DePaul
CRISTO REY
HIGH SCHOOL

Student and Parent/ Guardian Handbook 2025-2026

3440 Central Parkway • Cincinnati, OH 45225
513.861.0600 • www.depaulcristorey.org

Greetings from the Principal,

Students, Parents and Guardians of the DePaul Cristo Rey Community:

Welcome to the 2025-2026 school year! Our teachers, staff and administrators are excited to partner with you to ensure a successful year for our students.

This year, we continue to examine what it means to be a Bruin, especially in relation to our self, our peers and our community. Our students will be challenged to Lead with Love and Serve with Purpose, especially when showing care is not the easy way. A hallmark of a Catholic School, however, is how we make sure that all feel loved, valued and welcomed. It is our goal that each one of our students build relationships not only with their peers, but with at least one staff member who they can trust.

Every day when our students enter the building, they are greeted by the words "Believe, Achieve and Become" hanging prominently from our wall. 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 to 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! Our expectations are high, but we are confident our students will thrive! Excellence will happen, but remember, excellence requires failure. Not everything will be perfect, and high school is where you learn how to adapt and grow from mistakes.

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 emailed 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

TABLE OF CONTENTS

I. MISSION, BELIEFS and VALUES

DePaul Cristo Rey High School Mission Statement & DePaul Cristo Rey Non-Discrimination Policy

II. 2025-2026 SCHOOL CALENDAR

III. DEPAUL CRISTO REY HIGH SCHOOL ADMINISTRATION, ACADEMIC AND PROFESSIONAL STAFF DIRECTORY

IV. ADMISSIONS/SCHOOL POLICIES

Admissions; Returning Students; New Student; Probation; Withdrawals; ; DPCR Tuition Policy 2025-2026; Records Retention Policy; Attendance Policy (Truancy, Excessive Absences, Excessive Tardy, Definition of "Excused" and "Unexcused", Unforeseen Absences, Foreseen Absences, Early Dismissal, Scheduling Outside Appointments, Family Vacations During the School Year, Absence Due to Serious Illness or Injury, Attendance on Testing and Exam Days; Change of Personal Information; Medical Information; Emergency Medical Authorization Form; Non-custodial Parent; Campus Access/Office Hours; Food/Bruin Café; Technology and Internet & Network Usage Agreement for Internet, Email and School Network; Cell Phones/Electronic Devices/Social Media; Child Abuse; College Visits; Elevator Use; Fire, Tornado, Other Safety Drills; Inclement Weather Policy; Lockers/Personal Property, Money, and Books; Search and Seizure Policy; Drug Testing Policy; Smoking/Substance Abuse Policy; Pregnancy Policy; Student Passes; Announcements; Visitors; Solicitations

V. ACADEMIC INFORMATION

Daily Schedules: In-class & Virtual; Definition of High School Credit; DPCR High School Minimum Graduation Requirements; Course Request & Withdrawal; Sample Course Sequence; Grading; Grading Scale; GPA; Academic Honors; Qualifications Criteria for Valedictorian; Academic Expectations (D.P.C.R. – Dedicated, Professional, Caring, Responsible); Academic Honesty; Violation of Academic Honesty/Procedures; Missing/Late Work; Exam Exemptions; Incomplete Work; Support Services: Faculty and Staff Support; Family Support; Special Learning Needs; College Counseling; Graduate Success; Counseling and Social-Emotional Needs; Campus Ministry/Service Learning Program; Artificial Intelligence Responsible Use Policy

VI. BEHAVIOR EXPECTATIONS/CODE OF CONDUCT

Student behavioral expectations, support, and consequences, Expectations/Code of Conduct (D.P.C.R. – Dedicated, Professional, Caring, Responsible); Bullying; Harassment & Reporting Bullying and Harassment; Physical Boundaries and conduct; violence and gang policy; Violations of Code of Conduct; Growth Plans and Restorative Practices; Detention; Service Detention; Suspension; Administrative Withdrawal; Restorative Practices, Intervention Growth Plans, Administrative Meetings, Restorative Response Matrix

VII. OFFICIAL DRESS CODE FOR ALL DEPAUL CRISTO REY HIGH SCHOOL STUDENTS

Uniform Expectations; Pants; Shirts/Ties; Socks and Shoes; Belts, DPCR Outerwear; Cast/Crutches/Doctor's Notes; Facial Appearances; Hair/Head Wear; Jewelry and Body Art; Text, Graphic, Logos; Undergarments; Out of Uniform Days; Senior "Accepted" Shirts

VIII. STUDENT CO-CURRICULAR ACTIVITIES AND ATHLETICS

Co-Curricular Activities; Athletic Academic Standards; Athletic Academic Probation Guidelines; Bruin Athletic Expectations, School Dance Events

IX. CORPORATE WORK STUDY PROGRAM

Program Overview; Family Expectations; Student Expectations; Student CWSP Earnings; Student Worker Eligibility; CWSP Attendance Policy, Opportunity for Make-up Days; Student Grading Policy & Performance Management; Quarterly performance Evaluation; Daily Participation; Time-cards; Student performance Improvement Plan; CWSP Code of Conduct Violation, Transportation; Lunchtime and Breaks; Pre-employment TB Testing or Flu Shots; Illness at Work; Absence from Work; Late Transports to Work; Early Pick-Ups from Work; Early Dismissals and CWSP; Holiday Parties/Offsite CWSP Activities; Offsite Travel

X. ADDITIONAL INFORMATION

Chain of Command Communication, *Federal Education Rights and Privacy Act & NOTIFICATION OF DESIGNATION OF DIRECTORY INFORMATION*

XI. STUDENT AND PARENT/GUARDIAN HANDBOOK SIGNATURE PAGE

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.

DePaul CRISTO REY CINCINNATI

School Year 2025-2026

JULY/AUG

July 21-Aug 1	**Summerbridge for freshmen** (if applicable)

AUG

Aug 4-7	**CORE and Bruin Days**
Aug 6	**Senior Commissioning**
Aug 8	**CORE Field Trip**
Aug 11-13	**Faculty/Staff Professional Development**
Aug 14	**First Day of School**
Aug 15	**Feast of the Assumption Mass**
Aug 19	**Junior Class Meeting**
Aug 21	**Sophomore Class Meeting**
Aug 27	**Meet the Teacher Night**

SEPT

Sept 1	**Labor Day** NO SCHOOL/NO WORK
Sept 2	**CWS First Day of Work**
Sept 15	**Hispanic Heritage Month begins**
Sept 22-26	**Founders Week**
Sept 26	**Founders Day Mass**
Sept 27	**Homecoming Dance**
Sept 29	**Golf Outing**

OCT

Oct 2-3	**Junior Retreat**
Oct 9	**Fall PSAT**
Oct 10	**Multicultural Festival**
Oct 15	**1st Quarter Ends**
Oct 16	**Faculty In-service**
Oct 16-17	**Fall Break** NO SCHOOL/NO WORK
Oct 24	**First Quarter Awards Chapel**
Oct 31	**Freshmen Retreat**

NOV

Nov 6	**Admissions Open House**
Nov 13	**Parent-Teacher Conferences** (Early Release)
Nov 14	**Parent-Teacher Conferences** NO SCHOOL/NO WORK
Nov 22	**HSPT for 8th Graders**
Nov 25	**DPCR Talent Show**
Nov 26-28	**Thanksgiving Break** NO SCHOOL/NO WORK

DEC

Dec 5	**Priority Application Deadline** (Admissions)
Dec 8	**Feast of Immaculate Conception Mass**
Dec 17-19	**Exams**
Dec 22-Jan 2	**Christmas Break** NO SCHOOL/NO WORK

JAN

Jan 5	**Classes Resume**
Jan 16	**First Semester Awards Chapel**
Jan 19	**MLK Day** NO SCHOOL/NO WORK
Jan 26-31	**Catholic Schools Week**
Jan 30	**Catholic Schools Week Mass**

FEB

Feb 1	**Black History Month Begins**
Feb 4	**CWS Leadership Breakfast**
Feb 5	**Admissions Priority Registration Deadline**
Feb 12	**Parent-Teacher Conferences** (Early Release)
Feb 13	**Faculty & Staff Retreat** NO SCHOOL/NO WORK
Feb 16	**Presidents' Day** NO SCHOOL/NO WORK
Feb 18	**Ash Wednesday Mass**

MAR

Mar 1	**Women's History Month Begins**
Mar 5	**SAT Testing**
Mar 10	**You Make A Difference** (Freshmen)
Mar 13	**3rd Quarter Ends**
Mar 20	**3rd Quarter Awards Chapel**
Mar 23-Mar 27	**Spring Break** NO SCHOOL/NO WORK

APR

Apr 2	**Lenten Prayer Service**
Apr 3-6	**Easter Pause** NO SCHOOL/NO WORK
Apr 10	**Sophomore Retreat**
Apr 8-11	**Washington DC Trip** (Juniors)
Apr 22	**CWS Senior Supervisor Breakfast**
Apr 24	**Faculty In-Service** NO SCHOOL/NO WORK
Apr 25	**Rey of Light**

MAY/JUNE

May 7	**New Bruins Night**
May 8	**Baccalaureate Mass**
May 9	**Prom**
May 12-14	**Senior Exams**
May 15	**Awards/Graduation Practice**
May 20-22	**Underclassmen Exams**
May 22	**Last Day of School**
May 25	**Memorial Day**
May 26	**Faculty In-service** **Commencement**
June 19	**Juneteenth**-DPCR CLOSED

II. SCHOOL ADMINISTRATION, ACADEMIC AND PROFESSIONAL STAFF DIRECTOR

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IV: ADMISSIONS/SCHOOL POLICIES

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 2025-2026

DePaul Cristo Rey is for students who desire a college preparatory, Catholic education but could not otherwise afford one. For the 2025-2026 school year, tuition is $16,908. Students working through CWSP earn $8,500 toward their tuition. The maximum amount of family contribution for tuition is $8,408 plus $400 in school fees. Financial Aid is available. Students returning to DePaul Cristo Rey are responsible for paying at least 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. **You are not officially enrolled until the School has received your registration fee.**
- ❖ All families pay a **$100 non-refundable** student fee due before the first day of school.
- ❖ All families pay a $250 **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 Smart Tuition, 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 5th of each month. If you want to change your payment plan, you must login to Smart Tuition, call Smart Tuition 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 8th of the month. If you need to make arrangements, you must contact the Business Office before the 8th of the month.

Payment Methods -Families may pay at 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.

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 **and fees** due. **Certain school records may not be released until all money owed to the school is paid in full.** This includes food service, lost or broken school-issued materials, etc.

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 will not 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 who receive the EdChoice Scholarship can't exceed 20 excused/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.

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 Advising 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 attendance is essential for academic success, personal growth, and full participation in the DPCR experience. Consistent attendance builds responsibility, resilience, and readiness for the professional world. All families and students are expected to support this policy fully, understanding that absences and tardiness—regardless of reason—can impact academic progress, CWSP performance, and scholarship eligibility. DPCR also complies with all attendance guidelines required by the State of Ohio and the EdChoice program.

Daily Expectations

- The school day begins promptly at 7:45 a.m.
- Students must be in their classroom, CWSP placement, or assigned location **by** 7:45 a.m. or will be marked tardy.
- Attendance is taken every period, every day, including CWSP.
- Students are expected to attend all scheduled classes, CWSP workdays, liturgies, field trips, and school events.

Truancy, Excessive Absences, Excessive Tardy

Being on time is a life skill and a professional expectation. Students are responsible for being seated and ready to learn by 7:45 a.m.

Tardy Policy:

- 5 unexcused tardies in a month → automatic detention + parent call
- 10 unexcused tardies in a month → 2 after-school detentions + parent conference
- 15 or more tardies per semester → placed on an Intervention Growth Plan and risk administrative review

Every 5 tardies = 1 full-day absence
Maximum: 20 total tardies (excused + unexcused) per semester

Important:

Communication from a parent/guardian is required for a tardy to be considered "excused." A phone call or written documentation is required.

Absences

All absences must be documented in writing. Phone calls must be followed up with a written note or official documentation **within one week** of the absence to be considered excused.

Absence Consequences:

- **3 unexcused absences** → parent call + official write-up in Power School

- **5 unexcused absences** → mandatory parent meeting + warning letter for excessive absences
- **10 unexcused absences** → Intervention Growth Plan + possible course failure
    - Students with 10 or more absences in any class in a semester may lose credit and receive a **60%** failing grade for that course
    - Administrative discretion may apply
- **15+ total absences (excused or unexcused)** → administrative review with potential for removal from DPCR due to chronic truancy

Note:
EdChoice scholarship students may **not exceed 20 total absences** (excused or unexcused) in a school year.

Early Dismissal

- All early dismissals must go through the Main Office and be accompanied by a written note or email from a parent/guardian.
- Students must be signed out by a parent or authorized adult.
- **There is no early dismissal from CWSP.** Students must make up any missed work time.
- Excessive Early Dismissals without documentation will be considered a violation of our school attendance policy.

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 knowingly tardy or absent to avoid it being considered "unexcused. **Phone calls alone will no longer be accepted as valid documentation for an excused absence.** All documentation must be provided within **one week of** the absence.

- **Illness or injury of the child.** The parent/guardian must provide documentation to the 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.
- **Medical or dental appointment.** The parent/guardian must provide documentation to the school. The 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 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 school detailing the emergency circumstances.

Unexcused Absences:

- Oversleeping
- Transportation without notice
- Family vacations during school days
- Failure to submit written documentation within one week

Unforeseen Absences - A parent or guardian must call the Main Office by 7:45 a.m. to report an unanticipated absence. Upon returning to 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.***

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.

Sample Excuse Note

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Dear Assistant Principal, Front Office

My student, [First and Last Name], was absent on [Date] due to [Reason]. I can be
reached at [Phone Number] for any follow-up.

Sincerely,
[Parent/Guardian Name]
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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.

All written documentation for tardy and absences must be submitted within one week.
Phone calls are helpful but not sufficient to excuse an absence.
Students who fail to meet attendance expectations will face escalating disciplinary consequences up to and including being asked to withdraw from DePaul Cristo Rey High School.

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 College Advisor to accommodate seniors who need additional college days. Any requests for college visit days should be made to the College Advisor 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 the overall care of the campus 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 at 4:00 p.m.to students not involved in scheduled co-curricular activities. 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 a.m. – 3:00 p.m. Monday – Friday.

SOLICITATIONS: Student solicitations (fundraisers, collections, etc.) of any kind are not permitted unless first approved by the Advancement 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 dose of newly prescribed medication should not 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. Student's name and address
2. Student's 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 a responsible adult can pick up the medication in the front office, or a parent may request that the school dispose of any remaining medication. A 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 advising reps will need a pass from a college advisor 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 (Door Dash, Uber Eats, etc.) 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 3rd consecutive year of "provision 2" it's policy for serving meals under the National School Lunch Program. For the 2025-2026 school year **"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 & BEVERAGES 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 advisor will have to retrieve a lunch pass from a college advisor to have lunch in the college advising 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 gone through the line.
- Students with food allergies must have medical documentation on file (food substitutions subject to availability).
- Students 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 on file before access is granted to use any technology or network belonging to DePaul Cristo Rey.

ThinkPads: 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 into 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 necessary. 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

In alignment with **Ohio House Bill 250**, which was signed into law by Governor Mike DeWine, all K–12 schools across the state are now legally required to enforce a comprehensive ban on student cell phone use during the entire school day. This legislation is intended to foster stronger academic focus, reduce distractions, promote student well-being, and prevent issues such as cyberbullying and academic dishonesty.

DePaul Cristo Rey High School's official Cell Phone Policy is as follows:

At DePaul Cristo Rey, we believe that classrooms are sacred spaces for learning and growth. To help students reach their full academic potential, we are committed to maintaining an environment free from unnecessary distractions. As such, cell phones and personal electronic devices, such as tablets, IPads, earphones, Air Pods are **not permitted** to be used or visible at any time during the school day—from **7:40 a.m. to 3:35 p.m.**—including during class, transitions, lunch, and CWSP deployment. Students must silence and secure their cell phones out of sight in their lockers or book bags prior to the start of the school day, including **before signing in for attendance on CWSP workdays.**

Special Notes:

Devices may be used only after the 3:35 p.m. dismissal bell. Field Trips & CWSP: Phone use is permitted off campus for safety and communication. Phones must remain off during work hours unless required by the employer for job-related duties.

Compliance and Accountability:

If a student refuses to relinquish their phone or device to a staff member in violation of this policy, the student will be immediately referred to an administrator and subject to consequences up to and including:

- Mandatory parent/guardian conference
- Suspension
- Expulsion (in cases of repeated defiance)

Students are expected to comply with all staff directives related to the cell phone policy. This includes, but is not limited to, responding appropriately when asked to:

- Surrender their phone or device
- Present their student ID when out of compliance with the policy

Student Responsibility & Liability:

DePaul Cristo Rey High School and its employees are not responsible for the loss, theft, or damage of any personal electronic device, whether the item is in the student's possession or has been confiscated by a staff member. It is the student's responsibility to adhere to this policy and to secure all belongings at all times.

Family Responsibilities and Support

Parents and guardians are expected to refrain from contacting students via cell phone during the instructional day, which spans from **7:45 a.m. to 3:35 p.m.** Any communication during this time must be directed through the school's **Main Office**, where messages will

be relayed appropriately. This ensures that students remain in compliance with the school's cell phone policy and are not subject to disciplinary action. We recognize the importance of staying connected with your child and understand that emergencies may arise. Our staff is committed to working with families to ensure student safety and timely communication when necessary.

Our goal is to create a focused, respectful learning community that supports every student's success. Violations of this policy will result in consequences as outlined below:

Consequences outlined below are consistent with our Code of Conduct violations.

Offense	Consequence	Notes
1st	Device confiscated and turned in to AP. Student may retrieve at end of day. Detention assigned.	Logged as Level 1 in PowerSchool
2nd	Device confiscated. Parent must pick up. Detention assigned.	Logged as Level 2. Required student meeting.
3rd	Device confiscated. 2-day suspension. Student must check phone into AP daily for the quarter.	Logged as Level 3. Student placed on Technology Behavior Growth Plan.
4th	Parent/Admin meeting. Suspension at discretion. If student remains, phone no longer permitted on campus.	Re-evaluation of enrollment status.

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

To ensure the safety and preparedness of our school community, DePaul Cristo Rey High School conducts regular safety drills in compliance with state laws and best practices. These drills include fire, tornado, lockdown, evacuation, and other emergency response procedures.

Key Expectations:

- Drills are conducted monthly or as required by law.
- At the first signal of any drill or emergency, all students and staff must respond immediately, calmly, and silently.
- Instructions specific to each classroom or location will be reviewed at the beginning of the school year and posted in a clearly visible area.
- All adults in the building during a drill—including visitors, substitutes, and volunteers—are expected to fully participate and follow all emergency procedures.

Accountability & Safety System:

DePaul Cristo Rey utilizes Navigate360, a digital emergency management system, to ensure that all students and staff are accurately accounted for during any drill or emergency. Teachers and staff must use this system to mark attendance during drills and report any issues immediately. The safety of our students and staff is our top priority. Your cooperation and seriousness during all drills help us remain ready in the event of a true emergency.

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:

Personal Property & Money

DePaul Cristo Rey High School is **not responsible for lost, stolen, or damaged personal items**. Students are strongly discouraged from bringing **large sums of money**, expensive items, or valuables to school.

- Clearly label jackets, hats, water bottles, and other personal belongings with your **first and last name** using permanent ink.
- **Lost and Found** items will be stored in the Main Office for **30 days**. After that time, unclaimed items will be donated.

Textbooks & School Materials

Students are responsible for **all textbooks, workbooks, and materials** issued to them.

- All loaned books must be labeled with the **student's full name in ink** on the inside cover.
- Lost or damaged books will result in a **replacement fee charged to the student.**

Lockers & Locks

Every student is assigned a **school locker and an official DPCR-issued lock**.

Locker Expectations:

- Keep your **locker clean, organized, and free of clutter**.
- **Do not share your combination** with others. You are responsible for the contents of your locker at all times.
- **Inappropriate decorations, images, or signage are not permitted** and will be removed. Disciplinary action may follow.

End-of-Year Procedures:

- Locks must be **returned** at the end of the school year.
- A **replacement fee** will be charged for lost or unreturned locks.

Inspections & Searches

All lockers are the **property of DePaul Cristo Rey High School** and may be searched at any time, with or without notice.
In addition, any student **personal belongings on school grounds**—including bags, backpacks, purses, vehicles, pockets, containers, lunch bags, etc.—**may be searched by school administrators** if there is a safety, behavioral, or disciplinary concern.

- An inspection does **not** imply wrongdoing.
- **Refusal to comply** with a locker or property search may result in **disciplinary consequences**, up to and including **expulsion**, even for a first offense.
- **Illegal, unsafe, or prohibited items** will be confiscated and disciplinary action will follow.

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, at 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:

As part of our commitment to maintaining a safe, healthy, and drug-free school and workplace, DePaul Cristo Rey High School has implemented a Student Drug Testing Policy for all enrolled students. This policy is designed to promote accountability, deter substance use, and ensure a safe environment for learning and professional development. This policy applies to all students, including those participating in the Corporate Work Study Program (CWSP).

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

Students may be required to take a drug or alcohol test when school staff, administrators, or CWSP employer representatives have reasonable suspicion that a student may be under the influence of drugs or alcohol. Examples of "for cause" indicators include, but are not limited to:

- The smell or presence of drugs/alcohol on or around the student
- Unusual behavior or erratic conduct suggesting impairment
- Unexplained drop in performance at school or work
- Patterns of unexcused absences or lateness
- Accidents or injuries during work or school hours

Post-accident drug testing will also be administered if a student is involved in a workplace accident and there is reason to suspect substance use may have been a contributing factor.

Important Procedures for "For Cause" Testing:

- Testing must be completed within 24 hours of the incident.
- DPCR will cover the cost of the drug test in "for cause" cases.
- Students will be suspended from school and work until the test results are returned.
- A mandatory parent/guardian meeting must take place before the student may return to school or work.

Authorized Testing Locations

Students will be tested through Tri Health at the following approved location. Students are typically sent to the Queens gate location due to its proximity to the school.

TriHealth – Queensgate *Mon–Fri | 8:00 a.m. – 5:00 p.m.* *Fax: (513)757-3039*
Address: 1105 W. 8th Street, Suite 120, Cincinnati, OH 45203

Parental Consent

- Parental/guardian notification is made before a drug test is administered.
- DPCR does not require pre-signed universal drug test consent forms at the time of enrollment; however, families are informed of the policy through the Student Handbook and Orientation.
- Parents/guardians are expected to comply with and support the drug testing process when initiated.

Policy Violations & Consequences

Students who refuse to comply, tamper with testing, or test positive will be subject to disciplinary action, including but not limited to:

- Suspension from school and CWSP
- Placement on a Behavior or Growth Plan
- Loss of CWSP placement
- Possible recommendation for withdrawal from DPCR

DePaul Cristo Rey believes that prevention, early intervention, and consistent accountability are key to supporting student wellness. We thank our families for their cooperation and shared commitment to maintaining a safe and drug-free school environment.

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 or 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 Administration when she is pregnant so that help can be given early in the pregnancy. If the father is also a DPCR student, Administration should be informed as well.
- When the Administration has been informed that a student is pregnant, she and her parents will meet with a member of the administration and Beech Acres to determine what counseling she will receive. Additionally, if a father is identified, he and his parents will follow the same procedure but at a different time.
- In order to remain at the school during pregnancy, a student must provide updated medical reports verifying prenatal care.
- DePaul Cristo Rey 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.
- No showers or parties may be held at the school before, during or after the school day.

- Any potential student who already has a child at the time of initial enrollment will not be accepted into DePaul Cristo Rey High School due to the demands of the college preparatory program and the commitment to the Corporate Work Study Program. An enrolled student who becomes pregnant with a second child will not be allowed to continue as a student at DePaul Cristo Rey High School.

STUDENT PASSES: Students are expected to be in class at all times. Any student who is not where he or she is scheduled to be must have a signed planner or hall pass signed by a faculty or staff member. This includes going to the bathroom, seeing any faculty or staff member, including our Beech Acres Services. 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.

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.

V. ACADEMIC INFORMATION

ACADEMIC EXPECTATIONS: 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.

2025-2026
REGULAR SCHEDULE

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

FRIDAY SCHEDULE

	A Lunch	*B Lunch*
1st bell	7:45-7:50am	
CHAPEL	7:50-8:12am	
1st bell	8:16-9:11am	
2nd bell	9:15-10:10am	
3rd bell	10:14-11:09am	
	A Lunch 11:09-11:39am	4th Bell 11:13am-12:08pm
	4th Bell 11:43am-12:38pm	B Lunch 12:08-12:38pm
5th bell	12:42-1:37pm	
6th bell	1:41-2:36pm	
7th 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.

Beginning with the Class of 2028 all DPCR courses, including year-long courses, will award credit by semester. By passing a course for a semester, students will be awarded one half credit. Students may be given the opportunity to remediate missing credit with Summer School in the event of a semester failure.

Corporate Work Study Program (CWSP) Credit - please refer to the CWSP section

DEPAUL CRISTO REY HIGH SCHOOL MINIMUM GRADUATION REQUIREMENTS*:

English:	4 credits
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
29.5 Credits	

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

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

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 3rd 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:

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Session 1	Session 4	Session 7	Session 10
Session 2	Session 5	Session 8	Session 11
Session 3 First Quarter Report Card	**Session 6 Second Quarter Report Card**	**Session 9 Third Quarter Report Card**	Session 12 **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	Grade	College Prep	Honors Level
97-100	A+	4.33	4.83
93-96	A	4.00	4.50
90-92	A-	3.67	4.17
87-89	B+	3.34	3.84

Continued,

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 77*

83-86	B	3.00	3.50
80-82	B-	2.67	3.17
77-79	C+	2.34	2.84
73-76	C	2.00	2.50
70-72	C-	1.67	2.17
68-69	D+	1.34	1.84
65-67	D	1.00	1.50
0-64	F	0.00	0.00

"Qualification Criteria for Valedictorian and Salutatorian"
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 is based on the GPA scale as listed in the DePaul Cristo Rey Student Handbook and are calculated on a semester basis each school year.
Salutatorian must also meet the semester attendance requirement and have the second highest weighted GPA. Determination of Valedictorian & Salutatorian will be made based on grades at the end of 3rd Quarter of Senior Year.

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:

Levels	Examples of Offenses	Consequences
Level 1	• Copying/Sharing work (including a photo of another's work) on graded homework/classwork • Not using citations • Plagiarism on homework/classwork • Receiving unapproved help on academic work • Using Generative AI without permission or citation on homework/classwork	• Formal teacher warning • PowerSchool write-up • Parent contact
Level 2	• Cheating on a quiz or test using unauthorized notes, photos, or digital devices • Sharing information about an assessment before others have taken it • Plagiarism on essay, class project, lab report, or multi-day assignment • Using Generative AI without permission or citation on an extended assignment • Multiple Level 1 offenses	• Detention assigned • PowerSchool write-up • Parent/guardian contact • Reduced grade on the assignment
Level 3	• Multiple Level 1 & Level 2 violations • Any academic honesty infraction related to a semester exam or final project	• Referral to academic administration • Parent meeting • Suspension or Intervention Growth Plan
Level 4	• Persistent violations after Level 3 intervention • Multiple infractions related to semester exams or final project	• Subject to withdrawal from DePaul Cristo Rey

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. Beginning with the Class of 2028, all year-long courses will award credit on a semester basis. Any semester credit failure will need to be recovered in summer school. Any freshman or sophomore who fails more than 2.5 credits cannot return to DPCR for the following school year. Any junior who fails 1 credit or more may be asked to leave DPCR. Any senior who fails 1 course must recover that credit in summer school before receiving their diploma. Any senior w 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.

Students who earn a grade lower than a 50 for the quarter or on a semester exam for a semester credit course, will receive a 50 for the final grade for that reporting term.

ACADEMIC PROBATION: Students who fail 2 or more classes in a quarter will be placed on academic probation for the following quarter. Students who fail a class for the semester 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 activities or athletic contests (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 & Sophomores: If an assignment is not submitted on time, 50% is deducted immediately. Students will not receive credit for any assignment missing beyond 1 week of its original posted due date.

Juniors & Seniors: At the college level, students will have different professors who 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."

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.

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 tardy 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.

Artificial Intelligence Responsible Use Policy:
DPCR adheres to the guidelines provided by the Archdiocese of Cincinnati on the use of Artificial Intelligence (AI). The guidelines are outlined below:

AI Principles: The following principles should be used to guide the responsible and acceptable use of AI for student learning:

- Support Education Goals: AI will be thoughtfully used to enhance outcomes for students.
- Privacy & Security: AI use will align with policies and regulations protecting student data privacy, safety, and accessibility.
- AI Literacy: Students and educators will build skills to critically evaluate and utilize AI technologies ethically.
- Realize Benefits & Consider Risks: AI benefits will be cautiously explored and associated risks will be carefully considered.
- Academic Integrity: Students and educators will produce original work and properly credit sources.
- Maintain Human Agency: AI will provide support, and not replace educator and student discretion in decisions. Educators will set parameters for each class and assignments for when and how AI tools may be used.
- Continuous Evaluation: Schools should audit AI use, updating policies and training as needed to ensure compliance with ethical standards and to help identify and address any emerging issues or areas of improvement.

Student Use of AI: Educators, in partnership with parents/guardians, are committed to teaching students how to use AI ethically, responsibly, and in alignment with Catholic principles. Responsible uses of AI will vary depending on the context of classroom activities and assignments. Educators will clarify if, when, and how AI tools will be used, with input from students and families when appropriate, while schools will ensure compliance with applicable laws and regulations regarding data security and privacy. Below are general guidelines for the use of AI by students.

Responsible Uses of AI for Students: With their educator's permission, students may be permitted to utilize AI for the following purposes:

- Aiding Creativity: Students can harness generative AI to spark creativity across diverse subjects, including writing, visual arts, and music composition. Students should not use AI to replace their critical thinking and problem-solving skills.
- Collaboration: Generative AI tools can assist students in group projects by contributing concepts, supplying research support, and identifying relationships between varied information.
- Content Creation and Enhancement: AI can help generate personalized study materials, summaries, quizzes, and visual aids, and it can assist students with organizing their thoughts and content.
- Tutoring: AI-powered virtual teaching assistants may provide support, answer questions, help with homework, and supplement classroom instruction.

Students and their parents/guardians should recognize the risks and limitations associated with newly developed technologies like AI. For example, information contained in AI tools may be unreliable or inaccurate. Additionally, students should not enter personally identifiable, private, confidential, or proprietary information into AI models or tools.

Prohibited Uses of AI for Students Below are the prohibited uses of AI tools:

- Inappropriate Use: Using AI tools to engage in bullying, harassing, intimidating, or other inappropriate behavior is strictly prohibited. Students are expected to use AI solely for educational purposes, upholding values of respect, inclusivity, and academic integrity at all times.
- Plagiarism and Cheating: Students are prohibited from copying any source, including generative AI, without prior approval and adequate documentation. Students are prohibited from submitting AI-generated work as their original work. Any AI-generated content used in assignments must be appropriately cited. AI tools may be used for brainstorming or preliminary research, but

using AI to generate answers or complete assignments without proper citation or passing off AI-generated content as one's own is considered plagiarism. School policies will continue to be enforced.

- Unauthorized Use: Educators will clarify if, when, and how AI tools may be used in their classrooms. Students may not use AI without advance approval from their educator. Students are expected to review AI-generated content before using it.
- Noncompliance with Other Policies: The use of AI technologies must comply with all Archdiocese and school policies including, but not limited to, academic integrity policies and student codes of conduct. Students and their parents/guardians are responsible for familiarizing themselves with these policies and ensuring compliance.

FACULTY, STAFF, AND FAMILY PARTNERSHIP

At DePaul Cristo Rey High School, we believe in the power of a strong, collaborative partnership between our faculty, staff, students, and families. When we work together, our students are more likely to thrive academically, grow personally, and deepen spiritually. We are committed to walking with our students every step of the way—and we invite families to walk alongside us with that same shared purpose.

Faculty and Staff Commitment

DPCR faculty and staff will actively support students by fostering a structured, caring, inclusive, faith-filled and welcoming environment. Our responsibilities include, but are not limited to:

- Maintaining open and honest communication with students and families through phone calls, emails, conferences, and meetings.
- Posting grades and assignments weekly in accessible platforms such as PowerSchool and Google Classroom.
- Providing clear expectations and resources to help students succeed.
- Monitoring and updating student behavior and attendance in PowerSchool.
- Ensuring students follow the school dress code and uniform policy.
- Enforcing school-wide policies consistently using the DPCR Discipline Model.
- Connecting students to additional resources, such as tutoring, mentoring, or enrichment opportunities.
- Celebrating student growth and success, both big and small.
- Offering office hours or study tables for extra help, review, or enrichment.

The Essential Role of Families

Families are a vital part of the Bruin community and play a key role in every student's success. Your partnership with us reinforces our shared values of hard work, responsibility, and community. We ask that you actively support your student's academic, personal, and spiritual growth in the following ways:

- Ensuring students arrive on time and in proper dress code for school and school-related events.
- Communicating regularly with the front office regarding transportation, uniforms, or other needs.
- Talking with your student about school progress, challenges, and goals.
- Encouraging your student to seek help from teachers or tutors when needed.
- Celebrating your student's effort, growth, and achievements—no matter how big or small.
- Instilling the importance of hard work, consistency, and integrity in both school and work settings.
- Creating a quiet, dedicated space for studying and completing assignments at home.
- Checking PowerSchool and Google Classroom regularly for grades, assignments, and feedback.
- Attending Parent/Guardian-Teacher Conferences and reading mailers and correspondents sent home or by email.
- Being present at special school events, such as Open House, and awards ceremonies.
- Taking advantage of enrichment and support programs, such as Upward Bound, Beech Acres, or others promoted by College.Advising.
- Communicating with the school regarding any concerns, needs, or updates, including changes in contact information.

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:

At DePaul Cristo Rey High School, we are committed to helping every student prepare for success beyond graduation. Our **College Advising Program** is designed to guide students and families through every stage of the college planning process, from freshman year through senior year. The goal of the program is to help students identify college options that best align with their individual goals, interests, and aspirations. Through one-on-one advising, classroom sessions, college visits, and workshops, students receive the support they need to confidently navigate the path to higher education. The College Advising Office is here to partner with you and your student every step of the way. Our mission is to ensure every graduate is prepared and empowered to pursue higher education and long-term success.

Four-Year College Advising Overview:

9th Grade – Early Exploration

- Introduction to college and career possibilities
- Time management and academic habits
- Basic overview of financial aid and scholarship awareness

10th Grade – Academic & Career Focus

- Continued exploration of college options
- Academic planning to align with college readiness
- Exposure to college admissions expectations

11th Grade – Planning & Preparation

- Regular college advising classes
- Standardized test preparation (ACT/SAT)
- Building college lists and beginning application preparation

12th Grade – Application & Decision

- Individualized guidance through the college application process
- Support with FAFSA, scholarships, and financial aid
- One-on-one meetings with students and families
- Continued test prep and decision-making support

Students are encouraged to take advantage of opportunities such as:

- Meetings with **college admissions representatives** who visit campus
- Participating in the **annual College Fair**
- Exploring local and national **scholarship and enrichment programs**

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 skillfull 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 and 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 six Catholic Masses throughout the school year and weekly Chapel on Friday. 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. For Mass and 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 who 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.

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;
- on social media or other social outlets;
- 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. Policies that align with the Code of Conduct
3. Faculty and Staff support for students working to meet such expectations
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, TikTok, 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.

HARRASSMENT

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 worksite 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 worksite 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.

PHYSICAL BOUNDARIES AND CONDUCT

As members of a professional and Christian learning community, DePaul Cristo Rey students are expected to maintain appropriate **physical boundaries at all times**, both on campus and at their Corporate Work Study placements.

Unnecessary physical contact, including but not limited to, kissing, hugging, affectionate touching, or sitting on another person's lap, is not permitted. These behaviors are not appropriate in a school or professional setting and do not align with the respectful environment we strive to maintain.

- In classroom settings, students are expected to remain seated in their own desks, maintain personal space, and behave in ways that promote a safe and focused learning environment. Any inappropriate physical behavior, gestures, or interactions may result in disciplinary consequences.

Consequences for violating physical boundaries may include, but are not limited to:

- Detention
- Parent/guardian contact
- Suspension, depending on the severity or repeated nature of the behavior

Students are encouraged to treat one another with **dignity, respect, and professionalism** at all times.

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 CONDUCT:

Please note: The examples listed in the Code of Conduct are not exhaustive and are intended to provide general guidance. Other behaviors not specifically mentioned may also result in disciplinary action if they violate school policies or community expectations.

Levels	Type of Behavior	Examples	Possible Consequences
Level 1	Minor classroom issues; student is given the opportunity to self-correct through redirection and restorative practices.	- Talking out of turn - Off-task behavior - Minor student conflict (non-physical) - Failure to bring materials - Mild disrespect or defiance -Tardiness	• Verbal or non-verbal redirection • Restorative conversation • Warning • Student/Administration and Teacher mediation • Involvement of Beech Acres if needed
Level 2	Repeated failure to meet expectations or refusal to respond to redirection; documented behavioral concerns.	**Repeated Level 1** - Excessive tardiness - Repeated uniform violations - Disruptive or disrespectful behavior - Cell phone/electronic use during the school day - Skipping class/walking out - Excessive Use of Profanity	• PowerSchool write-up • After-school detention (3:45–4:45 p.m.) • Parent communication • Escalation to Level 3 after 3+ detentions
Level 3	Serious or repeated misconduct requiring administrative intervention and family involvement.	**Repeated Level 2** - Verbal threats - Bullying or harassment - Instigating verbal/physical conflict - Chronic disrespect or defiance - Refusing to follow electronics policy	• Parent meeting • Suspension • Intervention Growth Plan • Loss of privileges • Referral to support services
Level 4	Major safety or behavior violations that may result in immediate withdrawal.	**Repeated Level 3** - Physical fights or aggression - Assault or violent actions -Actionable threats to teacher or peers - Possession of drugs, alcohol, or weapons - Sexual activity	• Immediate removal from campus • Out-of-school suspension 5 days or more • Recommendation for dismissal • Mandatory family meeting with Administration

GROWTH PLANS AND RESTORATIVE PRACTICES

To ensure consistency, fairness, and alignment with our values, DePaul Cristo Rey follows the guidelines below for initiating Intervention Growth Plans and Restorative Practices in response to student needs or incidents.

Restorative Practices

At DePaul Cristo Rey we focus on building strong relationships, repairing harm, and promoting accountability. When conflict or misconduct occurs, students are encouraged to reflect on their actions, take responsibility, and actively work to restore trust within the community. This may include one-on-one conversations, mediated conversations, written reflections, or community service. The goal is to foster personal growth while maintaining a safe, respectful, and supportive school environment. DePaul Cristo Rey integrates restorative practices into its discipline approach at every level. These includes, but are not limited to:

- Peer mediation
- Student reflection & apology
- Community service related to the incident
- Family conferences to plan healing and reintegration

- Intervention Growth Plans
- Service Detentions

These practices are used in Level 1 and 2 offenses as preventative tools and in Level 3 and 4 offenses as interventions that promote accountability, growth, and learning.

Restorative practices are used when a student has:

- Caused harm to another person or the community (e.g., bullying, disrespect, harassment)
- Engaged in a conflict or altercation that has damaged peer or staff relationships
- Violated community expectations in a way that disrupted trust, or group norms
- Returned from a suspension and needs support reintegrating into the school environment
- Restorative responses may include a restorative conversation, mediation, or a formal restorative parent meeting. These are designed to promote accountability, healing, and repair of relationships.

Intervention Growth Plan

Intervention Growth Plans are put in place to assist students in recognizing areas of needed improvement and identifying resources and interventions that can aid in the growth and support of an individual student. Growth Intervention Plans are used to keep track of a student's attendance, academics, behaviors, or CWS retraining, growth, and development, to identify if DePaul Cristo Rey is the best choice school for a student. Goals and expectations set in this document are to be followed by the student and supported by their parent/guardian and school administration.

A student may be placed on a Growth Plan when they demonstrate any of the following:

- Repeated Level 2 or Level 3 behavioral infractions (e.g., excessive tardiness, defiance, repeated classroom removals)
- Two or more suspensions in a semester
- Chronic attendance issues, including excessive unexcused absences or tardiness
- Persistent academic difficulties, such as multiple course failures or missed assignments across subjects
- CWSP performance concerns, such as repeated retraining or feedback indicating the student is not meeting workplace expectations

The Growth Plan will be developed collaboratively by the administration, counselor, relevant teachers, and family. It includes measurable goals, support resources, and scheduled review meetings.

Detentions

DePaul Cristo Rey High School does **not offer in-school suspension**. Instead, we utilize **after-school detentions** as a form of reflection, accountability, and behavior correction.

Detention Details:

- Parents and Students will receive an email with the specifics of their assigned detention.
- Held **Monday through Thursday**, from **3:45 p.m. to 4:45 p.m.**
- Attendance is mandatory**.**
- Detention is a quiet, reflective environment where students are expected to complete assigned tasks and consider the behavior that led to the consequence.

Missed Detention Policy:

- Students who miss a detention are granted only one opportunity to make it up**.**
- A parent or guardian must contact the school in advance to request a rescheduled date.
- If a student fails to attend the makeup detention **or** refuses to serve their assigned detention, the consequence will escalate to an Out-of-School Suspension.
- Students that have 3 or more detentions in a month will receive an out of school suspension.

Service Detention

Service detention offers a constructive alternative to traditional forms of disciplinary action. It presents students with the opportunity to actively contribute to the betterment of their school environment while instilling a sense of responsibility and accountability. Unlike physical detention, service detention allows students to engage in meaningful tasks that directly benefit the school community. Service detentions can take place during or after school hours. Service detentions are held any day during the school week.

Suspensions

- 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.
- An 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.*

Dismissal/Expulsion: Expulsion is the loss of the privilege to attend DePaul Cristo Rey High School. Students may be subject to immediate dismissal 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.

DICPLINARY REVIEW PANEL

In cases where a student is being considered for **dismissal or expulsion** due to a major disciplinary infraction—or a pattern of significant behavior concerns—a **Disciplinary Review Panel** may be convened to ensure a thorough, fair, and reflective decision-making process.

Notice of Disciplinary Review

When a student commits a serious behavioral infraction—either a major violation of the Code of Conduct or the accumulation of multiple disciplinary Infractions—the Assistant Principal will initiate a formal review and Internal Investigation.

A written notice will be sent to the student's parent(s)/guardian(s) and will include:

- A description of the violation(s)
- A summary of relevant documentation or evidence
- The scheduled date and time of the Disciplinary Review Panel meeting

At the discretion of the Assistant Principal, the student may be suspended from school and all school-related activities while the review process is underway.

Parent/Guardian Response

The school expects the parent or guardian to confirm receipt of the notice by contacting the Assistant Principal's office on the following school day. At that time, the family must indicate whether:

- The student will appear before the Disciplinary Review Panel, or
- The student and family wish to voluntarily withdraw from DePaul Cristo Rey

Disciplinary Review Panel Meeting

The meeting will be held within five school days of the issuance of the notice. The Disciplinary Review Panel will consist of:

- The Assistant Principal
- Faculty and staff members (e.g., College Advisors, CWSP staff, Teacher)

A minimum of three faculty/staff members and one administrator must be present. The student and their parent(s)/guardian(s) are strongly encouraged to attend. The student may also request the presence of another support staff member.
If the student wishes to submit any written materials (e.g., letters of support or reflection) they must notify the Assistant Principal before the meeting. The panel will review the incident(s), consider the student's experience at DPCR, and ensure that the student and family have the opportunity to share their perspective.
Note: Legal representation is not permitted to attend Panel or Administrative Meetings.

Decision & Communication
Following the meeting, the panel will deliberate and offer an advisory recommendation to the Assistant Principal. After considering the recommendation and all presented materials, the Assistant Principal will make a final decision.
The outcome will be communicated:

- Verbally, to the student and family as soon as possible
- In writing, shortly after the decision is finalized

Appeal Process
If the student or family disagrees with the decision, they may appeal in writing to the Principal. If the Principal agrees to review the case, both the student and parent(s)/guardian(s) must be present for that meeting.
After conducting the review, the Principal will issue a final written decision, which is binding and concludes the appeals process.

OFFICIAL DRESS CODE

The uniform policy ensures that every student will dress in a professional, appropriate, and safe manner consistent with the DPCR school values. DPCR has adopted a dual uniform requirement, where students 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.*

Uniform Expectations

- Students may rent available uniform items from the Uniform Closet with no penalty and no cost **while the closet is available from 7:30 a.m.-7:45 a.m.** Hygiene items are also available. It is at the discretion of the Coordinator of Student Activities or an Administrator to open the Uniform Closet after 7:45 a.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 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 who 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 issues 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 needed.

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 dismissal, 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 Outerwear /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 outerwear 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

- 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:** Modest jewelry only, no large earrings, hoops, hanging chains with charms, no nose rings.
- **Men:** All tattoos or body art must be covered at all times during school hours.
- False teeth (not including dentures), "fronts" or gold caps, are not permitted.

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 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 (yoga pants, leggings, etc.) unless specified.
- 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 with each Session Report. 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.

Students participating in co-curricular activities must provide their own transportation, with the exception of athletics. Students must exit the building after their co-curricular activity is completed. Students are not allowed to remain in the building unsupervised and will be asked to leave.

ATHLETICS:

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

*DPCR Athletics abides by the **DPCR Student Code of Conduct,** OHSAA guidelines, and NFHS rules. For sports-specific rules, please visit the respective organization's website.*

Athletic Academic Standards:
Academic Standards:

Student academic eligibility is determined by **Quarterly Grades** and **Session Reports**. If a student **fails any class for the quarter**, they will become **ineligible** for extracurricular participation for the remainder of that quarter. Once a student is deemed ineligible, **eligibility cannot be restored** until the quarter ends and **final report card grades** are issued. For additional information, please refer to the **"Academic Probation"** section of the Student Handbook.

- **Students may participate with no restrictions by adhering to the following guidelines:**

- The student meets all OHSAA Academic Guidelines
- The student has passed all classes during the preceding quarter

Athletic Academic Probation Guidelines:

How does a student-athlete get placed on athletic probation?

Academic Athletic Probation is only granted when a student has **failed a course on a session report:**

- To be eligible for athletic academic probation, a student **must not have failed any courses during the previous grading period**
- Probation continues until the next grading period or session report, depending on which one occurs first.
- Students on athletic academic probation must pass all classes by the time of the next session report or report card. If failing by the time of the next session report, the student as ineligible for the remainder of the quarter. If failing at the time of the report card, the student is ineligible for the entire next grading period.

What are session reports?

Session reports serve as a report generated by the school to monitor the academic performance of all student-athletes. Reports are produced every three weeks to ensure that appropriate measures are taken regarding their academic standing.

How does a student-athlete get placed on athletic probation?

How does a student athlete become automatically ineligible?

A student will be automatically ineligible for any of the following reasons:

- The student fails a class for the quarter.
- The student has gone against the school's academic, attendance, or behavioral policy.
- The student does not meet the OHSAA Eligibility Standard.
- The student has been suspended from DPCR during the season more than once.
- The student has been ejected from more than 1 contest.

If a student loses their eligibility due to behavior or attendance, they will remain ineligible for the remainder of the season.

Probation	Ineligible
A student who is on Athletic Academic Probation can do the following: ● Participate in practices, scrimmages, and games. **A student who is on Athletic Academic Probation must do the following:** ● Participate in EASE once a week ● Pass all classes with a D or higher at the end of each session report for the remainder of the quarter.	**An academically ineligible student can do the following:** ● Participate in practices at the discretion of the coach and athletic director. **An academically ineligible student must do the following to regain eligibility:** ● Participate in the full duration of EASE 2x a week. If a student does not meet this standard they are no longer able to participate in practice until the student has regained full eligibility at the end of the quarter. If a student leaves EASE prior to the end time it will not count toward the days required. ● Hold D or higher at the end of each session report for the remainder of the quarter. If a student does not meet this standard they are no longer able to participate in practice until the student has regained full eligibility at the end of the quarter. **An academically ineligible student cannot do the following:** ● Travel to any scrimmages or games until eligibility has been gained. **An academically ineligible student can do the following:** ● Assist with game day operations and team support at home games at the discretion of the Head Coach and Athletic Director. Game day operations and home game support may include but is not limited to: ○ Assisting with water.

	○ Assisting with recording. ○ Assisting with game day set up and breakdown. *If assisting, academically ineligible students that are on the roster can sit with the team during home games .*

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 in the preceding grading period.

Bruin Athlete Expectations:

- Student-Athletes must follow the guidelines listed in the Student/Athlete Handbook to participate in any athletic program at DePaul Cristo Rey High School, including but not limited to:
- Students must have a current physical on file without any medical limitations in order to tryout, practice, or participate in any scrimmage/game.
- Students who make a team must have all forms/FinalForms completed before being able to practice or participate in anything other than a tryout. Forms include, but are not limited to, FinalForms and OHSAA Pre-Participation paperwork.
- 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.
- 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.
- When a student-athlete is deemed truant the student, at the minimum, he/she 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 in any sports activities and will be disciplined according to the Student Handbook.

Program-specific rules and expectations will be communicated by the Head Coach of each program. Program rules are in addition to all school and athletic department rules.

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:
The Corporate Work Study Program (CWSP) follows the DePaul Cristo Rey Code of Conduct. Students who fail to meet behavioral or professional expectations while participating in CWSP will receive consequences aligned with DPCR's established Violation Levels and Discipline Matrix.

- 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 promptly 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 and 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 and 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 a 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 payment**s- 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 absence 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' are 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 (1st Quarter)
- Thanksgiving Break (2nd Quarter)
- Christmas Break (2nd Quarter)
- Spring Break (3rd Quarter)
- Easter Pause (4th 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 2025-2026
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, Classwork and Capstone Project (Self-evaluation 1st and 3rd quarter) (Supervisor evaluations 2nd & 4th quarter) Non-deployed students 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 7:45 am)
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 pullover; 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 Cristo Rey Network. (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..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 worksite, 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 8:30/9:00 am-4:00 pm. All students will be picked up from the CWSP job site at times ranging from 3:45 pm to 4:30 pm, **The goal is for all students to be returned to DePaul Cristo Rey High School as close to 5:30 pm as possible.**

DePaul Cristo Rey students are expected to uphold the school's Code of Conduct and adhere to the following policies regarding transportation and workplace behavior:

- No eating or drinking in the vans or at a work desk unless explicitly permitted.
- No use of profanity under any circumstances.
- No yelling or disruptive behavior.
- No littering or damaging school transportation or workplace environments.
- Students are not allowed to make request to the van driver without permission from their relationship manager.
- Respect must be shown at all times to the van driver, fellow students, supervisors, and all individuals at the workplace.

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

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.

CWSP Code of Conduct Violations: Transportation

Type of Behavior	**Examples**	**Initial Response**

Minor Infractions	Cursing or inappropriate discussions - Eating or drinking in the van (rides last approx. one hour) - Failure to report to van promptly at dismissal or from worksite	**1st Offense:** After-school detention **2nd Offense:** 2-day out-of-school suspension (*missed workdays are unexcused*) **3rd Offense:** Removal from transportation for the remainder of the year and a failing grade for the quarter **4th Offense:** Parent/guardian will be asked to withdraw the student
Major Infractions	- Horseplay, fighting, or throwing objects - Loud shouting/talking that distracts the driver - Leaving trash or damaging the van	**1st Offense:** 2-day out-of-school suspension (*missed workdays are unexcused*) **2nd Offense:** Mandatory parent/guardian meeting; student may be asked to withdraw from DPCR

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. Video recordings are provided by a third party and accessible only to DPCR or official authorities.

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 who 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. Students must make up their absences within the semester that the absence was accrued, if not, they will receive a failing grade for the quarter. 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 the Corporate Partner. 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 the sole responsibility of the student and their family.

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 7:45 am. 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 worksite.

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 2025-2026 school year the student workdays are scheduled as follows.

- Mondays – Seniors
- Tuesdays – Juniors
- Wednesdays – Sophomore
- Thursdays – Freshmen
- Fridays – rotating based on calendar

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

CHAIN OF COMMAND FOR STUDENT AND FAMILY CONCERNS: At DePaul Cristo Rey High School, we are committed to addressing your concerns efficiently and respectfully. To ensure your question or issue is directed to the **appropriate staff member**, please follow the chain of command outlined below. This helps us resolve matters more quickly and accurately. (Please allow up to 48 hours for a response)

Please refer to the Staff Directory on pg. 5&6 for contact names and information.

Concern or Question	**Start by Contacting**
Student behavior, grades concerns	Student's classroom teacher
Escalated student discipline, behavior, school policies	Assistant Principal *(After first contacting teacher)*
Academic probation concerns Escalated Academic Concerns	Academic Dean for your student's grade level (see directory for grade-level assignments) *(After first contacting students teacher)*
Athletic Concerns, Coaches Questions	Contact coach first, then the Athletic Director
Student activities, after-school clubs, events	Coordinator of Student Activities
School documents, transcripts, Metro bus cards, attendance, uniforms	Front Office
Tuition, fees, or payment plans	Business Office
Mental health or counseling services	Beech Acres Family Services
Corporate Work Study Questions or Concerns	CWSP Department or your student's Relationship Manager
School safety concerns	School Security Officer
Unresolved issues or urgent matters	Principal (after first contacting the Assistant Principal or relevant department)

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 2025-2026

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 2025-26 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: _____

Students will bring home the Handbook @ Glance for Parent and student signatures