



# Student and Parent/ Guardian Handbook 2023-2024



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## **Greetings from the Principal,**

Students, Parents and Guardians of the De Paul Cristo Rey Community:

Welcome to the 2023-2024 school year! Our teachers, staff and administrators are excited to partner with you to ensure a successful year for our students.

Every day when our students enter the building, they are greeted by the words & “Believe, Achieve and Become” hanging prominently from our wall. This year, we added clarity to this words and introduced the Bruin at Grad. As you’ll see in this handbook, the Bruin at Grad lists our deepest hopes for our students. Over the course of their time here at DPCR, we are challenging them to grow in each of these areas. As our students learn, encounter new things and develop new skills, I am confident that they will continue utilize their God-given gifts and talents to the best of their abilities and develop in their faith and leadership.

High School is a time unlike no other. And it’s important for our students to realize that it is more than just classes. From CWSP to sports, clubs and retreats, there are so many opportunities for our students to try! We are excited to see all that our Bruins accomplish. Please read and review this handbook in its entirety as there are many updates for this school year. The last page needs to be signed by the student and parent/guardian and then returned to school. This signature page serves as the family’s acknowledgment of reading the handbook and agreement to abide by the policies within.

We will continue to communicate important DPCR information via mailed newsletters and grade reports, our website, weekly phone calls, emails and social media. Please check these platforms to stay informed and call the school at any time with questions.

Go Bruins!  
Jim Schurrer  
Principal

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## 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.

## II. 2023-2024 SCHOOL CALENDAR

### AUG

Aug 14-18	Bruin Days and Freshmen CWS CORE
Aug 16	Freshmen Parent Meeting 6-7 p.m. or
Aug 17	Freshmen Parent Meeting 4-5 p.m.
Aug 21-22	Faculty/Staff Professional Development
Aug 23	First Day of School
Aug 24	Meet the Teacher Night 5-7 p.m.
Aug 28	Senior Commissioning & Family Meeting 6:30 p.m.

### SEPT

Sept 1	Mass of the Holy Spirit/ Picture Day
Sept 4	Labor Day NO SCHOOL/NO WORK
Sept 5	CWS 1st Day of Work
Sept 13-15	Senior Retreat
Sept 15	Hispanic Heritage Month Begins
Sept 25	Golf Outing
Sept 25-29	Founders Week
Sept 27	Founders Day Mass
Sept 28	Unidos DPCR
Sept 29	Faculty In-service NO SCHOOL/NO WORK

### OCT

Oct 3	Senior Financial Aid Night/FAFSA Workshop
Oct 4-6	FAFSA Workshops
Oct 11	Testing Day (SAT for Seniors, PSAT for Freshmen, Sophomores & Juniors)
Oct 13	Multicultural Festival
Oct 18	1st Quarter Ends
Oct 19-20	Fall Break/Washington DC Trip (Juniors) NO SCHOOL/NO WORK
Oct 24	College Fair
Oct 27	1st Quarter Awards Chapel

### NOV

Nov 2	Admissions Open House
Nov 9	Parent-Teacher Conferences (Early Release)
Nov 10	Parent-Teacher Conferences NO SCHOOL/NO WORK
Nov 16-17	Junior Retreat
Nov 18	HSPT for 8th Graders
Nov 22-24	Thanksgiving Break NO SCHOOL/NO WORK

### DEC

Dec 1	Priority Application Deadline
Dec 8	Mass of the Immaculate Conception
Dec 15	DPCR Talent Show
Dec 18-Jan 1	Christmas Break NO SCHOOL/NO WORK

### JAN

Jan 2	Classes Resume
Jan 9	2nd Quarter Ends
Jan 10-12	Exams
Jan 15	MLK Day NO SCHOOL/NO WORK
Jan 16	CWS Resumes
Jan 19	2nd Quarter Awards Chapel
Jan 26	Freshmen Retreat
Jan 28-Feb 2	Catholic Schools Week

### FEB

Feb 1	Black History Month Begins
Feb 6	Priority Admissions Registration
Feb 15	Parent-Teacher Conferences (Early Release)
Feb 16	Parent-Teacher Conferences NO SCHOOL/NO WORK
Feb 19	President's Day NO SCHOOL/NO WORK

### MAR

Mar 1	Sophomore Retreat
Mar 4	Senior Family Meeting 6:30 p.m.
Mar 5	You Make A Difference (Freshmen)
Mar 6	Junior SAT Testing
Mar 13	3rd Quarter Ends
Mar 14	Staffulty Retreat NO SCHOOL/NO WORK
Mar 15	NO SCHOOL
Mar 22	3rd Quarter Awards Chapel
Mar 25- Apr 1	Spring Break

### APR

Apr 26	Faculty In-service NO SCHOOL/NO WORK
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### MAY/JUNE

May 2	College Signing Day
May 9	New Bruins Night
May 10	Baccalaureate Mass
May 13-15	Senior Exams
May 16	End of Year Awards Assembly
May 21	4th Quarter Ends
May 22-24	4th Quarter Exams
May 24	Last Day of School
May 27	Memorial Day
May 28	Faculty In-service
	Commencement
June 19	Juneteenth-DPCR CLOSED



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#### Administration

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#### IV: ADMISSIONS/GENERAL INFORMATION

**ADMISSION:** 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. 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.

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.

DPCR 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. DPCR reserves the right to amend the stated policy.

Students at DPCR 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. More information is located in the *Corporate Work Study Program* section of this handbook.

#### **TUITION POLICY 2023-2024**

DePaul Cristo Rey High School provides an affordable Catholic, college-preparatory education for young women and men with economic needs. For the 2023-2024 school year, tuition is \$16,657. Students working through CWSP earn \$8,250 toward their tuition. Students accepted for EdChoice will receive \$8,407 toward their tuition, and student fees for grades 9 to 11 are \$325 and for grade 12 are \$375. Those who do not qualify for EdChoice will receive DPCR Financial Aid for \$7,907. and student fees for grades 9 to 11 are \$825 and for grade 12 are \$875.

Students returning to DePaul Cristo Rey are responsible for paying 75% by the end of the current school year in order to be reenrolled for the following school year. Contact the Business Office if you have a financial hardship.

#### **Tuition Payment**

- ❖ All families pay a \$50 **non-refundable** registration fee.
- ❖ All families pay a \$75 **non-refundable** student fee due before the first day of 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 and fees 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 and fees 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 8<sup>th</sup> of the month. If you need to make arrangements, you must contact the Business Office before the 8<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. Credit card payments may be made in person or over the phone with the Business Office. The Smart Tuition App allows parents to set up automatic payments using their bank account or credit card.

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**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, school records, or transcripts, 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 and transcripts will be issued.

- **Seniors whose balance is not paid prior to graduation receive their diploma or transcripts 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.
- Students that receive the EdChoice Scholarship can't accede 20 unexcused absences in a calendar year in order to remain eligible for the EdChoice Scholarship.
- 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.

#### **WITHDRAWALS:**

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 and 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 College Counseling 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:**

Student's presence is important for a quality education. Parents/guardians must be aware that all absences and tardiness, regardless of reason or excuse, have the potential to negatively affect both academic progress and continued enrollment at DPCR. DPCR complies with all state attendance reporting requirements for Catholic schools, including the State of Ohio EdChoice requirements.

**Every student is expected to be present and on time every day and for every scheduled class, workday, or school event.** School day at DPCR begins promptly at 7:45 a.m. Students should be in their class, CWSP, or school event by the 7:45 a.m. bell or they are considered tardy. Attendance for each class period and work day is crucial. Attendance will be tracked every day, every class period by teachers and the Corporate Work Study staff.

**Truancy, Excessive Absences, Excessive Tardies** - Absences and tardiness for school, class or work without sufficient reason are considered truancy and will result in significant disciplinary actions, up to and including expulsion. The following outlines the DPCR school attendance policy.

An excused absence from school may be approved on the basis of one or more of the following conditions: Illness or injury, death of a relative, observation of religious holiday, college visitation, emergency or another set of circumstances.

**Tardiness**

Tardiness occurs when a student isn't in class by the start of class, this includes the 7:45 a.m. bell. If a student is going to be late, a phone call or written letter should be supplied to the front desk.

- 3 unexcused/excused tardies to school will result in a generated letter home as a warning.  
Teachers reserve the right to administer detention for any number of tardies to class.
- 5 unexcused/excused tardies to school or class will result in after- school detention and an official write-up in our PowerSchool system.  
Every 5 tardies=1 school absence
- 10 unexcused/excused tardies will result in 2 consecutive after-school detentions and a mandatory parent meeting.
- 15 or more unexcused/excused tardies will result in being placed on a Student Attendance Intervention Plan with the potential of being asked to withdraw.
- Students shouldn't exceed 20 tardies in a given Semester.

For an absence to be deemed excused, a written letter or phone call should be supplied to the front office, and absences that exceeds three days from school must be certified in writing by a physician or appropriate health professional.

- 3 unexcused/excused absences to school/class will result in a written warning
- 5 unexcused/excused absences to school/class will result in a mandatory parent meeting and a letter of notification for excessive absences
- 10 unexcused/excused absences to school/class will result in the student being places on a Student Attendance Intervention Plan.
  - Students who have 10 or more absences from any class will lose course credit for that class and receive a failing grade of 60% for the semester.
  - The administration has the discretion to award course credit for the semester.
- 15 or more excused/unexcused absences will result in an administrative meeting with the parent and student that could result in progressive consequences up to and including being asked to withdraw from DPCR for truancy.

**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. We encourage parents to write a note for any student knowing tardy or absent to avoid it being considered "unexcused."

- **Illness or injury of the child.** The parent/guardian must provide documentation to the chartered nonpublic school. Any absence for illness or injury of the child which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.
- **Quarantine of the home.** The absence of a child from school under this condition is limited to the length of quarantine as determined and certified in writing by the proper health professionals.
- **Death of a relative.** The absence arising from this condition is limited to a period of three days and must be documented in writing by the parent/guardian of the student. Any absence for this reason in excess of three days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program.
- **Medical or dental appointment.** The parent/guardian must provide documentation to the chartered nonpublic school. The chartered nonpublic school may require a written statement from the physician or dentist upon request.
- **Observance of religious holidays.** A child shall be excused for absences for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs. The parent/guardian must provide documentation to the chartered nonpublic school detailing dates of all absences for religious holidays.
- **College visitation.** The parent/guardian must provide documentation from the college, university, or technical college verifying the date and time of the visitation.
- **Emergency or other set of circumstances.** The parent or guardian must provide documentation to the chartered nonpublic school



detailing the emergency circumstances. Any absence for this reason in excess of three days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program.

**Unforeseen Absences** - A parent or guardian must call the Main Office by 7:45 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.

**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. We encourage parents/guardians to schedule appointments on days that school is not in session or during holiday breaks.***

### Sample Note

Dear Principal:
(Request/Dates): I am requesting that my student ( first, last name) _____ be allowed to miss school on (exact date and time)
(Detailed reason) _____.
Current contact information. I can be reached at _____.
Signed Signature

**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.***

**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 Deans and teachers.

**Attendance on 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.) and 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 the 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.

**COLLEGE VISITS:** DePaul Cristo Rey recognizes the need for college visits for juniors and seniors. Two visiting 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.**

**CAMPUS ACCESS/OFFICE HOURS:** 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 a.m. – 3:45 p.m. Campus closes to students not involved in scheduled co-curricular activities at 4:00 p.m. As a result, all students not involved in co-curricular activities on a given day **must be picked up by 4:00 p.m.** or have departed campus for the bus stop or another way home. Main Office Summer Hours are 8:00 – 3:00 p.m. Monday – Friday.

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

**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), DPCR requires that a completed, updated, and signed immunization record be kept in the student's health file at the school the student attends. Medication administration in schools is guided by State Law. In Ohio medication administration is guided by the Ohio Code (ORC) 3313.713. This law refers only to prescription medication. ORC 3313.713 states only licensed health professionals or employees who have completed a drug administration training program conducted by a licensed health professional may administer prescription medication.

**Prescription medication**

- Medication should be delivered to school and picked up by a parent or responsible adult.
- Medication must be in its original container.
- Medication is counted and documented upon receipt by the school nurse.
- Medication is stored in a locked cabinet.
- Unclaimed medication will be discarded at the end of each school year.
- The first doses of newly prescribed medication should be administered at school.
- The school nurse adheres to the "Six Rights to Safe Medication Administration"
  1. Right student
  2. Right medication
  3. Right dose
  4. Right route
  5. Right time
  6. Right documentation

A Medication Administration Record (MAR) must be completed and on file in order for prescription medication to be administered at school. A Medication Administration Record must include the following.

1. Students name and address
2. Students school and grade
3. Name of the medication
4. Dose of the medication

5. Route of the medication
6. Times or intervals to administer the medication
7. Date to start medication administration
8. Date to end medication administration
9. Any possible side effects
10. Special instructions
11. Emergency phone number for parents and prescriber
12. Parent/guardian and physician signature

A completed MAR can be hand delivered emailed or faxed to the school nurse. Arrangements must be made for the safe disposal or unused prescription medication. Parents or responsible adult can pick up the medication in the front office, or a parent may request that the school dispose of any remaining medication. New Medication Administration Record must be submitted each school year and are necessary for any changes in medication.

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.

**Over the Counter Medication:** All policies for prescribed medication apply to OTC medication with the exception that only a parent or guardian's written or verbal consent is required for administration at school. If an OTC medication is administered, the school nurse will use discretion whether to notify the parent or guardian. Student medication information is confidential per the Family Educational Rights and Privacy Act (FERPA).

**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.

**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.

**BRUIN CAFÉ:** Food for students is restricted to the Bruin Cafe during lunch periods as well as before and after school. Students visiting college counseling reps will need to get a pass from a college counselor in order to leave the café with food. **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. Students are not allowed to order from outside vendors (etc. Door Dash, Uber Eats) to have food delivered to the school.** This poses a safety risk to our students and we ask that parents avoid having food delivered to students during school hours. The only exception to this is if a teacher arranges with the administration for a special event ahead of time.

DePaul Cristo Rey HS will operate a 2<sup>nd</sup> consecutive year of "provision 2" it's policy for serving meals under the National School Lunch & breakfast program. For the 2023-2024 school year **"All students"** will be offered breakfast and lunch meals (inclusive of CWSP packed lunch) at **"no cost"**.

**Food Service Dept. / Bruin Café' guidelines:**



## **Student Meal Service**

### ❖ **Breakfast Service – served daily 7:10 am to 7:40 am**

Daily menu featuring cold or hot selection.

What Makes a Breakfast Meal? Protein and/or Grain (1), Fruit and/or Juice (2), Vegetable (3), Milk(4)

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

### ❖ **Lunch Service – served daily A or B lunch**

Choose ONE:

- Hot meal entrée w/select fruits & vegetables
- Hot sandwich meal w/select fruits & vegetables
- Grab & Go Salads, Deli Meals, or PB&J Meals

What Makes a Lunch Meal? Protein (1), Grain (2), Fruit (3), Vegetable (4), Milk(5)

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

***\*CWSP lunch includes a packed lunch with a choice of cold sandwich and offered side items.***

## **Bruin Cafe Guidelines**

- ❖ Students/Parents should reference the lunch menu located on the school website and posted in the school cafeteria.
- ❖ Students **MUST** get a complete meal; no A la carte items, no second items or meals.
- ❖ **ALL FOOD & BEVERAGE SOLD TO STUDENTS DURING THE SCHOOL DAY MUST BE SMART SNACK COMPLIANT (school day defined as midnight the night before to 30 minutes after the end of the school day).**
- ❖ Ordering of outside food is prohibited.
- ❖ Students are not allowed to take breakfast or lunch meals outside the cafeteria for any reason, including visiting a teacher, school activities etc.
- ❖ Students visiting a College Rep will have to retrieve a lunch pass from a college counselor to have lunch in the college counseling suite.
- ❖ Students should only be at lunch during their respective lunch times.
- ❖ Line jumping is prohibited, and will result in a student being asked to sit down until all others have went through the line.
- ❖ Students with food allergies must have medical documentation on file (food substitutions subject to availability).
- ❖ Student's must have a teacher's note to obtain ice.
- ❖ **ALL** students are required to use School ID or Individual Pin Number when going through meal lines.
- ❖ Students are responsible for disposing of all trash and/or recyclables, food trays are not allowed outside of the cafeteria for any reason.
- ❖ ***DePaul Cristo Rey High School is an equal opportunity provider.***

**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 technology or network belonging to DePaul Cristo Rey.

**Think Pads:** Students are required to use their school issued ThinkPad computers for any school related technical activities. Students are expected to have their ThinkPad computers at school daily, those that don't have their computers will not be issued a loaner for the day. If students have technical problems during class time, they will be sent to the tech department for assistance. Prior to students being sent to tech

they should reset (turn computers on/off) their computers. In the case students do need to turn their computers to the tech department, they will receive a loaner computer until it is fixed.

We want our students to be responsible and respectful with the devices issued to them by the school. Students should limit personal use on their school issued computers, such as the use of social media, and internet sites. Teachers and administrators will use Go Guardian and Bark to monitor student activities during and after school hours if need be. This includes monitoring for inappropriate websites, possible cyberbullying or unauthorized websites. We trust that our students will use technology responsibly to avoid any consequences.

### **Cell Phone and Electronics Policy**

Classrooms are sanctuaries for learning and students must be fully engaged in learning to maximize their true potential. The cell phone policy is here to assist in limiting classroom distractions while promoting better academic performance and helping eliminate cyberbullying and academic dishonesty.

Cell phones are strictly prohibited in all classrooms and academic areas. On CWSP work days' students are not permitted to have their phones out during morning deployment. Cell phones should be on silent and secured out of sight before signing in for attendance, this includes headphones and Air Pods.

Upon entering any classroom, students will be required to place his/her cell phone in the designated classroom cubby until the end of class. Teachers have been provided with a secure location to house all student cellular devices during class. The phone will remain silent, secured, and concealed until classroom activities have been completed. Students are allowed to leave cell phones in their designated lockers during school hours.

Students are allowed to use cell phones in the hallway, cafe, and common areas. Phones must remain "silent" at all times throughout the school day and students are only allowed to text or check their phones during transitions. Students are not allowed to make phone calls from personal cell phones or use any FaceTime app anywhere in the building but in the café during lunch. Headphones Air Pods and other Bluetooth-enabled devices are not permitted to be worn in class or the hallways and are also only allowed to be worn in the cafe during lunchtime. Headphones, Air Pods, and Bluetooth devices can also be confiscated under the same circumstances as cell phones. Under no circumstance is photographing or video recording allowed in any academic area.

Students must comply with all staff directives pertaining to cell phones at any time, including but not limited to, asking to see their student ID when not following the cell phone policy, ending phone conversations, putting away phones in the hallway or Café for student-staff interaction, and using appropriate voice volume and device volume. If a student is caught violating the rules above and/or engaging in activities that are inappropriate for cell phone use in designated areas, the following consequences will occur:

- **1st offense** - Upon a student's first offense, the student will receive a warning and possible detention if the violation takes place in the classroom.
- **2nd offense** - After the second offense, the teacher or staff member will collect the phone and it will be given to the AP and the student can pick it up from the AP at the end of the day. - Student will receive a write-up and after-school detention.
- **3rd offense** - Third offense, the teacher or staff member collects the cell phone and a parent will be notified to pick up the phone from the front office; a mandatory conference with the AP, parent/guardian, and student. Student will receive 2 consecutive after-school detentions. If a student exceeds a level 3 offense- their phone will be confiscated daily at the beginning of the day by the Dean or AP for up to a full quarter. A cell phone disciplinary contract will be put in place, and filed with the office signed by the student and parent.

If at any time a student refuses to relinquish their phone to a staff member due to a violation of the cell phone policy, that student will be referred to an administrator for consequences up to and including, parent conference, suspension, or expulsion.

Parents / Guardians, please note you can contact your child via their cell phone during their designated lunch period (A Lunch 11:09-11:39 am- B lunch 12:08-12:38 pm). In the event of an immediate emergency, please call the school's main office at (513) 861-0600. It is of the utmost importance that cell phone calls do not take place during instruction time. The staff at DePaul Cristo Rey High School requests your FULL cooperation with our policy.

**It should be noted that the school nor any of its employees are responsible for the loss or damage to any student's phone or electronic device whether that device is in the student's possession or confiscated by the staff. It is the responsibility of the student to adhere to this policy and to secure his or her belongings at all times. Classes and or instruction will not be stopped to deal with or search for lost phones/devices, headphones, or Air Pods.**

**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 Safe Parish program and have been fingerprinted through an approved Archdiocesan location.

**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. The student that is in possession of the pass should be the only one riding the elevator, with the exception of someone helping carry the student's belongings. Students who ride the elevator without a pass signed by 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 follows 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.

**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 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/PERSONAL PROPERTY, MONEY, AND BOOKS/LOCKERS:** DPCR 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.

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.

**SMOKING/SUBSTANCE ABUSE:** 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 and can result in immediate dismissal.

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 investigation of the situation, that could result in counseling or dismissal from DPCR.

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.**

**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 at school or 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 school. In "for cause" cases the student will be placed on suspension until the test results are returned to the school, and a parent meeting must take place before the student is able to return. The drug test must be administered through one of the authorized locations listed below:

## Center location & Hours

Arrow Springs  Mon- Fri 8am.-5pm. 100 Arrow Springs Blvd  Suite 1200 Lebanon OH 452036 Fax: (513)282-7078	Queens Gate  Mon-Fri 8a.m.-5p.m. 1105 W 8th St.   TriHealth Suite 120 Cincinnati Oh 45203 Fax: (513)757-3039
East gate  Mon 8a.m.-5p.m. 4452 East gate Blvd.   Suite 101 Cincinnati OH 45245 Fax: (513) 752-3039	Sharonville  Mon 7am.-7pm. Sat 9a.m.-1pm. 3801 Hauck Rd. Cincinnati OH 45015 Fax: (513) 852-3117
Butler County  Mon-Fri 8a.m.-5p.m. 8500 Bilstein Blvd Hamilton OH 45105 Fax: (513) 860-5071	

**Confidential Disclosure Statement** - All records 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.

**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.

DPCR 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 DPCR 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.
- DPCR 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 DPCR 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. Upon return to school, the student must come in regular uniform.

- An excused absence of up to 3 weeks for maternity leave will be allotted for a student after the birth of the baby unless there are extenuating circumstances, as prescribed in written documentation by a physician. 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.
- 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.

## V. ACADEMIC INFORMATION

### REGULAR SCHEDULE

	<i><b>A Lunch</b></i>	<i><b>B Lunch</b></i>
1 <sup>st</sup> bell	7:45-8:42am	
2 <sup>nd</sup> bell	8:46-9:41am	
3 <sup>rd</sup> bell	9:45-10:40am	
<i><b>BRUIN TIME</b></i>	10:44-11:09am	
	A Lunch 11:09-11:39am	4 <sup>th</sup> Bell 11:13am-12:08pm
	4 <sup>th</sup> Bell 11:43am-12:38pm	B Lunch 12:08-12:38pm
5 <sup>th</sup> bell	12:42-1:37pm	
6 <sup>th</sup> bell	1:41-2:36pm	
7 <sup>th</sup> bell	2:40-3:35pm	

#### DEFINITIONS OF 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** - please refer to the CWSP section

#### DEPAUL CRISTO REY HIGH SCHOOL MINIMUM GRADUATION REQUIREMENTS\*:

English:	4 credits
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Mathematics:	4 credits
Religion:**	4 credits
Science*:	4 credits
CWSP:	4 credits
Social Studies:	3 credits
Physical Education:	.5 credit
Health:	.5 credit
Spanish:	2 credits
College Readiness:***	2.5 credits
Fine Arts:	1 credit
<b>29.5 Credits</b>	

\* Exceptions can be made by the principal in cases of transfer students.

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

\*\*\* Personal Finance is included in College Readiness. Students in the Class of 2024 are required 1.5 College Readiness Credits.

### Course Request and Withdrawal

Students will select the courses they would like to take in the spring of the previous school year. Enrollment in courses is dependent on the grade level of the course and minimum and maximum enrollment of the course. Students will request Honors or College Prep level courses and those requests will be reviewed by faculty and the Academic Dean. Students meeting the expectation of 83 and above in the previous course will be given preference for enrollment in Honors courses. No student may take more than 2 semesters of study hall in one school year.

Student schedules will be released in early August. If a student wishes to withdraw from a course and enter a new one, for example to withdraw from an Honors course and enter the College Prep level of the course, the student must complete a "Course Request Change" with the Academic Dean by the 3<sup>rd</sup> Friday of the school year. The "Course Request Change" is a google form shared with students in *The 168* and via school email.

### Sample Course Sequence

FRESHMEN	CR	SOPHOMORE	CR	JUNIOR	CR	SENIOR	CR
English I - Reading	1	English II – Writing	1	British Literature	1	World Literature	1
Algebra I	1	Geometry	1	Algebra II	1	Math Elective	1
Religion I	1	Religion II	1	Religion III	1	Religion IV	1
World History	1	US History	1	American Gov./Econ	1	College Comm. & Finance	1
Environ. Science	1	Biology	1	Chemistry	1	Science Elective	1
CWSP	1	CWSP	1	CWSP	1	CWSP	1

Physical Ed.	½	Spanish I	1	Spanish II	1	Electives	2
Freshmen Acad.	1	Fine Art	½	College Ready I	½		
		Health	½	Fine Art	½		
TOTAL CREDITS	7.5		8		8		8

**GRADING:** Students will receive 12 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</b> First Quarter Report Card	<b>Session 6</b> Second Quarter Report Card	<b>Session 9</b> Third Quarter Report Card	<b>Session 12</b> Fourth Quarter Report Card

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

Number	Grade	College	Honors
<u>Grade</u>		<u>Prep</u>	<u>Level</u>
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

**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

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 the student had 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 average 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 EXPECTATIONS (B):** 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, Google Classroom 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, EASE, 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:** Students must produce their own work. Any resources used to support student work should be cited or referenced. Academic honesty applies to all homework, assignments, classwork, emails, discussion posts, projects, presentations, essays, tests, exams, and all other work a student submits as their work. Students found in violation of these expectations will receive a 0 for the assignment, a report will be filed in their disciplinary records, parents/guardians will be notified, and in severe or multiple violations of this policy the student may be dismissed from DPCR.



**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.
- The use of Artificial Intelligence in any way to write, copy or imitate an assignment, quiz or test.

***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.***
- ***Multiple Academic Dishonesty occurrences can be grounds for dismissal.***

**ACADEMIC FAILURE:** Students who do not achieve a passing grade of at least 65% for the Final grade in a full year or semester class will not receive credit for that class. Students must recover the credit during summer school. **Any Freshman or Sophomore that fails more than 2 classes cannot return to DPCR for the following school year and any Junior that fails more than 2 classes cannot return to DPCR for the following school year.** Any senior that fails 1 course must recover that credit in summer school before receiving their diploma. Any senior that fails 2 courses may not participate in graduation and must recover the credit before receiving their diploma. Any senior failing 3 or more classes will have to enroll in another school to recover their credit and complete the diploma requirements for that school.

**ACADEMIC PROBATION:** Students that fail 2 or more classes in a quarter will be placed on academic probation for the following quarter. Students who complete summer school will be placed on academic probation for the entire semester (Quarter 1 & 2). During the quarter or semester of academic probation students are expected to improve their grades so they achieve at least a 70% in each class in that quarter. Students must also:

- Attend EASE (Extended Academic Support Enrichment) 2 times a week.
- Meet with their College Advisor once a week.
- May not participate in extracurricular contest or athletic contest (a student can try-out and make the team but will be ineligible to compete).

- Students are ineligible to be school ambassadors for shadow days or events and may be prevented from participating in field trips.
- If a student does not meet these expectations by the probationary quarter or semester they may be asked to withdraw from DPCR.**

**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 in the 1<sup>st</sup> semester, 30% is deducted immediately. Beginning 2<sup>nd</sup> semester, there will be a 50% deduction for late work.
- **Students will not receive credit for any assignment missing beyond 1 week 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:

- 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 Work** - 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.

## **SUPPORT SERVICES**

**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 students 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 PowerSchool and Google Classroom."

- Updating behavior in PowerSchool.
- Recording attendance each period.
- Checking uniforms each period.
- Enforcing the school-wide policies and procedures.
- Using the DPCR Discipline Model when administering consequences.
- 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 at school and school-related events on time and in dress code.
- Communicating with the front office regarding any transportation or uniform needs.
- Communicating with children 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 students 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 Bruin Day, Open House 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.

**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 called E.A.S.E. 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 ADVISING:** The goal of DePaul Cristo Rey High School's college advising program is to support students as they identify college options that will be best for them. The college advising program guides students and parents/guardians as they research colleges, financial aid, and scholarships. The College Advising Office provides services for 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 advising 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 advising program will be further tailored to meet students' individual needs, including guidance throughout the college application process and 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.

### **Bruin at Grad Program:**

Statement of Belief:

- ❖ Bruins Believe in God, themselves, and their community.
- ❖ Bruins Achieve by engaging in a college preparatory and career focused education.
- ❖ Bruins Become skill full servant leaders.

#### **Bruins Believe**

- ❖ In God's purpose in their life. "I have been called"
- ❖ In themselves. "I matter and I can overcome."
- ❖ In others. "I am willing to serve my community with compassion and care." "I respect those of all faiths and no- faith traditions"

#### **Believe Achieve**

- ❖ College readiness through hard work, practice and persistence.
- ❖ Success through an openness to new opportunities and experience
- ❖ Leadership in the professional arena and take those skills with them to college.

#### **Bruins Become**

- ❖ Committed to self-growth development
- ❖ Committed to doing justice.

**COUNSELING AND SOCIAL-EMOTIONAL NEEDS:** DPCR 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.

**CAMPUS MINISTRY:** Campus Ministry promotes our students' spiritual growth and creates 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 four Catholic Mass throughout the school year and weekly Chapel on Friday's. Some of these worship services will be Eucharistic liturgies (Holy communion), and we work to make all of our students welcome and comfortable in these settings. Whenever possible, we invite all students to be involved in the planning of our liturgies and prayer services and to serve however appropriate. While some students may be unfamiliar with either Mass or Chapel we want to ensure that all students have the opportunity to participate in the services. Therefore, DPCR has high expectations for student behavior during these services. No matter Mass or Chapel students are required to:

- Be in attendance.
- Be in full proper uniform or dress code.
- Students should not be moving around, out of their seats unless instructed otherwise or in cases of emergency.
- Students should come prepared to participate in whatever capacity necessary
- No food, drink or snacks including gum are allowed
- Cell phones and electronics (Air Pods, Bluetooth devices) should be left in the classroom before coming down to Chapel or Mass.
- Students are expected to sit quietly at these times without socializing, unless participation is required.
- Students are expected to be respectful of the services and use this time for personal reflection and spiritual connection.

**CHAPEL:** is a time of prayer and reflection, as well as celebration within our school community. It is a time to grow in community and relationship with each other and God. DPCR encourages students to have an open mind and heart to seek a deeper enrichment and grow as young men and women of integrity before God and others.

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**. Students that choose not attend their yearly grade level retreat will have to make up the equivalent service hours to the time the student would've been on retreat. Making up service hours will be approved by administration and the campus minister. Failure to attend or make up the service hours 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 embedded into the curriculum as an integral part of the whole service experience.

**Service Requirement** - DePaul Cristo Rey student must complete mandatory service experiences with the school's Service Learning Program directed through the Office of Campus Ministry. Completing 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.

**ANNOUNCEMENTS:** Students are expected to remain in their seats in their classroom quietly until announcements are complete. Students are not to be dismissed during announcements. We want to ensure that our students receive any important information provided during that time. Students will not be allowed out of the lobby doors until afternoon announcements are completed, unless called by the office administrator.

**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 signed planner or hall 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. **In order to ensure students are in class on time, students should not be out of any class for the first ten minutes and last ten minutes of class.** 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.

We encourage all students to use the transition times between classes wisely, and report to all classes on time.

## VI. BEHAVIOR EXPECTATIONS/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 DPCR, we value not only the academic growth of each individual student, but their social emotional and spiritual growth as well. While behavioral expectations are high, a strong level of support is in place to ensure that each student has ample opportunities for growth and reflection. DePaul Cristo Rey High School is committed to the process of Restorative Practices also known as positive discipline or restorative classroom empowerment. We focus on fostering a sense of community within classrooms to prevent conflict, and on reacting to misconduct by encouraging students to accept responsibility for their actions while rebuilding positive relationships.

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 or follow school expectations



## **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 workplace.
- 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, ready and prepared to fully participate in all classes, meetings, practices, field trips and workdays.
- I follow through, completing all tasks and assignments, showing up to scheduled meetings.
- I am in proper uniform daily and my cell phone is put away during class time so that I can be fully attentive.

### 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 others and the spaces in which we occupy.
- I respect others' differences and cultural backgrounds.

### Responsible

- I am responsible and respectful in my embrace of diversity.
- I hold myself accountable for my actions and reactions.

**BULLYING (BLACKMAILING, HAZING, INTIMIDATION)/HARASSMENT:** 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, spreading rumors, gossip.

- **Non-verbal:** obscene gestures, stalking.
- **Indirect Bullying**
- **Physical:** getting another person to physically or verbally assault someone.
- **Non-verbal:** cyber-bullying, targeting others through social media posts and sharing.
- **Cyberbullying:** 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 (Facebook, X (formally Twitter, Instagram, Snapchat, Tik Tok, etc.), Direct messages/group text or through use of YouTube video, or any other electronic means, as well as the act of sharing any such items in person.

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 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.

**REPORTING BULLYING/HARASSMENT:** 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 Dean of Student Activities office.

**PUBLIC DISPLAY OF AFFECTION (PDA):** As part of a professional and Christian community, DPCR 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.

**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**

#### **VIOLATIONS OF THE CODE OF THE CONDUCT:**

**LEVEL ONE OFFENSES:** Classroom issues that result in the use restorative practices, where we encourage students to correct their own behavior will result in a warning. Examples of level one consequences, including non-verbal or verbal redirection by a teacher or staff member. Level 1 include student conflict that doesn't involve physical altercations which will result in student, administration mediation.

**MEDIATION:** Occurs when students have a conflict and need it resolved with a 3<sup>rd</sup> party, which consist of Administration and Beech Acres counseling services.

**LEVEL 2 OFFENSES:** Students that are unable to take redirection and continue to violate school or classroom expectations will receive an official write up in Power School, after school detention and parent communication. Students that receive more that 3 after school detentions per month will escalate to a level 3 offense and be subject to possible suspension. Students who show repeated, negative or problematic behaviors, including but not limited to:

- Excessive tardiness to school or class
- Repeatedly arriving to school or class out of uniform
- Not attending a teacher detention (lunch DT)
- Being disruptive or disrespectful
- The use of cell phones, electronic devices, air pods or smart watches during class.
- Any other offense deemed necessary by the administration.

**LEVEL 3 OFFENSES:** Escalated offenses and disruptions for which students may be subject to immediate parent meeting, suspension or being placed on a Behavior Intervention Plan. A write up in PowerSchool that's referred to an administrator. Behaviors include but not limited to:

- Threatening another student verbally or through other means
- Students that have had excessive academic integrity issues
- Antagonizing or instigating a fight or verbal altercation between students in the DPCR community
- Any excessive violation of the code of conduct
- Any other offense deemed necessary by the administration

**LEVEL 4 OFFENSE:** Major discipline infractions that create a profound risk of safety or disruption to the DPCR community both in or out of school. Students may be subject to immediate withdrawal. Behaviors include but not limited to:

- Physical altercations
- Assault
- Possession of illegal substances
- Any other offense deemed necessary by the administration

**Suspension:** Out-of-school suspensions is a severe penalty 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.

#### **Behavior Intervention Plan:**

DPCR believes in providing students with the opportunity to grow academically and in their behavior. Behavior Intervention Plans are for students struggling to adhere to the behavior or academic expectations. Those students have been on academic probation and had multiple disciplinary infractions. DPCR provides resources and interventions as an opportunity for the student to get back on track and to determine if DePaul Cristo Rey is the best place for that student.

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

- Students serving an 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 DPCR event until the suspension has ended, except for an officially scheduled student/family meeting approved by the administration.

**Expulsion/Dismissal:** 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.

**ADMINISTRATIVE MEETINGS:** 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 administration. 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 admin team. If the family refuses to meet with the admin team or refuses to withdraw the student, it will result in an expulsion. Under no circumstances will administration or any members of the DePaul Cristo Rey faculty or staff meet with an attorney attempting to represent a student or family. Please be mindful that parent meeting for students that are up for suspension or expulsion are mandatory. Students that are on any DPCR intervention plans are subject to parent meetings to discuss progress or intervention needs, and parent participation in these meetings are necessary. If a student is asked to withdraw from DePaul Cristo Rey we will proceed with assisting with their transition to another school.

#### **OFFICIAL DRESS CODE**

The uniform policy ensures that every student will dress professional, appropriate, and safe manner consist with the DPCR school values. DPCR has adopted a dual uniform requirement, where student wear professional attire on CWSP and Mass days and a standard uniform on all other days. Wearing both uniforms properly is how students at DPCR show self-respect and respect for their school community. Students

should be in full uniform when entering the building and throughout the day. Students must be in full uniform before 7:45 a.m. *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 rent available uniform items from the Uniform Closet with no penalty and no cost **while the closet is available from 7:30a.m.-7:45 a.m.** Hygiene items are also available. It is at the discretion of administration to open the Uniform closet after 7:45a.m.
- ❖ Students should not wait at the uniform closet door or front office to get uniform items, unless sent down by a teacher or staff member with a pass.
- ❖ Students will use their school badges to sign out the articles needed to be in proper uniform. Student ID numbers, and full names will be recorded for students to rent uniform needs.
- ❖ Students are responsible for returning what is rented from the closet from 3:35-3:50p.m. Students must return items at the end of day. Rented items should not be taken home. Students that fail to return the items rented will not be allowed to rent from the closet until the item is returned.
- ❖ Students who are late to classes due to dress code are considered to be an unexcused tardy.
- ❖ Students also have the option of having a parent deliver their uniform to the school if they choose not to rent from the Uniform Closet. The Uniform Closet is available for all students, and students should respect the items available to them. Students should take care of the items and return them in good condition so that other students have the opportunity to use them if need be.

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 class. Students will be asked to contact a parent or guardian if dressed inappropriately. 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 may result in a detention, parent conference, suspension, or expulsion, depending on the number and level of offense.

#### **Pants**

- ❖ Must be charcoal (dark) gray dress pants/slacks with no more than 4 pockets, no cargo pants
- ❖ No skinny pants/leggings/yoga pants or baggy, saggy (below the waistline), or oversized pants are permitted.
- ❖ No jeans/denim fabric permitted.
- ❖ Full length and not beyond the mid-heel of the shoe.
- ❖ No skirts or dresses are permitted. (Unless for religious purposes but must be below the knee)

#### **Shirts/Ties**

- ❖ White oxford shirt (short or long sleeves) on CWSP and Mass days.
- ❖ DPCR white or navy blue polo on non CWSP and Mass days
- ❖ **Men:** DPCR tie is required on **CWSP and Mass days ONLY**

❖ **Women:** No more than one button is allowed to be unbuttoned at all times on campus or at work.

#### ❖ **Shoes/Socks**

- ❖ Shoes are to be black (solid color), dress/professional shoes only.
- ❖ Shoes shall be closed all around with the toes and heel completely covered.

- ❖ No gym shoes, Crocs, Vans, Toms, Boots, or UGGs are permitted.
- ❖ Boots can be worn if the weather permits and must be removed before 7:45 and replaced with proper shoes.
- ❖ Socks MUST be black ONLY and worn underneath pant leg.

#### **Belts**

- ❖ Black leather or leather-like, business-grade belt with a plain buckle must be worn on pants with belt loops.

#### **DPCR Outer Wear /Overcoats/Sweaters**

- ❖ Fleece quarter zip pull over
- ❖ Fleece vest
- ❖ Fleece v neck sweater
- ❖ Navy blue and dark gray ½ zip pull over
- ❖ Hoodies, jackets, athletic outer wear is strictly prohibited.

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

Students are required to present proper medical notes for injuries/conditions which impede a student from being in full uniform. 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. Students and families should work toward 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.

#### **Facial Appearance**

- ❖ **Men:** Must have a clean shaven face. The administration and/or CWSP may require a young man to get a trim or to shave if the facial hair is deemed unprofessional.
- ❖ Sunglasses may not be worn inside, at work or at school.
- ❖ **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.

#### **Hair/Head Wear**

- ❖ Color shall be of natural tones (blonde, brown, black, burgundy) 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.).
- ❖ No scarves, bandanas, bonnets, du-rags, skull caps or beanies are allowed to be worn in the school building.
- ❖ Students are permitted to wear head coverings *for religious purposes only*.

#### **Jewelry and Body Art:**

- ❖ **Men:** No visible jewelry other than a wrist watch is to be worn.
- ❖ **Women:** Jewelry is worn in moderation. Earrings are to be of moderate length. Hoop earrings may be no larger than the circumference of a quarter. Gauge earrings or earrings with a "gauge like" appearance are not acceptable.
- ❖ 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.
- ❖ False teeth (not including dentures), "fronts" or gold caps, are not permitted.
- ❖ No ring septum, bridges, rhinos, and Austin bars are permitted. Small nostril studs are the only allowed ring.

**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.



**OUT OF UNIFORM DAYS** - Students may earn days to be out of uniform on designated days referred to as **Dress Down Days or Spirit Days**. On Spirit Wear Days, a student must have at least one significant item of school spirit wear visible, this includes athletic wear. Hats, buttons, scarves, ties, stickers, badges, etc. do not count as significant spirit wear. Students must adhere to the following on non-uniform days.

- ❖ No level 2 or 3 uniform infraction during that quarter.
- ❖ No sandals/flip-flops or other open-toed shoes or heels greater than 1.5 inches.
- ❖ No clothing that is torn or has holes, or “appears” to be torn/ripped.
- ❖ No shorts, pajamas/ sleepwear, or workout clothes (No yoga pants, leggings, etc.)
- ❖ Skirts or dresses that fall more than one inch above the knee.
- ❖ Sleeveless, low cut, off the shoulder, crop-tops, or see-through clothing (or otherwise excessively tight or revealing attire).
- ❖ Hats/Hoods
- ❖ Attire with tobacco, drug or alcohol references (or otherwise suggestive wording or graphics).

\*\*\*Jewelry- daily standard Cristo Rey jewelry requirements apply.

**SENIOR “ACCEPTED” SHIRTS:** Seniors can wear their senior “Accepted” shirts when they have been accepted into college. This shirt is worn only on Fridays and is a substitute for their standard school shirt ONLY. On CWSP and Mass days’ seniors should wear their professional uniform. This is a Seniors ONLY privilege.

## VIII. 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 lifelong 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:

- 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 bi-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 the 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 are invaluable throughout life. Participating in interscholastic sports at DePaul Cristo Rey High School is a privilege with many responsibilities. These include but are 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.

Student Athletes 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 unless agreed upon with the athletics director and both sport team coaches. Seasons are defined as Fall, Winter, and Spring: Fall Sports: Soccer, Volleyball; Winter Sports: Basketball, Cheerleading, and Spring Sports: Baseball, Track and Field. The Ohio High School Athletic Association (OHSAA) by laws 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.
- An athlete must be academically eligible to participate in sports. We will be following the Ohio High School Athletic Association's guidelines for eligibility.
- Student-Athletes in Grades 9-12 must maintain a 2.0 GPA, or higher, on a 4.0 scale whenever an official report card is submitted by DePaul Cristo Rey High School. Any student eligible by O.H.S.A.A. standards with a cumulative GPA of less than 2.0 during the immediately preceding grading period will remain eligible provided they actively participate in identified academic intervention programs as formally established by the school. An academic intervention program cannot be utilized in back to back semesters or seasons. In order to be eligible, each student must maintain a minimum GPA of no less than 1.0 and must be passing 5 core classes. These intervention measures may include weekly eligibility checks, tutoring sessions, study tables, etc. Failure to participate in these intervention programs will result in ineligibility until the conclusion of the quarterly grading period. (All courses are to be counted in the cumulative average and quarterly eligibility is independent of the eligibility status of previous quarters).
- A DePaul Cristo Rey student/athlete 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 bi-weekly during a sport's season.
- **Student- Athletes on Academic Probation, Behavior Intervention Plan or CWSP Termination Retraining are eligible to try-out and practice for any athletic team, but are ineligible to participate in athletic contest, or scrimmages until the probation, plan or retraining is completed.**
- Student- Athlete in season bi- weekly academic checks- If Student Athletes are not passing during the bi-weekly in season checks, the first time there will be a warning. If they are not passing a second week a family meeting will be held to discuss a student's participation status. If they are still failing the third week in a row they are suspended from both practice and any scrimmages or games pending review from the athletics director and coach.
- 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 grades **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 student- 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. Student- 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 students/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 setup 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 the post-season or the awards program, whichever comes last.
- When a student-athlete is deemed truant 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.
- All Student-Athletes are responsible for adhering to the school Code of Conduct.

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.

**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.

- DPCR reserves the right to search all bags and containers 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 are escorted by DePaul Cristo Rey staff. Loitering outside the event location is prohibited.
- 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.

## IX. CORPORATE WORK STUDY PROGRAM

### 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. Students are 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 ID badges and in full dress code/appropriate uniform for check in by 7:45am, in CWSP designated area.
- If a student is out of uniform the student will be sent to the uniform closet to rent what they need for the day. Students should not use the uniform closet as an excuse to not be in proper uniform.
- Students must engage in morning sessions by displaying appropriate behavior and actively participating.
- Students must leave for transportation prompted and display respectful behavior while on transportation.
- Students must report directly to work after getting off of transportation and must check in with the supervisor to obtain daily task(s).
- Students must complete all assigned tasks throughout the day and check in with their supervisor when complete.
- No **cell phone** and other electronic devices may be used while at work under any circumstances.
- Students must communicate with their supervisor (Ask Questions, Say Hello, Good morning, small talk).
- Ask for help if needed... Don't allow a task, an assignment or any project you have been given to intimidate you.
- Join in- participate in meetings, trainings, team lunches, and any other work activities when invited.
- Students should have (2) daily check-ins:
  - Upon arrival to work to obtain daily tasks
  - Before leaving work to view and complete time cards & discuss daily performance
- Students must check in with CWSP immediately upon return to school.
- A time card rating of 3 (meets expectations) or higher.

**If students receive a “1” or “2” rating for two consecutive weeks, students must begin a daily check in regimen with supervisor & relationship manager.**

**STUDENT CWSP EARNINGS:** Payments from the CWSP Partner may take two forms:

1. **Education payments-** This is the amount paid by the Corporate Partner to the Corporate Work Study Program for services provided by the student work team that will be applied to the cost of their education at DePaul Cristo Rey. 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 make DePaul Cristo Rey High School affordable.
2. **Pocket payments-** 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. This is earned income that goes directly to the student that is not being allocated toward their education and does not support the school associated with the work study program.

#### 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. New students will need to have the Physician's Certificate completed. Returning students may only need an updated physical form if they are applying for an additional work permit besides that for the Corporate Work Study Program. Note: Athletic requirements may be different than CWSP.
- While students work at participating companies in the Greater Cincinnati 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 MAY be drug tested. Please see the *Drug Testing Policy* on page 14. Some CWSP Partners require pre-employment testing including TB, drug screening, flu test, Covid-19 vaccination, etc. If your student's assigned work placement requires these additional tests, you will be contacted and given an assigned time for such requirements.

**CWSP ATTENDANCE POLICY:** 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.

- Students are permitted (1) unexcused workday absences per semester (2 quarters). Any additional unexcused workday absences will result in a **missed workday MUDs** (Missed workday make-up day).
- Students must make up missed workday-MUDs. If a student doesn't make up a missed workday within the same quarter that its missed, the student will receive an (F) for the quarter.
- Unexcused absences are absences not accompanied by a doctor's note or other acceptable documentation of appointments or family situations, such as an obituary or service program, turned in within **72 hours of the absence**.
- A school break is scheduled each quarter, allowing students to make up a missed work-day before the quarter ends. Students and families are responsible for transportation on a missed work-day. Families will receive thorough and documented communication from their CWS Relationship Manager (RM) prior to the scheduled school breaks about missed days and missed workday opportunities.
  - If a student attempts to schedule a make-up day and the supervisor cannot accommodate, the supervisor and student must let the RM know before the quarter ends.
- **If a student fails CWS (1) semester, this will result in probation; (2) CWS semester failures will lead to dismissal from DPCR.**

#### **OPPORTUNITIES FOR MAKE-UP DAYS:**

- Fall break (1<sup>st</sup> Quarter)
- Thanksgiving Break (2<sup>nd</sup> Quarter)
- Christmas Break (2<sup>nd</sup> Quarter)
- Spring Break (3<sup>rd</sup> Quarter)
- Easter Pause (4<sup>th</sup> Quarter)
- Exam Week (½ day make up after dismissal)

#### **STUDENT GRADING POLICY & PERFORMANCE MANAGEMENT**

**ACADEMIC CREDIT FOR CWSP AND GRADING POLICY:** Participation in the Corporate Work Study Program is a foundational component of 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 is a graduation requirement.**

##### **CWSP Grading Policy 2023-2024**

##### **Performance Evaluation Scale**

- 5- Exceptional (100%) A+
- 4 – Above Expectations (90%) A-
- 3 – Meets Expectations (83%) B
- 2 – Needs improvement (73%) C
- 1 – Unsatisfactory (63%) F

##### **Quarterly Performance Evaluation:**

**40% of quarter grade**

This grade is based on a 100-point scale. Evaluation or Classwork (Self-evaluation 1<sup>st</sup> and 3<sup>rd</sup> quarter) (Supervisor evaluations 2<sup>nd</sup> & 4<sup>th</sup> quarter) Non-deployed will have classwork. This grade is calculated by the scale below:

##### **Daily Participation:**

**25% of quarter grade**

Each work day is considered an assignment out of five 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 ONLY); DPCR sweater vest, DPCR V-neck sweater, or DPCR ¼" zip sweatshirt; white oxford shirt; dress pants (charcoal gray); DPCR Neckties/bowties (required for gentlemen)
- 1 Point for Behavior (compliance during the morning sessions with CWS staff)
- 1 Point for the Participation/CWS assignment due at the end of the workday (turn in at check-in)
- 1 Point for End-of-Day Check-In with CWSP staff

#### **Time Cards:**

**35% of quarter grade**

Timecards are **REQUIRED** by the Department of Labor and CRN. (Collected via Salesforce, listed as an assignment in Google Classroom, and put into/tracked in PowerSchool.

The DEADLINE for submission is 11:59 pm on the assigned work day.

***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 workplace 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 DPCR 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 website 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 students, 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 the 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:** DePaul Cristo Rey and our contracted Transportation service (s) are a partnership to provide support to the CWSP in transporting students to their worksites throughout the tristate area. Safety is the primary goal of DPCR, the transportation service company and drivers.

All students will be transported to and returned after work to DPCR. 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.

DPCR students are expected to follow the policies and procedures that have been outlined by the contracted transportation service. They are as follows.

- NO eating or drinking on the vans
- NO PROFANITY
- NO yelling
- NO trashing the vans
- RESPECT the driver and your classmates

IF DPCR students do not follow the policies as outlines, they will receive subsequent consequences for not following the rules. The consequences are but not limited to:

#### **Minor Offenses**

Cursing or inappropriate discussions

Eating or drinking, students are in the van for approximately one hour and need to wait until they are back at school to consume food.

Failure to leave the school building/worksites to board transportation in a timely manner.

#### **Minor Offense Discipline**

1<sup>st</sup> Offense: Detention

2<sup>nd</sup> Offense: 2 days out-of-school suspension (both days missed will be considered unexcused if it falls on a work day)

3<sup>rd</sup> Offense: Your student will be removed from transportation for the school year and receive a failing grade for the quarter as we cannot transport them to and from work.

4<sup>th</sup> Offense: Parent/guardians will be asked to withdraw their student.

#### **Major Offenses**

Horse playing, fighting, or throwing objects

Loud talking/shouting that is considered a distraction to the driver

Leaving trash on the van

#### **Major offense discipline**

1<sup>st</sup> Offense: 2 days out-of-school suspension (both days will be considered unexcused if the suspension falls on a CWS work day.

2<sup>nd</sup> Offense: Parent or guardian will be asked to withdraw you from DPCR.

Students must understand that the transportation company is an extension of DPCR, and all rules/expectations in the Student Handbook apply to transportation and worksites.

ALL vans are equipped with audio cameras, and student/drivers are recorded while the vans are being used. Failure to follow the rules will result in immediate disciplinary action.

**LUNCHTIME 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 take a bagged lunch from the school cafeteria.

**PRE-EMPLOYMENT TB TESTING, FLU SHOTS, OR OTHER VACCINES:** 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 signed parent/guardian permission slip 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 work day absences in order to remove accrued fees. Students must make up their absences within the semester that the absence was accrued. The designated and make-up dates will be identified and supplied to students each quarter.

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 is 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 2023-2024 school year the student workdays are scheduled as follows.

- Mondays – Seniors
- Tuesdays – Juniors
- Wednesdays – Sophomore
- Thursdays – Freshmen
- 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. The CWSP recommends not scheduling student doctor's appointments on work days.

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

**EARLY DISMISSALS AND CWSP:** School 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 accompany the student off site. This will be communicated to the 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.

## **XI. 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 parents/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 email 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 2023-2024

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.

**COVID-19 Acknowledgement of Risks** - We, the undersigned parent(s) and student, acknowledge and agree that, as a student at DePaul Cristo Rey High School ("DPCR") and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other DPCR employees and supporting personnel, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and employees at DPCR, there is an elevated risk of a student contracting the disease simply by being in the building, on the premises, or at any DPCR function. The same is true for the parent(s) of a student at DPCR.

By signing this Handbook, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with a healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person DPCR functions is the choice of each family, including ours. If student or parent(s) who visit DPCR have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a healthcare professional before student or parent(s) return to DPCR, attend any DPCR function, or visit DPCR. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains.

We further acknowledge, understand, and agree that we have obligations to the school, its employees, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department.

**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 2023-24 and will cooperate with the school in carrying out all of these guidelines.

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

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

**Parent/Guardian's Acknowledgement:** 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 page/form on the first day of school \*\***