Disclaimer

The policies outlined in this handbook represent a framework. This handbook is not exhaustive and should not be considered comprehensive of all Cristo Rey Oklahoma City Catholic High School and Cristo Rey OKC Corporate Work Study Program, Inc. (collectively, "Cristo Rey OKC") policies. Statements in this handbook are subject to amendment at Cristo Rey OKC’s discretion. Cristo Rey OKC will notify parents/guardians of significant changes when practical. Cristo Rey OKC reserves the right to make immediate changes to this handbook at its discretion. Updated August 15, 2019.
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SECTION 1 – Overview

This Handbook serves as a reference guide to expectations and responsibilities as a Cristo Rey Oklahoma City Catholic High School and Corporate Work Study Program (“CWSP”) (collectively, “Cristo Rey OKC”) student and student worker.

All policies, rules and regulations contained in this handbook (the “Handbook”) and other relevant documents are applicable while students are on Cristo Rey OKC’s campus, at a Cristo Rey OKC program or event, on a Cristo Rey OKC mode of transportation, at a Cristo Rey OKC job partner worksite, at any time that student workers leave their worksite during an assigned work day, and at any time while students are under the supervision of Cristo Rey OKC or a Cristo Rey OKC corporate partner.

The Handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of or exceptions to the general policies and procedures described. Some of the topics discussed here are explained in greater detail in other official school or work study documents. If you have any questions concerning a policy or practice, address specific questions to the Principal. If there is a discrepancy between the Handbook and an official Cristo Rey OKC document, the official document will supersede the Handbook. The practices, policies and benefits described here may be modified or discontinued by Cristo Rey OKC at its discretion. When possible, Cristo Rey OKC will attempt to notify students and parents/guardians in advance.

Please read the Handbook and familiarize yourself with the contents. As a student of Cristo Rey OKC, you have the responsibility to follow school policies and procedures.

Thank you for contributing your skills and efforts to making Cristo Rey OKC a success.

SECTION 2 – Student Code of Conduct

Cristo Rey OKC is a college preparatory high school and has expectations of its students while on campus, in the classroom and at a Corporate Work Study partner location. By signing this agreement, I am confirming I have read this document and I am committed to following this agreement at all times.

______ I understand that I must, at all times, respect the norms Cristo Rey OKC included in this Handbook and put forth by the administration, faculty and staff.

______ I understand that I have a responsibility to cooperate with those around me and respect our differences, thoughts, feelings, faiths and opinions.

______ I understand the school has a behavioral system which, if not followed, can lead to student consequences including demerits, detentions, in-school suspensions, out-of-school suspensions or dismissal from the school.

______ I understand my teachers also may set specific norms and standards of behavior within their classrooms.

I will respect all teachers regardless of differences of opinion. When a teacher is speaking, I will make eye contact and avoid private discussion and disobedience. I will also avoid disrupting those around me in class.

______ I understand each corporate partner worksite is a place of business and I must follow their norms regarding timeliness, behavior, and appearance. I understand I must handle myself professionally at all times.

______ I understand that Cristo Rey OKC is a community safe from physical and verbal abuse. I must avoid vulgarity, bigotry, bullying, cyberbullying and harassment.

______ I understand that Cristo Rey OKC is part of a community, and I will respect that community and the people within it. I will treat this community with integrity.

______ I understand that, as a student of Cristo Rey OKC, being on time to start my day and begin each class is extremely important, and requires my full compliance.
I understand that I am to comply with and respect Cristo Rey OKC’s dress code. I will wear my uniform correctly and with pride.

I understand I have a responsibility to care for and respect the property of Cristo Rey OKC, including the building and campus. I will not, in any way, vandalize, deface or destroy the building or the campus.

I understand that there is a correct and proper way to resolve conflict at Cristo Rey OKC. I realize that I should seek the assistance of an administrator, school counselor or faculty member to help resolve any problems that have occurred. I understand all conflicts must be resolved without the use of violence.

I understand that at no time is it acceptable for me to be in possession of weapons, drugs, alcohol or other contraband while on the Cristo Rey OKC campus, the area surrounding the campus or while off-campus as part of participation in the corporate work-study program or any other school-related activity.

I understand all of my schoolwork must be my original creation. I will avoid plagiarism. My classwork, homework and projects are products of my original thought unless correctly documented to reflect otherwise.

I confirm that I have received the Handbook and that I have read it and am completely aware of all of the norms and policies of Cristo Rey OKC. My failure to read the norms and policies contained in this handbook or to follow the norms and policies of this handbook does not excuse me from being held accountable for these norms and policies.

I fully understand that if I violate any of these terms contained in the Handbook, Cristo Rey OKC will hold me accountable for my actions. I realize that I may be asked to explain my actions and thoughts in front of the Student Accountability Review (SAR). I also realize that improper action may lead to me serving an out of school suspension, in-school suspension, or being dismissed from Cristo Rey OKC.

Print Student Name: ______________________________________________________

Student Signature: ______________________________________________________

Date: ___________________________________________________________________

SECTION 3 – Who We Are

3.1 Mission Statement

Cristo Rey Oklahoma City Catholic High School is a Catholic learning community that educates young people of limited economic means and all faiths to become men and women of knowledge, 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.

3.2 Open Door Policy

Cristo Rey OKC encourages the open discussion of ideas and concerns. If students have an issue or concern, the first step should be to discuss these thoughts with a member of the Cristo Rey OKC staff. We encourage students to be as frank, open and specific as possible. If, after discussing a concern with a staff member, the student feels s/he was unresponsive or that the issue was not resolved, discuss the concern with the Principal.
3.3 Our Values

We seek to attract, develop and retain high-character students committed to modeling our core values. We challenge students with a rigorous academic curriculum and relevant work-study program. Our goal for every student is to graduate from college and become leaders who transform their communities. Our values are:

United in Faith. Cristo Rey OKC is a community of students, faculty, staff, parents, volunteers and donors bound by our shared mission. The combination of God’s will, academic rigor, and professional experience will guide our students to and through college and toward fruitful, fulfilling careers.

Committed to Knowledge. We demand unwavering effort from all members of the Cristo Rey OKC community. We strive for academic excellence and professionalism. We are student-centered in curriculum, instruction and decision-making. What students learn in the classroom will apply to their jobs, and what is learned on the job will apply in the classroom. We are owners of the mission and take responsibility for our progress. Our faculty/staff challenge students and each other. Our students tackle challenges with our support.

Called to Service. God calls every member of Cristo Rey OKC to give their time, treasure and love to our community. We are servant leaders who live as examples of Christ through our daily actions and interactions. We encourage students to discern their vocation through prayer, counseling and emotional support to help them temper noise and better hear the voice of God.

Focused on a Purpose. God creates every child with a purpose. For Bl. Stanley Rother, that purpose was as pastor to speak for and serve the people of Guatemala. He fulfilled his calling even in the face of danger. Our students will be purpose-driven, and we will help students identify the gifts God has given them and how they may put these God given offerings to work as men and women for others.

SECTION 4 – Expectations

4.1 Rights and Responsibilities

As members of the Cristo Rey OKC community, all of us have the following rights and responsibilities.

- To be safe: physically, emotionally, intellectually and spiritually.
- To be free from physical harm while on school property. Everyone has the responsibility to be aware of building security. We must address all forms of intimidation and violence in positive ways.
- We do not tolerate: threats, fights, intimidation or corporal punishment.
- To our emotions. We have the responsibility to express our emotions in an appropriate and constructive manner.
- To not tolerate: verbal abuse, inappropriate public displays of affection, distasteful language or shouting on the campus.
- To our opinions, ideas and learning perspectives. We have the responsibility to be honest, express ourselves clearly, and listen actively to others.
- To not tolerate: verbal or written harassment or ridicule.
- To a school environment free of all forms of discrimination and harassment. We will monitor our actions, as well as to report instances of discrimination and harassment against others.
- To not tolerate: conduct that belittles or shows hostility toward an individual.
- To our own spirituality. We are expected to participate in all religious activities of Cristo Rey OKC while at the same time being tolerant of differing religious beliefs.
- To not tolerate: views or practices that compromise the human dignity of others.
- To a challenging learning environment that will allow students to realize their academic potential. Students have the responsibility to come to class on time with the proper materials and to be prepared to learn with a positive attitude. We all have the responsibility to protect each person’s right to this learning climate.
- To not tolerate: tardiness, lack of preparation for class, unexcused absences, or academic expectations that are not met.
- To a clean and aesthetic school environment. We are personally responsible for contributing to the cleanliness and beauty of our campus.
- To not tolerate: spitting, littering or defacing school property.

**Academic Expectations**
A core value is our commitment to academic rigor. Every student has the opportunity to receive a college preparatory education. To deliver this opportunity, all behavior at Cristo Rey OKC should help to establish and maintain an environment that fosters maximum learning and mutual respect. We expect students to take responsibility for their learning by practicing the following behaviors:

- Students should submit assignments on time, neat, clean, legible and reflective of his/her best ability.
- Students should expect to study every night to review the day’s lessons and prepare for the next day.
- Students should take advantage of all available resources (teachers, tutors, academic support staff mentors and libraries), at home and in the community to enhance their education.
- Students should be active, cooperative learners -- bringing their expertise to the classroom and actively participating in discussions to enhance the learning experience of the entire class.

### 4.2 Course Credits
Cristo Rey OKC aligns its course requirements to the Oklahoma State Board of Education’s stipulations. Students must successfully complete all courses to advance to the next grade level. Students may make up to two credits lost due to failure in a core class (English, Math, Science, Social Studies). Class credit recovery is only available for Cristo Rey OKC students through the extended year program. Cristo Rey OKC may ask students who do not successfully complete any course at the end of the academic year to transfer.

### 4.3 Grading Philosophy and Academic Infractions
Grades measure a student’s knowledge, skills and growth in each class. At Cristo Rey OKC, one of our core values is commitment to growth. If students are unable to show mastery of a concept on a test, project or paper, we believe they should have the opportunity to redo the assignment to show mastery and growth. Students should take the initiative to coordinate this with their teachers in a timely fashion (usually within one week of the initial assignment). Modified grades will depend upon the nature of the assignment and the teacher’s discretion. Students may not request “extra credit” work from teachers.

We ask students to complete “prep work” in advance of class. If a student chooses not to complete prep work, s/he will earn a zero for that assignment.

Major and evaluative assignments (tests, projects and papers) are the primary sources teachers use to gauge a student’s knowledge, skills and growth. As such, Cristo Rey OKC abides by a “no zero” policy for these types of assignments.

- If a student does not turn in a major assignment or turns it in late, s/he will earn a Level I Academic Infraction; and the faculty member will establish an extended deadline. The student also will receive a 10% deduction from their final grade due to missing the original deadline.
- If the student misses the extended deadline, s/he will earn a Level II Academic Infraction and will meet with an administrator and the teacher to discuss extra means of support and a final extended
Cristo Rey OKC records each infraction in the student’s academic record, progress reports and report cards. The School will notify parent/guardian of each infraction to ensure awareness of the child’s failure to meet deadlines. If a student accumulates more than four academic infractions of any level, an administrator will meet with the student and his/her parent/guardian. The School may place the student on a performance improvement plan or may require the student to appear before the SAR.

### 4.4 Grading Scale

The School uses two grading scales – a College Prep or standard grading scale and an Advanced Placement (AP) grading scale. Only AP courses use the AP grading scale.

<table>
<thead>
<tr>
<th>College Prep (Standard)</th>
<th>Advanced Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100% (4.0 QP)</td>
<td>90-100% (5.0 QP)</td>
</tr>
<tr>
<td>80-89% (3.0 QP)</td>
<td>80-89% (4.0 QP)</td>
</tr>
<tr>
<td>70-81% (2.0 QP)</td>
<td>70-81% (3.0 QP)</td>
</tr>
<tr>
<td>60-69% (1.0 QP)</td>
<td>60-69% (2.0 QP)</td>
</tr>
<tr>
<td>0-59% (0.0 QP)</td>
<td>0-59% (0.0 QP)</td>
</tr>
</tbody>
</table>

### 4.5 Academic Honors

Cristo Rey OKC awards academic honors for the following grade point averages (GPA).

- **Summa Cum Laude**: cumulative GPA of 3.9 or higher
- **Magna Cum Laude**: cumulative GPA of 3.75 to 3.89
- **Cum Laude**: cumulative GPA of 3.6 to 3.74

### 4.6 Peer Tutoring

Cristo Rey OKC encourages students to become peer tutors. Peer tutors must have a GPA of 90% or above in the class for which they would like to be a peer tutor. Teachers of potential peer tutors will be asked to confirm that the student has shown leadership, good classroom behavior, and has an acceptable grasp of material. Peer tutors will undergo training with an academic administration staff member. The School expects peer tutors to attend occasional follow-up trainings throughout the year to receive tips and suggestions for effective peer tutoring. The School expects peer tutors to be open to growth and feedback as they hone their teaching skills.

### 4.7 Mandatory Academic Support

During the year, the academic administration will run grade checks for all students. Students who have earned grades below 71% in two or more classes may be required to attending academic support sessions with an academic advisor (“Mandatory Academic Support”). Mandatory Academic Support sessions strive to provide
individualized and small group support to struggling students, assist students in setting goals and reflecting on those goals regularly, and assist students with academic skills (time management, prioritization, study skills).

Mandatory Academic Support may be held during study hall time and during After School Learning Support. Part of Mandatory Academic Support includes mandatory assigned office hours with teachers or tutoring with peer tutors. We will notify parents/guardians if their student is placed on Mandatory Academic Support.

Students will be placed in mandatory seat time requirement study hall once student absences reaches 8% of semester days. Once a student has missed 10% of days within a semester, they cannot earn credit for a course, regardless of the earned grade.

4.8 Academic Honesty

Consistent with our Catholic values and academic integrity, Cristo Rey OKC expects students to act responsibly and honestly with regard to their learning.

Every member of the Cristo Rey OKC community (teachers, staff, students and parents) is responsible for maintaining academic honesty. Cristo Rey OKC believes all academic work should be the independent product of a student. We stand firm against academic dishonesty which includes, but is not limited to, copying another student’s work; cheating on a quiz or test; and plagiarism (offering someone else’s ideas or work as one’s own).

Students should not lend their work to others. If a student seeks assistance, the student providing it should do so in person. Written work should not be passed from one student to another. Any student ignoring this requirement and providing his/her answers or work to another will equally share responsibility and consequences.

1. If a student copies or allows someone else to copy their homework/prep work assignment, s/he will earn a Level I Academic Dishonesty Infraction and will receive no credit for the assignment. The student is still responsible for re-doing the assignment for no credit. The student also will earn a detention.

2. If a student copies or deliberately allows someone to copy their work during an in-class assessment, s/he will earn a Level II Academic Dishonesty Infraction and will meet with an administrator and the teacher to discuss extra means of support. The student will also receive no credit for the assessment or part of the assessment. The student also will earn a detention.

3. If a student plagiarizes, he/she will earn a Level III Academic Dishonesty Infraction. The student and their parents/guardian will be asked to meet with the Principal, and further consequences will be discussed. The student also will receive no credit for the assignment or part of the assignment. An infraction of this level will remain in a student’s official academic record and may be cleared after two semesters, if there are no other academic dishonesty infractions of any type during that time. The student also will earn a detention.

Cristo Rey OKC reserves the right to pursue further discipline, including dismissal from the School, at the discretion of an administrator and the teacher if a student earns multiple Academic Dishonesty Infractions.

4.9 Grading Periods

Cristo Rey OKC splits the academic year into two semesters – fall and spring. Each semester has two quarters. Each quarter accounts for 40% of the final grade and the final semester exam counts as 20% of the semester grade. Students may earn 0.5 credit per class, per semester.

For grading period, there is a “false bottom” on grades. Freshmen cannot earn a grade below 50% at the end of each grading period. Sophomores cannot earn a grade below 40% at the end of each grading period. Juniors cannot earn a grade below 25% at the end of each grading period.
Cristo Rey OKC issues progress reports midway through each quarter and report cards at the end of each quarter.

### 4.10 Course Catalog

Cristo Rey OKC offers the following courses, and credit is earned upon passing the course.

<table>
<thead>
<tr>
<th>Freshmen</th>
<th>Sophomores</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1 (1 credit)</td>
<td>English 2 (1 credit)</td>
</tr>
<tr>
<td>Algebra 1, Geometry or Algebra 2 (1 credit)</td>
<td>Geometry or Algebra 2 (1 credit)</td>
</tr>
<tr>
<td>Corporate Work Study Program Practicum (1 credit)</td>
<td>Corporate Work Study Program Practicum (1 credit)</td>
</tr>
<tr>
<td>Entrepreneurship/Speech (1 credit)</td>
<td>Entrepreneurship/Speech (1 credit)</td>
</tr>
<tr>
<td>Oklahoma History (1 credit)</td>
<td>AP World History or World History (1 credit)</td>
</tr>
<tr>
<td>Conceptual Physics (1 credit)</td>
<td>Chemistry (1 credit)</td>
</tr>
<tr>
<td>Spanish 1 or Heritage Spanish (1 credit)</td>
<td>Spanish 2 or Advanced Heritage Spanish (1 credit)</td>
</tr>
<tr>
<td>Theology 1 (1 credit)</td>
<td>Theology 2 (1 credit)</td>
</tr>
</tbody>
</table>

### SECTION 5 – Technology Policy

#### 5.1 Overview

Cristo Rey OKC enacted and administers a technology policy designed to protect the student body and secure the integrity of the School. The policy and procedures put in place ensure fair and ethical treatment of all members of the Cristo Rey OKC community. The procedures also safeguard against the myriad of negative and unethical uses for technology that can deter the students from the mission of the School. Cristo Rey OKC does not intend for its technology policy to halt individuality, social interaction or academic enrichment.

#### 5.2 Computer/Internet

Cristo Rey OKC provides technology resources to its students solely for educational purposes. These technology resources include, but are not limited to, hardware, software, networks, the internet, personal electronic devices and MacBooks. Through technology, Cristo Rey OKC provides access for students and staff to resources around the world and take students and staff beyond the confines of the classroom. These are tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, faculty and staff. The Acceptable Use Policy in Section 5.5 governs student use of our technology resources.

#### 5.3 The Opportunities and Risks of Technology Use

Access to technology brings the availability of material that may not be of educational value in the context of the school setting or may be harmful or disruptive. Because information on networks is transitory and diverse, Cristo Rey OKC cannot completely predict or control what students may access. Cristo Rey OKC believes that the educational value of the use of technology resources outweighs the potential of students encountering material that is not consistent with the educational goals or values of Cristo Rey OKC.
Parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the internet to which Cristo Rey OKC has not authorized for educational purposes and/or their parents/guardians may find inappropriate, offensive, objectionable and/or controversial. Parents/guardians assume this risk by consenting to allow the student to participate in the use of technology resources.

5.4 Privileges and Responsibilities

Cristo Rey OKC’s electronic network is part of the curriculum and is not a public forum for general use. Students may access technology resources only for educational purposes. The actions of students accessing networks through Cristo Rey OKC reflects on our school. Students, therefore, must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible and will be held accountable for their behavior and communications while using technology resources.

5.5 Responsible Use of Technology

**Purpose.** You are a member of an amazing learning environment that extends beyond classroom walls. The purpose of the Cristo Rey OKC information technology and infrastructure is to advance and promote educational opportunities, innovation and educational excellence, and to provide students, teachers, and parents access to a worldwide array of educational resources. Students will be taught responsible publication of their educational work online. These resources are provided to improve learning and teaching through research, access to information, teacher training, collaboration and dissemination of successful educational practices, methods, and materials.

This Responsible Use policy governs the use of school computers and personal electronic devices (including, but not limited to, personal computers, cell phones, tablets, wearable devices, etc.), on campus or off, for all Cristo Rey OKC students, faculty and staff.

**Acceptable Use.** Use of the Cristo Rey OKC and OSU-OKC network, computers, software, and the Internet by students, faculty and staff must be in support of educational objectives, educational research, and/or school business needs. Because technology is ever-changing, students and faculty are expected to use good judgment while working in “gray” areas not covered explicitly by policy. You should assume that everything you do online can be seen by others online. Students involved in inappropriate use, activities identified as security risks or having a history of causing computer-related problems are subject to disciplinary action and revocation of user privileges.

**Unacceptable Use.** Unacceptable use of the Internet includes accessing, sending or receiving any material in violation of federal, state, local, or school regulations. This includes, but is not limited to, plagiarism or piracy of online content, bullying or threatening another, unauthorized recording of others, circumventing the school’s Internet filter and accessing or sharing explicit, obscene or pornographic material. Students, faculty, and staff may not download or stream programs, music, or other material that violates the school’s Responsible Use Policy. Deliberate attempts to misuse, abuse, vandalize, damage, disable or disrupt the Cristo Rey OKC property or network are categorized as “unacceptable use.”

It is a violation of Cristo Rey OKC policy to use personal or school computers on campus or via campus access points to visit Internet sites that violate the intent of the school’s Responsible Use Policy. Students who violate the school’s Responsible Use Policy will be subject to formal disciplinary action in accordance with the Student Code of Conduct.

Use of the Cristo Rey OKC network, computers, software and Internet is considered a privilege, not a right. Adherence to the rules outlined herein is expected of all students, faculty and staff.

**Property Ownership.** Technology provided to students by the school is owned by Cristo Rey OKC. The school maintains a database by the device’s serial number of all hardware assigned. The hardware shall remain in the student’s possession at all times during his/her enrollment at Cristo Rey OKC. Students shall not loan to or permit
the device by being used by others. Students shall not share his/her username and/or password with others at any time.

**Lost/Stolen or Damaged Technology or Accessories.** If the student’s technology or accessories are lost or stolen, this must be reported immediately to a member of Cristo Rey’s academic or leadership team. Similarly, if technology or accessories are damaged, this too must be reported immediately to a member of Cristo Rey’s academic or leadership team.

Every effort will be made to provide a loaned device to a student until their assigned device can be repaired or replaced.

Lost accessories, such as power chargers, can be purchased directly from Cristo Rey in our office. Prices are subject to change, based on the prices offered by a Cristo Rey OKC approved vendor at the time of purchase.

**Social Networking.** Cristo Rey OKC does not condone personal social networking relationships between students and faculty. At no time should a student initiate a personal, one-on-one relationship (e.g., friending, following, liking, sharing, reposting, retweeting, favoriting) with a Cristo Rey OKC employee on a social network, nor should a Cristo Rey OKC employee initiate one with a student. Certain applications of social networking are permissible, provided that faculty members establish a separate professional account, used solely for educational endeavors, to interact with students for the purpose of learning. All other forms of day-to-day interaction between faculty and students should be conducted in person or via school email.

The names and postings of faculty or students who use social networking sites, on- or off-campus, may be directly or indirectly associated with Cristo Rey OKC. Postings on social networks must not include inappropriate images or negative remarks about anyone in the Cristo Rey OKC community or the school itself.

Cristo Rey OKC reserves the right to monitor social networking sites and, in certain instances, request that questionable content or media be removed by the user. Inappropriate online behavior will be treated no differently than offline behavior. Students in violation of the Social Networking policy, whether on- or off-campus, will be subject to formal disciplinary action in accordance with the Student Code of Conduct.

**Cyberbullying.** Cristo Rey OKC strives to provide a safe, secure and comfortable learning environment. Cyberbullying is the use of technology, whether school-owned or not, to engage in deliberate behavior that harms, exploits, harasses, threatens, mischaracterizes or intimidates others. Cyberbullying negatively impacts student learning and disrupts the orderly operation of the school. Students engaging in any form of cyberbullying, on- or off-campus, will be subject to formal disciplinary action in accordance with the Student Code of Conduct, up to and including expulsion.

If you are the victim or a witness to cyberbullying, please take the following actions:

1. **Ignore it.** Do not respond, retaliate, or threaten to report the incident. Bullies are often looking for conflict and may be encouraged by the reaction they get. A threat to report the harassment provides time for the bully to remove online posts or accounts, making any potential investigation more difficult.

2. **Record it.** Take a photo or screen capture (press shift+command+3) of the bullying. When possible, include the date and time of the incident somewhere in your photo or screenshot.

3. **Reach out.** As soon as possible, report the incident to a school counselor, your advisor, a teacher, and/or a school administrator. If the bullying consists of threats of violence, report it immediately to local police.

4. **Block the bully.** Once evidence is recorded, increase your privacy/security settings, cut off any social media relationships with the bully. Block the bully’s phone number to prevent future harassment.

5. **Report it.** Report the bully to the social media company or their service provider. In some cases, these companies can investigate the incident, identify the name and/or terminate the account of an anonymous bully.

**Plagiarism and Copyright.** Illegal activities are strictly forbidden. Students, faculty, and staff must abide by all copyright regulations, including those applicable to software and media.
Security and Personal Information. Students, faculty, and staff must use only their assigned account when accessing the network or Internet. User names and/or passwords are not to be shared with others under any circumstance. Students should not reveal their personal address, phone numbers, social security numbers, or other personal details. A faculty member should be notified of any security problem.

Email and Microsoft 365 Education Accounts. Student school email accounts should be used only in connection with school-related academic study, research or administrative work. Students, faculty, and staff should take extreme caution when opening email attachments from unknown senders. Email is not guaranteed to be private.

Software Installation. Software installed on school-issued computers must be legal and compliant with all sections of this Responsible Use Policy. Students are not permitted to install, upgrade, or modify the operating system on any school-issued device without direction and consent from the Technology Department. Technical support may result in the loss of personally installed software and data. Users are advised to maintain a backup of important data and to retain physical software media.

Mobile Devices. Cell phone use is restricted in accordance with the policies set forth in the Student Handbook. Students may carry mobile devices that are turned off (e.g., cell phones, tablets, wearable technology) in their backpacks. Personal phone calls, texting, notifications and media consumption are not permitted from arrival at the school the last bell at 4:00 p.m. each day, and will be considered a violation of the Code of Conduct. Each teacher has the right to allow the use of mobile devices during his or her instructional time for educational purposes. When giving an assignment that involves a mobile device, teachers are expected to provide alternate methods for equitable access by students without mobile devices. Students are prohibited from recording audio, photo or video content on any device during school hours without prior permission from a faculty member and the consent of the person(s) being recorded. Any use of mobile devices to engage in academic dishonesty, including communicating about test or quiz questions and/or answers with a peer, will be considered a major infraction of the Code of Conduct. Students violating the Mobile Device policy will be subject to discipline in accordance with the Code of Conduct.

Disruption of Network and Technology. The Internet must not be used in a manner that is disruptive to others or that interferes with the operation of Cristo Rey OKC’s networks and online educational accounts. This includes, but is not limited to, uploading or creating computer viruses, unauthorized use of another’s account or device, malicious hacking, attempts to harm or destroy hardware and/or data of another user and prolonged non-educational use of bandwidth resources (i.e., video or audio streaming).

Routine Maintenance. Students, faculty and staff are expected to follow routine maintenance procedures as directed by the Technology Department. Students are expected to charge their school-issued laptop fully each evening to ensure maximum battery life throughout the school day.

5.6 Disciplinary Action

Violations of the SAUP, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action including loss of network access, loss of technology use, or expulsion. A student and his/her parent/guardian must pay for the cost of repairs if the student defaces, damages or alters Technology Resources. If a student intentionally transfers a virus-infected file and/or software program that infects Technology Resources and causes damage, the student and his/her parent or legal guardian is liable for any and all repair costs necessary to make the affected Technology Resources operational. A student’s access to Technology Resources may also be suspended until the full repair costs are paid by the student or his/her parents or guardians. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.
5.7 Privacy

Students should not expect privacy with communications or files stored on Cristo Rey OKC servers or utilizing Technology Resources. Students must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside Cristo Rey OKC. The school administration will report to the authorities any communications relating to or in support of illegal activities.

Any computer files, web logs, internet site visits and/or e-mails that originate or reside on Cristo Rey OKC computers/servers and/or CWSP partner servers may be monitored at any time, without prior notice to the student. Cristo Rey OKC is not responsible for any damages the student may suffer, including the loss of data. Cristo Rey OKC is not responsible for the accuracy or quality of any information obtained through any school internet connection.

5.8 Safety

Students should never agree to get together with someone they “meet” online without parent/guardian approval and participation. If someone offers to meet them, students should notify a Cristo Rey OKC staff member and parent/guardian immediately. If a student receives an inappropriate message(s) or one that makes him/her uncomfortable, s/he should promptly notify a Cristo Rey OKC staff member and parent/guardian. The student should not delete the message(s) until written permission is given by the Director of Data and Technology. Students must secure prior, written approval from a Cristo Rey OKC staff member before joining bulletin boards or chat rooms.

We encourage parent(s)/guardian(s) to have frank discussions with their students about Catholic values and how those beliefs should guide the students’ activities while using Technology Resources. Every student and his/her parent/ legal guardian must sign the SAUP, and every student must abide by its policies.

5.9 Personal Electronic Devices

Cell phones and personal electronic devices are only permitted in class with the stated permission of that teacher. Otherwise, cell phones and personal electronic devices should be stored at all times in the student’s backpack out of view of the teacher and turned off. If a teacher requests that students cease using any electronic device, then the students must put the devices away and out of view. If the student refuses or fails to do so, then the teacher will inform the Principal. At no point are cell phones or other electronic devices permitted while standardized testing is in progress. Failure to observe this rule regarding standardized tests and electronic devices will result in immediate suspension, contact of parent/guardian, and turning the test over to the testing officials.

Cristo Rey OKC permits cell phones and other electronic devices in the public areas of the building, including hallways, cafeteria, or offices after school to coordinate their pick-up. Students, however, may not make phone calls or use their phone outside of those times during the school day.

Cristo Rey OKC does not permit the use of cell phones or electronic devices inside the chapel or at the workplace. Cristo Rey OKC reserves the right to extend the area of prohibited cell phone and electronic device usage to any other section of its campus at its discretion. If a student uses any electronic devices in these designated areas without permission, s/he will have the device confiscated and a parent/guardian must retrieve the device from a school administrator, regardless of whether it was observed or not. Supervisors at the student’s workplace also will enforce this policy.

If a student has been granted permission to use an electronic device and s/he “abuses” that privilege by engaging in any activity other than purpose for which permission was granted, that student risks suspension and confiscation of that device by Cristo Rey OKC for a period of time at the discretion of Cristo Rey OKC.
If a student is asked to hand over a device by an administrator and s/he refuses, creates an incident, or argues against the request, he or she risks further corrective action at the discretion of Cristo Rey OKC personnel.

Please be advised that all electronic devices are the sole responsibility of the owner of the device. At no point is Cristo Rey OKC nor any Cristo Rey OKC employee or volunteer responsible for that device unless Cristo Rey OKC confiscates that device. If a device is missing or lost, that student must report it to an administrator immediately and file the appropriate paperwork. The Principal will use his or her discretion to decide the outcome of this situation. If a student took or destroyed another’s property, then Cristo Rey OKC will promptly dismiss that student and the Principal may pursue any legal action at his/her discretion.

Cristo Rey OKC does not permit personal laptops, notebooks, tablets and any similar device or equipment on its campus at any time.

**SECTION 6 – Attendance Policy**

**6.1 Daily School Schedule**

Cristo Rey OKC’s doors open at 7:15 am. All students should be in school, seated in their classroom by 7:50 am when school promptly begins. Students are tardy if not in their appropriate destination by 7:50 am.

**6.2 Daily Work Schedule**

A student who checks in with CWSP after 7:50 am will be recorded as tardy. On their assigned work day, student workers must be in full uniform and ID. Male students must also be clean-shaven. Female students must wear pants on CWSP days.

Work transportation leaves promptly at 8 am. CWSP will not hold work transportation for tardy students. If a student misses CWSP transportation to work, they will remain at the school and will be counted absent for that work day. The student must arrange to make up the work during a non-instructional day. Not doing so will impact the student’s work-study grade.

**6.3 Tardiness Policy**

Tardiness to school, class or work is not acceptable. All students tardy for school must report to the main office to receive a late pass. In some cases, the receptionist may contact the parent/guardian and ask the student to explain their tardiness. Cristo Rey OKC records each instance of tardiness in the student’s attendance file and on their official transcript.

A parent/guardian must call Cristo Rey OKC at (405) 945-9100 or email the school at attendance@cristoreyokc.org, if s/he anticipates his/her student may be late to school. A parent/guardian must call CWSP at (405) 945-9100 or email CWSP at workstudy@cristoreyokc.org if s/he anticipates his/her student may be late to CWSP check-in.

If a student is late three times to a particular class, the student will be asked to call his/her parent/guardian to explain why he/she was late and apologize to his/her parent/guardian. After a student has more than three tardies to a particular class, the registrar, receptionist or an academic support coordinator will call that student’s parent/guardian to inform them of the situation. After a student has six tardies in a particular class, the parent/guardian will be asked to meet with the Principal or other member of the administration. Cristo Rey OKC may place the student on a performance improvement plan or request the student appear before the SAR.

Cristo Rey OKC will mark a student absent for any class for which s/he misses 20 or more minutes.
Upon the first workday tardy, CWSP will give the student a verbal warning. Upon a second workday tardy, CWSP will contact the student’s parent/guardian. After a third workday tardy, CWSP will require the student worker to have a make-up day at Cristo Rey OKC during the first week of summer. After a fourth workday tardy, CWSP will require the student to have an additional make-up day at Cristo Rey OKC during the first week of summer. After a fifth workday tardy, the student will fail the CWSP Practicum for the semester. After a sixth workday tardy, the student worker will appear before the SAR.

**6.4 Unforeseen Absences from School**

A parent/guardian must telephone the school at (405) 945-9100 or email to attendance@cristoreyokc.org, by 7:45 am and briefly state the nature of the unforeseen absence. The parent/guardian must call the school each day their student is absent.

**6.5 Medical Absences from School**

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

**6.6 Foreseen Absences and Scheduling Outside Appointments**

Cristo Rey OKC requests that parents/guardians schedule medical and dental appointments during non-school and non-CWSP hours. If not possible, the student must provide a verifiable doctor’s note immediately upon his/her return to school. Appointments cannot be made on workdays. Students are only allowed three excused dentist/orthodontist appointments per year. Any additional dentist/orthodontist appointments, even if accompanied by a doctor’s note, are not excused. In the event of a routine medical appointment, students are expected to attend school before and/or after the appointment. An entire-day absence will not be excused for a partial-day medical appointment. For example, if a doctor note indicates that a student was only at the appointment in the morning, the student’s absence in the afternoon will not be excused.

Parents/guardians are expected to inform the school of any medical or dental appointments in advance by calling (405) 945-9100 or emailing attendance@cristoreyokc.org. “In advance” is defined as: for an appointment that will require a student to arrive to school late, a parent/guardian must contact the school before 8 am. For an appointment that will require a student to leave school during the day, a parent/guardian must contact the school three hours prior to the student’s expected departure. For an appointment notification not made in advance, the parent/guardian must wait at school until a school administrator approves the student’s early release.

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

Juniors may be excused for up to two school days for college visits. The absence will only be considered excused if the junior returns the required, signed form to the College Guidance department. Any absences beyond two days will not be excused. Absences for college visits on workdays will not be excused.

In the event of a funeral, students will be excused for up to two days for the death of an immediate family member. Immediate family refers to a person’s parents, guardian, grandparents, aunts, uncles, siblings, cousins, and person living in the home. This definition includes step, half, and adopted family. Any absences beyond two days will not be excused.
Students may not miss workdays or leave work early to attend extracurricular activities or events, including sports, conferences and trips.

6.7 Returning to School

Upon returning to school after an absence, the student must give the receptionist a note from their parent/guardian. Upon returning to school after a work absence, the student worker must report to the CWSP office with a note from a parent/guardian. If a note is not received by the third day, the absence will automatically become unexcused.

6.8 Absences from Work

It is important students attend work on their assigned work days. Our work-study partners financially contribute to our students’ education. As such, students are expected to be present and engaged on their workdays. Students cannot receive the benefits of the Corporate Work Study Program if they are not there. To encourage students to fulfill their work obligation, we require that they abide by the following policies:

Any absence from work – in full or in part – will be made up, regardless of the reason for the absence.

If a student worker will be absent from work on an assigned work day for any foreseen reason, a parent or guardian must notify CWSP three or more days in advance. If a student worker will be absent from work on an assigned work day for any unforeseen reason, a parent/guardian must notify CWSP of the absence before 7:30 am that day. CWSP may be reached at (405) 945-9100 or workstudy@cristoreyokc.org.

Students must schedule absence make-up days with their supervisor, immediately upon their return to work following an absence. Students will have two weeks from the date of their absence to schedule a makeup day with their supervisor and turn in a completed absence makeup form to the CWSP office. Make-up days will be scheduled on days when Cristo Rey OKC is closed, but the job partner is open. For example, on Easter Monday, Cristo Rey OKC is closed, but most job partners remain open.

Student workers must make up any missed workdays, whether excused or unexcused, before the end of the semester. Student workers will be assessed a $150 fine for any absence from work. All fines will be added to the next billing from TADS. The fine will be removed upon completion of the work make-up day. In the event a student misses work transportation, CWSP will contact that student worker’s parent/guardian to immediately retrieve the student worker from school. If the student fails to make up a missed day of work, whether excused or unexcused, before the end of Cristo Rey’s academic year, s/he will receive a failing grade from CWSP and may be terminated from CWSP and dismissed from Cristo Rey OKC.

6.9 Early Release from School or Work

In the event a student must leave school early, their parent/guardian should call or email the school at least three hours prior to the anticipated student pick-up time. The phone call or email should state the reason for requesting an early dismissal and time dismissal is requested. When the parent/guardian arrives at Cristo Rey OKC, the student will report to reception to be signed out and the student will be dismissed. The parent/guardian must come to Cristo Rey OKC and sign out his/her son/daughter in person for the student to depart early from school. If the parent/guardian does not call in advance of the early dismissal, the parent/guardian will be required to speak with a school administrator to approve the early dismissal. The school administration reserves the right to refuse the early dismissal.

A student worker will not be released early from work under any circumstances. Early school dismissals and half-days do not apply to students who work on those days. Students are expected to complete a full day of work regardless of any special school day scheduling.
6.10 Attendance at Mandatory Weekend Events
Cristo Rey OKC administers tests at least one Saturday per year. The date is published in the Cristo Rey OKC academic calendar. Attendance on any Saturday test date is mandatory.

6.11 Excessive Absences
For any absence or tardy, the student is expected to make up missed classwork. Excessive absences can negatively affect student grades. For each class missed, a student must complete makeup work. While office hours are available, teachers are not responsible for re-teaching material a student misses due to absence.

PowerSchool Parent Portal should be regularly check for a student’s absence/tardy record. It is the student and his/her parents’/guardians’ responsibility to be aware of the student’s total absence/tardy record.

Absences from school in excess of four per quarter or 10 in one year will result in a parent/guardian meeting. Additional absences may result in the student being dismissed from Cristo Rey OKC or a request to appear before the SAR. Absences from work are considered absences from school. Even if the total school absences are within the outlined parameters, a student may still face the possibility of dismissal due to three or more work absences.

6.12 Attendance for Credit
To receive credit or a final grade for a class, a student is required to attend 90 percent of each classes’ offering, regardless of whether the student’s absences are excused. The number of days the class is offered will depend on the academic year calendar and the student’s work day. A student who attends class less than 90% of the days the class is offered cannot receive credit unless the registrar finds that the absences are a result of extenuating circumstances or can be made up during a designated time period. If a student is denied credit by the registrar, the student may appeal the decision to the Principal. The student may, instead, make up the credit during the summer school program, with the student’s family bearing the financial cost.

6.13 Extended Absence Due to Illness or Injury
Extended absences due to illness or injury will be addressed on a case-by-case basis. Parents must notify Cristo Rey OKC as soon as possible.

6.14 Truancy
Absence from school, class or work without sufficient reason is considered truancy and will involve corrective disciplinary action. Follow on offenses may result in additional and increasingly severe disciplinary action, up to and including expulsion.

6.15 Illness at School or at Work
If a student becomes ill at school, the student should ask permission to go to the main office. If Cristo Rey OKC determines that the student should not remain at school, Cristo Rey OKC will call the parent/guardian in order to release the student to his/her care. If Cristo Rey OKC cannot reach a parent/guardian or emergency contact, the student will remain in the main office until either the end of the day or until Cristo Rey OKC can reach a parent/guardian. If a student calls a parent/guardian from his/her cell phone instead of calling from the main office, the parent/guardian will need to speak with a school administrator before taking the student home.

If a student becomes ill or injured at work, the student’s supervisor should contact CWSP, who will arrange transportation to Cristo Rey OKC. The student’s family should not contact CWSP if s/he is ill, only the student’s supervisor should contact CWSP regarding student illness or injury. CWSP will call the student’s parent/guardian to arrange for the student pick up from Cristo Rey OKC. If CWSP cannot reach a
parent/guardian or emergency contact, the student will remain in the CWSP office until the end of the school day or until CWSP can reach a parent/guardian. A student who is feeling seriously ill during morning check-in should not go to work, and CWSP will use its discretion to decide whether to send the student to work.

6.16 Holidays
Cristo Rey OKC does not permit vacation outside of defined school breaks. If a student misses school for such a reason, it is an unexcused absence. For example, a family chooses to take a vacation that extends beyond the allotted Christmas break, the student is subject to the consequences described in the attendance policy. This could lead to loss of credit. The student is responsible for work missed.

In extremely rare circumstances, a job partner may have a business holiday or special meeting day for which a student worker’s services are not required. In this event, the student worker should report to Cristo Rey that day, and CWSP staff will assign the student worker a special work task for that day.

6.17 Inclement Weather Policy
Cristo Rey OKC will announce closings or delayed openings on the radio, television, our website, and social media (Facebook and Instagram). If there is uncertainty about school status on an ice/snow day, you should visit our website for guidance. In the event of inclement weather conditions while school is in session, Cristo Rey OKC will assess and determine a proper course for dismissal.

If you have any questions, please call (405) 945-9100. For information about the closing of Cristo Rey OKC because of an emergency, please see the section titled, Emergency School Procedure.

SECTION 7 – Dress Code and Appearance Guidelines
The professional appearance and conduct of students has a powerful impact on those in our community and coworkers in the workplace. As such, it is important to model professionalism and respect for others with a neat, well-groomed appearance; formal business attire; and a consistently courteous, positive, and proactive attitude. In addition, student safety is paramount. Most jobs require use of office machinery, such as copiers, fax machines, and shredders. Properly fitting and worn clothes help avoid potential mishaps.

Students must be in full uniform while at Cristo Rey OKC, while on the OSU-OKC campus, to/from/at work, at special events, and during all field trips unless otherwise specified. On occasion, students will have the opportunity to dress casually (jeans and Cristo Rey OKC attire), which will be announced in advance.

Student workers also are expected to be in full uniform on their assigned work days. If student workers are not, they will be assessed a $10 fine and be offered a loaner item -- subject to the first-come, first-served availability of the item. (A missing tie or belt will only merit a $5 fine.) This fine will be added to their parent/guardian’s monthly TADS bill.

For reference, the dress code, appearance guidelines, and examples of inappropriate attire are outlined below. If in doubt regarding an item of clothing, it is best to err on the side of conservative attire. Cristo Rey OKC reserves the right to determine what constitutes appropriate dress. The following is set of general guidelines and Cristo Rey OKC determines, at its discretion, whether a student meets dress code and appearance guidelines.

Items denoted with an * below must be purchased through Flynn O’Hara.
## 7.1 Dress Code and Appearance Guidelines for Students

<table>
<thead>
<tr>
<th>Item</th>
<th>Young Men</th>
<th>Young Women</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pants/Skirts for Ladies</strong></td>
<td>Neatly pressed gray dress pants.* Must fit appropriately and be worn at the waist.</td>
<td>Neatly pressed gray dress pants.* Must fit appropriately and be worn at the waist. Skirts not permitted on work days.</td>
<td>*Must be Cristo Rey uniform pants. Not worn baggy or sagging. Not worn tight or revealing.</td>
</tr>
<tr>
<td><strong>Shirt</strong></td>
<td>White, collared, buttoned-down dress shirt with long sleeves and logo*</td>
<td>White, collared, buttoned-down dress shirt with long sleeves and logo*</td>
<td>*Must be Cristo Rey uniform shirt. Shirts must button all the way to the top. The shirt should be neatly tucked into pants.</td>
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<tr>
<td><strong>Tie</strong></td>
<td>School tie. Must be tied tight.</td>
<td>School tie or bow tie.</td>
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<tr>
<td><strong>Blazer</strong></td>
<td>Navy blue blazer with school crest.*</td>
<td>Navy blue blazer with school crest.*</td>
<td>Blazers are required on work days.</td>
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<tr>
<td><strong>Socks</strong></td>
<td>Students may wear any type of socks, except white or athletic low or “no-show” socks.</td>
<td>Students may wear any type of socks, except white or athletic low or “no-show” socks. Tights are acceptable.</td>
<td>CROKC reserves the right to deem socks inappropriate at its discretion.</td>
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<tr>
<td><strong>Belt</strong></td>
<td>Belt must be solid black or solid dark brown, in a leather or leather-like material that roughly matches students’ shoes. Suspenders may be worn in lieu of a belt.</td>
<td>Belt must be solid black or solid dark brown, in a leather or leather-like material that roughly matches students’ shoes. Suspenders may be worn in lieu of a belt.</td>
<td>Belt must be visible. Fabric or riveted belts are not allowed.</td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
<td>Black dress shoes (solid black and must hold a shine)</td>
<td>Black dress shoes (solid black and must hold a shine)</td>
<td>No open-toed shoes. No athletic shoes. No heels.</td>
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<tr>
<td><strong>Undershirts</strong></td>
<td>White; no visible lettering or graphics; no bright or dark colors.</td>
<td>White; no visible lettering or graphics; no bright or dark colors.</td>
<td>Should go unnoticed.</td>
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<tr>
<td><strong>Jackets/Overcoats</strong></td>
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<td>Coats and jackets are not to be worn inside the workplace, except upon departure and arrival.</td>
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<tr>
<td><strong>Jewelry</strong></td>
<td>No visible jewelry.</td>
<td>No excessive jewelry.</td>
<td>Jewelry must be conservatively-styled and an appropriate length.</td>
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<tr>
<td>Accessory</td>
<td>Specifications</td>
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<td><strong>Earrings</strong></td>
<td>Not allowed.</td>
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<td></td>
<td>Two earrings on each earlobe and up to one total ear cartilage piercing.</td>
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<td></td>
<td>Cartilage earrings must be studs. Hoop earrings should be of moderate length and size. Gauging the ears is not allowed.</td>
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<td><strong>Facial piercings</strong></td>
<td>Not allowed.</td>
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<td></td>
<td>Not allowed.</td>
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<td><strong>Bracelets</strong></td>
<td>No more than one. Always worn under uniform shirt.</td>
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<tr>
<td><strong>Necklaces or chains</strong></td>
<td>No more than one. Always worn under uniform shirt.</td>
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<td><strong>Sunglasses/hats</strong></td>
<td>Not to be worn inside the building.</td>
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<td><strong>Tattoos</strong></td>
<td>Cannot be visible.</td>
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<td></td>
<td>Cannot be visible.</td>
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<td><strong>Hair styles</strong></td>
<td>Hair is to be neat, clean, of modest and professional style, and a natural color. Highlights, hombre and two-toned colors are not permitted. Hair should be above the collar and above the eyebrows. No mohawks, ponytails, buns, or designs are permitted. Sideburns are not permitted. Special exceptions may be granted by the President for cultural and religious reasons.</td>
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<td>Hair is to be neat, clean, and of modest and professional style, and a natural color. Highlights, hombre and two-toned colors are not permitted. Hair should not cover a student’s eyes. Hair bands, bows, or ribbons are permitted but must be of a single, neutral color. Hair accessories should not cover the entire head. Netted, or bandanna designed hair bands/bows are not allowed.</td>
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<tr>
<td><strong>Make-up</strong></td>
<td>Not allowed.</td>
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<td></td>
<td>Make-up must be in very conservative colors and styles. Black lipstick or excessive eye makeup is not permitted.</td>
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<tr>
<td><strong>Facial Hair</strong></td>
<td>Must be clean-shaven.</td>
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<td><strong>Hair color</strong></td>
<td>Must be a natural color.</td>
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<td>Conservative, neat, natural color hairstyles are required.</td>
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<td>No multi-colored hair or bright colors: pink, blue, orange, etc.</td>
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</table>

**SECTION 8 – Code of Conduct**

It is everyone’s responsibility to act in an honest and forthright manner regarding all school and workplace concerns; to treat co-workers, supervisors, students, families, board members, sponsors, volunteers, and visitors with respect; and to conduct oneself in a moral and ethical manner consistent with Catholic principles.
In keeping with our mission, it is vital to consistently maintain the highest ethical standards. Student should avoid situations that present an actual, perceived, or potential conflict between your interests and the interests of Cristo Rey OKC. Students must not engage in activities that may conflict with the interests of Cristo Rey OKC, create the appearance of impropriety, or impede with the student’s job or school performance.

Our Code of Conduct is not intended to address the entire spectrum of student misbehavior; instead, it outlines a range of appropriate responses for certain inappropriate behaviors. School officials retain the discretion to address student misconduct not specifically included in the disciplinary policy.

This code applies to actions of students: before, during, or after school hours; who are engaged in conduct that affects the order and discipline of Cristo Rey; the safety and welfare of others or the reputation of Cristo Rey OKC; while on or off school or OSU-OKC property; while at a corporate work study partner; while traveling on school vehicles; while under the supervision of any Cristo Rey OKC employee or volunteer; while participating in any team or group activity; at all school-sponsored events; and while using the school network or any computer or IT devices. This code also applies to actions that disrupt the learning environment in the school.

8.1 Positive Peer-Leadership

Students have been admitted because they expressed a strong desire to work hard, be responsible, and thoughtful individuals. The following are specific examples of responsible conduct:

- Exhibiting respect for God, others, and self
- Exhibiting respect for personal, school, and others’ property
- Possession of required materials and timely completion of homework assignments
- Cooperation with classroom procedures
- Timely completion of class work
- Performance to the best of one’s ability
- Attention and respect at all times, particularly during Cristo Rey OKC assemblies
- Respect for class and office work shown by maintaining appropriate volume and tone during conversations

8.2 Consequences for Disregarding the School Code of Conduct

Lapses in compliance with our Code of Conduct will be addressed through the System of Accountability. Gross or repeated behavior unbecoming of a Cristo Rey student is grounds for dismissal from the school.

8.3 System of Accountability

At Cristo Rey OKC, we have created a place where students have the opportunity to learn and grow in a safe, professional, challenging, and rewarding Catholic environment. We believe students will be ready for school, work and life if they are held to high standards and accountable for their choices, actions, and words.

Students begin the year with the same expectations and privileges, and it is up to the students to demonstrate they can handle the responsibilities associated with such privileges. Students who are not able to demonstrate such responsibility are subject to the following discipline procedures through the System of Accountability.

Cristo Rey OKC recognizes that students work best in an environment with fair and reasonable practices and performance standards that are clearly understood and consistently administered. Occasionally, a student may not meet the standards and expectations of Cristo Rey OKC. In these cases, the System of Accountability may be used for any resolution that is needed. Cristo Rey OKC and CWSP follow but are not limited to the exact order of the suggested courses of action found in the System of Accountability.
The corrective action process consists of four distinct responses, each providing support for improvement and behavior correction as well as a warning of escalating consequences if improvement does not occur. However, Cristo Rey OKC may, in its sole discretion, eliminate any or all of the steps listed below.

8.4 Demerits

A student can be assigned from 1-4 demerits for a rule infraction. Any infraction deserving more than four demerits, such as gross disrespect to staff or other students, results in the student being sent to the Principal. Demerits will be tracked on LiveSchool. It is the teacher’s discretion as to the number of demerits, unless prescribed on the list below:

**Minor Violations**

- Tardy to school – up to 45 minutes.
- Tardy to class – up to 3 minutes.
- Dress code violations that can be corrected immediately (such as an untucked shirt, untied shoes).
- In the hallways at any time while classes are in session without an escort or hall pass (except during passing periods or specific times designated by the Principal).
- Off task on the computer.
- No homework.
- No supplies.
- Progress report not signed.
- Chewing gum.
- Dress code violations that can be corrected immediately (such as an untucked shirt, untied shoes).
- Distracting noises.
- Falling asleep.
- Off-task behavior.
- Aggression (how do we want to define this).
- Verbal harassment (how do we want to define this).
- Foul language including curse words (not directed at another person).
- Raising voice at another person.
- Defiance.
- Talking inappropriately.
- Irresponsible behavior.
- Rowdy or loud behavior anywhere in the school.
- Grooming during school.
- Inappropriate public displays of affection.
- Eating or drinking outside the lunchroom.
- Food or drink visible outside the lunchroom. Water in clear bottles is permissible.
- Standing, yelling, or throwing anything in the lunchroom.
- Not returning a tray or cleaning up in the lunchroom.
- Talking during a fire or tornado drill.
- Loitering on school grounds.
Major Violations

- Tardy to school – more than 45 minutes.
- Tardy to class – more than 3 minutes.
- Unexcused absence from a class (cutting).
- Having or using a cell phone, headphones other electronic devices visible (whether or not in use) or audible anywhere, anytime in class or outside of the designated appropriate times, or without staff permission at any school event - confiscation of the device until parent retrieves item from school.
- Dress code violations that cannot be corrected immediately (no belt, dress pants, or school shirt).
- Foul language including curse words and ethnic or other slurs (including cursing at another student).
- Bullying / Ongoing verbal harassment.
- Verbal threats.
- Disciplinary removal of a student from class.
- Academic dishonesty, cheating, or plagiarizing = zero on the work.
- Writing graffiti anywhere on campus property or dirtying or damaging any school property or possession of a permanent marker or sharpie – payment for repairs or cleaning.
- Throwing food in the cafeteria.
- Inappropriate public displays of affection (ongoing).
- Physical confrontation in a playful manner (pushing, play fighting, etc.).
- Refusing to talk to a staff member.
- Skipping a consequence or intervention.
- Inappropriate content on the computer.

Detentions/Demerit Cycles. Any time a student earns 5 or more demerits within a one-week period, he/she is issued a lunch detention. Detention may take the form of a silent study period, behavior improvement work, cleaning or maintenance work, or a combination. Thus, if a student receives only one, two, or three demerits within a one-week period, the demerits reset to zero and he/she will not be issued a detention.

Immediate Consequence. Minor discipline issues warrant an “Immediate Consequence.” These may be any issue that causes disruptions to the classroom or school environment. Multiple immediate consequences may lead to a major infraction. Students may earn demerits for minor discipline issues.

Disciplinary Meeting. Major discipline issues warrant a “disciplinary meeting,” which will be held with the Principal's designee immediately at the time of incident. If the meeting is necessitated by a series of minor discipline actions resulting in a major discipline action, the disciplinary meeting will occur after school.

Improvement Plan. If discipline issues continue or recur after an immediate consequence or a disciplinary meeting, the Principal or Principal’s designee and the student will create a Growth Plan that works for the benefit of the student and school community.

Student Accountability Review. If discipline issues continue, a new discipline issue arises, or the Growth Plan is violated, the student will be referred to the SAR.
8.5 Student Accountability Review
The SAR is the most serious and potentially final step in the System of Accountability. The Council is composed of, but not limited to Principal or academic leadership designee, social counselor, CWSP representative, and the student’s advisor.

During SAR meetings, all participants are made aware of a student’s school record. The SAR also will grant the student and parent/guardian an opportunity to speak, after which the SAR members will vote on one of two actions to be taken.

**Action 1:** Disciplinary probation with a focused Developmental Agreement

**Action 2:** Dismissal from Cristo Rey OKC

The final decision(s) of the SAR is subject to the Principal’s approval. The Principal will promptly notify the student and his/her family of the final decision.

8.6 Gum Chewing
Students are not allowed to chew gum anywhere in the building at any time or at work.

8.7 Gang Activity
Gang affiliation is contrary to the Cristo Rey mission, dangerous for students, harmful to the safe learning environment, and destructive to the community and families we serve. Therefore, students are subject to immediate suspension or expulsion for gang membership, affiliation, or behavior as evidenced by but not limited to the following: gang graffiti or tagging; representation of gang affiliation by way of colors, symbols, signs, gestures or clothing at any time or place, including online; overt or covert recruitment of students for gang membership or activity; violence of any kind, including verbal threats or physical harassment; membership, association or affiliation in gangs or gang-like organizations; tattoos indicating affinity or affiliation with gangs or gang-like organizations; and eyebrows with slashes or other unnatural markings.

8.8 Illegal Drug Use and Controlled Substance Abuse
Cristo Rey OKC strives to maintain a safe and healthy environment that is free of illegal drugs. Illegal drug use or the abuse of controlled substances severely affects a student’s academic performance, increases absenteeism, and damages the school’s reputation in the community.

Therefore, Cristo Rey OKC prohibits the sale, purchase, use, or possession of any illegal drug or controlled substance and prohibits students from being under the influence of any illegal drug or controlled substance (other than those legally prescribed for a student and administered according to that prescription). Cristo Rey OKC may report such student behavior to the appropriate authorities if it occurs while on Cristo Rey OKC’s premises, at the student’s workplace, or under the supervision of a school employee or volunteer.

“Being under the influence” means that a student’s normal physical or mental abilities are affected by the use of a substance. If you are taking prescription drugs that may cause an adverse reaction while at school or work, you should report this to the Principal or CWSP for the protection and safety of other students and employees.

In addition, if a student is arrested for any reason, that student must notify the Principal within five calendar days of the arrest. Should a student violate any aspect of this policy, the student may be subject to corrective action up to and including expulsion.
8.9 Smoking
Cristo Rey OKC maintains a smoke and vape-free environment for health, safety, and legal reasons. Smoking and vaping is prohibited while under the supervision of a Cristo Rey OKC employee or volunteer, or during the CWSP workday. Smoking is prohibited in any form, at any time, on school premises by city ordinance. If a student violates this policy, they may be subject to corrective action, up to and including expulsion.

8.10 Violence of Any Kind
Cristo Rey OKC does not tolerate violent behavior and it is grounds for immediate expulsion from the school. Students must report immediately to a staff member any incident regarding individuals making verbal or physical threats, engaging in violent or intimidating behaviors, or possessing a weapon of any kind on school premises. Acts of violence impacting this policy may take place on school premises, at any school-sponsored event, or off of school property.

8.11 Weapons
Cristo Rey OKC prohibits weapons of any kind on school premises or at any school-sponsored event. Possession of weapons of any kind on school grounds or at school events, or illegal possession of weapons at any time, is grounds for immediate expulsion from the school. Likewise, Cristo Rey OKC will immediately report weapon violations to the police. The definition of weapons for which students can be dismissed and or reported to the legal authorities includes knives, guns, rifles, shotguns, brass knuckles, billy clubs, look-a-likes, or any other item (such as bats, pipes, sticks, etc.) if used or intended to be used to cause bodily harm.

8.12 Search and Seizure
School authorities reserve the right to inspect and search student bags, desks, electronic devices, and other school property, as well as students’ personal effects left in those areas by students, without notice to or consent of students and without search warrants. Cristo Rey OKC may confiscate inappropriate items at its discretion.

8.13 Year-End Review
At the end of each academic year, the school’s leadership may review the continued enrollment of each student in consultation with faculty and staff. Cristo Rey OKC may dismiss students experiencing disciplinary or academic difficulties or failing to make progress toward achieving the goals and objectives of Cristo Rey OKC if, in the judgment of the administration, the students would be better served elsewhere.

8.14 Drug Testing
Cristo Rey OKC reserves the right to drug or alcohol test any student at its discretion. Since many job partners require drug or alcohol testing, results of the testing may be made available to job partners (in confidence) at their request.

DRUG AND ALCOHOL POLICY

Providing a safe school environment, and at the same time, promoting an atmosphere of health and wellness is critical to the philosophy and overall mission of Cristo Rey OKC Catholic High School. As part of this mission, it is imperative that students and parents fully understand the consequences for drug and alcohol use, abuse and/or distribution. The guidelines outlined below provide a way for the school to minister to its students and families by offering maximum support while maintaining a commitment to the community.

In light of this commitment, students attending Cristo Rey OKC Catholic High School will be subject to:
1. Random drug and/or alcohol testing
2. Drug and/or alcohol testing for reasonable suspicion

A canine service can be employed by the school to deter students from bringing illegal substances onto campus. Students found to be in possession of illegal substances are subject to all Drug/Alcohol Consequences.

The cost of the random testing will be absorbed by the school while the cost of reasonable suspicion testing may be the responsibility of the parent/guardian.

Random Testing
- Collection Process
If selected, a student is required to provide a hair, urine, or oral fluids sample at the designated CROKC collection site. The sample required will be at the discretion of the school.

If a *dilute sample result is received from the lab, a parent/guardian will be asked to accompany their student to our partner testing lab for a follow up test within 24 hours of the notification. If a second sample is dilute, it will be an assumed positive.
*Too much water consumed prior to collection.

A. Requirements for 1st Positive Result
All test results are kept in the strictest of confidence between the testing agency, the school’s President, Principal, and Director of Corporate Work Study. The parent/guardian of a student is notified by the Principal if their student’s test results are determined to be positive. Any student who has a positive test result is subject to the following requirements.

1. Student and parents or guardian will meet with the Principal to determine follow-up services. These services may include:
   - Assessment at Teen Recovery Solutions (TRS)-assessment must be scheduled within 2 weeks of meeting with Director of Wellness and parent or guardian must participate. Student and family will be expected to follow up with any recommendations made by TRS.
   - Attendance at a local student educational series deemed appropriate by the President or Principal. Cost of the program will be at the expense of the parent/guardian.
   - Counseling or peer support group-student may be asked to participate in counseling to address underlying causes of drug usage. Cost of counseling services will be at the expense of the parent/guardian.
2. The student will be subjected to a follow up urinalysis (UA) to be performed at the school by the testing agency unless directed otherwise. This test will occur approximately 30–45 days after confirmation of the initial positive, although the school reserves the right to test at any point if deemed appropriate. Results of this test are expected to return as negative or show diminished levels, indicating no further usage.
3. If a student is involved in athletics at the time they receive a positive test result, they may be required to obtain a doctor’s release within a prescribed time designated by the Director of Wellness before being allowed to resume athletic activity.
4. The student may undergo additional drug testing at CROKC throughout the course of the school year. Any testing done outside of school will be at the expense of the parent or guardian.
B. Consequences for 2nd Positive Result

Student and parents or guardian will meet with the Principal following 2nd positive result on follow up UA.

1. Student will be placed on a disciplinary agreement through the school to be in effect for the current and two following semesters. Agreement will outline requirements listed below.

2. Student will undergo regular testing for the duration of the disciplinary agreement.

   - Subsequent test results must return as negative or show diminished levels when compared to most recent test result, indicating no further usage.

3. Student may receive a two day out-of-school suspension with no credit for missed work.

4. Student will be suspended from extracurricular school activities for a period of up to 10 days.

   - Relevant coaches and activity sponsors will be notified.

   - Student may be subjected to additional consequences based on specific team or activity rules.

5. Further requirements including counseling, peer group, or other support services will be made dependent on specific needs of student.

6. Disciplinary agreement will specify that a 3rd positive may result in dismissal from school.

C. Consequences for Additional Positives

Students whose drug testing indicates no appreciable diminishing score or any “new use” may be immediately expelled from school by the President or Principal. Consideration for readmission the following semester will be based on a completed substance abuse plan, indices of continued recovery, recommendations from health professionals and personal interview with the student. Second semester graduating seniors who are on a drug and alcohol agreement to stay at Cristo Rey must have negative or diminishing drug scores (no new use) to participate in the CROKC graduation, baccalaureate, and robing ceremonies.

Drug/Alcohol Policy at School Sponsored Events

The school reserves the right to randomly test all students at all school activities. If found in violation of the Drug/Alcohol Policy, the student’s parents will be immediately notified, level consequences will be applied.

Reasonable Suspicion Testing

Reasonable suspicion is a logical conclusion based on experiences, observation and firsthand knowledge of a student’s appearance, speech and/or behavior resulting in a sincere concern that a student may be involved with drugs and/or alcohol.

The following penalties apply to students who are under the influence or in possession of drugs/alcohol during a school day, on school grounds or during a school sponsored activity. Any student required by the school to take a drug test based on reasonable suspicion, and the results are determined to be positive by the testing agency, is subject to the penalties listed below.

A. Drug/Alcohol Offense Consequences

1. May be a two-day out of school suspension.

2. A Drug/Alcohol dependency assessment and consultation at Teen Recovery Solutions. The assessment must be completed within two weeks of request. Two sessions may be required. A parent is required to participate in the assessment.
3. Attendance at an appropriate student education series may be required and will be at the expense of the parent/guardian.
4. Suspension from all school extracurricular activities including practices and games for 15 days.
5. For a student to be readmitted to Cristo Rey OKC Catholic High School, he or she will be placed on a disciplinary agreement for the remainder of the semester in which the offense occurred as well as the next semester. Any student on a disciplinary agreement for substance use or possession can be required to be tested at any time during the term of the agreement. Expenses for any of the above mentioned items will be the responsibility of the parent.

B. Drug/Alcohol 2nd Offense Consequences
Repeat offense of the drug and alcohol policy at Cristo Rey OKC Catholic High School places the student in serious jeopardy of being able to remain a student at the school. The administration will meet with the student and parents to determine the nature of the offense and the subsequent action. If the student is allowed to return, he/she will be placed on a disciplinary agreement for the entire time he/she remains enrolled at the school. The agreement will include, but will not be limited to, regular drug testing, counseling with documentation and suspension from extracurricular activities for no less than 30 days.

TOBACCO/VAPE POSSESSION AND/OR USAGE
Cristo Rey OKC Catholic High School recognizes that the use of tobacco has been shown to be linked to illnesses and disabilities and that Federal and state law prohibits smoking in any indoor facility, or the grounds thereof, which is used to provide educational services to children.

Therefore, smoking, chewing or any other use of tobacco by staff, students, and members of the public is prohibited on, in, or upon any school property. It is specifically directed that this ban on the use of tobacco products will be in effect 24 hours a day, seven days a week, and will also apply to everyone providing service to the school.

E-cigarettes/vapor or other such alternatives to tobacco usage are not allowed on campus or any school sponsored event. Use of such items would result in the same consequences as tobacco use.

1. “School property” is defined as all property owned, leased, rented or otherwise used by Cristo Rey OKC Catholic High School including but not limited to the following:
   a) All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
   b) All school grounds over which the school exercises control including areas surrounding any building, athletic field, as well as all recreation and parking areas.
   c) All vehicles used by the school for transporting students, staff, visitors or other person.
2. “Tobacco” is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and any other kind or alternative to tobacco, such as vaping materials and devices that can be inhaled, smoked or chewed.
3. “Use” is defined as lighting, chewing, inhaling or smoking any tobacco as defined within this policy.
4. “Staff” includes, but is not limited to, full-time, part-time and contract employees.
Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited.

Students are also prohibited from possessing tobacco, tobacco products or vaping materials in, on, school property or at school-sponsored events. If students are found in possession of such items, them will be confiscated and disciplinary actions will ensue.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy may be asked to leave the school premises. Students violating this policy will be subject to tobacco possession and/or usage consequences listed below.

- **Tobacco/Vaping 1st Offense Consequences**
  One day out of school suspension; disciplinary agreement.

- **Tobacco/Vaping 2nd Offense Consequences**
  Multiple day suspension with no credit for work missed or expulsion.

Parents will be notified when a student is found to be in possession of tobacco, tobacco products, or vaping devices/materials. The items will be confiscated.

**8.15 Forgery**

Throughout the year, Cristo Rey OKC asks students to provide documentation signed by a parent/guardian. Examples include contracts, absence notes and permission slips. Students who submit forged documents, in any form, are subject to immediate suspension or expulsion at the discretion of Cristo Rey OKC.

**8.16 Harassment**

Any form of harassment is strictly prohibited at Cristo Rey OKC. Harassment is defined as any conduct that denigrates, shows hostility, or aversion toward any individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, citizenship or disability that:

1. has the purpose or effect of creating an intimidating, hostile or offensive school environment, or
2. has the purpose or effect of unreasonably interfering with an individual’s performance.

Harassing conduct includes, but is not limited to:

- verbal, cyber, physical or visual harassment
- epithets, slurs, or negative stereotyping
- threatening, intimidating or hostile acts
- written or graphic material that denigrates or shows hostility toward an individual or group on the School’s premises where it could be viewed by others or circulated by any means in the workplace/classroom.

Sexual harassment of any form will not be tolerated. Federal law defines sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.” Within the above definition, Cristo Rey OKC views the following conduct as grounds for immediate expulsion:

1. when submission to such conduct is made a condition of a student’s continued attendance at Cristo Rey OKC or as a condition of employment by CWSP
2. when submission to or rejection of such conduct is used as the basis for decisions affecting a student or employee, or
3. when such conduct has the purpose or effect of unreasonably interfering with the student’s or employee’s performance or creating an intimidating, hostile, or offensive school environment.

Employees or students who violate the sexual harassment policy will be subject to corrective action up to and including dismissal or expulsion. Any student who believes they have been the subject of sexual or any other form of harassment by anyone at Cristo Rey OKC, any person who does business with the Cristo Rey OKC (including a Corporate Partner), or any volunteer should bring the matter to the attention of a Cristo Rey OKC employee, the Principal, or the president of the School. If a student or employee suspects others of sexual misconduct or sexual harassment, they should report their concerns to their supervisor or a member of the administration.

The President, Principal, or a committee formed specifically to conduct an investigation will conduct a prompt and thorough investigation of any alleged incident. Cristo Rey OKC will take appropriate corrective action if warranted. To the extent possible, Cristo Rey OKC will treat complaints of harassment as confidential. Cristo Rey OKC will not retaliate in any way against any current, potential, or former student or employee who, in good faith, reports harassment, or participates in the investigation of such a complaint. Cristo Rey OKC will not tolerate any attempt at retaliation. Such actions will itself be subject to appropriate corrective action by Cristo Rey OKC up to and including dismissal or expulsion.

SECTION 9 – General Policies

9.1 Campus
Cristo Rey OKC is a closed campus. Students must receive permission to leave campus from 7:45 a.m. until the last period of the day (“School Hours”).

9.2 Food
All Cristo Rey students are encouraged to participate in the Cristo Rey OKC’s food program. Students may bring lunch from home. Students may only bring a clear bottle of water on campus during school hours. Students may not bring any other beverage or type of bottle in class during school hours.

Food for students is restricted to the cafeteria and designated outdoor areas during breakfast and lunch periods. Students are not permitted to have food delivered to them from a restaurant, fast food establishment, or any food delivery service. Parents/guardians also are allowed to bring food for students for the lunch period.

9.3 Identification
Each student will be issued an identification card at the beginning of the year. All students are required to carry their Cristo Rey student ID card at all times during school, work, and at school-related activities. Students must replace lost or vandalized IDs promptly. The cost to print additional IDs is $5.

9.4 Lockers
Cristo Rey OKC students are not assigned a locker.

9.5 Restrooms
Students may use the restroom before and after school, during breakfast and lunch, and during class transitions. Though discouraged, students also may use the restroom during class if necessary, and with a teacher’s permission. Student restrooms are found on the 1st and 2nd floors, while the 3rd floor restrooms are designated as staff only.
9.6 Student Records
All student records, which include the student’s application, immunization records, and academic and discipline records accrued during the student’s tenure at Cristo Rey OKC, will be securely stored for 5 years after the student’s last date of enrollment. After this date, all records will be destroyed.

In the event a parent/guardian needs student academic or attendance records outside of the typical report card or progress report mailings, the parent/guardian or student must submit a request to the Registrar via email to registrar@cristoreyokc.org or phone call to (405) 945-9100. Parents/guardians or students must allow at least one business day to fulfill requests for records. This includes Verification of Enrollment forms required for student learner permits or driver’s licenses.

9.7 Student Information System: PowerSchool
Parents/guardians may view their student’s grades, schedule, assignments, test scores, absences, and update basic contact information online via the PowerSchool Parent Portal or using a mobile device via the PowerSchool Mobile Portal mobile app, which can be downloaded for free.

9.8 Student Transcripts
Students or parents may request a copy of a student transcript in the PowerSchool Parent Portal or via a request to our Registrar by emailing registrar@cristoreyokc.org or calling (405) 945-9100.

9.9 Transfer of Records
Parents/guardians of students who transfer to another high school must provide written authorization for Cristo Rey OKC to release the student’s records to the student’s new high school. The Cristo Rey OKC Records Release Form is included as Appendix B.

9.10 Changes in Contact Information
It is essential family addresses and phone numbers are current because our emergency contact system uses the contact information from our student information system to notify parents by telephone and email to provide timely information about emergencies, school closings, absences, and school events. Parents can update contact information in the PowerSchool Parent Portal or by contacting our receptionist with any changes to an address, phone number, email, emergency phone numbers, occupation, or any other pertinent information.

9.11 Child Abuse
All persons responsible for the care of minors have an obligation to protect the rights of minors and be alert to the possibility of abuse. It is the policy of Cristo Rey OKC to fulfill the reporting law and also cooperate fully with authorities investigating claims. Child abuse means any form of infliction of injury to the detriment of a child’s well-being, physical, mental, moral, or emotional well-being. By law, the State of Oklahoma requires all mandated reporters, including Cristo Rey OKC and CWSP personnel, to inform the Oklahoma State Department of Health of any allegation/suspicion of child abuse/maltreatment, including truancy.

9.12 Visitors
All visitors must report to the front desk and follow our sign-in procedures. Cristo Rey OKC will immediately escort any visitors, without permission, from the building. Parents or guardians who need to visit campus during school hours must follow these guidelines.
To avoid delay, make an appointment. Parents may discuss matters with the Principal at any time. If you wish to visit with a teacher, make an appointment. Teachers will not be called from their classrooms to speak to a parent/guardian while classes are in session.

Check-in at the reception desk for a Visitor badge. Visitors without a badge, who are unaccompanied by a faculty member, will be asked to return to the main office for a Visitor badge. We may require identification is scanned into the school’s database. This safety measure exists to protect our students, staff, and guests.

9.13 Medication Policy

Cristo Rey OKC will only give medication to students with a medication form on file and signed by a parent/guardian. Students may bring prescription medication in pharmacy-labeled containers that they register in the main office. Parents must notify the office of any serious student health issues, concerns, or allergies.

SECTION 10 – Cristo Rey OKC Corporate Work Study Program

Student Employee Handbook

10.1 Program Overview

Cristo Rey OKC’s Corporate Work Study Program (CWSP) allows students to earn a majority of the cost of their education and provides them with real-world, professional experience. Student workers connect classroom learning to their corporate work, interact with mentors, and are exposed to a variety of professional environments. This workplace education is integral to a student’s educational experience at Cristo Rey OKC.

All student workers and parents/guardians are expected to read and follow the norms set forth in this handbook. This handbook constitutes part of a student’s agreement with CWSP.

Each student must take personal responsibility to ensure his/her success in the CWSP. Student workers embrace this responsibility by 1) projecting a positive attitude, 2) behaving maturely, 3) showing initiative, 4) acting professionally, and 5) committing to the CWSP’s high standards for performance, responsibility, and behavior.

Student workers are employees of the CWSP. They are not employees of the corporate partners to which they are assigned. Student workers are not eligible for a partner’s benefits unless the partner offers the benefits and CWSP approves the benefits. Student workers should never request benefits from their Partner.

Since CWSP is the legal employer of students, under no circumstance are parents/guardians to contact partners directly. Our partners agreed to team with CWSP with the understanding their only point of contact will be CWSP employees or agents. Any communication with the student worker or their employer must go through CWSP staff. Parents/guardians may not visit their student worker’s job site. Student workers may not contact their supervisor, unless it is their work day, or they received permission from CWSP staff.

Each student works at least one day a week. Typically, four students share one job, with each student working one day per week (Monday–Thursday) plus one Friday per month. During a four-week time frame, students will work a total of five days. All student work will be conducted between the hours of approximately 8 am and 5 pm. The CWSP staggers students’ academic schedules so no classes are missed due to work. Cristo Rey OKC’s academic calendar exceeds the minimum classroom instruction hours required by the State of Oklahoma.

CWSP assigns students to work at a partner based on how a student’s observed qualities and strengths align with a partner’s job description. In most circumstances, student workers perform entry-level administrative work (e.g., filing, photocopying, reception, mailroom, data-entry, etc.) for their employer.
CWSP expects honesty and integrity from student workers. CWSP does not tolerate unauthorized use of partners’ telephones, office equipment, services (e.g., Internet access, etc.), or materials, or use not directly related to job performance, or outside the specified and approved work hours. Such unauthorized use is equal to stealing from the partner. An intentional and significant breach of trust, such as theft, is cause for termination from the CWSP and thereby, expulsion from CROKC.

10.2 Employability
Students earn income through the CWSP. In their contracts, students and parents/guardians agree to assign this income to Cristo Rey OKC to help offset the cost of their education. To be employed by CWSP, students must submit completed I-9 forms. Students must also be at least 14 years of age by the first scheduled day of work to participate in the CWSP.

10.3 CWSP Dress Code
Please refer section 7.1 for dress code requirements. Students are required to adhere to the school’s dress code policy. In addition, on work days, male and female students are required to wear uniform pants. No skirts are allowed on work days for female students. Ties and blazers are required to be worn the entirety of a work day.

Students who are found to be out of compliance with uniform will make every effort to correct their uniform before transportation departs for the workday. If a student is out of compliance three times at any point in the school year, they will be required to schedule a make-up day of work on a day when the school is open, but no classes are scheduled. Failure to report to work in full uniform also will negatively impact a student’s CWSP grade.

10.4 CWSP Transportation
CWSP provides transportation to and from the workplace for all student workers. Students may not use any other form of transportation to and from work. Parents/guardians may not drop off or pick up students from work. While at work, student workers may not use taxis or ride-sharing services.

Students are responsible for being on time for morning and afternoon departures to and from school. Students are expected to adhere to CROKC’s code of conduct at all times while on CWSP-provided transportation. Open food and drink are not allowed on CROKC vehicles. The first violation of this policy will receive a warning. A second violation will result in a grade reduction for CWSP. A third violation of this policy will earn a student vehicle-cleaning duty, to take place during their study hall period. Subsequent violations will result in a student and parent meeting.

10.5 CWSP Lunch Policy
Cristo Rey OKC provides students with a bag lunch on their work days. Student workers are expected to eat lunch according to the partner’s preference and schedule, sometime between the hours of 11 am and 1 pm. Students lunch breaks are not to exceed 30 minutes unless the supervisor or other partner representative has requested an exception for an event or other learning opportunity. Students may NOT make arrangements to intentionally miss lunch to leave work early. Student workers are encouraged to have lunch in the partner’s break room or internal dining facility. Lunches and breaks should be taken away from a student’s desk or work area to make clear it is a break. CWSP partners are not responsible for students’ meals, and students should not solicit meals from anyone in the workplace. Occasionally, opportunities may be presented for students to join co-workers for lunch, or to attend a lunch function, and students should take advantage of these opportunities.
10.6 Cell Phone/Internet Usage

Student cell phones should not be seen or heard at the workplace. The **ONLY time** cell phones are allowed is during the student’s 30-minute lunch break. Partners will enforce this policy.

Internet usage at the workplace may be necessary for students to accomplish tasks assigned by supervisors. Social media websites, including but not limited to such as Facebook, Twitter, Instagram, Snapchat, are **NOT** to be accessed during work. **Only websites approved by the supervisor may be accessed at the workplace.**

Student use of a partner’s telephone, Internet, office equipment, office services, or office materials other than to accomplish their work, is prohibited without a supervisor’s approval.

10.7 Items Prohibited at the Workplace

Student workers’ use of personal cell phones, video games, iPods, iPads, CD players, radios, and headphones are specifically and strictly prohibited at work. Students are not to wear hats and sunglasses at the workplace.

10.8 Contact with CWSP Partners

CWSP does not allow parents/guardians, family members, or friends of students to contact students while they are at work. Contacting the partner to speak to a student worker disrupts the partner’s business and is distracting to the student worker. Additionally, parents/guardians, family members, or friends may not contact any employee of the partnering company or organization.

If a situation arises that necessitates contact between parents/guardians, family members, or friends and the student worker or the partner, please contact the CWSP staff, who will then contact the student’s workplace directly. CWSP is always the point of contact for issues involving the student and the partner.

10.9 Student Success Training

Success Training is a summer program for incoming students that takes place every summer before the academic year begins. All incoming students, whether incoming freshmen or transferring sophomores, must participate in Success Training. All handbook policies, including those related to attendance and the dress code, remain in effect during Success Training. Adherence to these policies is mandatory.

Success Training prepares incoming students for working in a professional work environment and a challenging academic environment. Success Training is graded and students are expected to engage with the coursework. Students must successfully complete Success Training to matriculate at Cristo Rey OKC for the academic year.

Incoming students must attend Success Training. If an emergency arises that may prevent a student from attending a day of Success Training, a parent/guardian must contact the CWSP staff immediately. After a student absence during Success Training, Cristo Rey OKC and CWSP will meet with the student’s parent/guardian. In its discretion, CWSP may consider an absence or absences sufficient grounds to terminate the student’s relationship with CWSP and Cristo Rey OKC.

During Success Training, student check-in begins at 7:30 am. Cristo Rey OKC and CWSP consider students that check-in at or after 7:50 am tardy. If a student earns two tardies during Success Training, Cristo Rey OKC and CWSP will schedule an in-person meeting with the student’s parents. CWSP and Cristo Rey consider tardies when determining whether a student has successfully completed Success Training. CWSP may consider two or more tardies sufficient grounds to terminate the student’s relationship with CWSP and Cristo Rey OKC.

Students are required to be in full uniform at all times during Success Training. Students, however, are not required to wear ties or blazers during Success Training. If, during Success Training, a student is out of dress...
code twice, CWSP will meet with that student’s parent/guardian. CWSP may consider two or more dress code violations sufficient grounds to terminate the student’s relationship with CWSP and Cristo Rey OKC.

10.10 Removal from Job for Poor Performance/Retraining Policy

CWSP and its partners reserve the right to remove students from their job placements at any time for reasons including, but not limited to, unsatisfactory work performance, poor attitude or work ethic, lack of professionalism, excessive absences, tardiness, or any other behavior or conduct violating the school’s Code of Conduct. Students also may receive other discipline, including dismissal from Cristo Rey OKC.

Upon removal from their job placement, a student will enter the Retraining Program. During Retraining, students are expected to behave and complete their assignments efficiently and accurately. The retraining program culminates in a student presentation to CWSP and academic staff. This presentation is the student’s opportunity to prove he/she has successfully completed the program and that they deserve a new job placement. Students may only participate in the Retraining Program once during their time at Cristo Rey OKC.

CWSP may place students on a Performance Improvement Plan to support student performance in the workplace. Failure to make progress on the plan may result in a student’s removal from their job placement. Students demonstrating the necessary improvement may be removed from the plan. Students who remain on an improvement plan at the end of the school year will be required to participate in Cristo Rey’s Success Training program for the coming school year.

10.11 Termination from Work

Should CWSP elect to retrain the student worker, s/he may be reassigned to a new workplace after satisfactorily completing the retraining curriculum. If a student worker is terminated twice over the course of his/her time at Cristo Rey OKC, CWSP may immediately terminate the student worker. If CWSP terminates a student worker, Cristo Rey OKC must dismiss the student, as participation in the corporate work study program is a condition of enrollment at Cristo Rey OKC.

If a student worker is terminated by CWSP and dismissed from Cristo Rey OKC under any circumstance, it is at the sole discretion of CWSP and Cristo Rey OKC.

10.12 Taxes and Employability

Student workers earn income through the CWSP. The CWSP allocates student earnings from the CWSP directly to Cristo Rey OKC under CWSP’s Qualified Educational Assistance Plan (QEAP). Any CWSP contributions are limited to maximum amount permitted by the QEAP for a given calendar year.

Partners may choose to hire students during school breaks and/or holidays. Student workers who have the opportunity to perform work for a partner outside of the regular school year are eligible to retain those earnings and will receive a W-2 form for tax purposes in January of the following calendar year. Students working additional days for a partner must first receive permission from CWSP. Students must currently be in good standing with both CWSP and academics in order to be eligible for direct-pay employment opportunities with partners.

10.13 Timecards

Student workers must complete a time card for each workday in accordance with US Department of Labor regulations. Time cards detail a student worker’s arrival time, lunch break, departure time and offer a brief summary of the student worker’s activities during the workday. Failure to complete a time card leaves CWSP with no record of a student worker’s workday, as required by the US Department of Labor. Student workers must complete timecards by 11:59 p.m. on their assigned workday.
10.14 Late Time Card Consequences

1st occurrence – CWSP will send a warning email to the student worker.

2nd occurrence – CWSP will deliver a verbal warning to the student worker.

3rd occurrence – CWSP will contact parents/guardians regarding the missed time cards and consequences that result from additional late time cards.

4th occurrence - CWSP will assess a $25 fine.

10.15 Delinquent Time Card Consequences

A time card is delinquent if a student worker fails to submit it for one week after the original due date.

1st occurrence – CWSP will assess a $25 fine.

2nd occurrence – The student worker will automatically receive a failing grade in CWSP practicum that quarter.

3rd occurrence – The student worker will appear before the SAR.

SECTION 11 – Faith

Cristo Rey OKC is a community united and motivated by our Catholic faith. Catholic means “universal.” Every child has his/her own story and faith experience. A Catholic education as stated by the Sisters of Notre Dame empowers students to “reach the fullness of their potential as individuals created in God’s image and assisting them to direct their gifts toward building the earth.” Active participation in the faith life of Cristo Rey OKC plays a key role in students reaching their potential. As such, we expect our students to actively participate in the faith life of our school.

11.1 Creating a Culture

Campus ministry gears its programs and events toward one goal: creating a culture that challenges all students, faculty, staff, parents, and families to become the best version of themselves. Within our school community, Campus Ministry provides the tools to achieve this goal. Campus ministry asks that students, faculty, staff, and friends of Cristo Rey OKC respond by bringing their hearts and minds to the school community.

11.2 Prayers and Liturgies

Prayer is a cornerstone to our school culture in classrooms and across our school community.

*Prayer is the great gate leading into faith. Someone who prays knows there is a God to whom he can talk. Someone who prays entrusts herself more and more to God. People who pray are already building a relationship with God, the person without whom their life has no meaning. Of course, one cannot learn to pray in the same way one learns a skill. As strange as it sounds, prayer is a gift one receives through praying.* (YouCat §469)

Prayer is impossible to require or force someone to do. However, we expect students to be open to prayer. If someone is not focused prayer, his/her behavior and attitude must never inhibit another person’s desire to pray.

In addition, students, faculty, and staff are expected to participate in liturgies. Not every member of the community will be Catholic and regardless of personal faith preference; however, everyone will participate in mass. We expect everyone’s behavior to allow members of our community to have prayer and reflection.
11.3 Retreats
Retreats are central to our students’ faith formation. Retreats give us the “why” behind the “what” of Cristo Rey. Retreats give time to reset and give time to focus more directly on Christ. Each year, our retreat program calls on students to stretch themselves in their faith journeys. Since retreats are central to school culture, we expect all students to attend retreats and participate in activities with an open mind, welcoming challenges as opportunities, and limiting distractions.

11.4 Called to Service
Putting our faith in action through service enriches the lives of our students and our community. Developing servant leaders is a distinguishing characteristic for members of the Cristo Rey OKC community. We know our students will embrace service opportunities and will record no less than 15 hours per year delivering service to others. Cristo Rey OKC expects students to embrace service and seize opportunities through extra-curricular activities, sports, all-school projects, and other non-profit experiences.

SECTION 12 – Student Life

12.1 Student Activities
To remain eligible to participate in extracurricular activities, a student must be in good standing regarding academics, character, and CWSP.

12.2 Enrichment
All students are required to participate in at least one non-Study Hall enrichment activity. At Cristo Rey OKC, we cultivate students’ talents through academics, CWSP, and through new club and extracurricular activities. It expects students to take responsibility for their work and complete it on time so they can participate in other activities.

12.3 Physical Education
Oklahoma private school students are not required to participate in a physical education. Our Registrar, Principal, and athletic director may give a student a PE credit for participation in athletics or a club deemed active.

SECTION 13 – College Counseling

13.1 Overview
College counseling is integral to lead our students and their families to more deeply understand the student’s talents, characteristic learning styles, academic interests, and career goals. Parents, faculty, staff, and the College Counseling Department encourages each student's aspirations while supporting him/her in taking responsibility and initiative for the college process.

College admissions is approached as a four-year developmental process and is reflected in our college-readiness curriculum. Its purpose is to engage students in self-assessment that will assist him/her and his/her family in selecting a college or university that meets his/her needs and matches his/her academic strengths and interests. Therefore, college guidance classes will focus on college-readiness goals and require students to formulate self-reflective responses to key questions. Although college counseling is not a graded course, students must meet requirements at each grade level.
13.2 College Representative Information Sessions Protocol

The College Guidance team will advertise college representative info sessions to all students via email. To attend a session, students should obtain permission tickets in the College Guidance Office. Students must present a permission ticket which the teacher whose class is being missed has signed. Students attending an information session must bring a notebook, pen, and prepared to ask questions.

SECTION 14 – Social Emotional Counseling

14.1 Counseling Services

The Counseling Department is dedicated to providing intellectual, emotional, physical, social, occupational, and spiritual care to students to promote health and wellness. The Counseling Department assists all students and their families in meeting the demands of high school and dealing with issues that may arise in or outside of school. Our counseling professionals assist students in understanding their abilities and interests, as well as formulating and achieving realistic goals and maintaining satisfactory personal and social adjustments.

Families also are invited to contact school counselors for support or assistance. All students have access to a counselor at school who may provide individual counseling, small group facilitation, conflict resolution, and/or referrals to other resources. These services are confidential; however, if a counselor has reason to believe a student is in danger, a parent/guardian will be notified. Parents/guardians who do not want their student to receive counseling services should notify the Principal in writing.

SECTION 15 – Athletics

15.1 Policies Regarding Participation in Team Sports

Participating in a team sport is a serious commitment. A team functions with a solid roster. As such, the following policies are in effect:

- If a student develops a medical issue during the season, s/he will remain a member of the team for the duration of the season and will follow a rehabilitation program assigned by his/her physician. If the injury is not serious, the student will help their team in a way designated by the coach. As long as the student is a team member, s/he is expected to be at all practices and games.
- If a student is removed from a sport for any reason, s/he will not receive credit toward PE fulfillment.
- Student academic eligibility is noted below in section 15.4.

15.2 Parent Expectations

Parents are encouraged to support their child and their teams in a vocal and positive manner that does not reflect negatively on the school or our Catholic affiliation. The most valuable fan is the parent who is supportive during an event and at home. Parents who become verbally abusive to officials, coaches, players, or other fans may be asked to leave. Parents also should refrain from “coaching” their child from the sidelines or stands during the game. Athletes need to hear the voice of the coach during athletic competitions.

15.3 Athletic Discipline

Student-athletes’ character and conduct supersedes obligations to the team. The Athletic Director or Coach may assign disciplinary measures or may remove a player from practices or games for discipline or behavioral issues.
15.4 Academic Eligibility & No Pass-No Play Policy

Any student-athlete with a grade in any class below 70% is academically ineligible. Ineligible student-athletes may practice but cannot participate in any competition. Academic personnel check grades for eligibility at the end of every quarter. If a student has improved the failing grade after 2 week period aligned to progress report cycles, a student-athlete may appeal his/her ineligibility during the week after the initial grade check. The appeal process is:

1. The student-athlete must verify in PowerSchool or with his progress report that s/he is passing all classes.
2. The student-athlete must appeal to the Athletic Director and Principal for reinstatement.
3. The Athletic Director and Principal will review the appeal.
4. By the end of the week, the school will notify the student-athlete of the appeal.

A successful appeal immediately restores the student-athlete’s eligibility. If an appeal is unsuccessful or the student-athlete is unable to satisfy the eligibility requirements during the 2 week progress report cycle following the initial ineligibility, the student-athlete must attend mandatory study halls during practice until the next grade check.

15.5 Failing the Quarter

In-season student-athletes who fail a course for the quarter must meet with the Class Counselor to create an “Academic Improvement Plan”, which will be forwarded to the Athletic Director and coach for the student’s sport. Student-athletes must meet all requirements in the Academic Improvement Plan before returning to practices and competitions.

15.6 Team Dismissal

The School may dismiss any student-athlete from his/her team if s/he is academically ineligible for two consecutive grade checks.

SECTION 16 – Tuition and Other Financial Information

16.1 Family Contribution

At the time of admission, Cristo Rey OKC determines each family’s contribution using TADS. A non-refundable, non-transferable $50 deposit, applicable to tuition, is due at the time of enrollment. If a family selects a payment plan, four payment options are offered:

Option 1: Payment in full - August
Option 2: Two equal payments - August and February
Option 3: Four equal payments - August, October, January, and March.
Option 4: Monthly equal payments - August through May

There is a payment plan administration fee of $45 unless the family pays the full tuition in one or two payments as arranged with TADS. Payments are automatically drafted on the 1st, 5th, or 15th of each month from July to April, unless family arranges alternative draft dates with TADS.

Actual Cost to educate student: $16,040.96
Family Contribution $500 - $2,500
CWSP Contribution $7,500
16.2 Payment Methods
Parents must authorize TADS to initiate payments from the account listed in the TADS agreement to satisfy the amount owed to Cristo Rey OKC or TADS for fees.

16.3 Refund Policy
There are no refunds on tuition and any acquired charges, such as work-study fines or lost technology fees. Registration fees are non-refundable unless prior to the start of school, Cristo Rey OKC determines a student will not return to Cristo Rey OKC the following school year.

16.4 Timely Payment
Any additional charges/fees (aside from tuition) must be paid by the due date (some examples include work study program fines, finance charges, or technology insurance). Cristo Rey OKC treats unpaid charges on or after a due date in the same manner as late tuition.

16.5 Failure to Make Payment
Accounts are considered delinquent if payment is not received on the due date each month. If there are exceptional circumstances that prohibit making a timely payment, a family must make an appointment with the Director of Finance. The following fees will be applied to the TADS account: payment received by TADS after the due date - $35 per payment. (TADS will make one follow-up phone call on unpaid bills per month. If payment is made during this phone call, late fees related to the payment will be waived.) Payment returned from the bank - $35 per return.

16.6 Returned Checks
A $35 fee will be applied to any check returned to Cristo Rey OKC. A copy of the returned check will be presented at the time of secondary payment is made. Persons writing a returned check will not be allowed to make future payments with personal checks.

16.7 Withdrawal
Cristo Rey OKC will not release any official records until all balances due to Cristo Rey OKC are paid in full.

SECTION 17 – Emergency School Procedures
Cristo Rey OKC is committed to the safety and security of our students, faculty, staff, and visitors while on our campus. To support that commitment, the Archdiocese of Oklahoma City and Oklahoma State Board of Education requires a thorough review of our emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human-caused disasters. The School Emergency and Crisis Response Plan is the official policy of Cristo Rey OKC. It is a result of a comprehensive review and update of school policies in the context of our location in Oklahoma City, Oklahoma. We commit the school’s resources to ongoing training, exercises, and maintenance required to keep it current. This plan is a blueprint that relies on the commitment and expertise of individuals within and outside our school community. Furthermore, clear communication with emergency management officials and ongoing monitoring of emergency management practices and advisories is essential to the Plan. In the event of an emergency, Cristo Rey OKC will take the following actions to provide for the safety of our students.
17.1 Students at Work

Each job partner is assigned a direct supervisor, responsible for knowing the whereabouts of their student worker at all times during his/her assigned work day. In an emergency, the direct supervisor will communicate to CWSP what happened, the steps the company has taken, and the student worker’s location. Once the nature of the emergency and student worker safety permits, CWSP will retrieve the student worker or find other options as may be appropriate to the circumstances, keeping in mind student worker safety and logistical considerations. CWSP will contact parents/guardians of student workers working at the time of an emergency. They should feel free to contact CWSP.

17.2 Students at School

Should an emergency or disaster situation arise while school is in session, Cristo Rey OKC has an Emergency Operations Plan to respond to a major catastrophe. In the event of an emergency, Cristo Rey OKC will, to the best of its ability, contact all families to advise them of arrangements made for the safety of students. Cristo Rey OKC will only release students to parents and persons identified on the school emergency card. In case of an extreme emergency, Cristo Rey OKC will release students from designated evacuation areas.

Appendix A - Disclaimers

Non-Discrimination Statement

Cristo Rey Oklahoma City Catholic High School does not discriminate on the basis of race, color, sex, ethnicity, national origin, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs, including student admission.

Notification of Designation of Directory Information

Notice is hereby given of Cristo Rey OKC’s Family Educational Rights and Privacy Act (FERPA) policy and parents’ and eligible students’ (students over 18 years of age) rights under FERPA.

Designation of Directory Information

Parents and eligible students are advised that Cristo Rey OKC has designated the following information contained in the education records of its students as “Directory Information“ for purposes of FERPA: the student’s name, addresses (including e-mail addresses), telephone number, date of birth, student’s year in school, dates of attendance, participation in officially-recognized activities and sports, weight and height of members of athletic teams, photographs (including identification pictures), videos depicting and/or concerning life at a Cristo Rey school, degrees and awards received, and previous educational institution(s) attended. Directory information may be disclosed without consent.

Parents’ and Eligible Student’s Right to Prevent Disclosure of Directory Information

Any parent or eligible student desiring to prevent disclosure of directory information must file a written notification to this effect with the Principal.

Annual Notification of Rights under FERPA

FERPA affords parents and eligible students certain rights with respect to students’ education records. These rights include: The right to inspect and review the student’s educational records within 45 days of a written request to the Principal of Cristo Rey Oklahoma City Catholic High School. The right to request in writing an
amendment of the student’s education records that the parent or eligible student believes is inaccurate and to a hearing if the requested amendment is denied. The right to file a complaint with the U.S Department of Education concerning alleged failures by Cristo Rey OKC to comply with the requirements of FERPA, and the right to consent to disclosures of personally-identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is a person employed by Cristo Rey OKC or CWSP as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School’s Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or company providing degree verification services to the school); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his/her professional responsibility.

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

The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  

Phone: 1-800-USA-LEARN (1-800-872-5327)

Appendix B – Records Release Form

Records Release Form

AUTHORIZATION FOR TRANSFER OF STUDENT RECORDS

I, the undersigned, authorize Cristo Rey Oklahoma City Catholic High School to transfer all school records of:

______________________________________________

(student’s legal name)  
DOB  
(date of birth)  

located at  
(name of student’s new school)  
(address, city, state, ZIP code)  

Parent signature: __________________________________________ Date: ______________________

Parent printed name: ________________________________________