

Student and Family Handbook



CRISTO REY
ORANGE COUNTY HIGH SCHOOL

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About This Handbook

Cristo Rey Orange County High School's goal is to provide students with a career-focused college preparatory education within a joyful and supportive community. This handbook details the policies, expectations, and mutual commitments in place to ensure our students can achieve their full potential in a safe and supportive environment.

Please familiarize yourself with the handbook to fully understand the standards that students and families can expect from Cristo Rey OC.

Throughout the handbook, the term “family” represents parents, caregivers, guardians, and other family members who have legal and moral responsibility for the student.

All policies contained in this handbook and other relevant documents apply while students are under the supervision of the school or a corporate partner, including on campus or while representing Cristo Rey Orange County High School, and off campus school events and activities, on school-provided transportation, at corporate partner worksites, and during any time spent away from the worksite on an assigned workday.

Not every circumstance can be captured in this handbook. We trust that students and families will use sound moral judgment, common sense, and self-control.

Statements in this handbook may be subject to change at any time with or without notice. The School Administration reserves the right to waive or amend any policy or rule presented in this handbook. The School Administration will attempt to keep students and families informed of all changes as soon as it is practical.

Who We Are

Mission of the Cristo Rey Network

Cristo Rey delivers a career focused, college preparatory education in the Catholic tradition for students with limited economic resources, uniquely integrating rigorous academic curricula with four years of professional work experience and support to and through college.

Vision for Cristo Rey Orange County

Within a joyful, supportive community rooted in high expectations and high supports Cristo Rey Orange County High School provides students access to transformative educational opportunities. Cristo Rey Orange County High School integrates rigorous academics, meaningful Catholic Spiritual formation, and CWS to cultivate individuals who possess lifelong critical thinking skills & embody our core values. Cristo Rey County fosters a culture of belonging where each member of our community knows they are valued & achieves their full potential.

Our Values

Each Cristo Rey Orange County student and their family are responsible for furthering the school's mission and vision. We seek to attract, develop, and retain students who are committed to modeling the school's core values.

Faith & Justice

We understand that we have the power and responsibility to serve God by serving our neighbors. In all things, we act to improve the lives of others in our school, our community, and our world.

Respect & Care

We recognize that we are all made in the image and likeness of God. We seek to love one another as Christ loves us. We recognize that we are stronger together and put the needs of the community over the needs of an individual.

Commitment & Responsibility

We are committed to being the best people we can be and will work hard to realize our potential. We have the humility and courage to ask for support when we need it. We will own moments when we fall short as learning opportunities. We foster and maintain a culture centered on growth-mindset. We take responsibility for our own growth and the growth of all members of our community.

Our Catholic Identity

Cristo Rey Orange County High School's Catholic identity is at the heart of its mission and shapes every aspect of the educational experience. Grounded in the teachings of Jesus Christ, the school community strives to embody and live out the values of faith, wisdom, purpose, and service. At Cristo Rey, students are invited to deepen their relationship with God, embrace the Catholic tradition, and integrate their faith into their daily lives.

Through regular prayer, liturgical celebrations, and religious instruction, students are nurtured in their spiritual development and encouraged to cultivate a personal relationship with God. The school fosters an environment where students can explore their faith, ask meaningful questions, and grow in their understanding of Catholic teachings. Students are provided opportunities for retreats and engagement in acts of service, all of which foster a sense of spirituality and social responsibility.

Cristo Rey Orange County High School's Catholic identity is further reflected in the commitment to the principles of Catholic social teaching. Students are encouraged to become agents of change, inspired by the call to promote justice, peace, and solidarity. Through service-learning projects, immersion experiences, and engagement with the local community, students learn to recognize the dignity of every person and strive for a more just and compassionate society.

The Catholic identity of the school is not limited to religious instruction; it permeates the entire educational experience. Faculty and staff, inspired by the Catholic faith, provide an education of excellence and

nurture the intellectual, moral, and social growth of each student. They strive to create a supportive and inclusive community where students can thrive academically, emotionally, and spiritually.

The Catholic identity of Cristo Rey Orange County High School is woven into the fabric of its existence. It serves as a guiding force, shaping the educational philosophy, values, and culture of the school. By integrating faith, academic excellence, and service, Cristo Rey provides a transformative education that empowers students to become compassionate, ethical leaders who positively impact their communities and the world at large.

Cristo Rey Graduates

By graduation, Cristo Rey students will embody the following characteristics:

Faith

Our graduates have a deep knowledge of and respect for the doctrine and practices of the Catholic Church. They have developed their own spirituality, faith, and relationship with God. They continue to define their faith and seek connection to religious traditions and gospel-based values.

Wisdom

Our graduates demonstrate the mastery of the rigorous academic requirements for high school graduation. They have developed many intellectual skills and understandings that have prepared them to pursue a lifetime of inquiry and learning.

Purpose

Our graduates act with integrity, value diversity, and use their talents to promote the common good. They have begun to define their God-given purpose and continue to seek opportunities to utilize that purpose to promote peace and justice.

Service

Our graduates are committed to serving others to promote the physical and emotional wellbeing of all people.

Family Involvement and Communication

Cristo Rey OC recognizes that students thrive when they receive support and guidance from both their family and school staff. Our goal is to develop a strong partnership so that families are equipped with the knowledge and skills to best support their students.

To support a strong partnership, Cristo Rey OC provides opportunities for families to learn about our school, share feedback, and contribute to the school community. We also share resources that help families stay up to date on their student's progress and ways to support their academic success at home. For students to be successful it is necessary for families to stay up-to-date with students academic record via PowerSchool.

Creating and maintaining a supportive environment for students requires frequent communication between school staff and families. Families can expect faculty to be accessible and responsive. We ask that families share their questions and concerns with faculty and reply to school communications promptly.

Families are expected to be aware of and engaged in Cristo Rey OC's modes of communication which includes email, ParentSquare, and phone calls to communicate with families.

Academic Program

Cristo Rey OC's academic program prepares students with the coursework and skills necessary to succeed at college. Our faculty is here to support all students as they navigate their classes and extracurriculars.

We focus on College Readiness and offer both college preparatory courses and Advanced Placement (AP) course options. All students are encouraged to build strong foundational skills in their freshmen and sophomore years and then use their elective course options and summer sessions to progress at an accelerated pace for math, science, and their specific areas of interest.

Graduation Requirements

At Cristo Rey OC, we recognize that the college admissions process grows more competitive every year. We know that our students must go above and beyond the basic admission requirements to be successful college applicants. We are confident that our College-Preparatory academic program prepares students to exceed expectations.

One goal of our Academic Program is to support our students in challenging themselves to achieve their full academic potential. Therefore, Cristo Rey OC will provide the opportunity for students to:

1. Take more academic classes than required.
 - University admissions departments generally recommend taking laboratory science, a language other than English, and an additional year of math, ideally Calculus
2. Take the most challenging classes available.
 - Take honors or Advanced Placement (AP) classes. AP courses are considered college-level work. If a student passes the AP exam, they can receive college credit for the class

Graduation Requirements	
Course Subject	# Credits Required
History/Social Science	3
English	4
Mathematics	4
Laboratory Science	4
Foreign Language	2
Visual/Performing Arts	1
College Prep Elective	2
College and Career Readiness (CCR)	4
Theology	4

UC/CSU A-G Requirements

California has a set of requirements to enter a four-year public college in the California State University (CSU) or University of California (UC) system. To be eligible, students must pass 15 specific high school courses with a grade of C or better. This set of courses is referred to as the A through G requirements (A-G).

By completing Cristo Rey OC's Academic Program, students will exceed all UC A-G requirements to best prepare them for admission to the most competitive colleges and universities.

University Of California A-G Requirements		
	Course Subject	# years required
A	History/Social Science	2 years
B	English	4 years
C	Mathematics	4 years
D	Laboratory Science	3 years
E	Foreign Language	2 years
F	Visual/Performing Arts	1 year
G	College Prep Elective	1 year

4 Year Course Sequence

	FRESHMEN	SOPHOMORE	JUNIOR	SENIOR
History/Social Science	World History	US History or AP US History	Government & Economics or AP Government & Economics	AP Human Geography
English	English 1	English 2	English 3 or AP Language & Composition	Creative Writing or AP English Literature & Composition or AP Research
Mathematics	Algebra 1 or Geometry	Geometry or Algebra 2	Algebra 2 or Pre-Calc/Trig	AP Pre-Calc/Trig or AP Calculus or AP Statistics
Laboratory Science	Physics	Biology	Chemistry	AP Computer Science Principles or AP Anatomy and Physiology
Foreign Language	Spanish 1 Or Advanced Spanish for native speakers	Spanish 2 Or AP Spanish Language	Spanish 3 (non-native speakers) or AP Spanish Literature	AP Spanish Language
PE Health and Wellness or Athletics		PE Health and Wellness or Athletics	PE Health and Wellness or Athletics	PE Health and Wellness or Athletics
Visual/Performing Arts			Visual Arts Elective (drawing/painting , web/graphic design, music, theater)	Visual Arts Elective (drawing/painting , web/graphic design, music, theater)
Theology	Intro to Catholicism	Theology 10	Catholic Social Issues- AP Seminar	Theology 12
Work Study	Work Study Program	Work Study Program	Work Study Program	Work Study Program

BOLD = Required course for CROC graduation

Course Credit

Cristo Rey OC aligns its course requirements with the expectations outlined for the state of California and the A-G requirements for the University of California admissions.

Students must successfully complete all their courses to advance to the next grade level.

Grade Requirements

- UC and CSU universities do not accept a "D" grade for any of their required courses
- Colleges and universities recognize completion of a required high school course with a grade of "C" or better
- A spring semester grade of "C" or higher in a year-long course will validate a fall semester grade of "D", therefore nullifying the need to repeat the semester. Theology courses are semester-long courses and earning a D or F will require remediating the course.

Summative Assignments

Summative Assignments, like tests, projects, and essays, are the main sources for teachers to assess a student's knowledge, skills, growth, and proficiency in a course.

Since summative assignments are critical to student success, we have several policies in place to provide students the support they need to ensure completion. Students cannot opt out of course summative assignments and therefore cannot earn a 0.

Cristo Rey OC requires academic integrity so that all original ideas are properly acknowledged and respected, whether they come from students or other sources (ie ChatGPT, AI generated work). Our Academic Honesty policies are in place to safeguard the academic integrity of our community.

- Level 1 Academic Infraction: If a student does not turn in a major assignment the teacher will email the parent and student with a plan to complete the assignment during Student Academic Support.
- Level 2 Academic Infraction: If the student misses the extended deadline, the administrator will contact the parent to inform them about the missing assignments and the parent and administrator will develop a plan to support the student with completing the assignment.
- Level 3 Academic Infraction: If a student does not complete the assignment, they are subject to school suspension.

Grading Policies

Evaluation for Student Achievement

- Grades will reflect student achievement toward mastery of course content standards

- Grades should be reported each grading period (progress report, end of quarter, end of semester)
- Teachers are expected to provide supporting data for grades assigned. Grade records should reflect an adequate sampling of work in a given area to justify the assigned grade
- In all aspects of grading and reporting, it is critical that teachers give accurate and complete information to students and families. Teachers are expected to contact parents/guardians to report student grade concerns including but not limited to consistently low performance or rapid decline
- Grades will be available and kept current for parents and student monitoring through the school approved electronic grading system
- There should be at least one grade per week of instruction for all subjects. Grades are updated weekly on Wednesdays unless specified by a teacher or administrator

Grading Guidelines

- Grades must consistently reflect students' achievement toward mastery of course content standards
- To ensure equity, content level teams will establish standards-based common criteria for student work and assessment
- Teachers will consistently communicate student progress in academic work habits, and citizenship
- A minimum of 80% of the course grade must be comprised of authentic assessments of skill and content (formative and summative). Practice assignments should be worth no more than 15% of the grade. Participation points can account for no more than 5% of the grade
- Traditional extra credit assignments are not allowed. Teachers are encouraged to provide students with endless opportunities to demonstrate proficiency (test retakes, test correction, etc.)
- The minimum grade allowed for any assessment of learning is 50%. No zero grades shall be included in the gradebook for any assessment

Grading Scale

Cristo Rey OC Grading Scale	
90-100	A
80-89	B
70-79	C
0-69	F

Academic Honesty

In our faith community, we are make careful decisions and responsibly discern what is honest and good. We encourage students to use their intellect and creativity to produce work that is their own and that best represents their own knowledge, skills, and opinions.

It is never acceptable to be dishonest to gain an academic advantage. The consequences of academic dishonesty are at the discretion of school administrators. Examples of academic dishonesty include, but are not limited to:

1. Plagiarism, defined as using someone else's language, ideas, or other original material without acknowledging its source including AI supports (Chat GPT etc.)
2. Cutting and pasting from electronic sources without using quotations or citations
3. Paraphrasing ideas without giving credit to the original author
4. Failing to cite sources for pictures, graphs, etc.
5. Taking an essay off the internet
6. Copying another student's homework or class work or offering your work to someone else for the purpose of copying
7. Sharing details from a specific test or quiz before, during, or after the event
8. The use of unauthorized aids on tests or quizzes, such as cheat sheets, programmed calculators, cell phones or online translators
9. Recycling/reusing a previous paper or project of one's own or of another without the explicit consent of the teacher
10. Talking to peers during an exam

Cristo Rey OC requires academic integrity so that all original ideas are properly acknowledged and respected, whether they come from students or other sources. Our Academic Honesty policies are in place to safeguard the academic integrity of our community.

- First Violation of Academic Integrity:
 - Student/teacher/Assistant Principal conversation about the incident
 - Teacher notifies family of the instance
 - Credit reduction is at the discretion of the teacher and academic administrator if cheating is confirmed (may include redoing an assignment or test, loss of credit on an assignment or test, no credit on an assignment or test)
- Second Violation of Academic Integrity:
 - Student/teacher/dean conversation about the incident
 - School administrator notifies family of the instance
 - Student and student's family must meet with an academic administrator
 - Credit reduction is at the discretion of the teacher and academic administrator if cheating is confirmed (may include redoing an assignment or test, loss of credit on an assignment or test, no credit on an assignment or test)
 - May include service to the community

- Third Violation of Academic Integrity:
 - A third instance of cheating at any point may lead to failure in a course and/or dismissal from Cristo Rey

PowerSchool

Cristo Rey OC uses the PowerSchool Parent Portal to ensure that families have access to their student's schedule, grades, assignments, test scores and absences. Families can also update basic contact information through the portal.

The portal can be accessed on a mobile device via the free PowerSchool Mobile Portal mobile app. We strongly encourage families to download the PowerSchool Mobile Portal mobile app.

Attendance Policy

Cristo Rey's top priority is creating a safe environment where our students can reach their full potential. Students have the best chance of academic and work success when they attend school consistently.

Cristo Rey OC's attendance policy is intended to help students remain accountable for showing up to class and work on time. We recognize that attendance is a joint responsibility between students, families, teachers, work supervisors, and staff. Together, we can create a community culture where daily attendance is a habit.

Students must attend at least 80% of an academic school day to be considered present for a full day. Students who attend less than 20% of the day are considered absent. Students who attend between 20% and 80% of an academic school day will be counted as half absent.

Students are not to exceed 10 absences per academic year. Absences from work are considered absences from school and will be counted toward the total number of absences. Late arrivals and early dismissals may be included.

Missing school negatively impacts academic performance and grades and results in lost opportunities for learning. Students who are repeatedly absent will be placed on an academic contract. Failure to comply with the stipulations outlined in the contract will result in the possible dismissal from Cristo Rey.

Schedules



Daily Schedule

Time	Duration	Activity
7:45-8:10	25	Breakfast (optional)
8:15-9:05	50	1st
9:10-10:00	50	2nd
10:05-10:55	50	3rd
11:00-11:50	50	4th
11:50-12:20	30	Prayer & Lunch
12:25-12:30	5	Announcements & Prayer
12:30-1:20	50	WIN Time
1:25-2:15	50	5th
2:20-3:10	50	6th
3:10-4:00	45	Student Academic Support (as assigned)

Daily Schedule

Cristo Rey doors open at 7:30 a.m. School begins promptly at 8:15 a.m. If students are not seated in their first period class by 8:15 a.m. they are tardy. The school day ends at 3:10 p.m. Academic Support is offered Tuesdays, Thursdays and Fridays from 3:15-4:00 p.m.

Daily Work Schedule

Students will not work more than 8 hours in any one day, and a maximum of five days every four weeks when school is in session. All student work will be conducted between the hours of 9:00AM and 4:00 PM (Department of Labor 29 CFR §570.37). The CWS requires students to report hours worked after the conclusion of each workday, as validated by a work supervisor.

Check-in for work begins at 8:00 a.m. All student workers must check in before 8:15 a.m. on their assigned workday. Students who check in at 8:15 a.m. or later are considered tardy.

Student workers must be in full uniform to check in. If students are not ready to check in, they will return to the back of the line. CWS will not hold work transportation for students who are tardy, so please plan to arrive on time.

Tardiness Policy

Arriving at school and work on time is a demonstration of respect for teachers, students, and colleagues. Students who arrive late receive fewer hours of instruction and interaction in the classroom. Additionally, arriving late disrupts the learning environment and students' learning.

Tardiness to school, class, or work is not acceptable. Cristo Rey records each instance of tardiness in the student's attendance file and on their official transcript.

If students are tardy to school or work, Cristo Rey OC will contact the family and may:

- Require them to attend after school detention
- Require them to attend a lunch detention apart from peers
- Require them to attend a meeting with their family and school officials

If a student does not improve their attendance after these or other interventions, they will be placed on a tardiness contract. If the student fails to meet the stipulations of the contract they may be dismissed from Cristo Rey OC.

A student who is tardy on their workday may be required to provide their own transportation to work. If a student is habitually tardy to work, CWS will address the incidents with the student and their family.

- Tardy to school:
 - A family member must call Cristo Rey OC at (714) 439-9626 if they anticipate their student may be late to school
 - The student must report to the main office to receive a late pass. In some cases, the receptionist may contact the family and ask the student to explain their tardiness
 - Cristo Rey OC will mark a student absent for any class for which they miss twenty or more minutes
- Tardy to CWS:
 - A family member must call CWS at (714) 439-9626 or email CWS if they anticipate their student may be late to CWS check-in
 - After the first workday tardy, CWS will give the student worker a verbal warning
 - After the second workday tardy, CWS will contact the student worker's family
 - After the third workday tardy, CWS will require the student worker to have a make-up day at Cristo Rey during the first week of summer
 - After a fourth workday tardy, CWS will require the student worker to have an additional make-up day during the first week of summer
 - After a fifth workday tardy, the student worker will fail CWS Practicum for the semester

School Absences

It is the responsibility of the student and their family to be aware of the student's total absence/tardy record. PowerSchool Parent Portal should be used to regularly check a student's absence/tardy record.

Unforeseen Absences from School

A family member must telephone the school at (714) 439-9626 before 8 a.m. and briefly state the nature of the unforeseen absence. The family member must make this phone call for each day the student is absent from school.

Medical Absences from School

Absences due to medical conditions must be certified by a physician's note to the main office upon return to Cristo Rey. Without a physician's note, an absence due to a medical condition is unexcused. Students with a medical emergency requiring a hospital visit must have a physician's note authorizing their return to school.

Foreseen Absences and Scheduling Outside Appointments

Cristo Rey requests that families schedule medical and dental appointments during non-school and non-CWS hours. If not possible, the student must provide a verifiable doctor's note immediately upon their return to school. Appointments cannot be made during workdays.

Families are expected to inform the school of any medical or dental appointments in advance by calling (714)-439-9626. "In advance" is defined below:

- For an appointment that will require a student to arrive at school late, a family member must contact the school before 8:00 a.m.
- For an appointment that will require a student to leave school during the day, a family member must contact the school three hours prior to the student's expected departure from school
- For an appointment notification that was not made in advance, the family member must wait at school until a school administrator approves the student's early release

Students are allowed three excused dentist/orthodontist appointments per year. Any additional dentist/orthodontist appointments, even if accompanied by a doctor's note, are not excused.

In a routine medical appointment, students are expected to attend school before and/or after the appointment. An entire-day absence will not be excused for a partial-day medical appointment. For example, if a doctor's note indicates that a student was only at the appointment in the morning, the student's absence in the afternoon will not be excused.

Families must schedule vacations, college visits and other such activities after reviewing the Cristo Rey calendar to avoid conflicts with school or work attendance. Any absence due to personal reasons, such as family celebrations, family vacations, or transportation issue, is unexcused.

In the event of a funeral, students will be excused for up to two days for the death of an immediate family member. Any absences beyond two days will not be excused.

Students may not miss workdays or leave work early to attend extracurricular activities or events, including sporting events, conferences, and trips.

Making Up Missed School Work

Excessive absences can have a negative effect on student grades. Students are responsible for scheduling office hours with teacher in order to receive re-teaching or reengagement material due to student absence. While available to students for office hours, teachers are not responsible for re-teaching material a student misses due to absence.

Work Absences

Absences from Work

CWP is a graded, academic course. All students are required to work each of their assigned workdays for the duration of the time period set forth by the CWS/client contract. As an academic class, students are required to make up missed work days by the end of an academic year.

Planned Absences from Work

If a student worker will be absent from work on an assigned work day for any foreseen reason, a family member must notify CWS three or more days in advance.

Unplanned Absences from Work

If a student worker will be absent from work on an assigned work day for any unforeseen reason, a family member must notify CWS of the absence before 8:00 a.m. that day. CWS can be reached at (714) 439-9626.

Students may not miss CWS work days to attend extracurricular activities or events including athletic events, conferences and trips without prior approval.

Making Up Missed Work Days

Makeup days must be scheduled and completed within the same semester of their missed workday, unless directed otherwise by their worksite or CWS. Students are responsible for scheduling their makeup day with their supervisor; days should be scheduled to align with the worksites needs and the supervisor's schedule/availability. An absence make-up day form should be completed with the work supervisor and returned to a CWS.

Students are responsible for arranging transportation to and from the workplace on make-up days that occur on holidays and breaks.

Early Release from School or Work

If a student must leave school early, they should present a note from a family member to the Main Office upon arrival to school in the morning stating the time and reason for departure. The student's family member must come to the office to sign them out in person.

If a student must leave work early, their family should call or email the school prior to the anticipated student pick-up time. The phone call or email should state the reason for requesting an early dismissal and the time at which the student should be dismissed.

If the family does not call in advance of the early dismissal, they will be required to wait to speak with a school administrator to approve the early dismissal. The school administration reserves the right to refuse the early dismissal.

Illness at School and Work

If a student becomes ill at school, the student should ask permission to go to the main office. If Cristo Rey determines that the student should not remain at school, Cristo Rey will call the family in order to release the student to their care.

If a student worker becomes ill or injured at work, they should have their supervisor contact CWS. CWS will arrange transportation for the student worker to return to school. CWS will call the student's family to arrange for the student worker to be picked up from school.

Holidays

Often, schools have holidays that businesses do not share. Student workers may be required to attend work even if there are no classes scheduled for a particular day. It is the student worker's responsibility to verify with CWS if they do not have to work on a particular school holiday. Student workers should assume that they have work every designated weekday of the year unless CWS notifies them otherwise.

A corporate partner may have a business holiday or special meeting day for which a student worker's services are not required. In this event, the student worker should report to Cristo Rey that day, and CWS will assign the student worker a special work task.

Code of Conduct

All behaviors have consequences, whether or not they are the result of carefully thought-out decisions. The purpose of this code is to define the categories of misconduct and potential consequences. It is each student and family's responsibility to read and understand this code.

The Code of Conduct is designed to promote a safe, and positive learning environment. We expect respect and growth for each individual student and hold each student accountable for behavior in our school community. This includes any time a student is representing the school, on school property, during a school activity, on school-provided transportation, at work, or in the community in uniform, or otherwise noted as a Cristo Rey student. Students are expected to behave and speak in a professional manner reflective of our school's high standards.

The following are more specific, but not comprehensive, examples of conduct that reflects our core values:

- Respect for God, others, and self
- Respect for personal, school, and other's property
- Possession of required materials and timely completion of classwork and homework assignments
- Cooperation with school and classroom procedures
- Performance to the best of one's ability
- Attention and respect at all times

When students engage in behavior that does not meet the school's standards and expectations, consequences will be implemented with the intent of restoring relationships, improving the student's capacity to meet expectations, and repairing any damage caused to the school community. The Cristo Rey staff implements restorative practices - a positive approach to discipline characterized by:

- Fostering an atmosphere of mutual respect, trust, acceptance, and learning
- Creating an environment where there is communication, courtesy and joy
- Considering a sense of student responsibility for personal behavior and awareness of consequences when such actions violate school expectations

Students, families, teachers, and the administration share the responsibility for discipline. The consequences listed in this code are general guidelines. Based upon knowledge of the facts, and concepts of effective discipline, campus administrators reserve the authority to implement consequences

that, in his or her opinion, are most appropriate. These consequences may include but are not limited to a conference with the teacher, loss of privileges, appropriate restoration plan, suspension, and expulsion.

Serious or repeated violations of the Code of Conduct are grounds for disciplinary consequences up to and including dismissal from the school.

Steps of Intervention

Below is a general outline of the process followed whenever behavioral interventions are necessary. Certain steps may be skipped depending on the severity of the behavior.

1. Verbal warning: The teacher or staff will verbally address the concern with the student.
2. Teacher Conference: For minor misconduct, the teacher or staff will talk with the student privately (if possible) and let the student know that their behavior is unacceptable. The teacher or staff will then engage in a discussion with the student to address behavioral expectations and any additional support that may be needed to correct the behavior and repair any damage that may have been caused. The parent or guardian will be notified.
3. Restoration Plan: The goal of the restoration plan is to help the student establish a course of action that makes amends for the behavior and re-establishes a positive relationship with the people involved. Instead of a predetermined consequence for individual behaviors, the student works with those involved to develop an appropriate plan that includes repair and a path forward. Students who fail to meet the expectations will be subject to an academic review by the discipline review board.

Serious Misconduct

In any situation where student behavior presents a potentially dangerous or disruptive condition for the school's proper operation, the Principal or his/her designee may use their own discretion in determining appropriate consequences. The following are categories of serious misconduct that requires administrative referral upon first offense:

- Cheating / Plagiarism: including, but not limited to, intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying from another student's work; representing material prepared by another as one's own work, allowing others to copy from or use work not their own
- Drug / Alcohol Possession or Use: includes tobacco, e-cigarettes, paraphernalia used for smoking, vaping, or other uses of substances, and look-alike drugs. Look-Alike Drugs" are defined as substances, including health-aids, represented to be a controlled substance; represented to be of a nature, appearance, or effect, which will allow the recipient to display, sell, distribute, or use the substance as a controlled substance; and/or represented to be of a nature that will alter one's behavior
- Drug Distribution: includes tobacco, e-cigarettes, paraphernalia used for smoking, vaping, or other uses of substances, and look-alike drugs
- Fighting: physical contact in which two or more parties are active participants, which does or could cause bodily harm. Physical contact refers to but is not limited to hitting, shoving, pushing, tripping, pinching, or spitting
- Forgery: reproducing a copy of a document, signature, work with the intent to deceive

- Gambling: participation in unapproved games of chance or skill for individual profit
- Indecent Exposure: vulgar and offensive public nakedness; includes images sent online during and outside of school hours
- Insubordination / Disrespect / Defiance: refusal to comply with a request of school authorities or disrespect to school staff
- Physical Assault: physical attack of another person. Different from fighting in that the misconduct involves at least one (1) combatant that engages against an unwilling participant
- Possession or use of weapons, fireworks, explosives, or noxious substances: Includes replicas or look-alikes
- Theft or possession of stolen property: Includes property belonging to Cristo Rey Orange County, other students, or other members of the community
- Threatening behavior / bullying / harassment
- Unlawful Conduct: engagement in unlawful activities on or using school property or at school events
- Vandalism: significant misuse / destruction / defacement of school property and/or personal property caused by the result of inappropriate behavior
- Public displays of affection are not permitted at any time while on campus or engaged in a school-sponsored activity.

Where appropriate, consequences for serious misconduct may include loss of credit, restitution, and/or police action. Cristo Rey may contact law enforcement for any of the above infractions at any time, in accordance with all applicable local, state, and federal law.

Drug & Alcohol: Possession, Use and/or Distribution

Due to the destructive nature of drugs and alcohol on individuals and the school environment, consequences for their use, distribution, and/or possession are immediate and severe.

Cristo Rey reserves the right to conduct random drug screenings to preserve a safe and orderly environment.

Tobacco-Free Schools

Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking, vaping, and the breathing of secondhand smoke. The use of tobacco and nicotine products constitutes a serious public health hazard and is inconsistent with the goals of Cristo Rey to provide a healthy environment for students and staff.

In the best interest of students, employees, and the general public, using tobacco products on school property or in vehicles on campus is prohibited. This prohibition applies to all employees, students, visitors, and other persons at school or at a school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased, or rented by or from Cristo Rey.

Suspension And Expulsion Policy And Procedures

This Pupil Suspension and Expulsion Policy has been established in order to promote learning

and protect the safety and well-being of all students at Cristo Rey. Suspended or expelled students shall be excluded from all school and school-related activities.

Grounds For Suspension And Expulsion Of Students

A student may be suspended or expelled for prohibited misconduct that negatively impacts the school environment, this includes but is not limited to any time a student is representing the school; on school property; during a school activity; on school-provided transportation; at work; or in the community in uniform, or otherwise noted as a Cristo Rey student.

Offenses

Discretionary Suspension and Expulsion Offenses. Students may be suspended or dismissed from Cristo Rey for any of the following acts when it is determined the student:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force of violence upon the person of another, except self- defense.
- Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to vapes, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold any prescription drugs.
- Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause

serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school- sanctioned events.

- Made terroristic threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for their own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive. t. Intentionally harassed, threatened, or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.
 - Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - Causing a reasonable student to experience substantial interference with his or her academic performance.
 - Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges
 - “Electronic Act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to,
 - telephone, wireless telephone, or other wireless communication device,

- computer, or pager, of a communication, including, but not limited to, any of the following:
 - A message, text, sound, video, or image.
 - A post on a social network Internet Web site including, but not limited to:
 - Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - Creating a false profile for the purpose of having one or more of the effects listed in subparagraph above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - An act of cyber sexual bullying.
 - For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1).
 - A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
- A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline

Non-Discretionary Suspension Offenses

Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

- Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Head of School or designee’s concurrence.
- Brandishing a knife at another person
- Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053, et seq.
- Committing or attempting to commit a sexual assault or committing a sexual
- Battery as defined in Education Code Section 48900(n).

When a student is suspected of committing or commits one or more of the offenses listed above, the appropriate staff must objectively gather relevant facts and evidence and then analyze the facts and evidence to determine the appropriate consequence(s) and whether sufficient facts and evidence exist to support a suspension or expulsion. Gathering the relevant facts and evidence of any given incident may include obtaining signed written statements from witnesses, interviewing witnesses, documenting any admissions of guilt, collecting and/or photographing any physical evidence and creating a written summary of the Investigation.

Gang Affiliation

We strongly believe that gang membership is dangerous for students, harmful to the safe learning environment of the school, and destructive to the community and families that we serve. Therefore, students will also be subject to disciplinary action, up to and including immediate suspension or expulsion, for gang membership, affiliation, or behavior, which can be defined in many ways, including, but not limited to:

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

Physical Displays of Affection

There should be no physical displays of affection between students, including physical contact other than a shoulder hug-and-release. Students should not engage in kissing in any form, hand-holding, or embraced walking.

All policies governing the student Code of Conduct are in effect during on-campus in an in-person learning environment as well as during any form of virtual learning environment or school activity. Students are expected to uphold all school rules and to display core values regardless of the learning environment.

Dress Code and Professional Appearance

The Dress Code is designed to assist students in making decisions about appropriate dress. Cristo Rey's Dress Code ensures that every student will dress professionally, modestly, and safely. It corresponds to business professional dress both in the workplace and school. The specific dress code guidelines are listed in the "Cristo Rey Dress Code Outline."

Students must adhere to dress code requirements for official school functions, including those outside of regular school hours unless otherwise exempted by school officials. Students may not wear clothing that

contains words, messages, or images that the school may deem inappropriate. In all cases, the school has the final decision.

The safety of our students is a priority. Most jobs require some interaction with office machinery such as copiers, fax machines, etc. A neat appearance and properly fitting clothing will help avoid potential mishaps. Proper footwear and the absence of sensory distractions, such as music, headphones, etc., help ensure safety. Students are expected to follow the same dress code for work as they do for school, regardless of the dress code enforced at the workplace. CWSP may adjust the dress code to align with worksite requirements.

Basic Guidelines

All students must follow the dress code to attend work or class. The school reserves the right to determine what constitutes appropriate dress. In all cases, the school makes the final decision.

- Students will practice good hygiene because it is very important to their health and appearance. Students should brush their teeth and bathe daily, use deodorant, and present a tidy and professional appearance in their hairstyle and clothing. Student facial hair must be clean, well-maintained, and neat.
- Hair must be a naturally occurring color and be neat and manicured
- Students must be in full dress code before morning stand-up or classes begin at 8:15 a.m.
- Students may be asked to call home and have a family member bring the necessary uniform items.
- Hats and hoods are not permitted at any times
- Headphones are not permitted at any time on campus or at work

In all instances, the school reserves the right to regulate against unbecoming fads or fashions that reflect negatively on the school and/or person. It is the right and responsibility of the faculty to enforce the dress code. Any clothing, styles, and/or accessories that are, in the opinion of the administration, deans, and/or faculty, gang-related (or possibly gang-related) or inappropriate for a Catholic school community are not permitted on the Cristo Rey campus or at any Cristo Rey event or activity.

Acceptable Clothing and Appearance

Boy's Dress Code Guidelines

Pants:

- Pants may not be oversized, baggy, torn, rolled or unhemmed. Pants may not be below the waist. Pants may not be cargo-style, jogger-style, or have any embellishments including side pockets, or zippers at the knee. Pants purchased through Vicki Marsha are preferred. Acceptable pants color: Khaki

Shirts:

- Shirts may not be oversized, baggy, or torn. Shirts must be clean and pressed. Shirts must be tucked in. Acceptable shirts must be from Vicki Marsha and contain our school logo.

Sweaters:

- Sweaters may not be oversized, baggy or torn. A uniform polo/Oxford shirt must be always worn under the sweater. The sweaters must be from Vicki Marsha and contain our school logo.

Undershirts:

- Only plain solid shirts can be worn. Undershirts cannot be larger or longer than the polo. Undershirts are to only match the color shirt students are wearing. (Ex. White polo, white undershirt)

Jackets:

- Only jackets purchased through Vicki Marsha are allowed inside the school building. Other jackets are not permitted in the school dress code. However, on rainy days, students can wear a solid-colored jacket. Once inside the school building, non-Vicki Marsha jackets must be put away or not worn.

Hair:

- Student hair should be groomed and styled in a presentable and professional manner. Students' hair should not be distracting nor be in extreme fashion: spiked hair, dyed, mohawk, designs or bald. Hair must not cover eyes. If hair is longer than chin length, it must be pulled back neatly.

Shoes:

- Shoes must be all black, including the soles. There should be no other color present on the shoe or shoelace. The following are not permitted: Birkenstock, platforms, sandals, flip flops, huaraches, moccasins, dance shoes.

Socks:

- Socks must be a solid color. Acceptable colors are Black or Navy Blue.

Grooming:

- Facial hair should be well-groomed, neat, and well-maintained. The school reserves the right to require a student to shave if needed during school hours.

Accessories:

- No excessive jewelry may be worn. Belts must be solid black and not hang below the waistband, nor beyond the last belt loop, not excessive in length or inappropriate style (any design on buckle is not permitted). No piercings or tattoos are permitted. The school reserves the right to determine what is appropriate.

Hats/Hoods:

- Hats and hoods of any kind are not permitted inside the school building.

Special Events:

Mass:

- When there is schoolwide mass, male students are expected to be in their mass attire which includes:
 - Oxford Shirt
 - Black Belt
 - Tie
 - Khaki Pants
 - Black Shoes

Spirit Days:

- When there are spirit days students may come out of uniform. Students must dress in the day's theme and must be appropriately dressed. Garments must not contain inappropriate words or letters. Clothing that is oversized, baggy, torn or excessively tight is not permitted.

Athletic Team and Activity Dress

- Students participating in a sport or campus approved organization may wear an approved sweatshirt, collared shirt, or t-shirt on approved day.

College Sweater Days:

- Every month we have college sweater days in which students can wear a college sweater. On those approved days students can come in a college sweater but must still come in full uniform.

Girls Dress Code Guidelines

Skirts:

- Skirts are to be no more than an inch from the top of the knee. Skirts may not be excessively short, tight, torn or rolled up at the waist. Vicki Marsha is the only approved skirt vendor.

Pants:

- Pants may not be oversized, baggy, torn, rolled or unhemmed. Pants may not be below the waist. Pants may not be cargo-style, jogger-style, or have any embellishments including side pockets, or zippers at the knee. Pants purchased through Vicki Marsha are preferred. Acceptable pants color: Khaki

Shirts:

- Shirts may not be oversized, baggy, or torn. Shirts must be clean and pressed. Shirts must be tucked in. Shirts must be from Vicki Marsha and contain our school logo.

Sweaters:

- Sweaters may not be oversized, baggy or torn. A uniform polo/Oxford shirt must be always worn under the sweater. The sweaters must be from Vicki Marsha and contain our school logo.

Undershirts:

- Only plain solid shirts can be worn. Undershirts cannot be larger or longer than the polo. Undershirts are to only match the color shirt students are wearing. (Ex. White polo, white undershirt)

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Jackets:

- Only jackets purchased through Vicki Marsha are allowed inside the school building. Other jackets are not permitted in the school dress code. However, on rainy days, students can wear a solid-colored jacket. Once inside the school building, non-Vicki Marsha jackets must be put away or not worn.

Socks:

- Socks must be a solid color. Acceptable colors are Black or Navy Blue. Thigh-high socks are not permitted.

Tights/Leggings:

- Solid colored tights or leggings may be worn under the skirt. The leggings must be navy blue or black. Not permitted at any time are: sweats, joggers, jogger pants, thermal underwear, thigh highs, nylons, patterned stockings and/or fishnet stockings.

Shoes:

- Shoes must be all black, including the soles. There should be no other color present on the shoe or shoelace. The following are not permitted: Birkenstock, platforms, sandals, flip flops, huaraches, moccasins, dance shoes. Heels should not be higher than 1 ½.

Hair:

- Distracting hairstyles and/or colors will not be permitted and must be naturally occurring colors. Hair should be always kept neat and clean. Hair must not cover eyes.

Make-Up

- Make-Up, if worn, must be in good taste and modest. Excessive and extreme colors are not permitted.

Accessories:

- No excessive, distracting or oversized jewelry may be worn. Two pairs of small earrings are permitted. Body piercings or facial piercings are not permitted. Nail length may not be longer than ½ inch. Tattoos are not permitted.

Hats/Hoods:

- Hats and hoods of any kind are not permitted inside the school building.

Special Events:

Mass:

- When there is schoolwide mass, female students are expected to be in their mass attire which includes:
 - Oxford Shirt
 - Black Belt
 - Khaki Pants or Skirt
 - Black Shoes

Spirit Days:

- When there are spirit days students may come out of uniform. Students must dress in the day's theme and must be appropriately dressed. Garments must not contain inappropriate words or letters. Clothing that is oversized, baggy, torn or excessively tight is not permitted.

Athletic Team and Activity Dress

- Students participating in a sport or campus approved organization may wear an approved sweatshirt, collared shirt, or t-shirt on approved day.

College Sweater Days:

- Every month we have college sweater days in which students can wear a college sweater. On those approved days students can come in a college sweater but must still come in full uniform.

While on campus or while attending off-campus school-sponsored activities, both during and outside of regular school hours, students must wear modest clothing that does not contain words, messages, or images that the school may deem inappropriate. In all cases, the school has the final decision.

Consequences for Dress Code Violations: Verbal Warning

1. Warning
2. Parent Phone Call
3. Lunch Detention
4. After School Detention
5. Parent Meeting results in-school suspension
6. Contract/Dismissal from Cristo Rey

Technology

Cristo Rey offers internet access, devices, and technology resources for educational purposes for students and staff to use through the school's device network. Our Technology Policy applies to all electronic communications or depictions, whether they occur through the school's equipment or connectivity resources or through personal electronic devices. Changes or modifications to this policy may be at the discretion of the Administration and will be announced to the User.

Cristo Rey will issue a device to students which they will use for as long as they are enrolled at the school. This section establishes rules and guidelines on how to best use this device as a professional academic.

Taking Devices Off Campus

Students taking their laptops home must ensure that they are well maintained, clean, and fully charged for use the following day.

Students must respect the Responsible Use Policy even off-campus.

Damaged Devices

Damage that occurs at school or home should be reported directly to the Cristo Rey IT Department.

- Please do not attempt to contact an outside service company for repair questions; contact the school directly
- No “jailbreaking” or changing the operating system of the device; it can cause damage
- Please do not allow moisture in the device. Clean with a soft, lint-free cloth
- Please do not remove the Serial Numbers, Identification Numbers, or labels of the device
- Students and families may be financially responsible for damage, loss, or stolen devices

Lost Devices and “Loaners”

In case of theft, the student is responsible for immediate communication with campus administrators who will assist the student in contacting local authorities and filing a police report. In case of loss, the student should communicate with Cristo Rey as soon as possible.

Loaner devices may be issued to students when their devices are being repaired by the school.

Returning Devices

Students who are issued devices are to return them by the last day of the school year. The device will be inspected during the summer and a fee will be charged to the student account for every necessary repair or missing part.

Devices must be returned immediately when a student transfers out of Cristo Rey or is terminated for any reason.

Privacy

The device and the school-issued email account are the property of the school and may be subject to inspection at any time.

Cristo Rey reserves the right to look at a student's web page history on issued devices. If there is any tampering of web page history, that is in direct violation of this agreement. Inappropriate searches or material will result in disciplinary action.

Fees

Devices will be inspected randomly during the year and at the end of the school year. Any damage to the device will result in fees incurred.

The cost for damages will be determined on a case-by-case basis.

Families and students will incur the full cost of the device if they are lost devices or non-functional through willful neglect.

Unauthorized Software

For students' privacy and safety, installation of unauthorized computer programs and software, including files downloaded and accessed on the Internet without authorization and permission is strictly prohibited.

This policy includes Apps from Google webstore and from any 3rd party developer. Google Chrome/Microsoft Edge is the only authorized browser for Cristo Rey Orange County High

School. All other Internet browsers such as X-Browser and all incognito-type browsers are not allowed.

Personal Devices

Students who bring personal devices to school do so at their own risk. No personal electronic devices such as mobile phones, smart watches, music players, video game devices, and personal laptops should be used during the school day.

Students are permitted to use technology only for educational purposes and subject to the individual instructor's discretion. The use of technology is a privilege. Cristo Rey may request to search student devices when a student may have violated the school's acceptable use policy. We are working together to provide a positive and safe learning environment by respecting others, our work, property, and ourselves. Violation of this policy is subject to disciplinary action.

Transportation

As their employer, CWS coordinates all transportation to and from the Job Partners for all student employees. Although the specific mode of transportation for student employees may vary, they are required to take the mode coordinated by CWS staff every day they work.

Drivers and chaperones, like any other faculty and staff member of Cristo Rey, must be treated with respect. These individuals are responsible for the safety of all students in their charge and should not be distracted by inappropriate or unsafe behavior. Students who disobey these rules will receive the same disciplinary action as they would for violating a policy on campus: detention, suspension, disciplinary hearings, etc. Damage to the vans may result in financial responsibility to families.

Wellness

Cristo Rey is committed to the belief that human life is sacred from conception to natural end, that sexuality becomes personal and truly human when it is integrated into the lifelong union of marriage, and that the dignity and respect for all persons is protected.

The school administration responds to student pregnancy or paternity on a case-by-case basis in a spirit of Christ-like Catholic compassion. Expectant students require acceptance, counsel, and love.

It is a Catholic community's responsibility to give support and aid to those involved while not condoning or justifying their behavior. Counseling for the expectant parents is strongly encouraged.

Business and Financial Policies

Family Contribution (Tuition) Financial aid is awarded on a case-by-case basis based upon the financial needs of each family. The amount for each student is determined during the admissions process and each family's financial situation is verified through a third-party vendor. Once determined, the contribution amount remains the same for each school year unless otherwise communicated. Students with an outstanding family contribution balance may not be allowed to walk at graduation or receive a diploma and will not be eligible to work for pay at their CWS worksite during vacation days until the balance is paid.

Payment Instructions:

- The annual amount is divided into 10 monthly payments which are payable September through June
- Payments are due on the 1st of each month. A late fee may be applied if payment is received after the 10th of the month
- Families are encouraged to make payments by automatic bank withdrawal through the Cristo Rey OC website. One time or recurring credit card payments may also be made through the website
- If paying by cash or check, please pay at the front desk and request a receipt. If no one is available, you may fill out a payment envelope and leave it in the white payment drop box in the outer entrance area
- Any payment concerns should be communicated to Director of Admissions

General Policies

Cristo Rey does not discriminate in employment, admissions, educational programs, or other activities – in any manner contrary to law or justice – on the basis of race, color, creed, religion, national origin, gender, marital status, disability, age, sexual orientation, or status with regard to public assistance.

At the same time, Cristo Rey affirms its right and duty to seek and retain personnel who will make a positive contribution to its religious character, goals, and mission as a Catholic, educational institution. It also affirms its right and duty to conduct its programs and activities in a manner consistent with its Catholic identity.

Statement for Admissions Material (to conform to IRS Rev. Proc. 75-50): Cristo Rey does not discriminate in admissions, educational programs, or other activities – in any manner contrary to law or justice – on the basis of race, color, creed, religion, or national origin.

Athletics

Cristo Rey believes in the philosophy that participation in co-curricular performances, CWS events, college visits, sporting events, school ambassador events, and special off-campus trips are all important components of a Cristo Rey education. Participation in these events is a privilege granted to students who uphold the ideals of leadership, display good citizenship, meet expectations of the school community, abide by the rules and regulations of the California Interscholastic Federation (where applicable), and commit themselves to academic success by attaining a minimum 2.5 GPA.

Behavioral Expectations During Co-Curricular Events

Participants in co-curricular activities are representatives of the entire Cristo Rey community when they compete or perform. Students involved in or attending extra-curricular activities or special events are expected to maintain a high standard of conduct and follow all rules as outlined in the Cristo Rey handbook, CIF and any rules outlined by the event/team organizers, coaches, and leaders.

All students are expected to behave in a way consistent with the mission and values of Cristo Rey at any co-curricular event. Students are expected to show respect during the National Anthem and school songs and will only use cheers that are appropriate and positive. An important goal of the interscholastic athletics program is to teach and reinforce values relating to sportsmanship, competition, and fair play. It is expected that team personnel, parents/guardians, and spectators promote appropriate behavior at athletic events. Any student, parent or spectator involved with violence related to poor sportsmanship at athletic contests or any special event will be subject to dismissal from school.

In the event a student is disqualified from any athletic event due to misconduct, CROC will uphold CIF suspension recommendation. Furthermore, CROC reserves the right to add any other consequence deemed necessary for any misconduct write-up.

Hazing is prohibited at all times. Hazing involves any act that subjects teammates to mental or physical discomfort, embarrassment, harassment, or ridicule. In some instances, hazing constitutes a criminal act. At a minimum, hazing may lead to immediate dismissal from a team. All stakeholders across the CROC athletics program are expected to exhibit behaviors that promote a positive culture.

Eligibility to Participate in Co-Curricular Activities

Academics

Students who wish to participate in co-curricular activities and off-campus events must be in good academic standing to participate in games or performances. To be in good standing, students must maintain a minimal GPA of 2.5 in all classes. Individual activities may have higher requirements. These will be communicated in advance of the season by the coach or advisor. Students below a 2.5 GPA may practice or attend meetings with the team or group after meeting with the Dean of Students & Culture to discuss an action plan and contract to determine eligibility to continue to participate in a sport. All parties must sign and adhere to the action plan and contract: parents, students and Dean of Students & Culture. Failure to uphold the action plan and contract may result in a no participation season.

Eligibility is determined on a quarterly basis. Students who are deemed ineligible will remain so until the next eligibility check. Students must also maintain a positive standing at their corporate workplace to be eligible; a workplace termination or serious infraction may result in loss of eligibility based on conversations between CWS, activities, and members of the academic team.

Forms

Students must submit a current:

- Pre-participation Physical Evaluation Form,
- Student/Parent/Guardian Athletics Participation Agreement,
- Assumption of Risk and Release of Claims

These forms must be submitted before any students participate in any athletic practice or contest.

Fees

There are no fees that are mandatory in order to participate in any sport at CROC. Students will have the option to purchase spirit wear/pack. Such fees and costs are optional for student-athletes and will not constitute non-participation.

CWS Responsibilities and Participation in Co-curricular Events

Given the nature of the Corporate Work Study program, conflicts will arise between work schedules and practices, games, and activities. Work always takes precedence over co-curricular activities. A student may not miss any work to participate, nor should the student ask their supervisor for an exception under any circumstance. Failure to abide by this policy will result in immediate removal from the activities program for the remainder of the year.

If a student misses any CWS-required time to participate in practice, a game, rehearsal, or performance, that student will not be able to participate in any co-curricular activities for the remainder of the academic year.

Media Release

Media Release and Consent

Throughout the year, students may be highlighted in efforts to promote Cristo Rey Orange County High School through various forms of media, including printed materials, newspapers, the internet, social media, videos, and radio, as well as lawful purposes of school presentations and publication in the yearbook. As parent or legal guardian, you are authorizing Cristo Rey Orange County High School, the Cristo Rey Network, and the Cristo Rey Corporate Work Study Program, and their successors and assignees (collectively, "Cristo Rey"), to print, name photograph, and record your student for use in audio, video, film, or any other electronic, digital, printed material, writing or other document, whether circulated or not, and in all types of media.

You further consent that any such image, likeness, or voice contained in photographs, films, recordings, or other media are the permanent property of Cristo Rey and waive any and all present or future compensation rights to the use of the above stated material(s).

Cristo Rey shall have the right to print, reprint, publish, distribute, copyright, copy, vend, perform or represent publicly, or create derivative works based on and using the image, likeness, or voice depicted

in such photographs, film, recordings, or other media as it may desire. No monetary or other consideration shall be due or owing in connection with this Media Release. This applies to electronic, print, digital and any future platforms.

Consent to the Media Release is implied. If you choose to opt out of the release, please contact the school office for the appropriate forms.

Emergency Procedures

Emergency School Procedures

Cristo Rey implements the Standard Response Protocol and maintains a current school emergency and Crisis Response Plan. We collaborate with local law-enforcement and commit the school's resources to ongoing training, exercises, and maintenance required to maintain current protocols. In the event of an emergency, CROC will take the following actions to provide for the safety of our students.

Students at Work

Each job partner has provided Cristo Rey Orange County with the name of a direct supervisor who has the responsibility of knowing where the student worker is at all times during their assigned work day. In any emergency situation, the direct supervisor will communicate to CWS the details of the situation, what steps the company has taken, and the student worker's location. Once it is safe to do so, CWS will pick up the student worker or provide instructions on how the student is to be transported. CWS will communicate with parents and guardians of student workers who are working at the time of an emergency.

Students at School

Cristo Rey Orange County High School has a detailed Emergency Operations Plan in case of an emergency. Should an emergency or disaster situation happen during school, Cristo Rey will communicate with parents and guardians, as possible, to advise them of arrangements being made for the safety of the students. Cristo Rey will only release students to family members identified on the school emergency card.

Disclaimers

FERPA Annual Notification of Rights Under FERPA

As a member of the Cristo Rey Network, Cristo Rey 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 and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Cristo Rey OC, "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 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. Parents or eligible students should submit to the Principal a written request that identifies the record(s) they wish to inspect. Cristo Rey will make arrangements for access and notify the parent 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. If Cristo Rey decides not to amend the record as requested by the parent or eligible student, Cristo Rey will notify the parent 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 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 Cristo Rey as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving Cristo Rey contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or a company providing degree verification services to CROCHS); or a parent 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 education record in order to fulfill his or her professional responsibility.
- 4) You have a right to file a complaint with the U.S. Department of Education concerning alleged failures by Cristo Rey 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 Cristo Rey's obligations to parents and eligible students pursuant to the Family Educational Rights and Privacy Act ("FERPA" or "the Act"), notice is hereby given of Cristo Rey's FERPA policy and parents' 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 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 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

Parents and eligible students are advised that notwithstanding the above, Cristo Rey 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 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 or eligible student may initiate a hold on the release of directory information at any time. This may be done in writing to the Assistant to the Principal. If the parent or eligible student submits the request to the Principal, it becomes effective on the day it is entered by the Principal.

Parents 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 or eligible student places a hold on the release of directory information, the restriction remains in effect permanently, unless rescinded by the parent or eligible student. For this reason, parents and eligible students are encouraged to review their demographic data periodically. In the event that no restriction is filed, Cristo Rey will assume that the parent or eligible student does not object to the release of directory information.

Disclosure of Personally Identifiable Information

Under FERPA, Cristo Rey 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, 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.