced
  - o What Makes A Lunch Meal? Protein, Grain, Fruit, Vegetable, Milk

**State guidelines require Students to choose 3 of the 5 options - One of which must be a fruit or vegetable**

DePaul Cristo Rey High School is an equal opportunity provider.

## Tuition Policy 2019-2020

DePaul Cristo Rey High School provides an affordable Catholic, college-preparatory education for young women and men with economic need. The Family Financial Contribution for the school year is based on evaluation of the family's financial situation. For the 2019-2020 school year, tuition is \$13,500, and fees are \$300. Students working through CWSP earn \$7,500 toward their tuition. The maximum amount of family contribution for tuition is \$6,000 plus \$300 in fees. Financial aid is available.

## Tuition Payment

- All families pay a \$50 **non-refundable** registration fee due at the time of registration.
- **You are not officially enrolled until the School has received your registration fee.**
- All families pay a \$50 **non-refundable** student fee due before the first day school.

- All families pay a \$200 **non-refundable** technology fee which can be paid with the initial registration fee or in monthly installments that can be included with monthly tuition payments which begin September 1.
- Tuition payments are generally divided into ten monthly payments beginning September 1 and ending with the final payment in June unless other arrangements are made with the Business Office.
- All families have an account on SmartTuition, an online tuition management company. The Business Office sets up an account for each family for monthly tuition payments to be made on the 5<sup>th</sup> of each month. If you want to change your payment plan, you must login to SmartTuition, call SmartTuition or contact the Business Office to change the plan. A \$50 late fee will be imposed on any account where the monthly payment is not made by the 20<sup>th</sup> of the month. If you need to make arrangements, you must contact the business office before the 20<sup>th</sup> of the month.

### Payment Methods

Families may pay at [www.smarttuition.com](http://www.smarttuition.com), or in person at the school by cash, check, or money order.

### Failure to Make Payment

The student may be removed or withdrawn from school if the student's account becomes delinquent, and the family fails to respond to school communication requesting that financial arrangements be set.

- Families of withdrawing students must pay all of the tuition due and other balances through the end of the month in which the student officially withdraws from school. **Certain school records may not be released until all money owed to the school is paid in full.** This includes Corporate Work Study fines, food service, lost or broken school-issued materials, etc.
- A family must pay all tuition and fees by the end of each school year in order for the student to be enrolled for the new school year.
- If there are exceptional circumstances that prohibit making a payment on time, an appointment must be made with the Business Office at (513) 861-0600.

### Senior Fees and Obligations

- Seniors will be assessed a \$50 graduation fee to defray the costs of all graduation-related activities and materials. This is treated the same way as the family contribution and other fees.
- Before a graduating senior receives the diploma and school records, all tuition, fees, fines, and other obligations must be met. This includes the return of all school-issued materials for students' use. Lost or broken materials will be assessed as fines to be paid before diplomas will be issued.
- Seniors whose balance is not paid prior to graduation, will not participate in the graduation ceremony or receive their diploma until the balance is paid.

### Returned Checks

- **A \$35 fee will be applied to any check returned to the Business Office. The original check will be returned to the remitter at the time he/she replaces the original check amount with certified funds.**
- After one (1) returned check, all future payments must be made with certified funds
  - (i.e. money order, cashier's check, or cash).

### Additional School Charges

- Any additional charge/fee (aside from tuition) should be paid immediately. This includes Corporate Work Study fines, food service, technology lost or damage fees, lost materials, etc.
- All unpaid charges will be treated the same as late tuition and will be rendered as past due.

### Scholarships and Financial Aid

- Families are responsible for ensuring that students meet all the requirements and deadlines for external scholarships that will supplement the cost of their Family Financial Contribution.

- All scholarship payments will be applied to the cost of education. Families may still be responsible for paying the full Family Financial Contribution, which includes fees not covered by scholarship.
- Families receiving the EdChoice Scholarship are obligated to complete all state- required forms within the stated time frame. Additionally, families must work with the school office to meet all other requirements of the program including timely signature for payments.
- Families that become ineligible for the EdChoice Scholarship due to lack of cooperation, missed deadlines, or chronic absenteeism, will be held responsible for paying the Family Contribution portion of tuition cost before the EdChoice Scholarship was applied.
- If a family loses the EdChoice Scholarship because of a move outside of the student’s resident district, the family is responsible for paying tuition costs for the remainder of the school year, on a per-diem basis.
- Parents/guardians of students receiving an EdChoice Scholarship in partial or full payment of a student’s tuition are encouraged to sign EdChoice Scholarship payment within five business days of being notified by the Business Office that the EdChoice check is available for their signature.
- Families of students who pay full cost for breakfast and or lunch, or who qualify and complete the documentation for reduced lunch; are encouraged to submit a \$20 pre-payment online at [www.k12paymentcenter.com](http://www.k12paymentcenter.com) or to the Business Office as credit toward the student’s breakfast and or lunch costs when registering the student.

### **Technology and Internet Acceptable Usage Agreement for Internet, E-mail and School Network**

DePaul Cristo Rey has a wide variety of technology usage as a part of its excellent academic program offered to students. EVERY student must have a signed Technology Usage Policy before access is granted to use any of technology or network belonging to DePaul Cristo Rey.

### **Cell Phones & Electronic Devices**

- Cell phones and other electronic devices should be turned off during all scheduled class time and placed beyond use (secured in the student’s locker).
- During the day, students may use cell phones in the Main Office with staff permission.
- Pictures and/or video may never be taken during the school day unless permitted by a staff member.
- If a student/cell phone creates an unnecessary disturbance to the environment, the phone will be taken by the supervising teacher and delivered to the Main Office.
- Cell phones should never be used while at work.
- Cell phones seen being used during any scheduled class will be confiscated, sent to the
  - Main Office and returned to the student at the conclusion of the school day.
- **Cell phones may not be used to listen to music at any time during the school day.**
- Students refusing to comply with rules regarding electronics are subject to consequences including but not limited to detention, parent/guardian phone call, or suspension, depending on the level of offense.
- No iPods, MP3 players, electronic games or other devices of this nature are permitted to be used during regular school hours.
- Electronic devices seen being used during the day will be confiscated and returned to the student. Headphones are permitted ONLY IF being utilized in a specific class with teacher/administration approval for academic purposes only.
- It is expected that students immediately power off and put away any headphones and/or electronic devices immediately concluding such an activity.
- At no point in time after such an activity, or concluding lunch period where headphones are permitted, should any such devices be visible. Faculty and staff reserve the right to confiscate such devices if seen after.

## DePaul Cristo Rey High School Administration, Academic and Professional Staff Directory

### Administration

S. Jeanne Bessette, OSF	President	<a href="mailto:jeanne.bessette@dpcr.net">jeanne.bessette@dpcr.net</a>
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Sparkle Worley	VP Advancement	<a href="mailto:sparkle.worley@dpcr.net">sparkle.worley@dpcr.net</a>
Lisa Atkins	CFO	<a href="mailto:lisa.atkins@dpcr.net">lisa.atkins@dpcr.net</a>
Abby Held	Executive Director of CWSP	<a href="mailto:abby.held@dpcr.net">abby.held@dpcr.net</a>

### Academic Staff

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### CWSP STAFF

Maureen Babbitt	CWSP Business Development	<a href="mailto:maureen.babbitt@dpcr.net">maureen.babbitt@dpcr.net</a>
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Saloni Hemani	CWSP Relationship Manager	<a href="mailto:saloni.hemani@dpcr.net">saloni.hemani@dpcr.net</a>
Riley Theurer	CWSP Relationship Manager	<a href="mailto:riley.theurer@dpcr.net">riley.theurer@dpcr.net</a>

## PROFESSIONAL STAFF

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# School Calendar 2019 – 2020

June 2019

M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

July 2019

M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 2019

M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2019

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2019

M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2019

M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2019

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2020

M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2020

M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2020

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2020

M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2020

M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2020

M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1<sup>st</sup> Day of CWSP

1<sup>st</sup> Day of School

Graduation

Last Day of Classes

Green	CORE	7:45-3:35
Blue	All Employee In Service	8:00-3:00
Maroon	Computer Pick-Up & Final Paperwork Days	TBD
Yellow	No School	-----
Bright Green	Exam Days	7:45 – 11:00am
Orange	Family-Teacher Conferences	2:00-7:00pm
Purple	Baccalaureate	TBD
Black	End of the Quarter	-----
Red	New Employee Orientation	9:00-2:30
Pink	Seniors Last Day/Senior Exams	-----
	CWSP Make Up Days	-----

	<b>BEGINS</b>	<b>ENDS</b>
<b>MENTOR GROUP</b>	<b>AM</b>	<b>AM</b>
<b>ST BELL</b>	<b>AM</b>	<b>AM</b>
<b>ND BELL</b>	<b>AM</b>	<b>A</b>
<b>RD BELL</b>	<b>A</b>	<b>A</b>
<b>TH BELL</b>	<b>M</b>	<b>M</b>
<b>TH BELL</b>	<b>A</b>	<b>A</b>
<b>TH BELL</b>	<b>M</b>	<b>M</b>
<b>TH BELL</b>	<b>P</b>	<b>P</b>
<b>TH BELL</b>	<b>M</b>	<b>M</b>
<b>TH BELL</b>	<b>P</b>	<b>PM</b>
<b>TH BELL</b>	<b>M</b>	<b>PM</b>
<b>TH BELL</b>	<b>PM</b>	<b>PM</b>
<b>TH BELL</b>	<b>PM</b>	<b>PM</b>

**DAILY BELL SCHEDULE**



# WEDNESDAY EARLY RELEASE BELL SCHEDULE

		<b>BEGINS</b>	<b>ENDS</b>
	<b>MENTOR GROUP</b>	<b>AM</b>	<b>AM</b>
<b>ST</b>	<b>BELL</b>	<b>AM</b>	<b>AM</b>
<b>ND</b>	<b>BELL</b>	<b>AM</b>	<b>AM</b>
<b>RD</b>	<b>BELL</b>	<b>AM</b>	<b>A</b>
			<b>M</b>
<b>TH</b>	<b>BELL</b>	<b>A</b>	<b>A</b>
		<b>M</b>	<b>M</b>
<b>TH</b>	<b>BELL</b>	<b>P</b>	<b>P</b>
		<b>M</b>	<b>M</b>
<b>TH</b>	<b>BELL</b>	<b>P</b>	<b>PM</b>
		<b>M</b>	
<b>TH</b>	<b>BELL</b>	<b>PM</b>	<b>PM</b>
<b>TH</b>	<b>BELL</b>	<b>PM</b>	<b>PM</b>

## Child Abuse

By law, the State of Ohio requires school personnel to inform officials of any allegation and/or suspicion of child abuse or neglect. All employees, volunteers, tutors and any other adult who comes into regular contact with our students will have completed the Virtus® Child Protection program and have been fingerprinted through an approved Archdiocesan location.

## College Visits

DePaul Cristo Rey recognizes the need for college visits for juniors and seniors. Two visit days per year will be considered excused absences. **In order for a college visit to be considered excused, students must present proof of attendance dated for the day(s) of school missed.** College visit days should be arranged during the scheduled off days as much as possible but never on a CWSP work day. Special arrangements can be made with the student's counselor to accommodate seniors who need additional college days. Any requests for college visit days should be made to the counselor in writing by a parent/guardian at least one week in advance of the visit. College visits may not be scheduled on a CWSP work day.

## **Elevator Use**

Students are not permitted to ride the elevator. Students with physical disabilities that require the use of the elevators must obtain an elevator pass from the office. Students who ride the elevator without an elevator pass or under the direct instruction of a school official will be subject to disciplinary action.

## **Fire, Tornado, Other Safety Drills**

Drills will be held monthly, as required by law. These are important safety precautions. It is essential that when the first signal is given, everyone follow directions promptly and quietly. Directions will be given in each room at the beginning of the year and posted in a visible place. All adults who are in the building at the time of a fire, tornado or other emergency drill should follow the emergency procedures.

## **Harassment**

Harassment on the basis of any protected characteristic is strictly prohibited. This includes any verbal or physical conduct that denigrates or shows hostility or aversion toward any individual or his or her relatives, friends or associates because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, citizenship or disability that:

- has the purpose or effect of creating an intimidating, hostile or offensive school environment;
- has the purpose or effect of unreasonably interfering with an individual's performance in school;
- otherwise adversely affects an individual's school experience.

Harassing conduct includes, but is not limited to:

- threatening, intimidating or hostile acts;
- epithets, slurs or negative stereotyping;
- written or graphic material that degrades or shows hostility or dislike toward an individual or group and that is placed on walls or elsewhere on the school's premises where it could be viewed by others or circulated by any means in the workplace.

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

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

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

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

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

expulsion.

### **Inclement Weather Policy**

In the event of inclement weather or any other reason school needs to close for the day, any and all pertinent information will be posted on the school's web and social media sites, and broadcast on all local television and radio stations. For identification purposes, look for the title "***DePaul Cristo Rey High School.***" DePaul Cristo Rey will **NOT** follow Cincinnati Public Schools or any other school or school district when determining whether or not school will be in-session.

### **Lockers**

All students will be issued a school locker and school lock. Students are required to keep their locker clean and free of clutter and their combination private. Students are responsible for the contents of their lockers and for the security of their own belongings. School administrators may inspect any student's property or personal items at any time for any reason without prior notice, as a condition of bringing it onto or taking it from school property. This property and personal items include (but are not limited to) vehicles, lockers, computers, backpacks, packages, lunch boxes or bags, containers, purses, briefcases or pockets. There is established legal precedent in the United States that states that all student lockers are school property and may be inspected at any time. An inspection does not imply wrong-doing by the student whose property is being inspected. Refusal to consent to inspection may result in disciplinary action, up to and including expulsion, even for a first refusal. Prohibited items, unlawful items or items such as library books not properly checked out will be confiscated if found during a search. Students hiding inappropriate items in lockers will face disciplinary action. Students who have inappropriate signs on lockers will be subject to disciplinary action. DePaul Cristo Rey will issue an official school lock to all students and then collect them at the end of the school year. Students will be charged for any unreturned lock.

### **Search and Seizure Policy**

Following the law set forth in Ohio Revised Code 3313.20 Rules - locker search policy, DePaul Cristo Rey's school administration and/or any other official appointed by the administration of the school may make a reasonable search of a student's locker and or the physical plant of the school. Additionally, these school leaders may make a reasonable search of a student on the school premises, at the CWSP job or at a school-related event or trip if there is reason to believe that the student has in his/her possession an item which is deemed a danger to themselves or others or could be considered a criminal offense under the law. The search shall be made in the presence of at least two staff members. Every effort shall be made to conduct searches in a manner that will minimize disruption of the normal school routine and minimize embarrassment of the student affected.

### **DePaul Cristo Rey Drug Testing Policy**

In an effort to maintain a safe and drug free community (school/workplace), DePaul Cristo Rey High School has adopted this Drug Testing Policy for DPCR students.

#### **Randomized Drug Screening (New & Returning Students)**

Students may be selected at random for drug testing at any time, any interval as determined by School Administration. These tests are unannounced and unexpected by students.

#### **For Cause Drug Test (Any Student that falls within the guidelines)**

Students may be required to submit a drug test if the school staff and/or Company placement representative(s) believes they have been under the influence of drugs and/or alcohol while on the job (including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the student's person or in the student's vicinity, unusual conduct that suggests impairment or influence of drugs or alcohol, excessive unexcused absences from work or lateness that demonstrate a pattern, performance appears to be impacted in a negative manner, or other unexplained observed behaviors)

or other times that still impair their activities. Just cause drug tests will also be considered as a post-accident procedure. Any student involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit a drug and/or alcohol test. If a drug test is deemed “for cause,” the test must be administered within 24 hours at cost to the student. The drug test must be administered through one of the authorized locations listed below.

### **Confidential Disclosure Statement**

All record concerning test results will be kept in medical files that are maintained separately from DPCR regular student files.

Testing laboratories may conduct testing only for substances included on the disclosure list provided to the individual, and may not conduct general testing related to the medical conditions of the individual that are unrelated to drug usage.

#### **CENTER LOCATIONS AND HOURS**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Arrow Springs</b>   Mon - Fri, 8 am - 5 pm<br>100 Arrow Springs Blvd.   Suite 1200<br>Lebanon, OH 45036<br>Fax 513 282 7078 | <input type="checkbox"/> <b>Queensgate</b>   Mon - Fri, 8 am - 5 pm<br>1150 W 8 <sup>th</sup> St.   Suite 120<br>Cincinnati OH 45203<br>Fax: 513 241 6510 |
| <input type="checkbox"/> <b>Butler County</b>   Mon - Fri, 8 am - 5 pm<br>8500 Bilstein Blvd<br>Hamilton, OH 45015<br>Fax 513 860 5071                  | <input type="checkbox"/> <b>Eastgate</b>   Mon - Fri, 8 am - 5 pm<br>4452 Eastgate Blvd.   Suite 101<br>Cincinnati, OH 45245<br>Fax: 513 752 3039         |

TriHealth Occupational Medicine now has a local, centralized Call Center for assistance with scheduling, resulting and access to any of our multiple Occupational Medicine Centers throughout the region: **513 853 1040**

#### **CENTERS WITH EXTENDED HOURS**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Norwood (NEW location effective 12/21/17)</b><br>4805 Montgomery Rd.   Suite 130<br>Cincinnati, OH 45212<br>Fax 513 731 2882<br><b>Hours:</b> Monday to Friday   7 a.m. to 6 p.m. | <input type="checkbox"/> <b>Sharonville</b><br>3801 Hauck Rd.<br>Cincinnati, OH 45241<br>Fax: 513 852 3117<br><b>Hours:</b> Monday-Friday   7 a.m. to 7 p.m.<br>Saturday   9 a.m. to 1 p.m. |
|---|---|

### **Smoking**

DePaul Cristo Rey High School is a smoke-free campus. Smoking and/or use or possession of tobacco products (including e-cigarettes) on school grounds, during school field trips and on school vehicles is strictly prohibited.

### **Personal Property, Money, and Books**

DePaul Cristo Rey High School cannot accept responsibility for a student's personal property. Students are strongly discouraged from bringing large sums of money to school. Students are responsible for all books issued to them and any book lost or damaged will be charged to the student. All loaned textbooks and workbooks must have the student's name written in ink on the inside cover. Students are strongly encouraged to have their names in their outer jackets, hats, etc. by marking with an indelible pen. Lost and found items will be placed in the main office. Items will remain in the lost and found for thirty days before being donated.

### **Public Display of Affection (PDA)**

As part of a professional and Christian community, DePaul Cristo Rey High School students should not engage in unnecessary affectionate touching, kissing or any other kind of direct physical contact. Students engaging in such behavior not appropriate for the school or professional work setting are subject to consequences including but not limited to detention, parent phone call, or suspension, depending on the level of offense.

### **Pregnancy Policy**

DePaul Cristo Rey High School believes in the sacredness of all human life and the need for pastoral concern for students who are pregnant and expectant fathers. DePaul Cristo Rey High School strives to help the pregnant student and/or father find the educational, societal, spiritual and psychological help they need to meet the special circumstances during and after pregnancy.

DePaul Cristo Rey High School believes and supports the teachings of the Catholic Church on premarital sexual relations and all that relates to this issue. Because of the uniqueness of each individual involved in a pregnancy situation, the following policy is applied:

- The student should inform the principal or school counselor when she is pregnant so that help can be given early in the pregnancy. If the father is also a DePaul Cristo Rey student, the principal or counselor should be informed as well.
- When the principal and the counselor have been informed that a student is pregnant, she and her parents will meet with a member of the administration or her school counselor to determine what counseling she will receive. Additionally, if a father is identified, he and his parents will follow the same procedure but at a different time.
- In order to remain at the school during pregnancy a student must provide updated medical reports verifying prenatal care.
- DePaul Cristo Rey students who become parents are required to complete parenting education to be provided by the family in a program approved by the school.
- DePaul Cristo Rey High School requires that a pregnant student who chooses to remain at DePaul Cristo Rey will remain in school until the time the baby is born contingent upon the approval of her doctor. The regular dress code will be applicable unless otherwise approved by the principal. Unless there are extenuating circumstances, the pregnant student will return to school in uniform within two weeks after the birth of the child. Thereafter all other attendance and academic policies apply. A male student who has been identified as a father may be absent from school if the birth occurs during normal school hours.
- Depending on specific CWSP job requirements and corporate expectations, both the male and female student involved in the pregnancy may be assigned a different CWSP job.
- In order to remain in school, a pregnant student must show evidence of receiving regular prenatal care.
- During the pregnancy expectant mothers and fathers must participate in parenting classes approved by the school.
- No showers or parties may be held at the school before, during or after the school day.
- Students are not permitted to bring their child to any school events. Any potential student who already has a child at the time of initial enrollment will not be accepted into DePaul Cristo Rey High School due to the demands of the college preparatory program and the commitment to the Corporate Work Study Program. An enrolled student who becomes pregnant with a second child will not be allowed to continue as a student at DePaul Cristo Rey High School.

### **Student Passes**

Students are expected to be in class at all times. Any student who is not where he or she is scheduled to be must have a pass signed by a faculty or staff member. This includes going to the bathroom, seeing a counselor or secretary, etc. If students are between periods and need to see someone, they must first report to the next class and receive permission from that teacher as well as a signed pass. If a student, for example, decides to visit the counselor between periods, and is then late for their next class, he or she will be considered late by that teacher. Students late to classes are subject to consequences including but not limited to detention, parent phone call, or suspension, depending on the level of offense.

### **Substance Abuse Policy**

The possession, use, or distribution of any quantity of alcohol, illegal drugs, prescription drugs, other intoxicating substances (such as using spray paint, solvents or glues for “huffing”) and/or paraphernalia is forbidden on school property, school events, and in school vehicles. Any student violating this regulation will face immediate and stern disciplinary actions up to and including expulsion. If a member of the DePaul Cristo Rey faculty, staff or administration suspects that a student is under the influence of drugs and/or alcohol, the student will be subjected to an immediate evaluation and/or counseling.

DePaul Cristo Rey recognizes the difference between a student blatantly violating school policy and a student who is in need of help. If a student, either under the influence, after influence or possessing prohibited substances, requests help for his or her problem, that student will be directed to the appropriate resources without facing serious disciplinary actions. DePaul Cristo Rey High School does reserve the right to conduct random drug or alcohol tests.

### **Violence and Gang Policy**

We are a Catholic school espousing strong Christian values of peace, love, compassion and respect for all persons, with a mission to provide a safe, dynamic, positive and focused learning environment so that our students may thrive here, in the workplace, in college as well as in life beyond. Therefore, gangs and gang paraphernalia symbolize an unwanted disturbance and a culture of violence that has absolutely no place in our school and will not be tolerated.

### **Visitors**

All visitors must report to the reception desk to sign in and receive a visitor’s pass. The visitor’s pass must be visible at all times while in the building.

### **Solicitations**

Student solicitations (fundraisers, collections, etc.) of any kind are not permitted unless first approved by the development office, the principal and/or president.

## **III. Academic Information**

### **Definitions for High School Credit**

**One Full Credit** - Students earn one full high school credit by completing the requirements for a high school course throughout the course of the school year, August to June.

**One Half Credit** - Students may earn one half high school credit by completing the course requirements of a high school course (60 hours) that meets the equivalent of one half of a full year. This could be in the form of a semester class that meets every day or a class that rotates with another half credit class throughout the entire school year, August to June. The exception to this is Physical Education which meets for 120 hours and a half credit is awarded. **Corporate Work Study Program (CWSP) Credit**

All students are required to work their DePaul Cristo Rey assigned Corporate Work Study job five days each month. Students must meet the company and school expectations and requirements in order to appropriately receive credit for CWSP. Student performance is evaluated both by the corporate client and by the CWSP office staff. Students earn one credit for CWSP each year.

### **DePaul Cristo Rey High School Minimum Graduation Requirements**

<b>For The Class of 2022 and Beyond</b>		<b>For Classes Prior To the Class of 2022 (2020 - 2021)</b>	
<b>English:</b>	<b>4 Credits</b>	<b>English:</b>	<b>4 Credits</b>
<b>Mathematics:</b>	<b>4 Credits</b>	<b>Mathematics:</b>	<b>5 Credits</b>
<b>Religion/Theology:</b>	<b>4 Credits*</b>	<b>Religion/Theology:</b>	<b>4 Credits*</b>
<b>Science:</b>	<b>4 Credits**</b>	<b>Science:</b>	<b>4 Credits**</b>
<b>Social Studies:</b>	<b>3 Credits</b>	<b>Social Studies:</b>	<b>3 Credits</b>
<b>Spanish:</b>	<b>2 Credits</b>	<b>Spanish:</b>	<b>2 Credits</b>
<b>Fine Arts:</b>	<b>1 Credit</b>	<b>Fine Arts</b>	<b>1 Credit</b>

Health:	.5 Credit	Health:	.5 Credit
Physical Education:	.5 Credit	Physical Education:	.5 Credit
Personal Finance:	.5 Credit	Personal Finance:	.5 Credit
College Readiness:	.5 Credit	College Readiness	.5 Credit
CWSP	4 Credits	CWSP:	4 Credits
	28 Total Credits		29 Total Credits

\* One Religion credit is required for each year attending DePaul Cristo Rey.

\*\* Exceptions can be made by the principal in cases of transfer students who would have 3 science credits

### Sample Course Sequence (current sophomore)

Freshmen	Credit	Sophomores	Credit	Juniors	Credit	Seniors	Credit
English I	1	American Lit.	1	British Lit.	1	World Literature	1
Algebra I	1	Geometry	1	Algebra II	1	College Algebra and Trigonometry or Calculus	1
Religion I	1	Religion II	1	Religion III	1	Religion IV	1
World History	1	United States History	1	American Government	½	Personal Finance (College Readiness)	1
Environmental Science	1	Biology	1	Chemistry	1	Physics or Science Elective	1
Physical Education	½	Spanish I	1	Economics	½	Elective	1
Read Write Speak	1	Health	½	Spanish II	1	Elective	1
		Technology	½	Art I	1		
	6 Credits		7 Credits		7 Credits		7 Credits
CWSP	1	CWSP	1	CWSP	1	CWSP	8
	8 Total Credits		8 Total Credits		8 Total Credits		8 Total Credits

\*Electives are to fulfill all state required classes that have not yet been completed (Technology, Business, Finance, Family and Consumer Sciences and Fine Art classes).

## Grading

Students will receive 12 official grade reports throughout the school year, 4 will be quarter report cards:

<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Session 1	Session 4	Session 7	Session 10
Session 2	Session 5	Session 8	Session 11
<b>Session 3 First Quarter Report Card</b>	<b>Session 6 Second Quarter Report Card</b>	<b>Session 9 Third Quarter Report Card</b>	<b>Session 12 Fourth Quarter Report Card</b>

## GPA

The following grading system will be used at DePaul Cristo Rey High School. The number equivalents are given for comparison purposes.

Number Grade	Grade Value	College Prep	Honors Level
97-100	A+	4.33	4.83
93-96	A	4.00	4.50
90-92	A-	3.67	4.17
87-89	B+	3.34	3.84
83-86	B	3.00	3.50
80-82	B-	2.67	3.17
77-79	C+	2.34	2.84
73-76	C	2.00	2.50
70-72	C-	1.67	2.17
68-69	D+	1.34	1.84
65-67	D	1.00	1.50
0-64	F	0.00	0.00

### Qualification Criteria for Valedictorian

In order to qualify to earn the DePaul Cristo Rey High School Valedictorian Award, a student must meet **two** criteria. The first criteria that must be met is that the student must have been enrolled at DePaul Cristo Rey High School for no less than six consecutive semesters (three full years). The second criteria is to have earned the highest (weighted) grade point average. Grade point averages are based on the GPA scale as listed in the DePaul Cristo Rey Student Handbook and are calculated on a semester basis each school year.

### Academic Honors

Students who achieve a high overall grade point average at the end of each grading period qualify for academic honors as indicated below

**First Honors:** Overall **A** Average, 90 and above/No grade below 83

**Second Honors:** Overall **B** Average, 83 – 89/No grade below 73



## **Academic Expectations (D.P.C.R. – Dedicated, Professional, Caring, Responsible)**

All students are expected to demonstrate D.P.C.R. (Dedicated, Professional, Caring, Responsible) behaviors regarding their own academic progress. To enhance the learning environment, DePaul Cristo Rey works to maintain an outstanding student-teacher ratio and incorporates a one-to-one Tablet PC program into the daily classroom experience. All students are expected to behave in a manner that is consistent with the positive and orderly learning environment of DePaul Cristo Rey High School. Students are expected to be respectful of the learning process and to take responsibility for their own learning.

### **Dedicated:**

- Students are actively engaged, on task, and cooperative learners.
- Students listen, contribute and respond to questions.
- Students study every school night, reviewing the material from the day and reading and preparing the assignments for the next day.

### **Professional:**

- Students are present and on time for all classes and workdays.
- Students are prepared with necessary materials and completed assignments.
- Students follow up with their teachers and staff as necessary for clarification and completion of assignments and obligations.

### **Caring:**

- Students respect themselves, each other and the campus at all times, including asking for help in a kind and constructive manner, as well as showing compassion for others in need.
- Students complete assigned work on time, carefully, and accurately.
- All assignments must be neat, clean, and legible. Teachers reserve the right to have students revise work that does not meet their expectations.

### **Responsible:**

- Students are to check PowerSchool, Schoology, and school email every single day. Students are responsible for its content including assignment and school announcement/notification information.
- Students are expected to use all available resources to enhance their education as designated by the staff of DPCR (teachers, tutors, academic support staff, Study Tables, technology, etc.).
- Students work to trouble-shoot, problem-solve, and advocate for their own learning by communicating constructively with teachers and staff as necessary.

## **Academic Honesty**

At DePaul Cristo Rey, students are expected to do their best work at all times and to be responsible, honest members of the school community. Therefore, any academic work created or submitted by a student must be the product of the individual student alone unless a cooperative group project was assigned. Written text, art work, digital images, musical compositions and other assignments are assumed to be the student's own work unless it is indicated otherwise through direct or indirect reference, attribution or citation. These guidelines apply to any and all student work, including but not limited to classwork, homework assignments, tests, quizzes, projects, essays, papers, etc.

**Academic honesty and integrity is an integral component of all that our students do at school, and extends beyond the completion of assignments and written work.** Academic honesty also includes avoiding behaviors that compromise the integrity of the learning process for the student or for other students. **DePaul Cristo Rey considers any breach of academic honesty an extremely serious infraction.**

### **Violations of Academic Honesty Include:**

- Plagiarism is intentionally or unintentionally presenting someone else's ideas as one's own without proper reference, attribution or citation. Examples are copying work from another student, a book, study guide or the Internet.
- Cheating on a test, quiz, exam or other assessment by using unauthorized notes, looking at another student's paper, computer, or work, using unauthorized digital resources, leaving the room to obtain answers, etc.
- Receiving unapproved help on academic work from a parent/guardian, another student or anyone else.
- Sharing information about assessments with other students before they have taken the test, quiz or exam.
- Intentionally being absent (unexcused absence) from school on the day of a test, quiz or exam.
- Sharing research or class notes from a lab, project, interview, or study session with a student who was supposed to create their own notes from such an activity.
- Forging the signature of a parent/guardian or anyone else.
- Lying to any member of the DePaul Cristo Rey faculty, staff or administration.
- Intentionally misrepresenting information to authority figures including parents/guardians, faculty, staff or administration.

### **Procedures and Consequences of the Violation of Academic Honesty:**

- The student receives a grade of "0" for the assignment in question.
- Teachers may assign a make-up assignment for reduced credit at their discretion but are *not obligated to do so* unless the assignment in question is that of a summative assessment.
- A report of the incident is filed in the student's disciplinary records.
- The student's parent/guardian is notified.
- If a second offense occurs, disciplinary action and a family conference with school administration will take place.
- ***A student will not be eligible for academic honors or academic awards during that quarter.***

**Missing/Late Work:** In order to achieve our goal of "All students will graduate from high school and college," students must be accountable for *every* assignment. Earning a 0 for a grade can be the difference between an A or a B in a class. In addition, it is crucial for students to complete assignments on time in order to continue to keep pace with the material in each class. Students have the opportunity each day to influence grades positively by turning in assignments on time, and are expected to take this opportunity seriously.

### **Freshmen:**

- If an assignment is not submitted on time, 20% is deducted immediately.
- After one week, students may only receive up to a 50% on the assignment.
- **Students will not receive credit for any assignment missing beyond 3 weeks of its original posted due date.**

### **Sophomores:**

- If an assignment is not submitted on time, 20% is deducted immediately.
- **Students will not receive credit for any assignment missing beyond 2 weeks of its original posted due date.**

**Juniors and Seniors:** At the college level, students will have different professors that vary in structure and policy. In order to prepare and begin to learn to adapt to this, juniors and seniors first and foremost are expected to turn in all assignments on time. Should the student choose to disregard this expectation, the student will need to refer to that individual teacher's homework policy. *Teachers of upperclassmen are not obligated to accept late work.* This will be reflected by a "0" in the gradebook with a comment of "M" or "missing."

**Suspensions:** An in-school or out-of-school suspension is considered an unexcused absence. Teachers are not obligated to accept late work due to a suspension.

If extenuating circumstances arise, the administration may make an exception upon reviewing the circumstances surrounding such situations.

**Exam Exemptions** - Seniors are eligible to be exempt from final exams based on the grade and attendance guidelines set out by the administration each year. Exam exemptions are a privilege and students may be required to take exams despite having met the guidelines. Below are senior exemption guidelines for the 2017-18 school year:

- 90% or higher average for the year
- No more than 3 unexcused absences throughout the school year
- No more than 5 unexcused tardies throughout the school year

Please see the section on Attendance in this handbook for excused versus unexcused criteria. The administration reserves the right to adjust the requirements for exemption at any time. Any adjustments made will be communicated to the senior class and their families.

**Incomplete** - A student receiving an Incomplete for a quarter or semester will have 3 weeks (by the end of the first academic session of the following quarter) to finalize any make-up work. After 3 weeks, the grade will be marked as-is on the following report card.

**Academic Support** - DePaul Cristo Rey High School provides an academic support program so our students can be successful in high school and ultimately successful in college. All students will have the option to attend daily study tables (Monday – Thursday). The administration reserves the right to require a student to attend study tables.

Students are encouraged to seek help from their teachers and to participate in our academic support program right away if they are struggling academically. Parents/guardians are encouraged to communicate regularly with their student’s teachers, the administration, and/or counselor if they have concerns about their child’s academic progress.

### **Special Learning Needs**

DePaul Cristo Rey High School does not offer a special education program. We recognize, however, that at times students may struggle academically in our rigorous college preparatory program. To help our students, we provide an academic study tables program after school. We may also recommend that parents/guardians provide additional, outside tutoring on the weekends and in the summer for students. Files come from many different schools throughout the city, so it is not guaranteed that DPCR will receive all records from a student’s previous school, including IEPs. If parents/guardians wish for the school and/or intervention specialist to be aware of any pre-existing education plans, investigate possible education plans, or potentially implement a new plan, it is the responsibility of the family to provide such information.

Sometimes students try their very best but still struggle academically. If a student demonstrates consistent effort (does homework every night, turns in all assignments, studies for quizzes and tests, participates in class and takes advantage of the tutoring being offered) but is still not able to earn a passing grade, it is possible that the student may have an undiagnosed learning disability. If teachers suspect a learning disability, we may arrange for the student to receive an educational-psychological analysis through an educational psychologist connected with DePaul Cristo Rey. The purpose of the testing is to help the school to understand why the student, despite consistent effort and a conscientious attitude toward schoolwork, is not able to achieve acceptable grades.

We have limited resources for educational-psychological evaluations. However, parents/guardians may arrange for private educational-psychological evaluations for students on their own through a licensed educational psychologist. Because we do not have resources to provide testing for all students who struggle academically, we select students for testing based on their level of academic performance and need.

If an educational-psychological evaluation reveals that a student has a learning disability or special learning needs requiring accommodations, the Principal and/or Assistant Principal, will meet with the student's parents/guardians to review the testing report and to discuss if DePaul Cristo Rey has sufficient resources to meet the needs of the student. The school intervention specialist will explain which recommended accommodations can be made at DePaul Cristo Rey and which cannot be made. A School Service Plan for the student will be written and implemented.

If the school does not have sufficient resources to meet the needs of a student with a diagnosed learning disability or with special learning needs requiring accommodations, the academic administration will assist parents/guardians in finding a more appropriate educational placement for the student.

### **College Counseling**

The goal of DePaul Cristo Rey High School's college counseling program is to support students as they identify college options that will be best for them. The college counseling program guides students and parents/guardians as they research colleges, financial aid and scholarships. The Counseling Office provides an all four years of a student's education at DePaul Cristo Rey. Freshmen begin to discover college options, learn about financial aid and scholarship opportunities and visit campuses. Sophomores continue that exploration process, including additional college campus visits. Juniors have regular college counseling and test preparation classes, and are encouraged to meet with college admission representatives visiting the school. Freshmen and sophomores are also welcome to meet with college admission representatives. During senior year, the college counseling program will be further tailored to meet students' individual needs, including guidance throughout the college application process, as well as further education regarding financial aid. Standardized test preparation, group and individual meetings with students, and parent/guardian meetings will support DePaul Cristo Rey families and students as they consider their education options after graduation.

### **Counseling and Social-Emotional Needs**

DePaul Cristo Rey High School is committed to assisting all students and their families in meeting the demands of high school and working through the various barriers that may arise throughout the school year. The school administration, counselors, school social workers, and other school personnel work to assist students in understanding their abilities and interests as well as formulating and achieving realistic goals, and maintaining satisfactory personal and social adjustments. The Beech Acres staff will be available each day to provide one-on-one and group counseling for students and to work with parents/guardians on issues pertaining to the social-emotional, as well as educational needs of their children. They will develop and maintain family outreach programs, community partnerships, and family and faculty workshops on topics relevant to our students' progress in school and toward college. Outside referrals to partnered organizations may be made.

### **Faculty and Staff Support**

Faculty and Staff will work to support students academically, personally, and spiritually. Examples include but are not limited to:

- Keeping an honest and open line of communication and feedback with both student and families through phone calls, emails, conferences, meetings, etc. as needed.
- Updating grades weekly.
- Posting assignments and due dates for every assignment, as well as any necessary or helpful resources to be successful in the classroom, on accessible online platforms such as Schoology and Google Classroom."

- Updating behavior in PowerSchool.
- Recording attendance each period.
- Checking uniform each period.
- Connecting students with any appropriate resources as needed (tutoring, mentoring, enrichment opportunities, services, etc.).
- Generally encouraging students, celebrating successes, etc.
- Being available for designated office hours and/or study tables for extra help, review, and/or enrichment.

## **Family Support**

Recognizing that families play the first and most crucial role in terms of student success, we ask parents/guardians to continue to work to support students academically, personally and spiritually.

Examples include but are not limited to:

- ✓ Assisting students in arriving to school and school-related events on time and in dress code.
- ✓ Communicating with the front office regarding any transportation or uniform needs.
- ✓ Communicating with child regularly on school progress.
- ✓ Encouraging them to seek help from teachers/tutors as needed.
- ✓ Celebrating growth, improvement, and achievement.
- ✓ Discussing the value of hard work both in academics and the workplace.
- ✓ Providing a routine study space for student to complete homework assignments, study, work on projects, etc.
- ✓ Regularly checking grades on PowerSchool and assignment information on Schoology.
- ✓ Attending Bruin Parent/Guardian Club meetings.
- ✓ Attending Parent/Guardian and Teacher Conferences.
- ✓ Being present at special events, such as Meet the Teacher Picnic, DPCR Christ the King, Thanksgiving Feast, etc.
- ✓ Enrolling students in enrichment and/or support programs, summer programs, etc., such as programs posted by the College Counseling staff on Schoology, Upward Bound, YMCA Black and Latino Achievers, CYC mentoring programs, etc.
- ✓ Participating in parent/guardian and family support programs, such as Beech Acres Family Peer Support Program, or other opportunities.
- ✓ Updating contact information etc. with the main office as needed to ensure successful communication.
- ✓ Communicating any concerns with the main office and/or teachers as appropriate.

## **Announcements**

Students are expected to remain in their seats in their classroom quietly until announcements are complete.

## **IV. Student Regulations and Code of Conduct**

Students at DePaul Cristo Rey High School have been admitted because they have expressed a strong desire to work hard and be responsible members of the greater school community. By enrolling their children at DePaul Cristo Rey, parents/guardians agree to abide by the regulations stated here and recognize the school's right to regulate student conduct and enforce these regulations. DePaul Cristo Rey reserves the right to respond as it sees fit to the behavior of its students and to amend its policies as it sees fit.

The code which follows applies to any DePaul Cristo Rey High School student who:

- is on school property;
- is at the workplace;
- is engaged in any school activity;

affects through his or her conduct at any other time or place the order and discipline of the school, the safety and welfare of others, or the good reputation of DePaul Cristo Rey High School.

### **Student Behavioral Expectations, Support, and Consequences:**

At DePaul Cristo Rey, we value not only the academic growth of each individual student, but their personal and spiritual growth as well. While behavioral expectations are high, a strong level of support is in place in order to ensure that each student has ample opportunities for growth and reflection. In this section, you will find information on the following:

1. Behavioral expectations
2. Faculty and Staff support for students working to meet such expectations
3. Recommendations for family support of students
4. Consequences for students refusing to work with supports

### **Behavioral Expectations (D.P.C.R. – Dedicated, Professional, Caring, Responsible)**

At DePaul Cristo Rey, we expect students to strive to embody what it means to be a **D.P.C.R. (Dedicated, Professional, Caring, and Responsible)** Bruin.

#### **Dedicated**

- I positively contribute to my community, classroom, school, and work place.
- I am my own best advocate and voice.
- I am my own best problem-solver.
- I persist through problems and setbacks.

#### **Professional**

- I take initiative to do what is needed before having to be asked. I do not wait for someone else to do it.
- I follow directions carefully.
- I arrive on time and ready to fully participate to all classes, meetings, practices, field trips and workdays.
- I follow through, completing all tasks and assignments, showing up to scheduled meetings. I am in uniform and my cell phone is put away.

#### **Caring**

- I show kindness to others at all times.
- I include others, refusing to be a bystander or participant in any kind of bullying.
- I help to take care of our spaces.
- I respect and embrace diversity.

#### **Responsible**

- I check PowerSchool, Schoology, and my school email every single day.
- I am academically honest. I do not cheat or plagiarize.
- I am emotionally honest. I own my mistakes, messes, feelings, accomplishments, and joys.
- I gracefully accept the consequences to my actions, and always strive to improve myself academically, personally, and spiritually.

### **I am Dedicated, Professional, Caring, and Responsible. I do not cross the line!**

- Out of dress code
- Tardy
- Cell phones in class or CWSP

- Cheating/Plagiarizing Eating/Drinking outside the cafeteria
- Inappropriate language
- Disruptive
- Disrespect (eye rolling, lip smacking, angry/rude tone, etc.)
- Bullying/Intimidating
- Fighting

Examples of such behaviors include but are not limited to:

**D.P.C.R. in Academics:**

- I use class time to its fullest potential in order to ensure mastery of content for each class.
- I strive for 83% (3.0) or higher on all homework, tests, projects, etc.
- I am organized, keeping supplies, papers, folders, notebooks, etc. organized, taking proper and thorough notes, keeping assignment due dates organized, etc.
- I comply with faculty/staff rules/requests.

**D.P.C.R. in CWSP:**

- I arrive on time to CWSP check-in and job sites in full dress code.
- I greet adults and supervisors with a smile, positive attitude, and firm handshake.
- I work closely with CWSP coordinators, supervisors, directors, etc. in order to ensure a positive work experience.
- I follow all CWSP rules and guidelines as stated in the CWSP handbook.

**D.P.C.R. in Classrooms:**

- I apply CWSP/work-related behaviors in the classroom (persistence, initiative, productivity, etc.) to my classroom work and study habits.
- I apply SLANT techniques in order to maximize learning.
- I choose to ignore/not to be a part of disruptive behaviors that deter from the learning environment.
- I comply with faculty/staff rules/requests.

**D.P.C.R. at the Beginning of Classes/CWSP:**

- I arrive on time, in full dress code, and begin the Do-Now by the time the bell rings.
- Waiting patiently if in need of teacher/adult assistance.
- Quietly listening to announcements over the PA or from staff.
- I comply with faculty/staff rules/requests.

**D.P.C.R. in the Cafeteria:**

- I clean up after myself, pushing in chairs, sorting garbage, trays, recycling, etc.
- I make sure to have my student ID and balance, advocating for myself if there are any issues.
- I am mindful of space, volume, and language, being kind and inclusive to those around me.
- I comply with faculty/staff rules/requests.
  - o Students are NOT allowed to order food or have food delivered without permission from the administration.
  - o Students are NOT permitted to bring food outside of the cafeteria without staff permission.

**D.P.C.R. in the Learning Commons / Study Hall / Study Tables:**

- I am mindful of space, volume, and language.
- I work quietly and productively.
- I clean up after myself, pushing in chairs, cleaning up papers, etc.
- I comply with faculty/staff rules/requests.

### **D.P.C.R. in the Gym/Athletic Events:**

- I respectfully handle any equipment, supplies, etc., only handling equipment, supplies, etc. with adult permission.
- I participate in activities with energy, enthusiasm, and kindness.
- I display good sportsmanship on and off the court, cheering, applauding, and encouraging classmates, teammates, and players.
- I comply with faculty/staff rules/requests.

### **D.P.C.R. in Restrooms:**

- I use my planner for restroom passes, using the restroom between classes and on lunch breaks as to not miss class time, using class time for emergencies only. I do not delay returning to class.
- I leave the space clean and tidy.
- I am mindful of space, volume, and language, as there are other classes and meetings going on in nearby classrooms, conference rooms, etc.
- I comply with faculty/staff rules/requests.

### **D.P.C.R. in the Hallways:**

- I use my planner for passes, taking care of errands on lunch breaks, before, and after school, so as to not miss class time, using class time for emergencies only. I do not delay returning to class.
  - o **The front office does not issue passes unless directly working with a student. Students will not be excused unless the pass they receive is gained directly from the staff member with whom they were working. The time on the pass should reflect what time the staff member was working with a student.**
- I leave the space clean and tidy.
- I am mindful of space, volume, and language, as there are other classes and meetings. going on in nearby classrooms, conference rooms, etc.
- I comply with faculty/staff rules/requests.

### **D.P.C.R. Outside/Courtyards:**

- I leave the space clean and tidy.
- I am mindful of space, volume, and language, as there are other classes and meetings. going on in nearby classrooms, conference rooms, etc.
- I mind all rules of safety.
- I comply with faculty/staff rules/requests.

### **D.P.C.R. in Before School:**

- I use the morning to ready myself for the day.
- I arrive to my classroom BEFORE 7:45 in order to have my supplies, notes, homework ready for discussion, to turn in, etc.
- I use this time as an opportunity to meet with teachers and staff.

### **D.P.C.R. After School:**

- I use the afternoon to ready myself for the following school day. I work on homework, study, review notes, etc.
- I use this time as an opportunity to meet with teachers and staff.
- If I choose to relax, reflect, or refresh, I do so in a manner that is safe, kind, and does not interfere with others who are trying to work.
- I comply with faculty/staff rules/requests.



**D.P.C.R. in Office Spaces (Admin, Business, Counseling, Beech Acres, CWSP):**

- I schedule meetings outside of class time and show up to meetings on time, keeping my commitments.
- I use my planner for passes, taking care of errands on lunch breaks, before, and after school, so as to not miss class time, using class time for emergencies only. I do not delay returning to class.
- I am mindful of space, volume, and language, as there are other classes and meetings going on in nearby classrooms, conference rooms, etc.
- I comply with faculty/staff rules/requests.

**D.P.C.R. in Technology:**

- I am careful with all technological equipment, being careful not to lose or break items by following all rules and guidelines.
- I only visit approved websites, apps, etc., being careful not to overcrowd the server with unnecessary data and downloads unrelated to my education.
- I check grades, assignments, announcements, etc. on PowerSchool, Schoology, and school email account daily. I follow up with important information and questions on lunch breaks, before, and after school, so as not to take from academic instructional time.
- I follow rules and guidelines listed in the Technology and Internet Use Handbook.

**D.P.C.R. in Co-curricular and Athletics:**

- I am in good academic standing.
- I am an exemplary student, demonstrating positive attitude, behaviors, and participation.
- I have exemplary attendance.
- I follow all rules and guidelines listed in the Athletic and Co-curricular handbook and comply with faculty/staff/coach rules/requests.

**D.P.C.R. in Prayer Services and Assemblies:**

- I am mindful of space, volume, and language
- I enter and leave the space in an orderly fashion.
- I participate, exhibiting SLANT behaviors, encouraging speakers, readers, singers, etc.
- I comply with faculty/staff rules/requests.

**D.P.C.R. in the Community (Working with Guests, Riding to and from Work/School, Field Trips, Retreats, etc.):**

- Greeting any and all guests, speakers, leaders, drivers, etc. with the same level of kindness and respect expected as stated above.
- Controlling volume on busses, in office areas, classrooms, lobbies, etc.
- Using acceptable and professional language (no profanity anywhere students are representing DPCR on or off campus).
- I comply with faculty/staff rules/requests.

**Bullying (Bullying, Blackmailing, Hazing, Intimidation)**

Any form of bullying, blackmailing, harassment, hazing, or intimidation toward any student or staff member is prohibited at DePaul Cristo Rey High School. A student who is found to be in violation of this rule may result in immediate suspension or expulsion from DePaul Cristo Rey High School.

For the purposes of this code of conduct, bullying is the intentional use by one or more persons of a written, verbal, or electronic expression, or a physical act or gesture or any combination thereof, directed at a target

(person) that:

- Causes physical or emotional harm to the target or damage to the target's property;
- Places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- Creates a hostile environment at school for the target;
- Infringes on the rights of the target at school; or
- Materially and substantially disrupts the education process or the orderly operation of a school.

These acts include, but are not limited to:

- **Direct Bullying**
- **Physical:** hitting, kicking, punching, shoving, and spitting.
- **Verbal:** using a racial or sexual comment, name-calling, teasing, taunting, threatening.
- **Non-verbal:** obscene gestures, stalking.
- **Indirect Bullying**
- **Physical:** getting another person to physically or verbally assault someone.
- **Verbal:** spreading rumors, gossip.
- **Non-verbal:** cyber-bullying, targeting others through social media posts and sharing
- **Cyber Bullying:** Sending, posting, or sharing text and/or images intended to hurt or embarrass another person(s) by use of electronic devices through means of email, instant messaging, text messages, blogs, mobile phones, telephones, pagers, social media websites or apps (MySpace, Facebook, Twitter, Instagram, Snapchat, etc.), two-way pagers, or through use of YouTube video, or any other electronic means, as well as the act of sharing any such items in person.

## Reporting Bullying

All administrators, faculty, parents/guardians, staff, and students should report any information received or witnessed pertaining to bullying, harassment, hazing or intimidation during or after school involving DePaul Cristo Rey High School students or personnel. Forms are located in the Main Office and in the Assistant Principal/Dean of Student's Office.

## Consequences:

Any behavior deemed outside of D.P.C.R. code of conduct (Dedicated, Professional, Caring, Responsible) is subject to intervention and/or consequences. Depending on the level of offense, consequences include but are not limited to: Teacher intervention, Parent/Guardian phone call or email, Teacher detention / Retrain, Reflect, Restore, Office intervention / Conference, Office detention / Retrain, Reflect, Restore, Parent/Guardian Meeting, In-school suspension, Out-of-school suspension, or Expulsion

## Teacher Detention / Retrain, Reflect, Restore

The purpose of a teacher detention is for the teacher and student to take a few minutes to work together in an effort to problem-solve.

- Teacher detentions vary in length, not to exceed 30 minutes.
- Teacher detentions can be issued for conflicts relating directly to student success in the classroom, such as but not limited to:
  - Being disruptive
  - Disregarding teacher instructions
  - Being tardy to class
  - Cheating, plagiarism, or other violations of academic integrity
  - Any other offense deemed necessary to address by the administration.
- The teacher and student may decide on an alternative, agreed-upon time to meet, but it is still required that the student attend.
- If a student does not show to a teacher detention, he or she will be assigned an office detention for 60 minutes.

- Teacher detentions are verbally assigned, but should be noted in PowerSchool.
- **Teacher detentions take precedent over any extra-curricular activities, after-school programs, etc.**

### **Office Detention / Retrain, Reflect, Restore**

Office detentions are held weekly for 30-60 minutes for students who show repeated, negative or problematic behaviors, including but not limited to:

- Being late to school or class
- Repeatedly arriving to school or class out of uniform
- Not attending a teacher detention
- Being disruptive or disrespectful
- Any other offense deemed necessary by the administration.

Students will be notified at least one school day prior to the detention and are expected to show up on time and for the entire duration. Detentions take precedent over any extra-curricular activities, after-school programs, etc.

### **Suspension**

In-school and out-of-school suspensions are severe penalties imposed for very serious offenses. Students will be subject to immediate suspension (and possibly expulsion) for the following behaviors including but not limited to:

- Repeatedly disrupting class or disrespecting staff or students
- Racist, sexist or other profane or hateful written or spoken language
- Cheating, deliberate plagiarism, or other violations of academic integrity
- Gambling
- Stealing
- Chronic tardiness or absence from school
- Skipping or cutting class or work
- Vandalism and destruction of school property
- Possessing, supplying, or using tobacco, drugs or other illegal substances
- Gang membership or gang-related behavior, including the use of gang symbols
- Physical play or fighting
- Forgery
- Dismissal for cause from work
- Engaging in any form of sexual activity
- Any other offense deemed necessary to address by the administration.

### **Expulsion**

Expulsion is the loss of the privilege to attend DePaul Cristo Rey High School. Students may be subject to immediate expulsion including but not limited to the following behaviors:

- Possession of weapons, firearms, explosives or anything intended to be used as a weapon
- Possessing, supplying, buying or using alcohol or other drugs anywhere or at anytime
- Any gang related activity
- Violent behavior or threats of violence to students and/or adults; fighting
- Harassment, including sexual harassment and bullying
- Any other offense deemed necessary to address by the administration.

### **Discipline Council**

In the event that a student is recommended for suspension or expulsion as a result of any major disciplinary infraction or a combination of a high volume of minor/major disciplinary infractions at DePaul Cristo Rey and/or the Corporate Work Study Program, the student and family will meet with the Academic Leadership

Team: Principal and Assistant Principals. The goal of this meeting is to discuss the issue(s) at hand, discuss concerns, and ultimately determine if the student in question should remain a student at DePaul Cristo Rey. The student and family may withdraw the student if they do not wish to meet with the Administrative Team. If the family refuses to meet with the Administrative Team or refuses to withdraw the student, it will result in an expulsion. Under no circumstances will the Academic Leadership Team or any members of the DePaul Cristo Rey faculty or staff meet with an attorney attempting to represent a student or family. Should the family disagree with the decision of the Academic Leadership Team, the family may request a hearing with the DePaul Cristo Rey Discipline Council. Please be mindful that if a hearing is requested, it does not guarantee in the overturn of the Academic Leadership Team's decision to suspend or expel.

### **Social Media Policy**

Students are subject to the above consequences for in-person involvement, as well as any actions including posting, sharing (digitally or in person), sending, or disseminating information related to the nature of the suspension or expellable offenses listed above. Any electronic or social media content which negatively impacts the daily operations of DePaul Cristo Rey High School, or the emotional or physical well-being of its community members in any way is subject to consequence.

### **Dismissal from Campus on Suspension Days**

- Students serving an in-school suspension must leave campus immediately upon school dismissal.
- Students serving an in-school or out-of-school suspension are not permitted to participate in sports, clubs, extracurricular activities, after school activities, etc. on days of suspension. This includes if a suspension period continues over a weekend (i.e., a student serving a suspension on Friday, Monday, and Tuesday would not be permitted to participate in activities falling on that weekend).
- Students serving an out-of-school suspension are not permitted on campus or to attend any DePaul Cristo Rey High School event until the suspension has ended, except for an officially scheduled student/family meeting approved by the administration.

## **V. Official Dress Code for All DePaul Cristo Rey High School Students**

### **Dress Code Introduction**

The DePaul Cristo Rey dress code ensures that every student will dress in a professional, modest, conservative and safe manner. DePaul Cristo Rey High School's dress code is the same for a regular school day as it is for a work-day. All students are expected to be **D.P.C.R. (Dedicated, Professional, Caring, Responsible)** in ensuring that they are in full dress code.

- *It is ultimately the responsibility of the student to ensure that they are in full dress code with all the necessary uniform items to be in compliance.*
- Students may borrow items from the main office with no penalty **ONLY IF** they take care of these needs **BEFORE** the start of the school day (7:45 a.m.).
- Students who are late to classes due to dress code are considered to be an unexcused tardy (see Attendance section for consequences).

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

- **Students are expected to be in full dress code at all times during the school day, at work, at special events and during all field trips unless otherwise specified by the school.**
- A student not dressed acceptably and according to the rules will not be admitted to classes. The student will contact the parent/guardian. Student cell phone will then be collected for the day to ensure the return of borrowed uniform items

- Faculty and staff reserve the right to ask a student to change any attire not appropriate for school grounds or work, including but not limited to before and after school, field trips or events where DePaul Cristo Rey is represented, etc.
- Violation of dress code is subject to various levels of consequence, depending on the number and level of offense.
- If a student misses a portion of class or a class due to uniform issues, it is at the teacher's and administration's discretion if they are allowed to earn points for missing work.
- Repeated violation of dress code will result in a detention, suspension, or expulsion, depending on the number and level of offense.

### **Belts**

- Belts must be worn on pants with belt loops.
- Belts must be black, brown, navy, or gray.
- Belts should have plain buckles.
- Belts should be a leather or leather-like, business-grade belt.

### **Casts/Crutches/Doctors' Notes**

- Students are required to present proper medical notes for injuries/conditions which impede a student from being in full uniform.
- Students and families should work towards solutions which best blend with uniform
  - i.e. a student needing to wear loose pants due to leg in cast should 1) bring in medical notice to the main office, and 2) wear loose pants that look as close to uniform pants as possible.
- Doctor's notes should have a date/time frame listed for which the student will need this support. If no end date or specific time frame is listed, the student will have 1 week to present proper documentation in order to continue receiving this support.

### **Facial Hair**

- **Men:** Must have a clean shaven face. Sideburns can only extend down half of the length of your ear.
- **Seniors:** May have neatly trimmed/groomed facial hair.
- The administration and/or CWSP may require a young man to get a trim up or to shave if the facial hair is deemed unprofessional.

### **Hair**

- Color shall be of natural tones (blonde, brown, black) and styles are neat, clean, well-groomed, and out of the eyes.
- No unnatural colors are permitted (blue, purple, red, orange, yellow, green, pink, gray, etc.).

### **Head Wear**

- No hoodies or hats permitted.
- No scarves, bandanas, bonnets, du-rags, etc.
- Students are permitted to wear head coverings *for religious purposes only*.

### **Hygiene**

- Students are expected to maintain a neat and clean appearance. Attention should be paid to showering, using deodorant, brushing teeth, combing hair, ironing clothes, etc.

### **Jewelry and Other Accessories:**

- **Men:** No visible jewelry other than a wrist watch is to be worn. No earrings.
- **Women:** Jewelry is worn in moderation with no more than 1 bracelet and 1 ring per hand. Earrings

are to be of moderate length, and only 2 earrings per ear lobe. Hoop earrings may be no larger than the circumference of a quarter.

- No visible tattoos or other facial/body piercings.
- If a student has a visible tattoo he or she must cover it with clothing at all times.
- No nose rings.
- Gauge earrings or earrings with a “gauge like” appearance are not acceptable.
- False teeth (not including dentures), “fronts” or gold caps, are not permitted.

### **Makeup**

- **Men:** Neither makeup nor nail polish is to be worn. Fingernails are to be trimmed, clean and of moderate length.
- **Women:** Conservative make-up colors and styles are allowed. Fingernails need to be trimmed, clean and of moderate length and color.

### **Overcoats**

- Should be appropriate for a professional work, school setting, and the weather.
- Students are permitted to wear weather/work-appropriate coats when changing classes outside, however, **all students are expected to be in full uniform (remove coats upon arrival to classroom) every class period, every day.**
- No hoodies.

### **Pants**

- Must be charcoal (dark) gray dress pants/slacks.
- Pants must always be worn at the waist.
- No skinny pants/leggings/yoga pants permitted.
- No jeans/denim fabric permitted.
- Full length and not beyond the mid-heel of the shoe.
- No more than 4 pockets, no cargo pants
- No baggy, saggy (below the waistline), or oversized pants.
- No skirts or dresses are permitted.

### **Shirts**

- White oxford shirt (short or long sleeves)
- **Men:** DPCR ties is required daily with shirt.
- **Women:** No more than one button is allowed to be unbuttoned at all times on campus and at work.

### **Shoes**

- Shoes are to be black, dress/professional shoes only.
- Must be solid in color.
- Leather or leather-like and shiny with dark colored soles.
- Shoes shall be closed all around with the toes and heel completely covered.
- No gym shoes are permitted.
- Sperry's are permitted in solid black **ONLY**.
- Boots can be worn **ONLY IF underneath the pants and follow the same dress/professional shoe guidelines listed above.**
- NO gym shoes//Keds/Chucks/Toms/Bobs/construction boots/moccasins/Uggs/light-soled shoes permitted.

### **Socks**

- Socks MUST be black ONLY.

### Sunglasses

- Sunglasses may not be worn inside, at work or at school.

### Sweaters/Business Jackets

- Only DePaul Cristo Rey sweaters and fleeces are permitted. Students are required to wear uniform shirt (and tie for men) underneath.
- Suit and or business sport jackets are acceptable but should always be neatly pressed and clean.

### Text, Graphics, Logos

- Students are not permitted to wear any clothing with explicit text, graphic images, or logos on clothing.

### Undergarments

- Undergarments, underwear or intimate clothing shall not show through clothing or hang outside of clothing.

**DPCR DePaul Cristo Rey Uniform**

\* One of these must be worn over a shirt.

- \* Navy Logo V-Neck Sweater (Must have new DPCR logo)
- \* Navy Logo Sweater Vest (Must have new DPCR logo)
- \* Navy Blue 1/4" Logo Zip Sweatshirt (Must have new DPCR logo)

Black Dress Shoes

White Shirts Long or Short Sleeves

Charcoal Gray Dress Pants

Black Socks

School Bow or Neck Ties

ID Key Card

**The New DPCR Uniform:**

- White Oxford Shirt – Short or Long Sleeves\*\*
- Charcoal Gray Dress Pants\*\*
- DPCR Vest, Sweater or 1/4" zip (Epluno only)
- Black Dress Shoes
- Black Socks
- Bow or Neck Ties (Purchase at DPCR) (Mandatory for Boys/Optional for Girls)
- ID Key Card

(The Full Dress Code is in the Student Handbook)  
 \*\* These items can be purchased at Epluno or any local store.

[www.depaulcristorey.eplunoshops.com](http://www.depaulcristorey.eplunoshops.com)

### Other Notes:

All judgments concerning whether an item meets uniform requirements are left to the discretion of the administration and those decisions are final. Students are expected to arrive on time and in uniform every single day, every single class period, including the first day of school. Students are subject to consequences such as detention or suspension, depending on the level of violation. Students who miss classes due to uniform will be marked as unexcused.

Students are responsible for contacting the main office before the start of the school day for any uniform needs. No disciplinary action will be taken if a student needs to borrow a uniform item and does so before the start of the school day and can arrive in full uniform on time to their first period class. The student's cell phone will be collected to ensure the return of the borrowed item(s).

The safety of our students is a priority. A neat appearance and properly fitting clothes will help avoid potential mishaps with office machinery or equipment. In addition, students walk to and from their bus stop and workplace. Proper footwear and the absence of sensory distractions such as music headphones, etc. help ensure their safety.

DePaul Cristo Rey High School asks parents/guardians not to purchase expensive clothing with "brand names" or logos, or expensive outerwear or footwear.

## VI. Student Co-Curricular Activities and Athletics

### Co-curricular Activities

Student participation in athletics, arts, activities and/or clubs *is strongly recommended for all students*. Co-curricular activities are important to the student experience and assist students in developing additional life-long learning behaviors, fostering self-expression and helping students become active contributing members of DePaul Cristo Rey outside of the normal classroom structure. The co-curricular program at DePaul Cristo Rey is meant to complement and enhance the educational experience. Each student is encouraged to participate in at least one co-curricular each school year, committing for the entire duration of that program or activity.

Although participation in the co-curricular program is strongly recommended, participation is also a privilege. *The students' academic progress, behavior record, attendance record, and Corporate Work Study Program placement take precedence over co-curricular activities. For the good of a student's overall progress, the privilege to participate may be revoked at any time as deemed necessary by the administration.* Students involved in these activities must meet at minimum the following eligibility requirements:

- Be in good academic standing.
  - Students who do not pass two core courses after an academic quarter may not participate until after the following academic quarter.
  - Academic progress is checked weekly. Students failing a class are not permitted to participate.
- Be an exemplary student.
  - Students displaying problematic behaviors may be kept from participating in games, practices, etc.
- Have exemplary attendance.
  - Students with problematic attendance are subject to not being allowed to participate in games, practices, etc.
- For athletics, a student must have a record of a physical exam no more than 365 days old on file in school office.



## Athletics

At DePaul Cristo Rey High School, interscholastic athletics are regarded as an integral part of a student's educational well-being. Athletics provide experiences that will challenge the student both mentally and physically. Athletics also provides a strong base for the student to learn time management, self-discipline, and teamwork. These qualities will prove invaluable later in life. Participating in an interscholastic sport at DePaul Cristo Rey High School is a privilege with many responsibilities. This includes but is not limited to maintaining grades, competing with fairness and integrity, showing respect for your teammates, coaches, referees, and opponents. Students must commit to demonstrating good sportsmanship at all times.

Athletes represent the school. Students must follow the guidelines listed in the Student/Athlete Handbook in order to participate in any athletic program at DePaul Cristo Rey High School, including but not limited to:

- An athlete can only participate in one sport per season. Seasons are defined as Fall, Winter, and Spring.
  - Fall Sports: Flag Football, Cross Country, Soccer, Volleyball
  - Winter Sports: Basketball
  - Spring Sports: Baseball, Track and Field
- An athlete must be academically eligible to participate in sports. We will be following the Ohio High School Athletic Association (OHSAA) bylaws which state that an athlete must have passing grades in a minimum of five one credit courses in the immediately preceding grading period to participate in sports. Incoming freshmen must pass 75% of their fourth quarter courses.

- A DePaul Cristo Rey student/athletes must pass five full credit courses from the previous quarter to

participate in a sport during the next quarter. The academic eligibility of an athlete will be checked weekly during a sport's season.

• **An athlete must maintain passing grades in ALL courses to participate in athletics. If they are not passing during the weekly check the 1<sup>st</sup> time there will be a warning. If they are not passing a 2<sup>nd</sup> week they are suspended from both practice and any scrimmages or games. If they are not passing the 3<sup>rd</sup> week, a family meeting will be held to discuss a student's participation status.**

- An athlete who did not pass five one credit courses at the end of the previous school year shall be ineligible to try out for the first quarter of the next school year.
- CWSP workday hours take precedence over any practice or game.
- According to the Ohio High School Athletic Association, for eligibility purposes, summer school grade **may not** be used to substitute for failing grades received in the final grading period of the regular school year or for the lack of enough courses taken the preceding grading period.
- Upon making a team there will be an informational form and waiver that the athlete and parent/guardian must sign **before** a student can participate.
- Every student/athlete **MUST** have a valid physical and all forms on file prior to the official start of the season.
- All other forms deemed necessary by the Athletic Director must be signed and turned in. Athletes without signed forms will not be permitted to play.
- A coach from the DPCR staff must be present for any training.
- The weight room form must be filled out, signed and on file to participate in lifting drills.
- Tryouts are mandatory for all teams and student/athletes at any grade level. Any injury or sickness that prohibits someone from trying out must be documented by a physician and approved by the Athletic Director. If there are unusual circumstances, please talk to the Athletic Director.
- All members of a team are required to attend every team practice and game, except in cases of emergency or illness. If a player is absent from school, she/he is ineligible to participate in practice or games on that day. In order to participate in practice or games, the athlete must arrive at school no later than 10:00 a.m. and may

not leave earlier than 1:00 p.m. They must be in attendance for at least four hours of the school day.

- All members of the teams are expected to share in responsibilities of the team. This includes set up and cleanup for practices and games, maintaining equipment, maintaining uniforms etc.

- Disrespect toward any administrator, teacher, coach, official or teammate will not be tolerated. Abusive or foul language is not acceptable. Any violation of these expectations can result in suspension or dismissal from the team.

- Any student/athlete ejected for unsportsmanlike conduct shall be ineligible for the remainder of that contest as well as for the next two regular season or tournament contests. This is a rule that DePaul Cristo

Rey High School will enforce.

- If you are suspended from school you will also be suspended for the same length of time from your sport. You may not attend school sponsored practices or games and your continued status with the team will be evaluated.

- Rules regarding unexcused absences from practices and contests will be determined and addressed and distributed by the coaching staff at the seasonal sport meeting. If a student has a habitual problem with unexcused absences they may be removed from the team.

- All rules of the league and DePaul Cristo Rey High School must be followed at all times.

- Athletes are responsible for adherence to the training expectations from the first day of official practice until the end of post-season or the awards program, whichever comes last.

- When a student-athlete is truant or cuts class, the student, at the minimum, will be denied participation in the next scheduled practice or meeting.

- During the school year in progress, any student possessing or using drugs, alcoholic beverages or tobacco of any kind while on school grounds or representing DePaul Cristo Rey High School, will be denied participation from any sports activities and will be disciplined according to the student handbook.

For a complete listing of the rules, guidelines, and expectations of student-athletes, please see the Student/Athlete Handbook. The Administration and Athletic Director reserve the right to amend these policies and will notify students, parents/guardians if an amendment is deemed necessary.

## **Campus Ministry**

The goal of the DePaul Cristo Rey High School Office of Campus Ministry is to promote our students' spiritual growth and to create a spiritual community in the school. While we approach issues of faith as a Catholic school founded by the Sisters of Charity, we honor the rich diversity of our students' religious faiths and traditions. We strive to build a community of faith, encouraging students to reflect upon and further develop their relationship with God. Additionally, students are challenged to share these reflections respectfully with one another.

The Office of Campus Ministry coordinates school-wide worship services to take place throughout the school year. Some of these worship services will be Eucharistic liturgies, and we work to make all of our students welcome and comfortable in that setting. Other forms of worship include prayer services that may be more familiar to students from different traditions. Whenever possible, we invite all students to be involved in the planning of our liturgies and prayer services and to serve however appropriate.

Each year, every student at DePaul Cristo Rey is required to participate in a class-wide religious retreat. The days include team building programs, leadership activities, discussions and prayer reflections. Students greatly benefit from and thoroughly enjoy this time to step back from the daily school routine and to reflect on where they are and where God is in their lives right now. It also provides important time for us to build a stronger bond as members of the DePaul Cristo Rey community. The yearly class retreat is an important element of

being a part of the Cristo Rey community, **so all students are required to attend.** Failure to attend may result

in the student not being eligible to graduate.

At DePaul Cristo Rey, Campus Ministry is connected to most aspects of the school experience, including religion classes, the counseling department, service program and even the athletics department and co-curricular activities. We hope our students will learn to see that spirituality touches every element of their lives.

### **Service Learning Program**

As part of the Sisters of Charity's commitment of service to those in need, the DePaul Cristo Rey Service Learning Program is oriented to help students develop and grow into selfless and caring persons who are committed to social justice. We draw our inspiration from our patron, St. Vincent de Paul, who gave generously to people in need and inspired countless others to give of their time and talents as well. The service learning program consists of various forms of community service, in addition to being imbedded into the curriculum as an integral part of the whole service experience.

### **Service Requirement**

Each DePaul Cristo Rey student must complete mandatory service experiences with the school's service learning program directed through the Office of Campus Ministry. Completing the mandatory service experiences is required for the student to graduate from DePaul Cristo Rey. Students will have the opportunity to find a service opportunity that best fits their skills and interests through the Office of Campus Ministry. While the Office of Campus Ministry will serve as a support system for the students, completing their service experiences by the time allotted will be each student's responsibility. All service hours will be logged through the Office of Campus Ministry and will be a part of the student's career-long portfolio. We hope that every student will see service as a life-long commitment to be servant leaders in our community.

All students are required to complete 1 service experience each year, and write a service reflection as directed by their religion teacher.

### **School Dances and Events**

DePaul Cristo Rey High School strives to always provide a safe and secure environment for its students, guests, parents/guardians, and staff, and therefore the following procedures will be in place for school-sponsored events either on or off-campus.

- All bags and containers will be searched at the door for illegal substances and contraband.
- DePaul Cristo Rey reserves the right to refuse entrance to an event because of inappropriate dress or behavior.
- If an individual leaves a dance or other event, that individual is not allowed to re-enter the building unless they were escorted by DePaul Cristo Rey staff. There is to be no loitering outside the event location.
- Any DePaul Cristo Rey student perceived by school authorities to be under the influence of drugs, alcohol, or any other legally controlled substance (including tobacco) or facilitating the same by a student or guest during the dance is liable for dismissal.
- Any guest perceived by school authorities to be under the influence of drugs, alcohol or any other legally controlled substance (including tobacco) or facilitating the same by a DePaul Cristo Rey student or another guest during the dance will be asked to leave the dance together with his/her student host. DePaul Cristo Rey students will be held accountable for the actions of their guests at school events.
- DePaul Cristo Rey reserves the right to conduct random and specific drug and alcohol testing as the students and their guests enter the event or during the event.
- DePaul Cristo Rey expects students and their guests to uphold the standards of conduct set forth in the

Student Handbook.

- Students and guests should be mindful that they are part of a larger community. They should be respectful and considerate of the school's neighbors and surrounding neighborhood and businesses when arriving or departing an event. Please pay particular attention to noise levels, traffic noise and congestion.
- DePaul Cristo Rey students may bring a guest from another school to a school sponsored dance. The guest must be 18 years old or younger and currently attending another high school (exceptions can only be made by the Principal). Additionally, the guest must have an official DePaul Cristo Rey permission/information slip signed by their parents/guardians and present an official and current school identification card upon entering the dance.

## VII. Corporate Work Study Program Information

### Program Overview

The Corporate Work Study Program (CWSP) has a dual focus:

1. To help make college-preparatory education affordable.
2. To help students gain valuable corporate work experiences in a variety of office environments and professions. Students will gain “real world” job skills that will benefit them in any future career.

An integral part of a student's educational experience at DePaul Cristo Rey High School is the work experience. Every student is assigned to work at a Corporate Partner company five full days per month. Students are assigned to the same company for the school year (August-June). Each student will work one regular day (for example, each Tuesday) plus one extra rotating day (Friday) every fourth week without missing instructional class time.

In compliance with the U.S. Dept. of Labor, all DePaul Cristo Rey students will receive at least the minimum number of hours of classroom instruction, as required by the State of Ohio, to complete a fully-accredited college preparatory curriculum.

In addition, CWSP will provide supervision and coordination for the work and educational aspects of the program. CWSP will conduct regularly scheduled visits to the workplace for all participating DPCR Corporate Partners. The CWSP staff will work closely with the on-site supervisors at all participating DPCR Corporate Partners to ensure compliance and safety according to all Federal and State Minor Labor Laws.

As employees of CWSP, students are not eligible for company benefits. Students are not permitted use of the Corporate Partner's telephone, office equipment, internet, postage stamps, office supplies, or lunch room supplies without prior approval. Unless the Corporate Partner/ Supervisor gives permission, the student should not partake in these benefits.

### Family Expectations

All students and parents/guardians are expected to read and follow the rules set forth in this Handbook as part of their agreement with the DePaul Cristo Rey Corporate Work Study Program. In addition, all students and parents/guardians will be asked to sign the **Student Parent/Guardian Agreement** that stipulates the terms of the CWSP experience for all. **Since DePaul Cristo Rey CWSP is the legal employer of the students, parents/guardians should direct all questions or comments to the CWSP office.**

**Parent/Guardian(s) should not contact the Corporate Partner directly for any reason.** DePaul Cristo Rey High School Corporate Work Study Program employs the students and acts as the liaison between the student and the Corporate Partner. Contact from families may jeopardize the relationship and create confusion about the

arrangement with the Corporate Partner. Any concerns a parent/guardian may have are best addressed by contacting a CWSP staff member.

## STUDENT EXPECTATIONS

- Arrive on time with key card and in full dress code/appropriate uniform for check in by 7:45am.
- If student is out of uniform the student will be sent home and have to make up the day.
- Student must engage in morning session by displaying appropriate behavior.
- Student must leave for transportation when prompted and display respectful behavior while on transportation.
- Student must report directly to work after getting off of transportation and must check in with supervisor to obtain daily task.
- Students must professionally complete all assigned tasks throughout the day.
- No cell phone and other electronic devices used while at work under any circumstances.
- Students must complete timesheet before leaving work.
- Students must check in with CWSP immediately upon return to school.
- If students receive a “1” or “2” rating for two weeks, students must begin a daily check in regimen with supervisor.

## Student CWSP Earnings

Payments from the CWSP Partner to the student will take 2 forms:

1. **Education payments**- This is the amount paid by the Corporate Partner to the school for services provided by the student work team that will be applied to the cost of their education at DePaul. This amount is well in excess of minimum wage and is reasonable payment to someone of a student’s age and skill level for what they are doing. This payment is for educational assistance and does not constitute tax incidence. This process is what helps DePaul Cristo Rey High School be affordable.
2. **Pocket payments**- This is the earned income to the student that is not being allocated toward their education and does not support the school associated with the work study program. If the Corporate Partner wishes to hire a student over school holidays/breaks, CWSP will help process payroll, W4, W2 and any other necessary paperwork to facilitate this employment process.

## Student Worker Eligibility

- Students must be at least 14-years-old to participate in the Corporate Work Study Program. Students under 18 years of age (in order to work when school is in session) must obtain an Ohio Department of Commerce Bureau of Labor & Worker Safety minor work permit. Each student must submit a Work Permit Application Form to the CWSP staff along with a completed Physician’s Certificate for Minor Work Permit Form. Students will need to have the Physician’s Certificate completed on an annual basis
- While students work at participating companies in the Greater Tri-State area, students are actually employees of the DePaul Cristo Rey Corporate Work Study Program. The Cristo Rey Network has a specific agreement with the U. S. Dept. of Labor Wage and Hour Division that allows for 14 and 15-year-old high school students enrolled in the college preparatory curricula to be employed during certain school hours under certain conditions. A copy of this agreement is available upon request.
- All students MUST be drug tested. Please see the *Drug Testing Policy* on page.

## Student Grading Policy & Performance Management

### Academic Credit for CWSP and Grading Policy

Participation in the Corporate Work Study Program is a foundational component to each student’s academic experience at DePaul Cristo Rey. As such, each student has the opportunity to earn **1.0 academic credit for each year** of successful participation and completion of the Corporate Work Study Program. Students will earn a letter/numeric grade each academic quarter based on their cumulative performance at the work site (as reported on a Student Employee Performance Evaluation), their performance in a CWSP academic class, as well as for meeting certain professional expectations set forth by the CWSP.

## **CWSP Grading Policy 2019-2020**

### **Quarterly Performance Evaluation:**

**50% of quarter grade**

This grade is based on 100-point scale. This grade is calculated by the scale below:

#### **Overall Performance Grade**

- 5- Consistently Exceeds Expectations (100%)
- 4 – Occasionally Exceeds Expectations (89%)
- 3 – Meets Expectations (79%)
- 2 – Occasionally Meets Expectations (69%)
- 1 – Rarely Meets Expectations (64%)

### **Daily Participation**

**20% of quarter grade**

Each work day is considered an assignment out of four points and is based off the following three criteria:

- 1 Point for Attendance (Arrival and check-in with CWSP staff by 7:45am)
- 1 Point for Dress Code (100% compliance with DPCR dress code)
  - Proper work shoes (black, brown, or tan dress shoes ONLY)
  - DPCR dress shirt
  - Dress pants (navy blue/black)
  - Neckties/bowties (required for gentlemen)
- 1 Point for Time Sheets (Daily completion of online time sheet)
- 1 Point for End-of-Day Check-In with CWSP staff

### **Assignments/Journal**

**30% of quarter grade**

The students will attend a CWSP-led lessons and will complete assignments to prove mastery of the skills taught. Assignments must be completed by the students on time.

### **Student Employee Performance Evaluation**

DePaul Cristo Rey High School Corporate Work Study Program has a vested interest in both the continued success of students in the work place and the continued satisfaction of our Corporate Partners. Ultimately, our shared goal is to develop an experience where all students can grow in maturity and academic ability.

In order to chart this maturational process for DePaul students we ask our Corporate Partners to complete a Student Employee Performance Review four times a year. A copy of this document is found in the Corporate Partner Handbook and will be available on the DePaul Cristo Rey web site as well. Students will be graded on the following competencies and skills:

- Business Practices (e.g. Business Etiquette & Ethics)
- Lifelong Learning Behaviors (e.g. Communication, Initiative & Self-Direction)
- Technical Skills (e.g. Computer Skills, File Management)

### **Continuous Improvement**

The Student Employee Performance Review is used not only to set a baseline for progress, but to also establish developmental and performance goals. The mutually shared goal of student, Corporate Partner and CWSP staff is that all students will achieve a 3 or higher rating in all categories. When performance reviews fall below meeting expectations, a Student Performance Improvement Plan is developed with the student, Corporate Partner (CWSP) Supervisor, and CWSP staff.

### **Student Performance Improvement Plan:**

- Step 1: Conference with student, CWSP Supervisor and CWSP staff to gather information about specific performance concerns. Specific examples of poor performance are discussed to build a shared plan with goals for performance improvement. Parent/guardian(s) will be contacted as part of this step.

- Step 2: With the specific goals outlined in the conference, the student will work to extinguish problematic behaviors and work to improve in competencies until the next grading period.
- Step 3: If the CWSP Supervisor continues to assess that the student is not meeting expectations at the work site, the student will be dismissed from that placement and will enter the CWSP Retraining Program.
- Step 4: An exit conference will be held with CWSP Supervisor and CWSP staff to gather insights for useful retraining goals.

Incidents of fighting or stealing at the workplace are immediate grounds for dismissal from CWSP and are subject to suspension and/or expulsion from DePaul Cristo Rey High School.

If continuous improvement has not been displayed by fourth quarter of the academic year, additional retraining may be required during Summer CORE.

Because CWSP is a huge component of the curriculum at DPCR, any student who becomes “unemployable” at two locations will be asked to withdraw from DePaul Cristo Rey High School. If this is not done, the student will then be expelled.

### **Daily Work Schedule and Transportation**

All students will be transported to and from work from DePaul Cristo Rey High School. Students are required to report to the school before reporting to work.

On the day a student is assigned to work, she/he is expected to work a full day of approximately 7.0 hours. Depending on the transportation schedule, a typical work day for a student will be from 8:30/9:00am-4:00pm. All students will be picked up from the CWSP job site at times ranging from 3:45pm to 4:30pm, The goal is for all students to be returned to DePaul Cristo Rey High School as close to 5:30pm as possible.

### **Lunch Time and Breaks**

Students are required by minor labor law to take a 30-minute lunch break. Students are to remain within the workplace for lunch and breaks. The Corporate Partner is not responsible for providing lunch. A student may bring her/his own lunch from home or purchase a bagged lunch from the school cafeteria.

### **Pre-employment TB Testing or Flu Shots**

Students that are assigned to medical placements or those working with children and/or the elderly, may be asked to complete a TB test and/or receive a flu-shot as part of their pre-employment screening. Both of these services will be provided at no cost to the student, but will need a parent/guardian permission slip to be completed for these tests to be done. Students/families that do not consent to these screenings, will not be eligible for related work study placements.

### **Illness at Work**

If a student becomes ill at work, the student should communicate with her/his supervisor and the supervisor will contact the CWSP Office. CWSP will call the student’s parent/guardian or emergency contact to relay the situation and will arrange transportation of the student back to school. If a parent/guardian or emergency contact cannot be reached, the student may return to school and remain in the Main Office until either the end of the school day when the student can take her/his bus home or until pick-up is arranged.

### **Absence from Work**

Each student is expected to attend work every day that work is scheduled. Since each student works 5 days every four weeks, missing a day of work is taken very seriously.

Each student is permitted one sick day per semester without the expectation to make-up the absence. If a student misses more than one workday in a semester, each additional absence beyond the one-day allotment will

result in a \$100.00 fee being assessed to the student's account. Students are permitted to make-up their workday day absences in order to remove accrued fees. Students must make-up their absences within the semester that the absence was accrued. The designated dates have been identified as possible make-up days:

- First Semester – 10/25/19; 11/27/19; 12/23/19; 12/26/19; 12/27/19; 12/30/2/19; 1/2/20; 1/3/20
- Second Semester – 3/23/20-3/27/20; 4/9/20; 4/10/20; 4/13/20; 5/26-5/29/20 (*half days*); 6/1-6/5/20

The CWSP staff will work with students/families to coordinate make-up days with Corporate Partners to remove fees; however, the scheduling of these days are not guaranteed. Final decision of make-up day scheduling rests with the Corporate Partner. Transportation to/from work on make-up days will be coordinated between the CWSP team and the student's family.

All fees due to workday absences must be made up during the school year in which they were accrued in order for the fees to be removed.

For a student who accumulates a total of four or more workday absences within a year, a parent/family conference will be held to address attendance requirements and the possibility of continuing as an enrolled student at DePaul Cristo Rey High School.

If a student is to be absent from work, a parent/guardian should telephone the school at (513) 861-0600 before 8:00 a.m. and state the nature of the absence.

### **Late Transports to Work**

Students are required to report to school on their workdays by 7:45AM. If a student misses his/her morning transportation to work from the school, the CWSP staff will coordinate transportation for the student to work. Students/families are not permitted to transport the student directly to the work site. A \$35.00 late transportation fee will be assessed to the student's account if a student needs to be transported late to work.

### **Early Pick-Ups from Work**

With students working 5 days a month, students/families are encouraged to schedule appointments around their student workdays. For the 2019-2020 school year student workdays are scheduled as follows:

- Mondays – seniors (All)
- Tuesdays – juniors (All)
- Wednesdays – sophomore (All)
- Thursdays – freshman (All)
- Fridays – rotating based on calendar (posted on website)

Requests for early pick-ups will be handled on an individual case-by-case basis. Requests for early pick-ups are strongly encouraged to be made 48 hours in advance. A \$35.00 early pick-up fee will be assessed for early pick-up.

Due to increased transportation costs, we will no longer be waiving fees related to late transports and/or early pickups.

### **Early Dismissals and CWSP**

Schools calendars and Corporate Partner calendars do not always align. Early school dismissals and half-days do not always apply to students who work on these days. Students should assume they have to work every assigned day from the beginning of the school year to the end unless they are notified otherwise.

### **Holiday Parties/ Off Site CWSP Activities**

DePaul Cristo Rey sincerely appreciates Corporate Partners who wish to include their students in their office celebrations. Due to the students' rigorous academic schedules, it will be difficult for a student to leave school



on a non-workday for an event. The CWSP office will address these events as they develop and ask for communication from the Corporate Partner as soon as possible for planning purposes.

### **Off Site Travel**

If a Corporate Partner wishes to take a student off site for a meeting, tour or corporate sponsored special event, the CWSP staff asks that the following procedures are followed:

- The Corporate Partner must provide the date, time, location, and contact information for where the student will be while off site.
- The Corporate Partner must provide the names of the adults and their titles who will be accompanying the student off site. This will be communicated to parent/guardian(s) for permission.
- DePaul Cristo Rey High School prefers that students be transported in a company vehicle. Any vehicle, in which a student travels, must be fully insured and the driver must be at least 18 years of age with a valid driver's license.
- Students may only travel off site during normal business hours unless specific permission is granted by the CWSP office and parent/guardian.
- Any incidents must be reported to CWSP staff immediately.

### **Additional Information**

#### **Federal Education Rights and Privacy Act - ANNUAL Notification of Rights under FERPA**

As a member of the Cristo Rey Network, DePaul Cristo Rey High School participates in programs in which students' personally identifiable information, such as social security numbers, are disclosed to school officials for purposes of tracking alumni throughout college. This data enables Cristo Rey Network schools to better serve their alumni and informs discussions that take place at each school about curriculum and instruction.

The release of student information is made pursuant to The Family Educational Rights and Privacy Act (FERPA), which affords parent/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. DePaul Cristo Rey High School, "a Cristo Rey Network school," is obligated to inform students and parents of their rights under this law. The following explains the rights of parents/guardians and students over 18 under FERPA:

1. You have a right to inspect and review your education records within 45 days of making a written request of the specific records you wish to inspect to your school Principal. Parents/guardians or eligible students should submit to the Principal of the Cristo Rey Network school a written request that identifies the record(s) they wish to inspect. The Cristo Rey Network school officials will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. You have the right to request an amendment or change of your education records if you believe them to be inaccurate. The request should be in writing and should specify the part of the record you want changed. Parents/guardians or eligible students may ask the Cristo Rey Network school to amend a record that they believe is inaccurate. They should write to the Principal of the Cristo Rey Network school and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Cristo Rey Network school decides not to amend the record as requested by the parent/guardian or eligible student, the Cristo Rey Network school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. You have the right to consent to disclosure of personally identifiable information contained in the student's education records, except FERPA does permit disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the Cristo Rey Network school as an administrator, supervisor, instructor, or support staff member (including health or medical

staff and law enforcement unit personnel); a person serving on the Cristo Rey Network school's Board; a person or company with whom the Cristo Rey Network school has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or a company providing degree verification services to the Cristo Rey Network school; or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an

4. You have a right to file a complaint with the U.S. Department of Education concerning alleged failures by a Cristo Rey Network school to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: The Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, SW Washington,  
DC 20202-5901

## **NOTIFICATION OF DESIGNATION OF DIRECTORY INFORMATION**

In fulfillment of the Cristo Rey Network school's obligations to parents/guardians and eligible students pursuant to the Family Educational Rights and Privacy Act ("FERPA" or "the Act"), notice is hereby given of the Cristo Rey Network school's FERPA policy and parent/guardian(s)' and eligible students' rights under the Act.

FERPA is a Federal law that protects the privacy of student education records. The law applies to all institutions that receive funds under an applicable program of the U.S. Department of Education. FERPA was designated to protect the privacy of educational records, to establish the rights of parents/guardians and eligible students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Parents/guardians and eligible students also have the right to file a complaint concerning any alleged failure of a Cristo Rey Network school to comply with the Act. Complaints may be addressed to:

The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue  
SW Washington DC 20202-5901

**Designation of Directory Information.** Parent/guardian(s) and eligible students are advised that notwithstanding the above, the Cristo Rey Network school has designated certain information contained in the education records of its students as "Directory Information" for purposes of FERPA. Directory Information may include, but is not limited to, information such as the student's name, addresses (including e-mail addresses), telephone number, date of birth, year of school, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs (including identification pictures), videos depicting and/or concerning life at the Cristo Rey Network school, degrees and awards received, and previous educational institution(s) attended.

**Parents' and Eligible Students' Right to Prevent Disclosure of Directory Information.** Any parent/guardian or eligible student wishing to prevent disclosure of directory information must file a written notification to this effect with the proper school official. A parent/guardian or eligible student may initiate a hold on the release of directory information at any time. This may be done in writing to the [insert proper school official]. If the parent/guardian or eligible student submits the request to the Principal, it becomes effective on the day it is entered by the Principal.

Parent/guardian(s) and eligible students are advised that previously printed documents (or documents already

prepared and/or sent for publication prior to the parent or eligible student initiated hold) may contain directory information as it was consented to before the request for limited disclosure.

Once the parent/guardian or eligible student places a hold on the release of directory information, the restriction remains in effect permanently, unless rescinded by the parent/guardian or eligible student. For this reason, parent/guardian(s) and eligible students are encouraged to review their demographic data periodically.

In the event that no restriction is filed, the Cristo Rey Network school will assume that the parent/guardian or eligible student does not object to the release of directory information.

**Disclosure of personally identifiable information.** Under FERPA, the Cristo Rey Network school may disclose personally identifiable information such as a student's social security number to school officials and from time to time may choose to contract individuals or organizations to act as school officials to assist the school in tracking its alumni throughout the college. Unless a parent/guardian, student or former student files a notice to prevent disclosure as described above, a student's social security number may be released for the purposes described herein and education record in order to fulfill his or her professional responsibility.

## DePaul Cristo Rey High School and Corporate Work Study Program's Student and Parent/Guardian Handbook Cooperation Form 2019-2020

It should be understood that some situations may take place that go beyond those immediately covered in this Handbook. DePaul Cristo Rey High School reserves the right, therefore, to respond appropriately to those situations, especially to any that contradict the philosophy and values held sacred by the school. DePaul Cristo Rey High School reserves the right to dismiss at any time any student whose effort or conduct (even off of school property) is considered inconsistent with the ideals and goals of the school. Our students are to represent DePaul Cristo Rey High School in a positive manner twenty-four hours a day/seven days a week. Parent/guardian(s) are expected to cooperate with the school in teaching those human and moral values which lie at the basis of the school's guidelines.

### STATEMENT OF AGREEMENT

Failure to read the material contained in the DePaul Cristo Rey High School and CWSP's Student and Parent/Guardian(s) Handbook does not excuse a student from observing the information and regulations stated. The Principal retains the right to amend the Handbook if necessary. If this occurs, parent(s) or guardian(s) will receive written notice.

**Student Acknowledgment:** I have read the DePaul Cristo Rey High School and CWSP's Student and Parent/Guardian(s) Handbook for the school year 2019-20 and will cooperate with the school in carrying out all of these guidelines.

**Student Signature:** \_\_\_\_\_

**Printed Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian's Acknowledgment:** I am the legal parent/guardian of the student signed. I have access to or have received a copy of the DePaul Cristo Rey High School Student and Parent Handbook to use as a reference at home. I understand the rules and will work with the school to support these policies.

**Parent/Guardian's Signature:** \_\_\_\_\_

**Printed Parent/Guardian's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**\*\* Please have your student return this form to the Main Office \*\***