CRISTO REY ORLANDO

HIGH SCHOOL

Parent & Student Handbook

2026 – 2027

6039 S. Rio Grande Ave. · Orlando, FL 32809
www.cristoreyorlando.org

Table of Contents

Welcome & Introduction 1
A Message from the Principal 4
Admissions & Student Profile 5
1. Spiritual Life 6-7
2. Financial Information 8-9
3. Student Life & Policies 10-13
4. Technology & Devices 15
5. Health, Safety & Emergency Procedures 16-17
6. Building Conduct & Property 18-19
7. Electronic Devices 20
8. Legal & Privacy 21
9. Parent Engagement 22
10. Academic Program 23-27
11. Attendance — General Guidelines 28
12. Special Education Policy 30
13. Behavior Standards 31-33
14. Student Records 34
15. Student Activities 36
A Message from the VP of Corporate Work Study 38
16. Corporate Work Study Program 39-43

Handbook Notice

The policies, procedures, programs, and information contained in this Student and Parent Handbook are intended to provide general guidance for students and families and are subject to change as the needs of Cristo Rey Orlando High School evolve. The school reserves the right to modify, amend, interpret, or discontinue any policy, procedure, program, requirement, or regulation described in this handbook at any time, with or without prior notice, when deemed necessary and in the best interest of the school and its students.

While every effort is made to keep this handbook current and accurate, changes may occur throughout the school year due to updates in school operations, state or federal laws, accreditation requirements, health and safety considerations, or other unforeseen circumstances. When significant changes are made, the school will communicate those updates to students and families through official school communication channels.

> *Enrollment at Cristo Rey Orlando High School constitutes acknowledgment that students and parents/guardians are responsible for remaining informed of current school policies and expectations.*

WELCOME & INTRODUCTION

Welcome to Cristo Rey Orlando High School! We're excited to have you join our community and share this important mission. At Cristo Rey Orlando (CRO), we offer a unique blend of career-focused and college-preparatory education rooted in the Catholic tradition. We work closely with educators, businesses, and communities to help students achieve their goals and prepare for lifelong success.

This handbook is your go-to guide for understanding the schoolwide policies and procedures available to you as a student and parent at CRO. We are committed to offering students a challenging academic curriculum paired with four years of professional work experience and ongoing support through college. The handbook provides general information and guidelines. It doesn't cover every possible situation or exception to the policies and procedures described, and can be changed or discontinued by CRO at any time. Any challenge or appeal to any CRO academic or disciplinary action relating to the rules, regulations, procedures, or principles covered in this handbook may only be made to the school administration of CRO, including any decision relating to a student's enrollment.

ADMINISTRATION

At CRO, the President oversees the school, similar to a CEO of a company. The Principal collaborates closely with the President, serving as the school's primary manager. Additionally, the Vice President of Corporate Work Study Program (CWSP) is responsible for managing all workplace learning and works collaboratively with both the President and Principal. Together with other leaders and academic staff, they form a team to address significant challenges and ensure smooth operations at the school. They hold regular meetings to discuss and address both academic and non-academic matters, ensuring comprehensive management of the school in all areas.

THE CRISTO REY NETWORK

The Cristo Rey Network® is the only network of high schools in the United States that integrates four years of rigorous college-preparatory academics with four years of professional work experience through the Corporate Work Study Program (CWSP). Comprised of 41 Catholic, career-focused, college-preparatory schools serving more than 13,000 students across 24 states, the Cristo Rey Network provides a powerful and innovative approach to education for students from underserved backgrounds. Since its founding, the Network has supported more than 25,000 alumni nationwide and continues to expand opportunities for college and career success. In 2025, 97% of Cristo Rey seniors were accepted to a four-year college, a record high for the Network, demonstrating the transformative impact of its mission to equip students with the knowledge, character, and professional skills needed to achieve their aspirations and transform their lives.

MISSION

> *Cristo Rey Orlando High School is a Catholic learning community that educates young people of limited economic means to become men and women of faith, purpose and service. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate ready to succeed in college and in life.*

HISTORY

When Cristo Rey Jesuit High School opened under the leadership of John P. Foley, S.J., in 1996, it introduced a highly innovative integration of academic and professional experiences into Catholic secondary education in the United States. The model quickly gained traction, first among Catholic educators nationwide and soon after among prominent philanthropists dedicated to educational reform. Through the talent and dedication of local communities and the generous support from philanthropic investors, the Cristo Rey Network has expanded over the past 20 years from a single school in South Chicago to a national network of 40 schools.

OUR RELIGIOUS SPONSOR

Servants of the Pierced Hearts of Jesus and Mary

> *"Cristo Rey Orlando High School gives young hearts the chance to see an opportunity that seemed impossible as an open door to enter and to witness that the impossibilities for humans are the possibilities for God. Cristo Rey does not seek greatness for the school, but rather the greatness of the dignity of the human person and his capacity to become fully what he was created to be."*
>
> — Mother Adela Galindo, Foundress SCTJM

CRO and the Servants of the Pierced Hearts have partnered together to build a civilization of love for students, families, and the community.

The Servants of the Pierced Hearts are a Religious Institute of Sisters of Diocesan Right founded by Mother Adela Galindo on August 15, 1990, in the Archdiocese of Miami, FL, USA, and erected as a Diocesan Religious Institute on March 25, 2000.

Since an early age, our Mother Foundress has had a profound understanding of the need to form young hearts in the beauty of the Truth so as to be able to make good, fundamental choices that would mature them, lead them to the fullness of life, and equip them to face the challenges they will confront in the world.

Mother Adela also had and continues to have a great desire to open new opportunities for the authentic development of the human person and each person's contribution in the building of society. A strong, Catholic education is fundamental for the building of the future of the youth.

> *"We are called to manifest the reign of love of the Pierced Hearts of Jesus and Mary as the building force for the construction of a new civilization of love, life, truth, and solidarity." — Mother Adela, Foundress SCTJM*

CRISTO REY ORLANDO HIGH SCHOOL MISSION

CRO is a Catholic learning community that educates young people of limited economic means to become men and women of faith, purpose, and service. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate ready to succeed in college and in life.



OUR CORE VALUES

CRO is a Catholic learning community that educates young people of limited economic means to become men and women of faith, purpose, and service. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate ready to succeed in college and in life.

United in the love of the Hearts of Jesus and Mary, the Cristo Rey Orlando High School family affirms that we are:

CREATED
We are made by God in His image and likeness, and He is the Creator of all things. Christ the King is the perfect revelation of the Father and each of us reflects God in our own unique way.

CHOSEN
We have been selected and invited by God for a particular purpose which reflects God's divine plan of holiness in the building of His Kingdom here on earth.

CHERISHED
We are loved by God unconditionally, and He desires goodness for each one of us.

CONNECTED
We are a part of a civilization of love, forming a spiritual family in Christ and supporting one another on our journey of faith.

COURAGEOUS
We are brave and can persevere in the face of challenges as we continue to develop, learn and grow because we are inspired by faith and trust in God's grace, strength and guidance.

COMPASSIONATE
We show kindness, empathy, and mercy towards others, mirroring the love and compassion of Christ.

COOPERATIVE
We respond to the grace of the Lord as we walk with Christ and grow as His disciples.

CROWNED
We have hope and assurance in the promises of God for eternal life and glory in His presence.

"And when the chief shepherd appears, you will win the crown of glory that never fades away."

-1 Peter 5:4

WELCOME TO THE 2026–2027 SCHOOL YEAR

Dear Students and Families,

Welcome to a new school year at Cristo Rey Orlando High School!

As we begin our second year as a school community, I am filled with gratitude and excitement for what lies ahead. During our inaugural year, we established a strong foundation rooted in our Catholic identity, guided by our core values, and focused on developing the whole child. Together, we created a school culture that values academic excellence, character, leadership, service, and personal growth.

At Cristo Rey Orlando, we believe that every student has unique gifts, talents, and potential. Our commitment is to help students discover those gifts while providing the support, encouragement, and opportunities needed to succeed. We strive to develop not only strong scholars, but also compassionate leaders, responsible citizens, and young people of integrity who are prepared for college, career, and life.

What makes the Cristo Rey Orlando experience distinct is its integration of spiritual formation, rigorous academics, and real-world professional development. Students are challenged and supported across all dimensions of growth, building the confidence, skills, and character they will carry into college and beyond. The habits of communication, accountability, collaboration, and leadership that students develop here are not learned in isolation. They are woven throughout everything we do, in the classroom, in our community, and in the wider world.

Everything we do is guided by a simple principle: always doing what is best for students. Whether we are making decisions about academics, student support, school culture, safety, or extracurricular opportunities, our focus remains on helping every student grow and thrive.

We also recognize that student success is not achieved alone. It is built through a strong partnership between students, families, faculty, staff, and our community partners. When we work together with shared expectations, open communication, and mutual respect, we create an environment where all students can flourish.

This handbook serves as a guide to our school's policies, procedures, expectations, and traditions. Its purpose is to provide clarity, consistency, and support so that every student can fully participate in the Cristo Rey Orlando experience. I encourage all students and families to review it carefully and refer to it throughout the school year.

Thank you for choosing Cristo Rey Orlando High School and for entrusting us with the privilege of being part of your educational journey. Together, we will continue building a school community where every student is known, valued, challenged, and supported.

I look forward to an incredible year of learning, growth, and achievement.

Warm regards,

JOHANA SANTIAGO-PUCKERING
Founding Principal, Cristo Rey Orlando High School

ADMISSIONS & STUDENT PROFILE

CHARACTERISTICS OF A CRISTO REY STUDENT

CRO considers many factors during the application process. Our application process allows us to understand students and their families personally to make the best admissions decision for each student. The most important characteristics we seek in a Cristo Rey student are:

- **Motivated and Mature.** Studying and working as a high school student is not easy; students should show the maturity and motivation to handle both aspects of our curriculum.
- **Open to Catholic Religious Values.** While students are not required to be Catholic to attend, they should be receptive to a faith-based education and the values and experiences offered at CRO.
- **Employable.** All students participate in the Corporate Work Study Program and must be eligible to work in the US.
- **Earned Grades of C or Higher.** Grades from seventh and eighth grade will be reviewed for admission purposes.
- **Strong Discipline and Attendance Record.** Seventh and eighth-grade discipline and attendance records will be reviewed for admission purposes.
- **Comfortable Communicating with Adults in a Professional Setting.** Students should feel at ease working and communicating with adults in an office environment.

COGNIA ACCREDITATION

Cristo Rey Orlando High School is currently in the process of pursuing accreditation through Cognia, a globally recognized nonprofit organization that accredits schools and educational systems. Accreditation is a comprehensive, multi-year process that evaluates a school's effectiveness in fulfilling its mission, supporting student learning, promoting continuous improvement, and maintaining high standards of educational quality. Throughout this process, our school will engage in self-assessment, collect evidence of our practices, analyze student outcomes, and participate in an external review by a team of professional educators. This important work reflects our ongoing commitment to providing an exceptional, mission-driven education and continually improving the experience we offer our students and families.

If you have any questions regarding our Cognia accreditation process or would like additional information, please contact **Yvonne Toro, Assistant Principal**, at ytoro@cristoreyorlando.org.

1 SPIRITUAL LIFE

OUR CHARISM

Rooted in our Catholic identity and shaped by the Charism of our religious sponsor, the Servants of the Pierced Hearts of Jesus and Mary (SCTJM), CRO Campus Ministry is dedicated to accompanying students as they discover and embrace God's dream for their lives.

The Charism of SCTJM is to be a living image and presence of the Heart, Person, and Mission of Our Lady and place the gift and potentialities of their feminine genius and Marian Charism in loving communion and service of the Apostolic-Petrine principle, thus enfleshing the all-embracing Motherhood of Our Lady in the Heart of the Church (piercedhearts.org). Their spirituality is founded upon four key pillars: Eucharistic, Marian, Living in the Power of the Holy Spirit, and In the Heart of the Church. These essential elements guide and enrich our ministry at CRO.

We warmly welcome all, fostering growth in the understanding of God and the gift of oneself and every human person. For our Catholic students, our Catholic school provides opportunities to deepen and develop their faith. For our non-Catholic students, it offers a chance to engage with and learn from the rich Catholic tradition, enhancing their relationship with God and others.

LIVING THE FAITH

Morning Prayer

CRO begins each day with Morning Prayer at 7:50 AM before the CWSP departure on assigned days. Participation is required for all faculty, staff, and students. After lunch, students pause for a brief, school-wide moment of prayer.

School-Wide Mass

Since the Eucharist is "the source and summit of the Christian life" (CCC 1324), the school community celebrates Mass weekly. All students, faculty, and staff are expected to attend.

Eucharistic Adoration

Eucharistic Adoration is hosted regularly throughout the year, along with many other opportunities for prayer and reflection.

Confession

The sacrament of Reconciliation is available to students during the school year at designated times, but it is not required.

Retreat Days

Each student will participate in at least one retreat during each school year. At CRO, we place great emphasis on our retreat days, and attendance is mandatory for all students. If a student fails to attend their scheduled school retreat, they must make it up on a specific date set by the Campus Minister before the end of the year.

Spiritual Guidance

Students with any needs or questions regarding their spiritual growth are encouraged to reach out to the Campus Ministry personnel.

STRUCTURED APPROACH TO CAMPUS MINISTRY

Know — Understand Truth

- Students will have the opportunity to participate in Bible studies and faith small groups.
- Through Campus Ministry, students will have the opportunity to discuss and further explore topics and themes introduced in their Theology class.
- Guest speakers will present on faith-related topics.
- We will work with local Catholic parishes in preparing students who desire to receive the sacraments.
- Each class begins with prayer, and we seek to provide cross-curricular faith-integration for all subjects.

Love — Discover Beauty

- Weekly Mass.
- All-school prayer — in the morning and at midday.
- Our "Our Lady of Lourdes Chapel," the heart of our school, is always available for students to come and pray. There will also be various communal opportunities for prayer such as Eucharistic Adoration, prayer of the Holy Rosary, Stations of the Cross, etc., as well as moments of praise and worship with music.
- Various retreats are hosted throughout the school year, including retreats for each class, and retreats themed for the liturgical seasons of Advent and Lent. Retreats are hosted either on campus or off-campus at a retreat center or other suitable facility.
- We are open to hosting ecumenical prayer services.
- We provide our students and families with opportunities to connect with the events of our Religious Sponsor (SCTJM), including their Eucharistic Cenacles and events of their VIVET Youth Movement.

Serve — Inspire Goodness

- 25 meaningful service hours per year.
- Campus Ministry offerings and events related to solidarity and serving those in need.
- Nourish U service opportunities.
- Options to participate in local mission trips and service opportunities.

2 FINANCIAL INFORMATION

STEP UP FOR STUDENTS

Cristo Rey Orlando requires all enrolled students to apply for and maintain an approved Florida scholarship: FES-EO/FTC – Private School Scholarship, or FES-EO – Unique Abilities. Enrollment remains conditional until scholarship approval is confirmed. As per your Enrollment Contract, you have agreed to:

- **a)** Complete the scholarship application for each school year and submit the Award ID number to the Admissions Office.
- **b)** Approve quarterly scholarship payments promptly upon notification. These approvals are required four times throughout the school year.

Families are encouraged to contact the Admissions Office if they anticipate any difficulty completing these steps. Failure to approve a quarterly payment within one week of notification will result in the outstanding amount being added to the monthly family contribution balance.

TUITION

CRO provides an affordable education to deserving young individuals and their families. This opportunity is possible through a combination of family contributions, corporate work study income, and generous philanthropic support.

FAMILY CONTRIBUTION

Each family must pay a family contribution. The amount of a family's annual contribution is determined on a sliding scale during the enrollment process and communicated to the family by the admissions office prior to enrollment. Additional micro-scholarships may be granted on a case-by-case basis.

> **Supporting Families in Need**
> *Families experiencing financial hardship are encouraged to proactively contact the school. Cristo Rey Orlando is committed to working collaboratively with families whenever possible. Our mission is to remove barriers to education, not create them.*

PAYMENT

It is essential for all families to pay their contributions and fees on time. Family contribution payments can be made (1) all at once or (2) in ten monthly installments through Finalsite Tuition Management.

- The ten monthly payments are billed from August to May.
- Families can choose their preferred payment plan, and invoices will be sent electronically.
- Timely payment of family contributions is mandatory.
- Failure to make these payments will lead to consequences including the holding of report cards and transcripts, not being allowed to participate in clubs and sports, or other as determined by the Principal, President, and VP of Finance. **Families facing difficulty are encouraged to contact the school office before issues arise.**
- Should a financial hardship arise, you can contact the Finance office to provide details of the situation and we will work with you to determine a path forward.

- Family contribution due dates are August through May on the 15th of each month. The payment amount is listed on your Enrollment Contract signed at the time of enrollment and re-enrollment. This is available through your portal on Finalsite Tuition Management.

CRO and the CWSP reserve the right to assess additional fines or fees for students who miss work, damage property, or fail to meet other obligations set forth by the school. Student records may not be released until all outstanding fines and/or fees are resolved.

3 Student Life & Policies

School Hours

The school operates from 7:00 AM to 4:00 PM. Student school days begin 7:50 AM – 4:00 PM.

Uniform & Appearance

To maintain a cohesive and professional appearance consistent with our Corporate Work Study Program, students must follow the uniform policy outlined below. On student work days, supervisors may request a different work uniform and that will be approved by the CWS department. The goal is not compliance for its own sake, but to prepare students for professional environments where they will be taken seriously and treated with respect.

Student Identification (ID) Badges

- **School-Issued ID Badge:** All students will be provided with a Cristo Rey Orlando identification (ID) badge at the beginning of the school year.
- **Daily Requirement:** Students are required to wear their ID badge and lanyard visibly at all times while on campus, during school-sponsored events, and when participating in the Corporate Work Study Program, as directed.
- **Student Responsibility:** Students are responsible for maintaining their ID badge in good condition and bringing it to school each day.
- **Forgotten IDs:** Students who arrive at school without their ID badge may be issued a temporary ID for a $1 fee. Continued violations of the ID policy may result in disciplinary consequences.
- **Lost, Stolen, Damaged, or Replacement IDs:** Students who lose, damage, or require a replacement ID badge will be charged a $5 replacement/reprint fee. The replacement fee must be paid before a new ID badge is issued.

CRISTO REY ORLANDO HIGH SCHOOL — UNIFORM CATALOG 2026-2027

DAILY UNIFORM



POLO SHIRT
Youth & Adult: $34.00 – $38.00

PROFESSIONAL WORK UNIFORM



OXFORD SHIRT-SHORT
Youth & Adult: $33.00 – $35.00



OXFORD SHIRT-LONG
Youth & Adult: $33.00 – $35.00



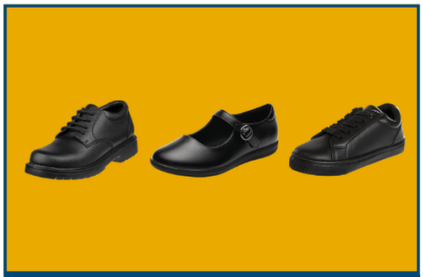
BLAZER
Provided by Cristo Rey Orlando



GRAY PANTS
Youth & Adult: $39.75 – $47.50



TIE OPTIONS
Choice of one: $20.00 – $24.50



ALL BLACK SHOES
Can be tennis or dress shoes. Not sold at store.

OPTIONAL ITEMS



QUARTER ZIP JACKET
Youth & Adult: $47.00 – $51.00



FLEECE JACKET
Youth & Adult: $47.00 – $51.00

PURCHASING ONLINE

Risse Brothers
SCHOOL UNIFORMS

STEPS TO PLACE AN ONLINE ORDER

- Go to **www.rissebrothers.com** or **scan QR code**
- Select the "**Online Store**" tab
- **Create an account** (preferred) or select "**Continue as Guest**"
- Select "**Florida**" & "**Cristo Rey Orlando High School**"
- Select the Student's "**Gender**" & "**Grade**"
- Add desired **items to cart**
- **Submit payment** to complete online order

PURCHASING IN-STORE

Winter Garden Location
14035 West Colonial Drive
Winter Garden, FL 34787
Telephone: 407-554-2253

Risse Brothers School Uniforms has a store located in Winter Garden, which will be the designated location selling our school uniforms. Families are welcome to visit the store in person to purchase uniforms and try them on before buying.

PURCHASING RECOMMENDATIONS

We **recommend purchasing** enough **uniforms for 3-5 school days**, including **daily uniform** items and at least **one complete professional work day uniform**.

Daily Uniform
- 3-5 polo shirts
- 3 pairs of pants

Total: $256.00+

Professional Work Uniform
- 2 button-up shirts
- 1-2 ties

Total: $106.00+

Shirts

- **Navy Polo:** A plain navy polo shirt with the Cristo Rey logo is also acceptable.
- **White Button-Down Shirt:** A plain navy shirt with the Cristo Rey logo is also acceptable.

Outerwear

- **Navy Blazer:** A navy blazer is a crucial component of the professional uniform and should be worn on designated days and for special occasions.
- **Navy Zipper Cardigan:** A navy zipper cardigan serves as a stylish alternative to the professional blazer for everyday wear. This item may not be worn on workdays. It can be layered over a polo or button-down shirt.
- **Navy Sweater Cardigan:** A navy sweater cardigan serves as an alternative to both the blazer and navy zipper cardigan for everyday wear and can be worn over a polo or button-down shirt.

Professional Blazers

- **School-Issued Blazer:** As part of Cristo Rey Orlando's commitment to preparing students for professional environments through the Corporate Work Study Program, each student will be issued a professional blazer purchased by the school.
- **Borrowed Property:** The blazer remains the property of Cristo Rey Orlando and is provided to students on loan during their enrollment. Students are expected to care for and maintain their blazer in good condition.
- **Return of Blazer:** Students who withdraw, transfer, are dismissed, or otherwise leave Cristo Rey Orlando must return their blazer to the school before records are released or the withdrawal process is finalized.
- **Blazer Exchanges:** If a student's blazer no longer fits due to normal growth, the school will work with the student and family to exchange the blazer for an appropriately sized replacement, subject to availability.
- **Loss or Damage:** Students and families may be held financially responsible for blazers that are lost, stolen, intentionally damaged, or not returned upon separation from the school.

Bottoms

- **Gray Slacks:** Students must wear uniform gray slacks, ensuring they are well-fitted and in good condition. A black belt should be worn with slacks.

Accessories

- **Ties and Bow Ties:** The yellow and blue bow tie and tie should be worn with white button-down shirts, sweaters, and blazers on professional workdays and study days.
- **Black Shoes:** Students must wear completely black shoes. The shoes should be clean, polished, and in good condition. No tennis shoes, Crocs, or any shoes other than professional all-black shoes are permitted.
- **Black or Navy Socks:** Socks should be black or navy to match the uniform.

Purchase of Uniforms

Uniforms may be purchased online from our preferred provider, Risse Brothers:

1. Go to www.rissebrothers.com
2. Select the "Online Store" tab.
3. Create an account (preferred) or select "Continue as Guest." If an account is not created, a record of the transaction will not be saved in the portal.
4. Select "Florida" & "Cristo Rey Orlando High School."
5. Select the student's "Gender" & "Grade."
6. Add desired items to cart.
7. Submit payment to complete online order.

> **Risse Brothers — Winter Garden Location**
> 14035 West Colonial Drive, Winter Garden, FL 34787 · 407-554-2253

Grooming & Personal Appearance

Students must be in full uniform, as communicated during the admissions process and orientation nights. The administration reserves the right to address any student whose appearance does not reflect our professional standards. Students are expected to maintain good hygiene and present themselves in a clean, professional, workplace-appropriate manner consistent with Cristo Rey Orlando standards. Accessories should be tasteful and appropriate for a professional office environment. The administration and Corporate Work Study department will work together to make final determinations on a case-by-case basis.

Mass & Liturgical Uniform

On Mass days and other liturgical or special church services, all students are required to wear the Mass uniform. The Mass uniform applies to both young men and young women and consists of the following:

- **Shirt:** Blue Cristo Rey Orlando polo, or a white button-down shirt worn with the school tie or bow tie.
- **Pants:** Uniform gray pants.
- **Belt:** Black belt.
- **Shoes:** Black shoes.

> *The Mass uniform is worn to help our students maintain reverence and respect in the presence of God. As a Catholic community, we are forming young men and women who honor the sacredness of the Mass, and dressing with dignity is one visible way we teach our students to carry that reverence with them whenever we gather in the house of the Lord.*

FOOD DELIVERY

For safety and security reasons, we kindly ask that students and parents refrain from having food delivered to the school. This policy prohibits any food deliveries from parents or outside parties for

students during school days. Thank you for helping us maintain a safe and secure environment for our school community.

USE OF STUDENT IMAGES

Use of student photographs and videos taken during the school year may be used for publicity, promotional, and educational purposes unless the parent or guardian chooses to opt out during the online application process. The use may extend to publications, presentations, or broadcasts via newspapers, the internet, or other media, including social media platforms.

4 TECHNOLOGY & DEVICES

1:1 DEVICE POLICY

CRO exercises a 1:1 Device Policy. This means that each student will receive a laptop device and charger as a loaner for the academic year. These devices will be collected, inventoried, and reviewed for damage every summer to be redistributed in the fall. It is the responsibility of both parents and students to maintain the devices issued by the school. In addition, these devices will be secured and monitored using a software tool that schools use to track and manage student laptop usage, aiming to ensure a safe and productive online environment.

School Forms & Policies

Before receiving a device, students and families must review and agree to the following documents:

- School Chromebook Loan Agreement
- Cristo Rey Orlando Acceptable Use Policy

> **Chromebook Loan Agreement & Acceptable Use Policy**
> View and sign the documents online here: Chromebook Loan Agreement & Acceptable Use Policy

STUDENT TECH TEAM

The Student Tech Team is a structured, student-led program that empowers young people to use technology as a tool for leadership, problem-solving, and service to the Cristo Rey Orlando community. Rooted in the belief that students are natural technology leaders, the team gives members a meaningful role in supporting and shaping how technology is used at Cristo Rey Orlando. The Tech Team is designed to be inclusive, welcoming students who are problem-solvers, hands-on learners, and innovators. Members provide help desk and device support, assist with equipment setup for school events, support device management, act as classroom technology liaisons, and collaborate with school IT staff on day-to-day projects. Through this work, students build transferable skills in communication, collaboration, and technical problem-solving while developing confidence and a sense of ownership in their school community.

How to Join the Student Tech Team

- **Request an application** from the receptionist.
- **Complete the application** thoughtfully, sharing your interest in technology, how you work with others, and why you want to serve your school community in this role.
- **Submit your application** by the posted deadline to the designated staff sponsor.
- **Participate in a brief interview or interest meeting,** where you will have the opportunity to ask questions and learn more about the team's expectations and activities.
- **Receive notification** of your acceptance and any next steps for onboarding and training.
- **Attend onboarding,** where you will learn about team expectations, current school technology systems, and how your skills and interests will shape your role on the team.

Students at all skill levels are encouraged to apply. What matters most is a willingness to serve, learn, and lead.

5 HEALTH, SAFETY & EMERGENCY PROCEDURES

EMERGENCY PROCEDURES

The school maintains a comprehensive emergency plan for emergency situations that may arise. Our PowerSchool system will also be used to communicate and provide instructions for both emergencies and non-emergencies. Tornado, fire, and lockdown drills are conducted regularly throughout the school year.

Extreme weather conditions in Florida can develop suddenly. The school will send phone and email messages notifying families of weather-related school closings. This information will also be posted on the school website and our social media channels.

If it becomes necessary in an emergency to dismiss students after they arrive at school, we will follow this established procedure:

- Students in adult-driver carpools will phone their driver and be permitted to leave as soon as their driver arrives at CRO.
- All non-carpool students will call their parents to arrange for pickup as soon as possible. All students remain under CRO supervision until they are picked up.
- In brief, students will be dismissed to their regular pickup driver or parent, as previously arranged by their families.
- Special Note: Parents who do not want this regular carpool dismissal arrangement should talk with their son or daughter to be sure he/she is aware of their preference.

INCLEMENT WEATHER

CRO will adhere to the guidelines set by Orange County Public Schools concerning school closures due to inclement weather. The administration of CRO will determine the school's opening after assessing the campus's condition. In instances of severe weather leading to closures, CRO will assess any potential damage to the facility before deciding the school's status.

VISITORS

All visitors must enter through the Main Office and present photo identification to the receptionist for a background check using the Raptor system. If the system is down, a scan or photo of the visitor's ID will be taken.

IMMUNIZATION

CRO requires enrolling students to submit a Florida Department of Health Certificate of Immunization, as outlined in Florida Statute 1003.22, as a prerequisite for acceptance. Students who do not comply with immunization and health requirements within thirty (30) days of school starting will be withdrawn.

ILLNESS & HEALTH

If a student becomes ill or experiences an emergency during school hours:

- The student must report to the nurse's office.
- The school nurse will contact the student's parents or guardians.
- Once parents have been contacted, the student will remain with the school nurse until a parent or guardian arrives to pick them up.

- If parents do not respond to the school's contact attempts, the school will contact local authorities for assistance.

MEDICATION PROCEDURES (IF APPLICABLE)

Parents are required to notify the school if their student takes doctor-prescribed medication and complete the Parent/Guardian Medical Administration Consent Form. Students are required to bring the medication to the Main Office at the beginning of the school day. The medicine should be in its original container with the required dosage clearly visible on the label to be self-administered.

6 BUILDING CONDUCT & PROPERTY

SCHOOL PROPERTY

It's essential to take care of all areas where we have school activities, whether on campus, at athletic events, or during campus ministry activities.

Respect Our Space

Always treat buildings, furniture, and equipment with care. This means no defacing or damaging items such as computers, phones, walls, lockers, desks, chairs, tables, or windows.

Pay for Damage

If a student intentionally damages something, they may be responsible for covering the repair costs.

Stay on Campus

Students are expected to remain on school property throughout the school day and during all school-sponsored activities. Students may only leave campus when released according to their approved transportation plan on file with the school.

LOCKERS

Lockers are available for in-season athletes only and are assigned for athletic purposes during the student's active season. Lockers must be emptied daily and kept neat, organized, and locked at all times. While locker use is not mandatory, students who are assigned one must keep only school-related or athletics-related items inside. No food or valuable personal belongings are allowed, as the school is not responsible for lost or stolen items. Lockers are school property, and administrators reserve the right to inspect them at any time. No pictures, stickers, or permanent items may be placed inside or outside the locker. Only removable magnets may be used inside lockers. Damage caused by adhesive materials will incur a $25 fee.

SEARCHES, CONFISCATION & SAFETY

Searches

To ensure the safety of our school community, staff members, including administrators, may search personal items such as backpacks, purses, book bags, lockers, desks, and any other belongings located on school property, including the parking lot and surrounding areas, at any time. They do not need to provide prior notice or seek permission to conduct these searches.

Metal Detector Wands

To help keep everyone safe, CRO staff may use metal detector wands if they notice anything suspicious or suspect that there could be items not allowed in the school. Metal detectors may also be used during school events, evening activities, or sports events to ensure the safety of all.

Confiscation

If staff discover any prohibited or inappropriate items during these checks, they will confiscate them. Additionally, disciplinary actions may be taken if necessary.

Unsafe Items

- **Weapons:** Guns, knives, pepper spray, or any other items that can cause physical harm.
- **Explosives:** Fireworks, explosives, or incendiary devices.

- **Flammable Materials:** Gasoline, lighter fluid, or other highly flammable substances.
- **Drugs and Alcohol:** Illegal drugs, vapes, prescription medication without proper authorization, and alcoholic beverages.
- **Harmful Chemicals:** Toxic or corrosive substances, including certain cleaning supplies or chemicals.

Illegal Items

- **Drugs:** Any illegal drugs or controlled substances.
- **Drug Paraphernalia:** Items used for drug consumption or distribution, such as pipes, bongs, or needles.
- **Stolen Property:** Items that are known to be stolen or possessed without authorization.
- **Weapons:** Possessing weapons such as guns and knives on school grounds is strictly prohibited without proper authorization.
- **Pornographic Material:** Any form of explicit or illegal pornography.

Inappropriate Items

- **Disruptive Toys:** Items such as loud toys or prank items that can distract students or disrupt the learning environment.
- **Inappropriate Literature:** Books or magazines with explicit or offensive content.
- **Inappropriate Media:** Videos, music, or other media with violent or explicit content.
- **Unapproved Electronic Devices:** The school's policy prohibits the use of unauthorized electronic devices, including personal gaming consoles and drones.
- **Items for Bullying:** Anything used to harass or intimidate other students.

7 ELECTRONIC DEVICES

CELL PHONE & SMART DEVICE POLICY

Phone Collection

Upon arrival at school, students are required to securely store their cell phones in their homeroom classroom. Phones will remain there throughout the academic day and may be retrieved before dismissal. Any student who damages or tampers with the designated storage materials will incur a fee of $50. Cristo Rey Orlando is not responsible for any cell phones that are lost or stolen, and students are encouraged to leave their phones at home whenever possible.

This policy supports focused learning, healthy relationships, professional habits, and face-to-face community, all values central to who we are as a school.

No Use During School Hours

Phones and other electronic devices, such as smartwatches, iPads, earbuds, and digital music players, must be turned off, kept out of sight, and out of hearing range from arrival until dismissal while inside the school building and during school hours.

No Devices at Lunch

Electronic devices outside the school-issued Chromebook, and related accessories, are not permitted during lunch, promoting socialization and connections among friends.

Worksite Rule

On designated workdays, students may have their cell phones with them unless otherwise stated by the employer or the CWS department.

For Parents

If parents need to reach their child during the school day, they should call the main office at 689-337-6300.

MANDATED REPORTERS

Teachers and school staff are mandated reporters. The State of Florida requires that any professional working directly with children report any suspicion of abuse, neglect, exploitation, or endangerment of a child to the Department of Children and Families. Any reasonable suspicion of child abuse must be reported to the Florida Abuse Reporting Hotline: 1-800-962-2873.

8 Legal & Privacy

The Family Educational Rights and Privacy Act (FERPA)

FERPA is a law that protects the privacy of CRO students' school records. Under this law, parents (of students under 18 years of age) or eligible students (those 18 years of age or older) have the right to access records. Those rights include:

- Parents or 18-year-olds may inspect or review their child's educational records at the school.
- Schools may charge a fee for copies of those records.
- Parents or individuals aged 18 or older can request changes to inaccurate or misleading statements on school records.
- If the record is not changed, parents or 18-year-olds may request a formal hearing and have the right to include a statement of circumstances in the educational records that describes the challenged information.
- Schools must obtain written permission from parents or the 18-year-old student to release any information from educational records. Exceptions include school officials, schools to which a student transfers, audit officials, financial aid officials, accrediting organizations, courts of law, and health and safety officials.
- Typically, "directory" information (name, address, phone number, date and place of birth, honors and awards, dates of attendance) is available without consent. Parents or the 18-year-old may request that this information not be disclosed.
- The law requires schools to notify parents and 18-year-olds annually of their FERPA rights.

Military Recruiter Access (Hutchinson Act)

CRO complies with the Federal law permitting military recruiters to access high school students and their information for recruiting purposes. A parent of a high school student, or a student who is 18 years of age or older, may submit a request to CRO to prevent the release of the student's information. More information is available at www4.law.cornell.edu/uscode/10/503.html and studentprivacy.ed.gov.

9 PARENT ENGAGEMENT

PARENTS AS PARTNERS

At CRO, we view parents as essential partners in their child's educational journey. Parents are the primary educators of their children. Alongside the CRO team and teachers, parents play a crucial role in supporting and encouraging students to meet the school's academic, professional, and behavioral expectations. By selecting CRO, families commit to actively engaging in their children's education, well-being, and future aspirations.

We encourage parents to ensure that their children arrive at school ready to learn and engage fully. This shared commitment between parents and CRO fosters a nurturing and productive environment for every student. If a family finds that they cannot align with CRO's mission and the efforts of its faculty and staff, they may want to consider other educational options that better suit their expectations.

PARENT AND COUNSELOR QUARTERLY ACADEMIC MEETINGS

At CRO, parents can meet virtually or face-to-face with the school counselor or the Dean of Curriculum to review their student's progress reports. These meetings will focus on discussing grades and setting goals for intervention or enrichment opportunities to ensure student success. The information gathered during these meetings will be shared with teachers to support student learning and achievement. Depending on availability, teachers are also welcome to attend.

This collaborative process will occur for a whole week following the release of each progress report and before the issuance of report cards, ensuring ongoing communication and support for each student's academic growth.

FAMILY ENGAGEMENT

Cristo Rey Orlando will offer a variety of parent workshops, meetings, events, and activities throughout the school year designed to support the whole family, covering topics such as parent-teen communication, curriculum support, faith formation, and overall student success. Families will be notified of upcoming opportunities through our social media platforms, school website, and event calendar.

COMMUNICATION PROCESS FOR PARENTS AND GUARDIANS

At Cristo Rey Orlando, we prioritize collaborating with our families. If you have any concerns, complaints, or suggestions, we kindly ask you to follow these steps to work together in resolving the issue:

- **Start by talking to the right person:** If you have a concern, please speak directly with the person involved, such as your child's teacher. Open, respectful communication is essential. If necessary, schedule a meeting to discuss the issue with them.
- **If you're unable to resolve the concern directly:** Please schedule a meeting with an administrator, Assistant Principal Yvonne Toro (ytoro@cristoreyorlando.org), or the school Principal, Johana Santiago-Puckering (jpuckering@cristoreyorlando.org).

> **Finding a Solution Together:** *The Administrator or their designee will collaborate with both parties to mediate the situation and reach a resolution that benefits everyone.*

PARENTS / GUARDIANS AS VOLUNTEERS

Parents and guardians who volunteer are a vital part of our CRO family. All volunteers must complete our Volunteer Registration Form, attend our Safe Environment Training (held on campus), and complete a Level II Background Screening ($50). Please refer to the CRO website for details.

10 ACADEMIC PROGRAM

ACADEMIC STANDARDS

Every Student's Right to a Good Education

At CRO, every student deserves an excellent education. We strive to create a school environment that fosters learning and mutual respect. We require students to honor the educational process and take responsibility for their learning. All students must fulfill the CRO Program of Study in its entirety to graduate.

ACADEMIC HONESTY & INTEGRITY

At CRO, we prioritize academic integrity and trust our students to act honestly by adhering to the school's policies on academic honesty. These policies include respecting the ideas and writings of others and properly crediting the work of others when it is used. To support this commitment, teachers and administrators will utilize Turnitin as an additional measure to uphold academic integrity and guarantee that all work is original and properly cited.

While collaboration on specific assignments is encouraged to build teamwork skills, it should not involve copying someone else's work or allowing someone else to submit your work as their own. As a CRO student, you must ensure that all work you submit is your own and that you appropriately acknowledge any sources used. If you are unsure about how to cite sources or maintain academic honesty, please ask for help. Consequences for academic dishonesty will be addressed on a case-by-case basis to maintain a fair and respectful educational environment for all.

USE OF ARTIFICIAL INTELLIGENCE (AI) & ACADEMIC INTEGRITY

AI can be a valuable tool for assisting with research, generating ideas, and understanding complex topics. However, it's important to remember that AI should serve as a resource rather than a substitute for your work or voice. When using AI, ensure that the final product reflects your understanding, ideas, and effort. Just like with any other source, it's crucial to acknowledge where and how AI has been used to support your work. This practice upholds academic integrity and ensures that your work is authentically yours.

CURRICULUM & STUDY

CRO strives to create a meaningful, engaging, and challenging curriculum for all our students. Currently, we plan to utilize the College Board Advanced Placement course suite. The integration of Pre-AP, AP, and Honors into our comprehensive program of study ensures that our student body can receive substantial preparation for higher education.

Homework

Homework at Cristo Rey Orlando is intentional and purposeful. Assignments may take a variety of forms, including reviews, completing unfinished work, reading, vocabulary practice, or enrichment

activities, all designed to reinforce and extend student learning. Students also have dedicated Crown Hub and Enrichment time each day to focus on studying, make up missing exams or assignments, and seek additional support when needed. Families are encouraged to regularly check PowerSchool and Canvas to stay informed of their student's academic progress, upcoming assignments, and overall performance.

- **Crown Hub:** Intervention time after lunch.
- **Crown Scholar Enrichment:** Instructional support after 7th period.

Students are encouraged to rewrite their class notes, as this effectively ensures they comprehend what they have learned. This practice helps review key concepts and enhances memory retention. Taking the time to rewrite notes also prepares students for quizzes, tests, and projects.

Exam Guidelines

Course exams are scheduled at the discretion of each teacher based on curriculum unit progression and will be communicated to students in advance. If you need to take a make-up exam or re-assessment, schedule it directly with your teacher. These can be arranged during Crown Hub time or as needed. Please note that this does not apply to midterm or final exams. Make-up days are not available for midterm or final exams.

Midterm and Final Exam Exemption

To be exempt from midterm and final exams, students must fulfill all of the following criteria:

- **Grade:** Students must earn a grade of 'A' in each quarter of the course.
- **Attendance:** Students are allowed a maximum of two excused absences per semester.
- **Status:** Students on Corporate Work Study or academic probation are not eligible for exemptions.

> *Midterm and final exams are required for all students. Only students who have qualified for an exemption may be excused from taking them; however, eligible students may still choose to take the exam in an effort to improve their grade. Semester exams are a priority and will not be rescheduled except in cases of extreme health or family emergencies. If a student misses a midterm or final exam, no make-up exam will be provided.*

Grading

At Cristo Rey Orlando, we promote academic growth and ensure student success. This policy guarantees that low grades do not negatively impact a student's educational performance. It reflects our belief that all students can learn and improve with the proper support and opportunities.

Students are expected to reassess or resubmit assignments at least once within 7 days of receiving a grade. All grades recorded in the grade book reflect earned performance and must be worth at least half the points of any summative or formative assignment.

Points-Based Grading

All courses will utilize a 100-point grading system each quarter, which encompasses assessments, quizzes, classwork, notes, study preparation, and formative assessments (such as bell work and exit tickets).

- **Summative Assessments (60%):** Tests, Midterms/Final Exams, End-of-Unit or Chapter Tests, Standardized Tests, Quizzes, Projects, Presentations, Papers, Group Projects, Portfolios, etc.
- **Formative Assessments (40%):** Notetaking, exit tickets, do-nows, concept maps, journals, quick writes, think-pair-share, peer reviews, group brainstorming, graphic organizers, gallery walks, whiteboard activities, cold calling, Socratic seminars, open-ended questions, lab experiments, rubrics, checklists, reflection questions, class discussions, etc.

Required Grades per Quarter

Teachers must maintain a minimum of two assessments per week in the gradebook: one formative and one summative. Throughout each nine-week grading period (quarter), these weekly assessments should total a minimum of 18 grades, comprising nine grades in the summative category and nine grades in the formative category.

HONOR ROLL

The Honor Roll is determined at the end of each semester based on each student's unweighted GPA for that grading period.

- **Honor Roll:** GPA 3.0 – 3.49
- **Principal's List:** GPA 3.5 & higher

Any student receiving an "F" in any course or involved in an academic violation will not be eligible for the Honor Roll or Principal's List, regardless of their grade point average.

GRADE DISPUTING POLICY

The school issues grades at the end of each quarter and semester. Students will receive a letter grade for every course. If students or their parents have any concerns about a grade, they should contact the teacher within ten days of the posting date. After ten days, all grades will be deemed accurate and final.

Parents are required to provide the school with their current email address at the beginning of the year. Parents and students should consistently check academic progress online through the PowerSchool Parent Portal. Teachers can be contacted via email if you or your parents have any questions.

Students who receive an "F" for a semester grade will meet with an administrator and the school counselor to determine the next steps for achieving academic success.

ADVANCED PLACEMENT (AP) COURSES

AP Exams are scored on a scale of 1 to 5. Each college or university decides its criteria for awarding college credit. A score of 3 or higher is deemed passing and may qualify for college credit. Grades for AP courses receive an additional full quality point for each semester. Additional information about the AP program can be found at apstudent.collegeboard.org/home.

DUAL ENROLLMENT

Dual enrollment allows secondary students, including those in home education and private schools, to take postsecondary courses while earning credits toward a high school diploma, career certificate, or an associate or bachelor's degree at a Florida public or eligible private institution.

Students interested in participating in a Dual Enrollment program must meet the eligibility criteria of (1) being enrolled in a Florida public or private secondary school for grades 6–12; (2) maintaining a

minimum unweighted GPA of 3.0; (3) for college credit courses, students must demonstrate readiness by achieving minimum scores on standardized placement tests, as specified in Rule 6A-10.0315 of the Florida Administrative Code; and (4) postsecondary institutions may impose additional eligibility requirements, which will be detailed in the Dual Enrollment Articulation Agreement between the school district and the postsecondary institution.

At CRO, we strive to offer students dual enrollment opportunities through partnerships with community colleges and universities, providing courses that align with their college goals and interests.

Student Support Plan (SSP)

The purpose of a Student Support Plan (SSP) is to assist students who are struggling to succeed academically. The SSP encompasses strategies and support designed to help students improve in their classes and includes regular check-ins and collaboration to ensure every student has the resources necessary for success. A key component of this support is the Crown Scholar Hub period, which provides academic intervention and enrichment in specific subject areas, along with social-emotional support. The SSP aims to identify early whether a student needs additional help and connect them with the appropriate support, both in school and from the community.

It is the responsibility of parents and guardians to inform administration of any existing IEP or 504 plan at the start of the school year. Families who believe their student may benefit from an SSP are encouraged to contact administration to request a meeting and discuss next steps.

Academic Probation

At Cristo Rey Orlando, we expect every student to put forth their best effort and take responsibility for their learning. When a student's GPA falls below 3.0, their grade average drops below a C in one or more courses, or they are failing one or more courses, academic probation provides an opportunity to receive coaching, extra help, and individualized support to improve their learning and return to good academic standing.

When concerns arise, we work through a structured support process that may include restorative conversations, coaching, family partnership, tutoring, mentorship, and action plans. Parents will be notified, and the terms of any probationary period will be clearly explained. A meeting with school administration will take place, and a student-parent-teacher conference may also be required.

While on probation, students are not permitted to participate in athletics or extracurricular activities until improvement is shown. The administration also reserves the right to place a student on academic probation at the beginning of any school year, including for new or transfer students.

> **Our Commitment to You**
>
> *Cristo Rey Orlando is committed to helping students succeed through coaching, intervention, family partnership, and individualized support. When concerns arise, students may participate in conferences, action plans, academic support, behavioral coaching, or probationary processes. In rare cases, when a student is unable or unwilling to meet essential community expectations despite sustained intervention, continued enrollment may be reconsidered.*

Late Work / Make-Up Policy

Failure to submit assignments on time or to miss assessments will require students to adhere to the make-up/reassessment policy. CRO acknowledges that there may be legitimate reasons for missing

an assignment, and teachers are required to investigate these circumstances through root cause discussions and fair judgment on a case-by-case basis.

- **Initial Consequence:** If a student fails to submit an assignment by its due date, they will receive half of the total grade for that assessment. Missing assessments, such as tests or quizzes, are also subject to this policy.
- **Excused Absences:** If a student misses an assignment or assessment due to an absence, a parent or guardian must submit a note upon the student's return to school. Without a provided note, the absence will automatically be considered unexcused.
- **Root Cause Discussion:** If a student has a valid reason for missing an assignment or assessment, their teacher is required to conduct a root cause discussion to examine the circumstances and exercise fair judgment on a case-by-case basis.
- **Requesting Make-Up Work:** It is the student's responsibility to submit the make-up work request form and schedule a time with their teacher within one week of the missed due date, assignment, or assessment.

Re-assessment is Mandatory

Students who receive a grade lower than half of the total points on any assignment or have an incomplete assignment of any kind are required to complete a reassessment. This reassessment must be scheduled and completed within one week of the original grade being posted or the assignment being missed. The goal is to ensure that students have the opportunity to demonstrate mastery of the material and remain accountable for their learning.

STUDENT SERVICE HOURS

We require our students to complete service hours to help them grow in their appreciation of the importance of serving our world and to ensure eligibility for college and scholarships. These hours will be coordinated through the Counseling department. Students must complete 100 community service hours during their time at CRO before graduation. The Counseling department will track these hours. Approval must be obtained before starting service hours. Students will discuss volunteer hour guidelines with the school counselor.

11 ATTENDANCE — GENERAL GUIDELINES

REPORTING AN ABSENCE

Parents or guardians must contact the school when a student will be absent. Please call the main office or send an email before the start of the school day. Upon returning to school, students must bring a written note from a parent or guardian confirming the reason for absence.

ABSENCE PROTOCOL

Absences are classified as excused or unexcused. Excused absences include illness (with documentation as needed), family emergencies, religious observances, and other circumstances pre-approved by administration. Unexcused absences may affect academic standing and participation in extracurricular activities.

MISSING ACADEMIC WORK DUE TO AN ABSENCE

At the start of the school year, all students will receive a course syllabus that outlines expectations, procedures, and grading policies. Students are responsible for understanding the policies related to absences, including missed tests and assignments. It is the student's responsibility to complete any late or missing work within seven days, unless an exception is made or required.

MISSING EXAMS DUE TO AN ABSENCE

If a student is ill and misses an exam, the exam will be rescheduled upon receipt of a doctor's note. This does not apply to mid-terms or final exams.

DISMISSAL FOR ILLNESS DURING THE SCHOOL DAY

If students become ill during the school day, they must report to the clinic with the teacher's permission. The school will then contact a parent or guardian for pick-up. No student will be released without consent from a parent or guardian.

If a student becomes ill at work, they should inform their direct supervisor and the Work Study Office, which will arrange pick-up. Students who become ill during the school day may not participate in any after-school or evening activities on that day.

PROFESSIONAL / MEDICAL APPOINTMENTS AND CHECK-OUT TIME

Efforts should be made to schedule appointments outside school and work hours. Students are not permitted to schedule appointments on their designated CWSP workday. They must be signed out by a parent or guardian when leaving for an appointment and must check in at the front desk upon their return. School ends at 4:00 PM, and the latest check-out time is 3:00 PM.

TARDINESS

CRO recognizes tardy arrivals in the following categories:

- **Excused:** Late arrival caused by factors beyond the family's control, including severe weather, verified transportation delays, health emergencies, or power outages.
- **Unexcused:** Arriving late due to reasons like oversleeping or running errands is considered unexcused tardiness.

Tardy Consequences

- **4th tardy:** Meeting with the Dean of Culture to discuss options for improvement.
- **6th tardy:** A counseling referral and the development of an improvement plan.
- **8th tardy:** A warning letter will be issued to the parent or guardian by the Dean of Culture.
- **10th tardy:** The student will be placed on an attendance contract, and a meeting will be held with the parent or guardian, Principal, and Dean of Culture to review the improvement plan.

Excessive tardiness may result in dismissal from the school.

TRUANCY

In cases of truancy, parents or guardians will be notified immediately. Students who are truant may face suspension and other disciplinary actions. Repeated truancy could lead to expulsion. CRO is legally obligated to report excessive absences to the student's home district. According to Florida Statute 1003.26, truancy is defined as any absence from school without prior approval from parents or school authorities. Florida State Law requires the school to report the names of any students with more than 10 absences within a 90-calendar-day period. If a student accumulates ten consecutive days of absences from school and work, those absences will be reported to local authorities for a wellness check.

ATTENDANCE CONTRACT

A student who consistently arrives late to school, work, or class will be placed on an attendance contract set by the school administration. Students under an attendance contract may lose the privilege of participating in extracurricular activities, sports, and special school events such as performances, games, or dances for the duration of the contract.

12 SPECIAL EDUCATION POLICY

Our Commitment to Every Student

Cristo Rey Orlando believes every child is created with God-given dignity and unique gifts. We are committed to thoughtfully evaluating how we can support students with learning needs within the resources available to us, working closely with families to provide the best possible path forward.

SPECIAL EDUCATION IN PRIVATE SCHOOLS

Under federal law, the Individuals with Disabilities Education Act (IDEA) states that students with disabilities who attend private schools do not have the same access to special education services as those in public schools. Private schools, such as CRO, can apply for limited services and funding through the local public school district, but these services are not as extensive as those provided by public schools. This means that CRO is not required to create or follow Individualized Education Programs (IEPs) or 504 Plans.

CRO will provide services to students based on the availability of resources. Each student's needs will be evaluated independently to determine how CRO can best support them.

When enrolling a child with a disability at CRO, parents should understand that the school will evaluate whether it can effectively meet their needs within the resources available. If additional support beyond our current capacity is needed, we will work with families to identify appropriate alternatives.

ADMISSIONS PROCESS FOR STUDENTS WITH IEPS OR 504 PLANS

- **Initial Review:** Parents must submit copies of their child's IEP, 504 Plan, and any relevant assessments or documentation during the admission process. Providing this documentation allows us to thoughtfully assess how we can serve your child well.
- **Child Study Team Evaluation:** A multidisciplinary group known as the Child Study Team will review the submitted documents and assess the available information to compare the child's needs with CRO's current resources and supports.
- **Determination of Resources:** If the team determines that CRO has the appropriate resources to support the student's needs, the student may be admitted with a Customized Service Agreement. If additional support beyond our current capacity is needed, parents will be notified, and alternative educational options may be discussed.

For admitted students, CRO will provide a service agreement that outlines the specific resources and support the school will offer, including a comprehensive list of available services and a statement indicating the parent understands the limitations of services provided by a private school.

13 BEHAVIOR STANDARDS

DISCIPLINE AND STUDENT CONDUCT

CRO evaluates student conduct and disciplinary concerns on an individual basis, taking into account the specifics of each infraction. Instead of relying on a single model or approach, the school considers a variety of factors when deciding on appropriate disciplinary actions, which can range from warnings to expulsion. School disciplinary policies apply to students regardless of whether they are on or off campus.

Our Approach to Accountability

Cristo Rey Orlando is committed to helping students succeed through coaching, restorative conversations, family partnership, mentorship, and individualized support. When concerns arise, students may participate in conferences, skill-building activities, action plans, and probationary processes. In rare cases, when a student is unable or unwilling to meet essential community expectations despite sustained intervention and support, continued enrollment may be reconsidered.

Student behavior that contradicts the school's values, teachings, or culture, its religious sponsor, or the Catholic Church will be assessed on a case-by-case basis to determine if the school is still an appropriate fit.

SOCIAL MEDIA & COMMUNITY CONDUCT

At CRO, we are dedicated to upholding the values rooted in our Catholic faith, both within the school and beyond. This commitment extends to the conduct of all its members on social media, in the community, and in the workplace. Our students are expected to represent the school with dignity and professionalism, reflecting the principles that define our educational and spiritual mission.

Being responsible on social media is especially important, as it serves as a platform where our actions and words can have a lasting impact. We expect our students to engage online in a manner that is respectful, thoughtful, and consistent with the values we cherish.

DRUGS AND ALCOHOL

At CRO, we care about our students' well-being and the safety of our community. The use or possession of drugs, alcohol, or tobacco at school is strictly prohibited and puts others at risk. If necessary, the school may conduct drug tests, use a breathalyzer, or take other measures to ensure everyone's safety.

We recognize that choosing to avoid drugs, alcohol, and tobacco can be difficult, but it's a fundamental part of our identity as a school community and reflects our faith-based values. Our goal is safety, healing, and helping students make healthy choices. If you require assistance or support, our school counselor can speak with you or connect you to additional resources. The school will assess each situation individually and determine the best way to proceed.

NO WEAPONS POLICY

At CRO, the safety of our students and staff is our highest priority. Under no circumstances are weapons of any kind permitted on school grounds. This includes firearms, knives, or any other items that could be used to inflict harm. Possession of a weapon is a serious offense and will be addressed

immediately. Any student found with a weapon will be reported to law enforcement, and appropriate legal actions will be taken.

HARASSMENT & BULLYING

At CRO, we believe that everyone deserves respect and dignity, whether in person, online, or on and off campus. We are committed to creating a safe and welcoming environment for all students. Bullying and harassment in any form, including on social media, are strictly prohibited.

Bullying involves repeated actions intended to harm, intimidate, or control someone, such as name-calling, offensive jokes, teasing, or spreading rumors. Harassment refers to any unwelcome behavior that makes someone feel uncomfortable or unsafe, especially when it targets characteristics like race, gender, age, or nationality.

If you feel you're being bullied or harassed, or if you witness someone being treated unfairly, report it immediately to a teacher, the principal, or another administrator. The school will thoroughly investigate each situation and take necessary action. Bullying or harassment, whether in person or online, can lead to serious consequences, including expulsion.

ZERO TOLERANCE FOR VIOLENCE

CRO maintains a zero-tolerance policy for all forms of student violence, including fighting, retaliation, threats, intimidation, or any act, verbal or physical, that causes harm or fear of harm to others. This also includes language, gestures, or social media posts that invite, provoke, or encourage violence in any way. Violence of any kind is strictly prohibited and will result in immediate disciplinary action, which may include suspension, dismissal, and/or notification of law enforcement when appropriate.

Students are expected to seek help from a teacher, counselor, or administrator when conflicts arise rather than attempting to handle situations on their own. As a faith-based community, we are committed to promoting peaceful conflict resolution, respect for the dignity of every person, and a safe learning environment for all.

PUBLIC DISPLAYS OF AFFECTION

Out of respect for self, others, and the professional learning environment we are building together, public displays of romantic affection, including kissing, clinging, and petting, are inappropriate in an academic setting. These guidelines reflect the professionalism we expect and promote among our students.

SCHOOL-RELATED TRANSPORTATION GUIDELINES AND EXPECTATIONS

Cristo Rey Orlando High School (CROHS) is committed to providing a safe, respectful, and orderly transportation environment for all students. School transportation is an extension of the school day, and all students are expected to demonstrate the same standards of behavior, responsibility, and respect required on campus.

These expectations apply to all school-related transportation, including daily transportation to and from school, Corporate Work Study Program (CWSP), athletic practices and competitions, field trips, retreats, school-sponsored events, and any other transportation arranged or coordinated by CROHS.

Student Transportation Expectations and Bus Safety Norms

- **Respectful Behavior:** Students must treat drivers, transportation staff, chaperones, and fellow students with dignity and respect. Disrespectful language, profanity, bullying, harassment, discrimination, threats, or inappropriate behavior will not be tolerated.

- **Follow Driver and Staff Directions:** Students must immediately follow all instructions provided by bus drivers, transportation personnel, and supervising school staff.
- **Remain Seated:** Students must remain seated while the vehicle is moving, keep aisles clear, and use seat belts when available and required. Standing, switching seats while moving, or engaging in unsafe movement is prohibited.
- **Keep Hands, Feet, and Objects to Yourself:** Physical aggression, pushing, fighting, throwing objects, horseplay, or any behavior that compromises the safety of others is strictly prohibited.
- **Maintain a Safe Environment:** Students must refrain from excessive noise, yelling, distracting the driver, or engaging in any behavior that interferes with the safe operation of the vehicle.
- **Respect School and Transportation Property:** Students must keep vehicles clean and free of damage. Vandalism, destruction of property, and leaving trash behind are prohibited. Families may be held financially responsible for damage caused by their student, as permitted by applicable law and school policy.
- **Remain on Assigned Transportation:** Students must ride their assigned bus or transportation route unless a change has been authorized by school administration. Students may not switch routes, vehicles, or designated stops without prior approval.
- **Follow Boarding and Dismissal Procedures:** Students must arrive at designated pickup locations on time, board and exit in an orderly manner, and follow all attendance and dismissal procedures. Students may not exit at an unauthorized stop.
- **Prohibited Items and Activities:** Smoking, vaping, possession or use of alcohol or drugs, weapons, and other prohibited items are strictly forbidden. All CROHS Student Handbook policies remain in effect during transportation.

Transportation Violations and Consequences

Failure to follow transportation expectations may result in disciplinary consequences, including warnings, parent/guardian conferences, disciplinary referrals, behavioral contracts, and temporary or permanent suspension of transportation privileges.

Consequences will be determined based on the severity and frequency of the behavior and in accordance with the CROHS Discipline Matrix. Serious safety violations may result in immediate suspension of transportation privileges and additional disciplinary action, up to and including expulsion.

CROHS reserves the right to suspend or revoke transportation privileges when student behavior compromises the safety and well-being of others. Families will be responsible for arranging alternative transportation when transportation privileges are suspended or revoked.

14 STUDENT RECORDS

STUDENT TRANSCRIPT & EVALUATION STATUS

This policy defines how Cristo Rey Orlando High School evaluates transcripts and academic records across different student populations: incoming students, current students, transfer students, and re-enrolling students.

DEFINITIONS

Incoming / Enrolling Student: A student applying to CROHS for the first time, entering from a previous school, home education program, or other educational setting.

Current Student: A student actively enrolled at CROHS, subject to ongoing semester review.

Transfer Student: A student moving to CROHS from another school, home education program, or educational setting, whether entering as an incoming student or mid-year.

Re-Enrolling Student: A current CROHS student seeking to continue enrollment for the following school year.

1. INCOMING AND TRANSFER STUDENTS

Before admission, CROHS reviews the student's transcript and supporting academic records to determine eligibility, appropriate grade level placement, and acceptance of prior credit.

Home Education Transcripts

Students transferring from a Florida Home Education Program must submit a transcript and/or parent-issued official transcript, along with documentation verifying enrollment in a registered Home Education Program, such as a Letter of Intent to Establish a Home Education Program filed with the student's resident school district, or other proof of registration. CROHS may also require additional supporting documentation, including annual evaluations, course descriptions, curriculum information, portfolios of student work, standardized test results, or other evidence of academic achievement.

All Incoming and Transfer Students

CROHS reserves the right to:

- Validate coursework and confirm that credits reflect the content and rigor required for acceptance
- Determine the acceptance of transfer credits toward graduation requirements
- Administer placement assessments when appropriate to confirm readiness for coursework
- Review attendance records from the student's previous school or program
- Review disciplinary records as part of the enrollment decision
- Assign grade level based on the student's academic record, demonstrated mastery of course content, and alignment with CROHS graduation requirements

As a private school, CROHS retains full discretion over admission decisions. Submission of a transcript or supporting documentation does not guarantee acceptance of credits, placement at a specific grade level, or admission to the school.

2. CURRENT STUDENTS

A general transcript evaluation will occur for all current students at the end of each semester. Evaluation components include student attendance, behavior incidents, grade point average, standardized test scores, the number of failed courses, adherence to school norms and expectations, and other relevant factors.

Deficiencies in any of these categories at the end of the first semester may lead to a conference to address concerns. Deficiencies at the end of the second semester may result in a first or second conference and, after sustained intervention, a review of enrollment. A review of enrollment may result in a range of outcomes, including but not limited to a probationary status with defined conditions, non-renewal for the following school year, or dismissal from current enrollment, determined on a case-by-case basis by school administration.

Good standing is granted to every student at the beginning of the school year. Once good standing is lost, it can only be regained over time through notable, sustained progress. An official status update for any individual student can only be issued by the Principal or an administrator. Parents may request a status check at any time after the first semester.

3. RE-ENROLLING STUDENTS

Continued enrollment for the following school year is not automatic. Parents or guardians must contact the school administrator to request re-enrollment for the upcoming school year.

Re-enrollment decisions are based on the student's overall standing throughout the current school year, including but not limited to:

- Attendance rate thresholds
- Financial account status
- CWSP participation and performance
- Disciplinary history
- Academic performance trends

Students who have undergone a review of enrollment during the current year may be subject to additional conditions as part of the re-enrollment decision.

4. RECORDS AND FINANCIAL HOLDS

> *No student records, transcripts, or grades will be released if a student or family has an outstanding financial balance with the school. All balances must be resolved before official documents can be issued.*

15 STUDENT ACTIVITIES

CLUBS & ORGANIZATIONS

Clubs are established at the beginning of each year according to interest. If there is insufficient turnout from the student body to participate in any sport or club, sessions/practices, or the entire season may be canceled. A faculty or staff sponsor is necessary for any club to form, and service projects that align with the school's mission and the club's purpose are also required for club formation.

STUDENT ACTIVITIES GUIDELINES

The following are general guidelines for school-sponsored events:

- If a student is absent from school, they may not participate in any school-sponsored activities or events that day, including but not limited to athletics, clubs, dances, performances, or other school-related events.
- CRO students are accountable for any guest who is not a CRO student and must receive prior approval from the Principal.
- Once students leave an event, they cannot return.
- All policies and procedures in the CRO handbook concerning behavioral norms and expectations are in effect at all CRO events, regardless of location.

FIELD TRIPS

Parents who wish to allow their student to participate in a field trip must submit a completed official permission form to the sponsoring teacher by the designated deadline. The permission form must be signed by a parent or guardian. Permission for attendance at off-campus events will not be accepted by telephone or email.

Students must be in good academic and attendance standing to participate in field trips. Eligibility requirements include:

- No more than five (5) absences.
- No current grades of D or F in the gradebook.
- A minimum cumulative GPA of 2.5.

Any student circumstances or concerns regarding eligibility must be brought to the Administrative Team for review and determination prior to participation.

In some cases, a small field trip fee may be required to help offset transportation, admission, or activity costs. Any applicable fees and payment deadlines will be communicated in advance.

ATHLETICS

Cristo Rey Orlando is excited to continue developing its athletic program. As a member of the Florida Independent High School Athletic Association (FIHSAA), we aim to offer a variety of sports based on student interest, the availability of sponsors and coaches, and suitable facilities. While the athletic schedule will be published on the school website, we are committed to building a program that reflects the interests and talents of our students.

Students who participate in athletics may be required to pay an athletic participation fee to help offset costs associated with uniforms, officials, transportation, equipment, and league membership. In

addition, student-athletes may be expected to participate in fundraising activities throughout the year to support the athletic program. Information regarding participation fees, fundraising expectations, eligibility requirements, and team-specific guidelines will be communicated before each season.

Participation

To participate in athletics, students must complete all necessary paperwork for FHSAA and the school, which includes agreeing to follow the Athletic Department's Code of Conduct. Additionally, students must meet all eligibility requirements set by FHSAA. They are also required to provide the Athletic Director with a certified birth certificate, a signed consent form for participation, and a physical form. The physical is valid for 365 days from its completion and must be renewed each year to maintain eligibility for sports.

A MESSAGE FROM THE VICE PRESIDENT OF CORPORATE WORK STUDY

Dear Students and Families,

Welcome to the Corporate Work Study Program (CWSP) at Cristo Rey Orlando High School!

We are honored to partner with your family as we begin to help students discover their interests, develop their talents, and prepare for lives of leadership and service. The Corporate Work Study Program is much more than a school program, it is a transformative educational experience that intentionally bridges the classroom and the workplace.

As a Cristo Rey Orlando student, each workday is an extension of the classroom. Students are challenged to apply what they learn academically while developing the professional skills, habits, and character that employers and colleges value most. Through meaningful work experiences, students gain confidence, build relationships with professional mentors, explore career pathways, and develop a deeper understanding of their God-given gifts and potential.

To our students: Every day you enter the workplace, you represent yourself, your family, Cristo Rey Orlando, and every student who will one day follow in your footsteps. Your professionalism, integrity, work ethic, communication, and willingness to learn matter. Success is not measured solely by completing tasks but by how you grow as a person. Ask questions, accept feedback with humility, take initiative, and always strive for excellence. The habits you develop today will become the foundation for your future.

To our parents and guardians: Thank you for entrusting us with your child. Your encouragement, accountability, and partnership are essential to your student's success. By helping students prepare for work, emphasizing punctuality and professionalism, supporting school expectations, and reinforcing the importance of responsibility at home, you play a critical role in helping them thrive both in the classroom and the workplace. Together, we are shaping not only future professionals but future leaders.

Our corporate partners invest in our students because they believe in their potential. They serve as mentors, coaches, and co-educators, providing real-world experiences that cannot be replicated in a traditional classroom. We are grateful for their commitment to developing the next generation of leaders.

The workplace is not simply where our students work, it is where they learn. Every challenge becomes an opportunity to grow. Every supervisor becomes a teacher. Every project becomes a lesson in responsibility, collaboration, and excellence.

As our world continues to evolve, success will require far more than academic knowledge alone. It will demand strong character, adaptability, communication, critical thinking, collaboration, and a commitment to lifelong learning. Through the Corporate Work Study Program, students graduate not only prepared for college and career, but equipped to contribute meaningfully to their communities and to lead with integrity.

We look forward to partnering with you throughout the year. Together—with families, educators, community, and corporate partners, we are preparing students for college, career, and life while demonstrating what is possible when education and industry work hand in hand.

Thank you for being part of the Cristo Rey Orlando community!

With gratitude,

COURTNEY RAYAM HAND
Vice President, Corporate Work Study Program
Cristo Rey Orlando High School

16 CORPORATE WORK STUDY PROGRAM

PROGRAM OVERVIEW

At CRO, all students participate in the Corporate Work Study Program (CWSP), a key part of their high school experience. Through CWSP, you'll work for a reputable company, gaining valuable job experience while helping to fund part of your education. The skills you acquire on the job will illustrate how your education connects to the real world, making it a distinctive aspect of being a student here. While working, you'll represent both yourself and Cristo Rey, so maintaining a professional demeanor is crucial.

As representatives of Cristo Rey Orlando, students are expected to uphold the school's values and demonstrate professionalism, responsibility, and integrity both on campus and in the workplace.

The CWSP office is here to help you with anything related to your job. If you or your family have questions about work, please reach out to the CWSP Staff:

- **Corporate Work Study Program Office** — cwsp@cristoreyorlando.org
- **Courtney Hand**, Founding Vice President of CWSP — chand@cristoreyorlando.org
- **Desiree Mathis**, Founding Associate Director of CWSP — dmathis@cristoreyorlando.org
- **Llelila Garcia**, Founding Vocational Counselor & Relationship Manager — lgarcia@cristoreyorlando.org
- **Antonio Small**, Relationship Manager — asmall@cristoreyorlando.org
- **Mariel Molina**, Founding Leadership Teacher — mmolina@cristoreyorlando.org
- **Ernest Lecounte**, Leadership Teacher — elecounte@cristoreyorlando.org

HOW CWSP WORKS

Enrollment at Cristo Rey Orlando includes participation in the Corporate Work Study Program. Students are assigned to a corporate or nonprofit partner and work as part of a student team. Revenue generated through the Corporate Work Study Program helps support students' educational expenses and tuition assistance. Students generally work one full workday each week and participate in professional development activities throughout the school year.

To participate in CWSP, students must:

- Be legally eligible to work in the United States.
- Complete all required employment documentation, including an I-9 form.
- Be at least 14 years old.
- Successfully complete all required workplace readiness and safety training.

Student Placements

Student workplace assignments are made by the CWSP team using a variety of factors, including workplace availability, transportation logistics, student strengths, interests, skills, maturity, and the needs of our corporate partners. While student interests are considered whenever possible, placement in a specific company, industry, or role is not guaranteed.

The CWSP team works to ensure that each placement provides meaningful professional experiences while meeting the operational needs of our workplace partners. Students are expected to approach every assignment with a positive attitude, professionalism, and a willingness to learn.

Once assigned, students will typically remain with the same workplace partner throughout the school year. In rare circumstances, a placement may change due to business needs, workplace availability, student performance concerns, transportation considerations, or other programmatic requirements. Any changes to a student's placement will be communicated by the CWSP office. Final placement decisions are made by the CWSP office.

Work Schedule

Each student is assigned to one designated workday — Monday, Tuesday, Wednesday, or Thursday — based on their workplace assignment. Students report to their assigned workplace on the same workday each week for the duration of the school year. This consistent schedule allows students to build strong relationships with their supervisors and coworkers, develop workplace skills over time, and become valued members of their workplace team. On days when students are not scheduled to work, they attend classes on campus. Workdays generally run from approximately 9:00 a.m. to 3:00 p.m., though schedules may vary slightly depending on workplace needs and transportation logistics.

Transportation

The Corporate Work Study Program provides transportation between Cristo Rey Orlando and students' assigned workplaces. Students are expected to arrive at school on time and be prepared for deployment to their worksite. While utilizing CWSP transportation, students must follow all directions from drivers and school staff, remain seated, behave appropriately, and help keep vehicles clean and free of trash. Students are expected to treat drivers, fellow students, and school property with respect at all times.

For safety and liability reasons, parents and guardians may not independently transport students to or from their assigned worksites unless prior approval has been granted by the CWSP office.

Lunch & Breaks

Students receive a lunch break and any additional breaks permitted by their workplace supervisor. Lunch schedules may vary based on the workplace's operations and daily schedule.

Students may either bring lunch from home or receive a bag lunch provided by Cristo Rey Orlando. Corporate Work Study partners are not responsible for providing lunch to students.

CWSP Behavior & Professional Standards

Students are expected to demonstrate professionalism, accountability, initiative, and respect in the workplace. Workplace expectations include:

- Arriving on time and prepared to work.
- Completing assigned tasks.
- Following supervisor instructions.
- Maintaining confidentiality when required.
- Communicating professionally.
- Demonstrating respect toward coworkers, clients, and visitors.
- Following all workplace safety procedures.

When concerns arise regarding a student's performance, attendance, behavior, or professionalism, CWSP staff will work collaboratively with the student, family, and workplace supervisor to provide coaching, support, and opportunities for improvement. Interventions may include verbal coaching, goal-setting meetings, retraining, workplace skill development, and additional check-ins with CWSP staff.

PROBATION

If concerns persist or a serious workplace incident occurs, a student may be placed on CWSP Probation. The probation process is designed to help students successfully address workplace concerns while maintaining accountability. During probation, students may be required to participate in additional coaching sessions, complete retraining assignments, attend meetings with their parent or guardian, and demonstrate improvement in identified areas. A written probation agreement outlining expectations, goals, timelines, and potential consequences may be required and must be signed by the student, parent or guardian, and school representatives.

Failure to demonstrate improvement during the probationary period, repeated workplace concerns, or serious violations of workplace expectations may result in removal from a workplace assignment, reassignment when appropriate, additional disciplinary action, or a review of the student's continued participation in the Corporate Work Study Program and enrollment at Cristo Rey Orlando.

DRESS CODE FOR WORK

Students are expected to arrive in full workday uniform and maintain a professional appearance while representing Cristo Rey Orlando in the workplace. The standard workday uniform includes:

- White Cristo Rey Orlando button-down shirt
- School tie
- Professional blazer
- Black belt (if applicable)
- Black socks
- Black dress shoes

This is the standard Corporate Work Study uniform unless otherwise requested by the student's workplace partner. Some partners may require a modified dress code, branded apparel, scrubs, business casual attire, or other workplace-specific clothing. Any workplace-specific dress code requirements will be communicated to students and families through the student's job description and onboarding materials prior to their first workday.

Students must also follow all school grooming and appearance standards and present themselves in a clean, professional, and workplace-appropriate manner.

Students who arrive out of uniform or fail to meet workplace dress code expectations may be required to remain on campus, complete a make-up workday, and may be subject to additional disciplinary action.

CELL PHONES AND TECHNOLOGY

Cell phones are permitted on workdays unless otherwise directed by the workplace supervisor or CWSP staff. Students should use phones only when appropriate and in accordance with workplace expectations. School-issued technology and workplace technology should be used for educational and

work-related purposes only. Misuse of technology, internet access, or cell phones may result in disciplinary action, retraining, or temporary loss of privileges.

WORK EVALUATIONS

CWSP staff conduct regular site visits throughout the school year to support students and workplace partners and monitor student growth and performance. Students and supervisors participate in evaluations that assess workplace skills, professionalism, and overall development. These evaluations provide valuable feedback and help students identify areas for continued growth.

Students are also responsible for accurately completing and submitting timecards following each workday. Timecards must be submitted by the assigned deadline and accurately reflect hours worked and attendance.

Workplace evaluations and timecard completion are important components of the Corporate Work Study Program and contribute to each student's Leadership course grade.

CWSP ATTENDANCE

Attendance is a vital component of the CWSP. All students are expected to attend every scheduled workday. Regular attendance is crucial for the success of the CWSP. Students are encouraged to communicate proactively and responsibly about any challenges affecting their attendance.

- **Excused Absence:** Each student is allowed one excused absence per semester without needing to make up the day. To qualify as excused, the absence must be communicated to CWSP in advance and accompanied by appropriate documentation (e.g., medical note or parental communication).
- **Make-Up Days:** For any missed workday beyond the one excused absence, students are required to schedule and complete a make-up day to fulfill their work commitment. Please see the school/CWSP calendar for make-up day options. Make-up opportunities are scheduled by the CWSP office and may occur during designated school breaks, teacher workdays, or other approved dates.

Students who fail to complete required make-up days may be assessed a $100 fee per missed workday, which may be charged to the student's account. In addition, excessive absences or a pattern of missed workdays may impact a student's future participation in the Corporate Work Study Program, including workplace placement opportunities, eligibility for certain assignments, and continued good standing within CWSP.

- **Excessive Absences:** After three absences in a semester, CWSP will implement a remediation process including a meeting with staff and family, a documented plan with clear steps and expectations for improvement, and additional support to address barriers to attendance.

ILLNESSES AND EMERGENCIES DURING THE WORKDAY

If a student becomes ill, is injured, or experiences an emergency while at work, they must immediately notify their workplace supervisor and the CWSP office. The workplace supervisor and CWSP staff will work together to assess the situation and determine appropriate next steps. Students should never leave a worksite without authorization from both their workplace supervisor and the CWSP office.

In the event of a workplace emergency, safety concern, accident, or unsafe condition, students should prioritize their safety, follow the directions of workplace personnel, and notify the CWSP office as soon as possible. CWSP staff will communicate with the student's parent or guardian regarding any illness, injury, or emergency that occurs during the workday.

SERIOUS WORKPLACE CONCERNS

Serious workplace violations may include, but are not limited to:

- Leaving the worksite without permission
- Insubordination
- Repeated unprofessional behavior
- Harassment or bullying
- Theft or dishonesty
- Falsification of records
- Major safety violations

Students involved in serious workplace incidents may be removed from their assignment, placed on a Student Success Plan or probationary status, required to complete retraining, and may face additional school disciplinary consequences. Severe violations may affect participation in the CWSP and continued enrollment at Cristo Rey Orlando.

Revised October 2026 · Cristo Rey Orlando High School reserves the right to amend this handbook as deemed necessary.