

Cristo Rey OKC Catholic High School

Parent and Student Handbook

2026 – 2027



Disclaimer:

The policies outlined in this handbook provide a general framework for the operation of Cristo Rey Oklahoma City Catholic High School and Cristo Rey OKC Corporate Work Study Program, Inc. (collectively, "Cristo Rey OKC"). This handbook is not intended to be an exhaustive or comprehensive statement of all Cristo Rey OKC policies, procedures, or expectations. Cristo Rey OKC reserves the right to interpret, modify, amend, suspend, or discontinue any policy, procedure, or provision in this handbook at any time. When practical, parents and guardians will be notified of significant changes; however, Cristo Rey OKC may implement changes immediately when circumstances warrant.

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Section 1: Overview

This Handbook serves as a guide to the expectations, policies, and responsibilities of students enrolled at Cristo Rey Oklahoma City Catholic High School and participating in the Corporate Work Study Program (collectively, "Cristo Rey OKC").

Unless otherwise stated, the policies and procedures contained in this Handbook apply whenever students are:

- On the Cristo Rey OKC campus;
- Participating in a school-sponsored activity or event;
- Traveling on school-provided transportation;
- At a Corporate Work Study job site;
- Traveling to or from, or leaving, a worksite during an assigned workday; or
- Otherwise under the supervision of Cristo Rey OKC or one of its Corporate Work Study partners.

This Handbook provides general information and guidance regarding school policies and procedures. It is not intended to address every possible circumstance or replace more specific policies that may be communicated through other official Cristo Rey OKC publications or documents. If a conflict exists between this Handbook and another official Cristo Rey OKC policy, the official policy will govern.

Cristo Rey OKC reserves the right to interpret, modify, suspend, or discontinue any policy, procedure, or practice described in this Handbook at its discretion. When practical, students and parents/guardians will be notified of significant changes in advance.

Students and parents/guardians are expected to read this Handbook carefully and become familiar with its contents. Enrollment at Cristo Rey OKC carries the responsibility of understanding and complying with the policies and expectations outlined herein.

Thank you for being a part of the Cristo Rey OKC community. Together, we strive to foster a culture of faith, knowledge, purpose, and service.

Section 2: Who Are We

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 relevant work study experience, students graduate ready to succeed in college and in life.

Open Door Policy

Cristo Rey OKC encourages open communication and respectful discussion of ideas and concerns. If a student has a question, concern, or issue, they should first discuss it with the appropriate faculty or staff member. We encourage students to communicate honestly, respectfully, and specifically so concerns can be addressed effectively.

If the concern is not resolved or the student believes it has not been adequately addressed, they should contact the Principal, Dr. Kinsey Genheimer (kinsey.genheimer@cristoreyokc.org).

Concerns related to the Corporate Work Study Program should be directed to the Corporate Work Study Director, Brianne Webb (bwebb@cristoreyokc.org).

Mission Integrity

Cristo Rey OKC welcomes students of all faith backgrounds. Cristo Rey OKC has the responsibility to teach the Catholic faith and morals in all fullness, especially as expressed in the Catechism of the Catholic Church. At times, parents, guardians, and students whose religious beliefs and practices run counter to Church teaching may experience conflicts, as Cristo Rey OKC maintains its mission integrity. Sincere questions that seek a deeper understanding of the Catholic faith are welcome. Should a parent or student intentionally and knowingly choose not to adhere to these policies, they are effectively choosing not to fully embrace the school environment offered to all students. By that freely made choice, they are also choosing not to remain a part of the school community. Cristo Rey OKC administration will respect that decision and may disenroll the student or decline admission.

As a Catholic school, Cristo Rey OKC promotes and fosters the teaching and values of the Catholic Church as professed by the Magisterium of the Catholic Church and articulated in the Catechism of the Catholic Church.

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 3: Expectations

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. We all share the responsibility to foster a safe environment by treating one another with respect and rejecting violence, intimidation, threats, and bullying.
- To express our emotions appropriately. We are responsible for expressing our emotions in constructive ways that respect the dignity of others.
- To express our opinions, ideas, and perspectives. We are responsible for speaking honestly, listening respectfully, and engaging thoughtfully with differing viewpoints.
- To learn in an environment free from discrimination and harassment. We are responsible for treating every person with dignity and reporting discrimination or harassment when we witness it.
- To grow in our faith and spirituality. We are expected to participate respectfully in the religious life of Cristo Rey OKC while honoring the dignity of those from different faith traditions.
- To a challenging learning environment. Students are responsible for arriving on time, being prepared for class, completing their work, and contributing positively to the learning of others.
- To a clean, orderly, and beautiful campus. We are responsible for caring for school property and maintaining the cleanliness of our community.

Parent Cooperation

While parents/guardians are their children's primary educators, Cristo Rey OKC is privileged to partner with them in their children's formation. Cooperation, trust, and mutual support are essential to fulfilling this shared responsibility. Students and parents/guardians are required to sign the Student-Parent Handbook Acknowledgement Form, indicating that they have read the handbook, accept and support its philosophy, policies, and procedures, and agree to comply with them.

Under ordinary circumstances, a child should not be deprived of a Catholic education because of the attitude or actions of a parent/guardian. However, a situation may arise in which the uncooperative or destructive attitude of a student's family significantly diminishes the school's ability to fulfill its educational mission and to act *in loco parentis*. In such cases, the student's continued enrollment may become incompatible with the philosophy and mission of Cristo Rey OKC. If, in the judgment of the school, such a situation exists, the family may be asked to withdraw the student from Cristo Rey OKC.

Academic Expectations

A core value of Cristo Rey OKC is our commitment to academic rigor. Every student has the opportunity to receive a college preparatory education. To provide this opportunity, all behavior at Cristo Rey OKC should help 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 that are neat, organized, legible, and reflective of their best effort.
- Students should expect to study each evening to review the day's lessons and prepare for the next day's classes.
- Students should take advantage of all available resources, including teachers, tutors, and academic support staff, to enhance their education.
- Students should be active, cooperative learners by bringing their knowledge and experiences to the classroom and actively participating in discussions to enhance the learning experience of the entire class.

Course Credits

Cristo Rey OKC aligns its graduation and promotion requirements with the requirements of the Oklahoma State Board of Education. Students must successfully complete all required courses and earn the necessary credits to advance to the next grade level.

Students may recover a maximum of two credits lost due to failure in one or more courses. Credit recovery is available only through the Cristo Rey OKC Credit Recovery Program and may require payment of program fees. The Credit Recovery Program allows students to earn high school credit in courses they did not successfully complete or in courses for which credit was denied due to excessive absences, in accordance with school policy. Credit Recovery Program courses are designed to be completed independently. Program dates will be communicated in advance and published on the school calendar.

Students who do not successfully complete required coursework by the end of the academic year or the Credit Recovery Program may be required to transfer from Cristo Rey OKC.

Failure Policy and Summer School

To remain enrolled at Cristo Rey OKC, students must earn a final semester grade of **60% or higher** in every course. Students who fail one or more courses during either the first or second semester are required to participate in the Cristo Rey OKC Credit Recovery Program. Students may recover a maximum of two credits through the Credit Recovery Program. Students who fail multiple courses may be subject to the provisions of the 3-4-5 Rule below.

3-4-5 Rule

A student may be required to transfer from Cristo Rey OKC if the student fails three courses in a single semester, four courses over two consecutive semesters, or five courses cumulatively during their enrollment at Cristo Rey OKC. This policy applies beginning with the Class of 2027.

Grading Philosophy

Grades communicate a student's current level of mastery of the knowledge and skills taught in each course. At Cristo Rey OKC, one of our core values is a commitment to growth. When students are unable to demonstrate mastery on an assessment, project, or major assignment, we believe they should have the opportunity to revise their work or reassess their learning to demonstrate improved understanding.

Students are expected to take the initiative to coordinate opportunities for revision or reassessment with their teacher in a timely manner, typically within one week of the original assignment or assessment. Any revised or reassessed grade is subject to the nature of the assignment and the teacher's professional judgment. Students may not request extra credit assignments to improve their grades.

Students are expected to complete all assigned homework and class preparation activities. Failure to complete these assignments may impact a student's ability to demonstrate mastery and will result in a grade of zero. Assignments that have not been submitted will be recorded as Missing in PowerSchool and assigned a grade of zero until they are submitted or until the opportunity to submit the assignment has expired, in accordance with the school's late work policy.

Student Late Work Policy

Students are expected to submit all assignments by the established deadline. Formative assignments (Check Points) may be submitted after the due date within the following timeframes:

- Freshmen: Up to 7 calendar days after the due date
- Sophomores: Up to 5 calendar days after the due date
- Juniors: Up to 3 calendar days after the due date
- Seniors: Up to 1 calendar day after the due date during the first semester; no late Check Point assignments will be accepted during the second semester.

Evaluative and Major Assignments are subject to the infraction process outlined below.

Academic Infractions

Major and evaluative assignments (including tests, projects, and papers) are the primary means by which teachers assess a student's mastery of course standards. Therefore, Cristo Rey OKC follows a **No Zero Policy** for these assignments. Students are required to complete all major and evaluative assignments.

- **Level I Academic Infraction:** If a student fails to submit a major or evaluative assignment by the original deadline, the student will receive a Level I Academic Infraction. The teacher will establish an extended deadline. The maximum grade the student may earn is **80%** in Grade 9 or **75%** in Grades 10–12. The student must also complete a written reflection explaining why the deadline was missed during **mandatory Afterschool Detention (1 day)**.
- **Level II Academic Infraction:** If the student fails to meet the extended deadline, the student will receive a Level II Academic Infraction. The teacher will meet with the student to discuss additional supports and establish a final extended deadline. The maximum grade the student may earn is **65%** in Grades 9–10 or **50%** in Grades 11–12. The student must complete an additional written reflection during **mandatory Afterschool Detention (2 days)**.
- **Level III Academic Infraction:** If the student fails to meet the final extended deadline, the student will receive a Level III Academic Infraction. The student, parent/guardian, and an administrator will meet to determine appropriate additional consequences. The

maximum grade the student may earn is **50%** in Grades 9–10, **40%** in Grade 11, and **30%** in Grade 12. **Saturday School may also be assigned.**

Cristo Rey OKC maintains a record of all academic infractions. Parents/guardians will be notified of each infraction. If a student accumulates more than four academic infractions of any level during an academic year, an administrator will meet with the student and the student's parent/guardian. The student may be placed on an Academic Performance Improvement Plan and/or required to appear before the Student Academic Review (SAR) Committee.

Grading Scale

Cristo Rey OKC uses two grading scales: the College Preparatory (Standard) Grading Scale and the Advanced Placement (AP) Grading Scale. The Advanced Placement (AP) Grading Scale applies only to AP courses.

College Preparatory Standard Scale	Advanced Placement Scale
90 – 100% (4.0 QP)	90 – 100% (5.0 QP)
80 – 89% (3.0 QP)	80 – 89% (4.0 QP)
70 – 81% (2.0 QP)	70 – 81% (3.0 QP)
60 – 69% (1.0 QP)	60 – 69% (2.0 QP)
0 – 59% (0.0 QP)	0 – 59% (0.0 QP)

Academic Honors at Graduation

The following academic honors are awarded to graduating seniors:

- **Valedictorian:** Student with the highest weighted cumulative grade point average (GPA).
- **Salutatorian:** Student with the second-highest weighted cumulative grade point average (GPA).
- **Summa Cum Laude:** Weighted cumulative GPA of 3.90 or higher.
- **Magna Cum Laude:** Weighted cumulative GPA of 3.75–3.89.
- **Cum Laude:** Weighted cumulative GPA of 3.50–3.74.
- **Excellence in Subject:** Awarded to graduating seniors who demonstrate outstanding achievement in English, Mathematics, Science, History, Theology, and World Language.

Mandatory Academic Support (Tutoring)

During the school year, the Academic Administration will conduct grade checks for all students every Thursday. Students who have earned a grade of **66%–69%** in a course will be required to attend Academic Success Hour for that course. Students who have earned a grade **below 66%** will be required to attend Mandatory Academic Support (Tutoring) with the teacher of that course.

Tutoring is held on Mondays, Tuesdays, and Thursdays according to each teacher's tutoring schedule. These sessions are designed to provide individualized and small-group support to students who need additional academic assistance.

Parents/guardians will be notified by email and/or through PowerSchool Unified Home if their student is assigned to Mandatory Academic Support.

Academic Needs

Cristo Rey OKC **does not** have a designated Special Education program. Students seeking admission to the school with Section 504 of the Rehabilitation Act documentation, IEP (Individualized Education Program) documentation, long-term medical, health, or behavioral documentation, or requests for special student accommodations that significantly alter the regular classroom process may undergo an application review. Relevant educational reports, evaluations, or records of diagnosis, where applicable, must be provided upon request.

Cristo Rey OKC provides **reasonable accommodations** to all students with supporting documentation, such as a school or private evaluation. The school does not offer a Special Education program and can **provide only limited** accommodations to support students' emotional and academic success. Consequently, not all accommodations identified in a student's IEP or Section 504 Plan can be provided.

Contact the Dean of Academic Support and Accountability, Ms. Orlene Chaney, at orlene.chaney@crstoreyokc.org with any questions.

Academic Integrity

Consistent with our Catholic values and commitment to academic excellence, Cristo Rey OKC expects students to act responsibly and honestly regarding their learning. Every member of the Cristo Rey OKC community—teachers, staff, students, and parents/guardians—is responsible for maintaining academic integrity. Cristo Rey OKC believes that all academic work should authentically reflect a student's own learning. **The goal is to learn, not to bypass learning** (College Board, p. 59).

Academic dishonesty includes, but is not limited to, copying or cheating, plagiarism, and the irresponsible use of Generative Artificial Intelligence (AI), including ChatGPT and other Large Language Models (LLMs).

Copying and Cheating

Students should not lend or share their work with others. If a student seeks assistance, the student providing help should do so in person through active guidance and explanation, with the goal of helping the other student understand the material rather than simply complete the assignment. Written work should not be shared between students, including photographs of assignments, shared electronic documents, or similar methods. Any student who knowingly allows another student to copy or use their work shares equal responsibility for the academic dishonesty and will receive the same consequences.

Plagiarism

Plagiarism is presenting another person's words, ideas, or work as one's own. Students are expected to properly acknowledge all sources by using appropriate citations, quotation marks, and Works Cited or reference pages as required by the teacher.

Generative Artificial Intelligence (AI)

Generative Artificial Intelligence (AI), including ChatGPT and other Large Language Models (LLMs), is an evolving technology that can support learning when used appropriately. Students may use AI only when expressly permitted by the teacher and in accordance with the

expectations of the course or assignment. Unauthorized or inappropriate use of AI constitutes academic dishonesty. Guidance adapted from the College Board AP Seminar program is provided in **Appendix E**.

Academic Dishonesty Consequences

Level I Academic Dishonesty Infraction

A student who commits academic dishonesty on a homework or Check Point assignment will:

- Receive a Level I Academic Dishonesty Infraction.
- Receive no credit for the assignment.
- Be required to redo the assignment for no credit.
- Receive two (2) days of After-School Detention or In-School Suspension.
- Complete a reflection paper on the area of academic dishonesty involved (e.g., cheating, plagiarism, or Generative AI).

Level II Academic Dishonesty Infraction

A student who commits academic dishonesty on an evaluative or major assignment will:

- Receive a Level II Academic Dishonesty Infraction.
- Receive no credit for the assignment or the affected portion of the assignment.
- Meet with the teacher and an administrator to discuss additional supports and appropriate consequences.
- Attend a meeting with the student's parent(s)/guardian(s).
- Receive Saturday School and may also receive Out-of-School Suspension.
- Complete a reflection paper on the area of academic dishonesty involved (e.g., cheating, plagiarism, or Generative AI).

A Level II Academic Dishonesty Infraction will remain in the student's official academic record and may be removed after two consecutive semesters provided no additional academic dishonesty infractions of any type occur during that period.

Record of Academic Dishonesty

Cristo Rey OKC maintains a record of all Academic Dishonesty Infractions. Parents/guardians will be notified of each infraction to ensure they are aware of their student's violation of the Academic Integrity Policy.

If a student accumulates more than four (4) Level I Academic Dishonesty Infractions during an academic year, an administrator will meet with the student and the student's parent(s)/guardian(s).

If a student commits an additional Academic Dishonesty Infraction of any level after receiving a Level II Academic Dishonesty Infraction, the school may place the student on an Academic

Performance Improvement Plan or require the student to appear before the Student Academic Review (SAR) Committee.

Cristo Rey OKC reserves the right to impose additional disciplinary action, including dismissal from the school, at the discretion of the administration when a student commits repeated or serious acts of academic dishonesty.

Grading Periods

Cristo Rey OKC divides the academic year into two semesters: Fall and Spring. Each semester consists of two grading periods (quarters). Semester grades are calculated according to the weighting outlined below. Students may earn **0.5 credit** for each successfully completed course per semester.

To encourage continued engagement and growth throughout each grading period, Cristo Rey OKC utilizes a grading floor ("false bottom") for quarterly grades. The minimum quarterly grade a student may earn is determined by grade level:

- **Freshmen:** 50%
- **Sophomores:** 40%
- **Juniors:** 30%

The grading floor applies only to quarterly grades and does not change the requirement that students earn a **final semester grade of 60% or higher** to receive credit for a course.

Semester Grades

	9 th Grade	10 th Grade	11 th & 12 th Grade
This percentage of the grade is composed of teacher grades in the categories listed below: - Check Points - Evaluative Points - Major Assignments	90% of Semester Grade, 45% each quarter.	85% of Semester Grade, 42.5% each quarter.	80% of Semester Grade, 40% each quarter.
Semester Exam	10% of Semester Grade	15% of Semester Grade	20% of Semester Grade

Cristo Rey OKC issues progress reports midway through each quarter and report cards at the end of each quarter.

Junior and Senior Final Exemptions

Juniors and seniors may earn exemptions from second-semester final exams. To qualify for a final exam exemption, a student must meet both of the following requirements:

- Maintain 95% or higher attendance in the class during the semester.

- Earn a semester grade of 90% or higher in a non-AP course, or 85% or higher in an AP course.

For purposes of final exam exemptions, attendance includes both excused and unexcused absences. The only absences excluded from the attendance calculation are school-approved field trips and properly scheduled and approved college visits.

Course Catalogs

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

9 th Grade	10 th Grade	11 th Grade	12 th Grade
- English 1 - Math 1 / Math 2 - Physical Science - Oklahoma History - Theology 1 - Technology (Microsoft Certification) or Art I - Spanish 1 or Heritage Spanish I	- English 2 - Math 2 / Math 3 - Chemistry - AP World History - Theology 2 - Technology 2 or Art 2 - Spanish 2 or Heritage Spanish II	- AP English Language and Composition - Math 3 - Biology - U.S. History - Theology 3 AP options: - AP U.S. History - AP Precalculus - AP Spanish Language and Culture	- English 4 - Algebra 3 - Anatomy and Physiology/Geology - U.S. Government - Theology 4 AP options: - AP English Literature and Composition - AP Calculus AB - AP Precalculus - AP Government and Politics - AP Spanish Literature and Culture

Section 4: Technology Policy

Overview

Cristo Rey OKC provides technology resources to support teaching, learning, communication, and collaboration. These resources include, but are not limited to, school-issued devices, software, networks, internet access, Microsoft 365 accounts, and approved educational applications.

Use of school technology is a privilege, not a right. Students are expected to use technology responsibly, ethically, safely, and in a manner consistent with the mission and values of Cristo Rey OKC. All use of school technology is governed by this Responsible Use Policy.

Technology provides valuable educational opportunities by expanding access to information, collaboration, and communication. While Cristo Rey OKC utilizes reasonable safeguards to promote safe and appropriate technology use, the school cannot guarantee that students will never encounter material that is inconsistent with the educational mission of the school. Parents and guardians acknowledge this inherent risk when permitting their student to use school technology resources.

Students should have no expectation of privacy when using school-owned devices, school accounts, school networks, or other school technology resources. Cristo Rey OKC reserves the right to monitor, access, review, and manage these resources when necessary to protect student safety, maintain school operations, investigate suspected policy violations, or comply with applicable law.

Acceptable Use

Technology resources are provided to support educational objectives, educational research, communication, collaboration, and school operations. Students are expected to:

- Use technology primarily for educational purposes.
- Exercise sound judgment and responsible digital citizenship.
- Protect usernames, passwords, and personal information.
- Use only their assigned accounts.
- Comply with all school policies while using technology resources.

Because technology changes rapidly, students are expected to demonstrate appropriate judgment even in situations not specifically addressed by this Handbook.

Unacceptable Use

Students may not use school or personal technology in any manner that is unlawful, unsafe, dishonest, disruptive to the educational environment, inconsistent with the mission and values of Cristo Rey OKC, or otherwise violates this Handbook or school expectations.

Examples of unacceptable use include, but are not limited to:

- Accessing, creating, possessing, or distributing inappropriate or offensive material.

- Using technology to engage in academic dishonesty, plagiarism, or copyright infringement.
- Harassing, threatening, intimidating, impersonating, or bullying another individual.
- Recording, photographing, or sharing images, audio, or video without appropriate permission.
- Circumventing school security measures, internet filters, or monitoring systems.
- Damaging, disrupting, vandalizing, or interfering with school technology resources or another person's access to those resources.
- Sharing usernames or passwords or attempting to gain unauthorized access to accounts, devices, or networks.
- Downloading, installing, or distributing unauthorized software or other materials that violate school policy.
- Any other use that interferes with the safety, welfare, educational environment, or orderly operation of the school.

Technology evolves rapidly, and not every form of misuse can be specifically identified in this Handbook. Cristo Rey OKC reserves the right to determine whether a student's use of technology is inconsistent with the expectations of the school and to impose appropriate disciplinary consequences in accordance with the Student Code of Conduct.

Artificial Intelligence

Artificial intelligence (AI) tools may be used only when expressly permitted by the teacher and only in the manner directed for a specific assignment.

Students may not submit work generated by artificial intelligence as their own or use AI in a manner that violates classroom expectations or the Academic Integrity Policy. Unauthorized use of AI may constitute academic dishonesty and will be addressed under the Academic Integrity Policy.

School-Issued Devices

Technology provided to students remains the property of Cristo Rey OKC throughout the student's enrollment.

Students are responsible for the care and security of their assigned device and must:

- Bring the device to school fully charged each day.
- Use only their assigned account.
- Not loan the device to another individual.
- Not modify the operating system or security settings without authorization.
- Immediately report lost, stolen, or damaged devices or accessories to the Front Office.

Students may be financially responsible for lost or intentionally damaged devices or accessories.

Email and School Accounts

Student Microsoft 365 accounts, email accounts, and other school-issued technology accounts are provided solely for educational purposes.

Students should communicate respectfully and professionally while using school accounts. Email and other electronic communications conducted through school accounts are not guaranteed to be private and may be reviewed by the school when appropriate.

Students should use caution when opening attachments or communications from unknown senders and should promptly report suspected security concerns to a faculty or staff member.

Mobile Devices

Cell phone use is restricted according to the Student Handbook policies. Students may carry mobile devices that are turned off (e.g., cell phones, tablets, etc.) in their backpacks. Personal phone calls, texting, notifications, and media consumption are not permitted between 7:40am and the last bell at 3:30 p.m. each day and will be considered a violation of the Code of Conduct.

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.

Social Media

Personal social media relationships between students and Cristo Rey OKC employees are prohibited except through school-approved professional accounts used exclusively for educational purposes.

Students are expected to conduct themselves online in a manner consistent with the mission and values of Cristo Rey OKC. Online conduct, whether occurring on or off campus, that substantially disrupts the school environment or targets members of the Cristo Rey OKC community may result in disciplinary action in accordance with the Student Code of Conduct.

Cyberbullying

Cristo Rey OKC is committed to providing a safe, secure, and respectful learning environment. Cyberbullying is the use of technology, whether school-owned or personal, to deliberately harm, harass, threaten, intimidate, exploit, misrepresent, or embarrass another individual. Cyberbullying negatively impacts student learning and disrupts the orderly operation of the school.

The posting or sharing of messages, images, videos, or other online content that promotes racism, sexism, violence, illegal activity, or conduct contrary to the mission of Cristo Rey OKC and the teachings of the Catholic Church is prohibited.

Cyberbullying that occurs on or off campus may result in disciplinary action when it affects the safety, well-being, or orderly operation of the school community. Consequences may include disciplinary action up to and including expulsion.

Cyberbullying includes, but is not limited to:

- Sending mean, embarrassing, threatening, or harassing messages through email, text messages, social media, messaging applications, or other electronic means.
- Using another person's account or credentials to send messages or content without permission.
- Spreading rumors or false information through electronic communication.
- Creating websites, social media accounts, or online content intended to target, impersonate, or harm another person.
- Sharing or distributing embarrassing, altered, or unauthorized photos, videos, or recordings of another person.
- Any other use of technology intended to harass, intimidate, threaten, or harm another individual.

If You Are the Victim or Witness of Cyberbullying

Students who experience or witness cyberbullying should:

1. **Do not retaliate.** Do not respond or threaten to respond. Retaliation often escalates the situation and may make it more difficult to investigate.
2. **Preserve the evidence.** Save messages, emails, photographs, videos, or screenshots whenever possible, including the date and time of the incident.
3. **Report the incident promptly.** Notify a teacher, counselor, advisor, administrator, or another trusted school employee as soon as possible. If the communication contains threats of violence or other criminal conduct, notify law enforcement immediately.
4. **Block the individual.** After preserving evidence, block the individual's account or phone number and adjust privacy settings as appropriate.
5. **Report the content.** When appropriate, report abusive content to the social media platform, website, or service provider.

Software Installation

Software installed on school-issued devices must comply with this Responsible Use Policy and all applicable laws and licensing requirements.

Students may not install, uninstall, modify, or attempt to bypass the operating system, security settings, device management software, or other software on school-issued devices without authorization from the Technology Department.

The Technology Department may remove unauthorized software or restore a device to its original configuration at any time. Technical support or device maintenance may result in the removal of personally installed software or locally stored files. Students are responsible for maintaining backups of any personal files they choose to save on their device.

Unauthorized software installation or modification of school-issued devices may result in disciplinary action in accordance with the Student 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).

Disciplinary Action

Violations of the Student Acceptable Use Policy or any administrative regulations or guidelines governing the use of technology may result in disciplinary action, including the loss of network access, loss of technology privileges, suspension, or expulsion.

Students and their parent(s)/guardian(s) are financially responsible for the cost of repairing or replacing Technology Resources that are defaced, damaged, altered, or otherwise misused by the student. If a student intentionally transfers a virus, malware, or other malicious software that damages Technology Resources, the student and his or her parent(s)/guardian(s) will be responsible for all costs necessary to restore the affected Technology Resources to working order.

A student's access to Technology Resources may be suspended until all repair or replacement costs have been paid.

Violations of local, state, or federal law may also result in referral to the appropriate law enforcement authorities.

Privacy

Students should not expect privacy when using Cristo Rey OKC Technology Resources, including communications, files, email, internet activity, or information stored on school-owned devices, servers, or networks.

Cristo Rey OKC reserves the right to monitor, review, and access computer files, web activity, internet usage, email, and other electronic communications that originate, reside, or pass through school Technology Resources or Corporate Work Study Program technology resources when appropriate and without prior notice.

Cristo Rey OKC will report communications relating to or supporting illegal activity to the appropriate authorities.

Cristo Rey OKC is not responsible for the loss of student data or for the accuracy, availability, or quality of information obtained through school Technology Resources or internet connections.

Safety

Students should never agree to meet in person with someone they have met online without the knowledge, approval, and participation of a parent or guardian. If anyone offers to meet a student in person after online communication, the student should immediately notify a parent or guardian and a Cristo Rey OKC staff member.

If a student receives a message, image, or other communication that is inappropriate, threatening, or makes the student feel uncomfortable, the student should notify a Cristo Rey OKC staff member and parent or guardian as soon as possible. Students should not delete the communication until instructed to do so by the Director of Data and Technology or another school administrator.

Students must obtain prior approval from a Cristo Rey OKC staff member before participating in bulletin boards, chat rooms, or similar online communities as part of a school activity.

Cristo Rey OKC encourages parents and guardians to have ongoing conversations with their students about internet safety, responsible digital citizenship, and the Catholic values that should guide their use of Technology Resources.

Each student and his or her parent or legal guardian must sign the Student Acceptable Use Policy and comply with its provisions.

Personal Electronic Devices

Cell phones and personal electronic devices must remain turned off and stored in the student's backpack, out of the teacher's view, during the school day. If a cell phone or other personal electronic device is visible, it will be confiscated by a teacher or staff member, who will notify the Principal and Dean of Academic Support and Accountability.

Personal electronic devices are prohibited during all standardized testing. Failure to comply with this policy may result in immediate suspension, parent/guardian notification, and any additional consequences required by the testing agency.

Cristo Rey OKC does not permit the use of cell phones or personal electronic devices inside the chapel or at a student's Corporate Work Study Program placement.

Cristo Rey OKC reserves the right to designate additional areas on campus where personal electronic devices are prohibited. Students who use electronic devices in prohibited areas without permission will have the device confiscated. A parent or guardian must retrieve the device from a school administrator.

Students who are granted permission to use an electronic device for a specific purpose must use it only for that approved purpose. Misuse of this privilege may result in confiscation of the device and additional disciplinary action.

Students are expected to comply immediately with any request from a school administrator to surrender a personal electronic device. Refusal to comply, arguing, or creating a disruption may result in additional disciplinary action at the discretion of Cristo Rey OKC.

Personal Electronic Device Consequences (*Resets each semester*)

- **1st Offense:** Warning and item(s) returned to the student at the end of the school day.

- **2nd Offense:** Parent will pick up items(s) and student will serve a lunch detention.
- **3rd Offense:** Parent will pick up item(s) and student will serve an afterschool detention.
- **4th Offense:** Parent will pick up item(s) and student will serve a Saturday Detention.
- **5th Offense:** Parent will pick up item(s) and if student brings their device to school, they must check it in at the beginning of the day and they will be allowed to pick up the phone at the end of the day. If they have tutoring or afterschool detention, the phone will not be released until after the tutoring or afterschool detention.

Please be advised that all electronic devices are the sole responsibility of the device's owner. 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 may 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 5: Attendance Policy

Daily School Schedule

Cristo Rey OKC opens each school day at **7:15 a.m.** Students are expected to be seated in their assigned classroom and ready for instruction by **7:50 a.m.**, when the school day begins. Students who are not in their assigned location by **7:50 a.m.** will be considered tardy.

Unless participating in a school-sponsored or supervised activity, all students must leave campus by **5:00 p.m.** each school day. Parents and guardians are responsible for ensuring their student is picked up by **5:00 p.m.** or has appropriate transportation arrangements in place.

Daily Work Schedule

On their assigned Corporate Work Study Program (CWS) day, students must report to school in full uniform (see **Uniform Policy**). Work transportation departs promptly at **8:00 a.m.** Transportation will not be delayed for students who arrive late.

Tardiness Policy

Tardiness to school, class or work is not acceptable. If a student arrives to class after 7:50 am, they will be counted tardy. Beginning at 7:55 am, all students tardy to school must report to the main office to receive a late pass to be admitted to class. 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. Cristo Rey OKC will mark a student absent for any class for which s/he misses 15 or more minutes. Every three tardies in a class will equal an absence for that class.

Summary of Penalties for Excessive Tardies per Semester			
	Number of Tardies	Type of Tardies	Penalty
Per Class 1 st – 8 th	4 – 7	Unexcused	Lunch Detention
	8 – 11	Unexcused	After School Detention and Parent Meeting
	12	Unexcused	Saturday School and Parent Meeting
Cumulative (All Classes Combined)	12	Unexcused	Saturday School and Parent Meeting

A parent or guardian must call Cristo Rey OKC at (405) 698-1300 or email the school at attendance@crstoreyokc.org if they anticipate their student may be late to school. A parent/guardian must call CWS at CWS@crstoreyokc.org if they anticipate their student may be late to CWS check-in.

Cristo Rey OKC may place the student on a performance improvement plan or request the student appear before the SAR.

CWS does not recognize tardiness. Vans leave promptly at 8 am each morning. Any student worker that arrives after 8 am on their workday will not go to work and must make up the day. In this instance, the policy regarding make-up days will go into effect.

Unforeseen Absences from School

A parent/guardian must telephone the school at (405) 698-1300 or email attendance@crstoreyokc.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.

Medical Absences from School

Absences due to illness and medical appointments, including but not limited to: ER visits, doctor/specialist appointments, and dental/orthodontic appointments must be verified by physician's note upon return to Cristo Rey OKC. Each note must include the student's name, date of birth and the date and time of appointment. Without verification from a physician, an absence due to a medical illness or appointment will not be excused.

Students who experience an illness or medical emergency requiring a hospital visit must provide a physician's note authorizing that the student may return to school.

Foreseen Absences and Scheduling Outside Appointments

Medical and Dental Appointments

Parents and guardians are encouraged to schedule medical and dental appointments outside of school hours and Corporate Work Study Program (CWS) hours whenever possible. Appointments may not be scheduled during a student's assigned CWS workday.

When an appointment must occur during the school day, students must provide verification from the medical or dental provider immediately upon returning to school. Medical documentation submitted after the close of a nine-week grading period will not be accepted to excuse an absence.

Students are expected to attend school before and/or after a routine medical or dental appointment whenever reasonably possible. A partial-day appointment does not excuse an entire day of absence. For example, if documentation indicates that a student attended a morning appointment, the student is expected to report to school for the remainder of the day unless otherwise directed by the medical provider.

Parents or guardians must notify the school in advance of any medical or dental appointment by calling (405) 698-1300 or emailing attendance@crstoreyokc.org. For appointments that will require a student to arrive late, advance notice must be provided before 8:00 a.m. on the day of the appointment.

Personal Absences

Parents and guardians are expected to schedule vacations, college visits, and other personal activities around the Cristo Rey OKC school calendar to avoid conflicts with school attendance and Corporate Work Study Program responsibilities.

Absences for personal reasons, including birthdays, family vacations, transportation issues, or similar circumstances, are considered unexcused.

College Visits

Juniors may receive excused absences for up to two school days, and seniors may receive excused absences for up to four school days, for approved college visits.

To qualify as an excused absence, students must follow the procedures outlined in the College Visit Protocol in Section 12: College Counseling, including submitting the required signed documentation upon their return.

College visits scheduled on a student's assigned Corporate Work Study day are unexcused.

Bereavement

Students may receive up to two excused school days following the death of an immediate family member.

For purposes of this policy, immediate family includes parents, guardians, grandparents, siblings, aunts, uncles, cousins, and any individual residing in the student's household. This definition includes step, half, foster, and adopted family members.

Additional absences related to bereavement may be considered on a case-by-case basis at the discretion of the administration.

Returning to School

Upon returning to school after an absence, the student must provide a note from their doctor or parent/guardian regarding their reason for absence.

Absences from Work

It is important that students attend work on their assigned Corporate Work Study Program (CWS) days. Our Corporate Work Study partners make a significant financial contribution toward each student's education. As such, students are expected to be present, engaged, and fulfill their work responsibilities. Students cannot receive the full benefits of the Corporate Work Study Program if they are not present. To encourage students to fulfill their work obligations, the following policies apply:

If a student will be absent from work on an assigned workday for a foreseeable reason, a parent or guardian must notify the Corporate Work Study Program at least three days in advance. If a student will be absent from work due to an unforeseen circumstance, a parent or guardian must notify the Corporate Work Study Program before 7:30 a.m. on the day of the absence. The Corporate Work Study Program may be reached at (405) 698-1300 or CWSP@crstoreyokc.org.

Any absence from work must be made up, regardless of the reason for the absence.

Repeated absences from work may result in a phone call or meeting with the student's parent or guardian. Continued absences may result in the student being placed on a Performance Improvement Plan.

Requests for a make-up workday must be sent to the worksite supervisor within one business day of the missed workday. Students must follow the Corporate Work Study Program make-up day protocol, which will be taught at the beginning of each school year.

Student workers will be assessed a \$150 fine for any absence from work and will receive zeros for the grades they would have earned that day. The fine and the zeros will be removed upon the successful completion of the required make-up workday.

If a student fails to make up a missed workday, whether the absence was excused or unexcused, by the deadline established in the published Academic Calendar, the student will receive a zero for that workday. This may result in a failing Corporate Work Study grade, termination from the Corporate Work Study Program, and dismissal from Cristo Rey OKC.

To pass the Corporate Work Study Program for the school year, all required make-up workdays must be completed and all fines must be resolved by the time grades are due.

Early Release from School or Work

In the event a student must leave school early, a parent or guardian must call or email the school in advance of the anticipated dismissal time. The communication should include the reason for the early dismissal and the requested dismissal time.

When the parent, guardian, or other approved adult arrives at Cristo Rey OKC, the student must report to the front office to be signed out before leaving campus. A parent, guardian, or approved adult must come to the school and sign the student out in person before the student may be released.

A student assigned to the Corporate Work Study Program will **not** be released early from work under any circumstances. Early dismissal days and half-days do not apply to students who are assigned to work on those days.

Students are expected to complete their full workday regardless of any special school-day schedule.

Attendance at Mandatory Weekend Events

Cristo Rey OKC administers tests primarily during school days. The dates are published in the Cristo Rey OKC academic calendar. If these dates are missed, attendance on a Saturday test date may be mandatory.

Excessive Absences

Students are responsible for making up all missed classwork resulting from an absence or tardy. Excessive absences may negatively impact academic performance. For each class missed, students are expected to complete all required make-up work. While teachers provide office hours for additional support, they are not responsible for re-teaching material missed due to an absence.

Parents and guardians are encouraged to regularly monitor the student's attendance record through the PowerSchool Parent Portal. Students and their parent(s)/guardian(s) are responsible for remaining aware of the student's total number of absences and tardies.

More than eight absences in a semester may result in a meeting with the student's parent or guardian. Continued absences may result in dismissal from Cristo Rey OKC or a referral to the Student Attendance Review (SAR) committee. Absences from the Corporate Work Study Program are considered school absences. Regardless of the total number of school absences,

a student may be subject to dismissal after three or more Corporate Work Study Program absences.

Non-School Related Absences/Irregular Attendance

Total Absences	Types of Absences that Count Toward this Number	Action
5	Unexcused	Notify Parents
7	Unexcused	Letter Home
10	Unexcused	Administration/Parent/Student Meeting
12	Unexcused	Credit Discussion – Administration/Parent/Student Meeting
15	Excused	Strategy meeting with administration about how to best complete the semester and serve the student's needs.

Attendance for Credit

To receive credit or a final grade for a course, a student is required to attend 90% of each class offered, regardless of whether the student's absences are excused or unexcused. The number of days the class is offered is determined by the academic calendar and the student's assigned Corporate Work Study Program schedule.

A student who attends class less than 90% of the days the class is offered may not receive credit unless the Registrar determines that the absences resulted from extenuating circumstances or that the missed time may be made up during a designated period. If the Registrar denies credit, the student may appeal the decision to the Principal. As an alternative, the student may recover the credit through the summer school program at the family's expense.

Students who are not on pace to meet the attendance requirement (defined as four absences within a nine-week grading period) or who have failed to meet the 90% attendance requirement will be assigned Seat Time.

- Excused absences with proper documentation: Students will complete Seat Time after school. If the total number of absences exceeds the amount of time that can reasonably be made up after school, the student will be required to attend Saturday School.
- Unexcused absences: Students will complete Seat Time during Saturday School from 8:30 a.m. to 12:30 p.m. Students must wear the regular school uniform.
- Unexcused tardies resulting in absences: Students will complete Seat Time during Saturday School from 8:30 a.m. to 12:30 p.m. Students must wear the regular school uniform.

Extended Absences Due to Illness or Injury

Extended absences due to illness or injury will be reviewed on a case-by-case basis. Parents or guardians must notify Cristo Rey OKC as soon as possible.

Medical Excused Absences may be granted for extended absences (three or more consecutive school days) resulting from a severe or chronic illness or injury. For a severe illness or injury,

medical documentation must be provided to school administrators within two weeks of the student's return to school. For a chronic illness or injury, appropriate medical documentation must be submitted to school administrators to excuse the absences.

Truancy

Truancy is defined as an absence from school, class, or the Corporate Work Study Program without sufficient reason. Truancy will result in disciplinary action. Repeated offenses may result in additional and increasingly severe disciplinary consequences, up to and including expulsion.

Illness at School or at Work

If a student becomes ill during the school day, the student should ask permission to report to the main office. If Cristo Rey OKC determines that the student should not remain at school, the school will contact the student's parent or guardian to arrange for the student's dismissal.

If school personnel are unable to reach a parent, guardian, or emergency contact, the student will remain in the main office until the end of the school day or until a parent, guardian, or emergency contact can be reached. Students sent home by Cristo Rey OKC due to illness will be recorded as having an excused absence.

Students should not contact a parent or guardian directly from a personal cell phone to request dismissal due to illness. If a student contacts a parent or guardian without first reporting to the main office, the parent or guardian must speak with a school administrator before taking the student home. In these circumstances, the absence may not be considered excused.

If a student becomes ill or is injured while at a CWS placement, the student's supervisor—not the student's family—should contact a Cristo Rey OKC CWS staff member or the school nurse, who will assess the situation. If appropriate, the CWS staff member or nurse will work with the student to contact the student's parent or guardian and arrange for the student to be picked up from the worksite.

If the CWS staff member or nurse is unable to reach a parent, guardian, or emergency contact, the student will be transported to Cristo Rey OKC and will remain at school until the end of the school day or until a parent, guardian, or emergency contact can be reached.

A student who is seriously ill before school or during morning check-in should not report to the Corporate Work Study Program. The CWS staff will use its discretion to determine whether the student should remain at school or be sent home.

Pregnancy

If a student believes she may be pregnant, she should inform the school nurse or another school staff member before taking any over-the-counter medication provided by the school, including medications such as ibuprofen, Pepto-Bismol, or allergy medication.

Cristo Rey OKC Catholic High School is committed to providing an environment in which every student is treated with dignity, compassion, and respect. In keeping with this commitment, if a student becomes pregnant, Cristo Rey OKC will work with the student, her parent(s) or guardian(s), the Principal, and the school's Mental Health Counselor(s) to determine how best to meet the student's social, spiritual, and academic needs.

The student may continue her education at Cristo Rey OKC as long as the student, her parent(s) or guardian(s), and the Principal determine that doing so is in the best interest of both the student and the school. If the student chooses to temporarily continue her education elsewhere, she may still receive a Cristo Rey OKC diploma, provided all graduation requirements have been met and any necessary arrangements have been agreed upon.

During the pregnancy, Cristo Rey OKC may require counseling for the student and, if applicable, the child's father, should he also be a Cristo Rey OKC student. The school may provide referrals to outside counseling services; however, the student and his or her family remain responsible for any associated financial obligations.

Holidays

Cristo Rey OKC does not permit vacations outside of scheduled school breaks. If a student misses school for this reason, the absence(s) will be considered unexcused. For example, if a family extends a vacation beyond the scheduled Christmas break, the student will be subject to the attendance policies outlined in this Handbook, which may include the loss of academic credit. The student is responsible for making up all missed work.

In the rare event that a Corporate Work Study Program (CWS) partner has a business holiday or special meeting for which a student worker's services are not required, the student must report to Cristo Rey OKC. The Corporate Work Study Program staff will assign the student an alternative work assignment for the day.

Inclement Weather Policy

Cristo Rey OKC will communicate school closings, delayed openings, or other weather-related schedule changes through email, TalkingPoints, and the school's official social media accounts. Families are expected to monitor these communication channels when inclement weather is anticipated.

If inclement weather develops while school is in session, Cristo Rey OKC will assess conditions and determine the appropriate course of action regarding dismissal.

If you have questions regarding weather-related school operations, please call (405) 698-1300 or contact the Principal.

Section 6: Dress Code and Appearance Guidelines

The professional appearance and conduct of Cristo Rey OKC students have a significant impact on our school community, our Corporate Work Study partners, and the workplace. Students are expected to model professionalism and respect for others through a neat, well-groomed appearance, appropriate business attire, and a consistently courteous, positive, and proactive attitude.

Student safety is also an important consideration. Many Corporate Work Study placements require students to operate office equipment, including copiers, fax machines, and shredders. Properly fitting clothing and appropriate attire help reduce the risk of injury.

Students must be in full uniform while on campus, traveling to or from work, at their Corporate Work Study placement, during field trips, and at other school-sponsored events unless otherwise specified. On designated occasions, students may be permitted to wear casual attire (jeans and Cristo Rey OKC apparel), which will be announced in advance.

The uniform requirements, appearance guidelines, and examples of prohibited attire are outlined below. If there is any question regarding whether an item complies with the dress code, students and parents should err on the side of conservative attire. Cristo Rey OKC reserves the right to determine, at its sole discretion, whether a student's attire or appearance complies with the dress code.

Items marked with an (*) must be purchased through Flynn O'Hara.

Item	Requirements	Notes
Shirts *	CWS Days: Collared, buttoned down uniform dress shirt with the Cristo Rey OKC logo. School Days: Collared, buttoned down uniform dress shirt with the Cristo Rey OKC logo (must be worn with tie) or Cristo Rey Logo polo. The shirt must be buttoned all the way to the top. The shirt should be neatly tucked into the pants.	Seniors may wear Cristo Rey OKC senior polo shirts. This only applies to Senior students.
Tie	School tie or bow tie. Must be tied tight.	
Undershirts	White; no visible lettering or graphics; no bright or dark colors.	Should go unnoticed.
Pants *	Neatly pressed gray dress uniform pants. Must fit appropriately be worn at the waist. The pants must be Flynn O'Hara uniform pants.	Must be CROKC uniform pants. May not be worn baggy or sagging. May not be work tight or revealing.
Socks	Students may wear any type of socks, except white or athletic low or "no-show" socks.	CROKC reserves the right to deem socks inappropriate at its discretion.
Shoes	Shoes must be all black and closed-toed. Athletic shoes are allowed but must be all black.	Students are required to wear black dress shoes on workdays. Only dress shoes

	Black shoes with logos or symbols that are not black are not allowed.	will be permitted on workdays.
School ID	Students are required to always have their Student ID visible above their waist while at school. Previous school year Student ID will not be allowed in place of the current Student ID. Students are required to have their Student ID on workdays.	Students are not allowed to deface, alter, cover, or otherwise change the original appearance of their student ID issued by the school. If a student alters their Student ID in any way the ID shall be rendered invalid and not serviceable, and a replacement Student ID MUST be purchased.
Sweaters *	Navy blue cardigans or sweaters may be worn with the Cristo Rey OKC logo.	
Jackets/Overcoats	Students may wear CROKC jackets and sweatshirts. If a CROKC jacket or sweatshirt is worn, the CROKC uniform shirt and tie should still be always worn underneath.	Sweatshirts and hoodies will not be allowed on CWS Days.
Sunglasses/Headwear	Not to be worn inside of the building.	No hats, caps, stocking caps, or bandannas may be worn inside the school building.
Tattoos/Facial Piercings	Tattoos cannot be visible. Facial piercings are not allowed.	
Hairstyles	Hair is to be neat, clean, modest and professional style, and a natural color. Special exceptions may be granted by the President for cultural and/or religious reasons. Designs will only be allowed in hair behind the ears and below the eyeline. No words or inappropriate symbols will be permitted. Longer hair should not cover the face or otherwise interfere with learning and working. Mohawks, faux-hawks, inappropriate or distracting designs, or any unprofessional styles are not allowed.	No unnaturally multi-colored hair or bright colors: pink, blue, orange, purple, etc.
Jewelry	No excessive jewelry. No more than one necklace or chain worn; must always be worn under the uniform shirt. Bracelets may be limited at the discretion of CROKC.	
Friday Dress	If a student chooses not to wear their uniforms, students may wear Cristo Rey, CWS partners, or college shirts and jean/khaki pants. Students may also wear hoodies and jackets, but all hoodies and jackets must also be Cristo Rey, CWS partners, or represent a college.	All jeans and khaki pants must be free of holes and tears. Sweatpants, athletic pants, and joggers are not allowed. Crocs are also not allowed.
Dress Down Days	If a student chooses not to wear their	Some dress down days is free

	uniforms, students may wear school appropriate shirts, jackets, and pants. All jeans/khakis must be free of holes and tears. Sweatpants, athletic pants, and joggers are not allowed. Crocs are also not allowed.	and some dress down days cost money to participate in.
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Dress Code Specifics for Young Women

Item	Requirements	Notes
Hairstyles	Hair should not cover a student's eyes. Hair styles and hair accessories should not interfere with working or learning.	Special exceptions may be granted by the President for cultural and/or religious reasons.
Skirts	Skirts must fit appropriately and be worn at the waist. Skirts should be about fingertip length, which means they should reach to the fingertips of the extended arm.	Skirts are not permitted on workdays.
Make-up/Fingernails	Make-up must be in natural colors and styles. Bold lipstick or excessive eye makeup is not permitted. Fingernails should be of moderate length.	Eye shadow must be soft, neutral colors. Fingernails that are distracting, interfere with working or learning may be asked to be modified.
Earrings	Two earrings on each earlobe and up to one total ear cartilage piercing.	Cartilage earrings must be studs. Hoop earrings should be of moderate length and size. Gauging the ears is not allowed.

Dress Code Specifics for Young Men

Item	Requirements	Notes
Hairstyles	Hair should be above the collar and above the eyebrows. No mohawks or buns are permitted. Sideburns are not permitted.	Neatly kept ponytails at the nape of the neck are permitted if keeping student's hair from his face, if meeting the length guidelines outlined. Special exceptions may be granted by the President for cultural and/or religious reasons.
Facial Hair	Facial hair must be neat and presentable.	A student may be asked to shave if it is deemed not neat and presentable.
Belt	The belt must be solid black or solid dark brown, in a leather or leatherlike material. Suspenders may be worn in lieu of a belt.	Belts must be visible. Fabric or riveted belts are not allowed.
Earrings	Not allowed.	

- **Acceptable Shoes:** Any brand is permitted; however, shoes must be all black and closed-toe.



- **Unacceptable Shoes:**



Dress Code Checks

Each student will have their dress code checked each morning prior to entering the building. Students that are not dress code compliant will be sent to the main office to fix the dress code violation and/or call their parents.

- Violation #1: Uniform on next dress down Friday.
- Violation #2: Lunch detention (2 days) and Uniform on next dress down Friday.
- Violation #3: Afterschool detention (2 days) and Uniform on next dress down Friday.
- Violation #4: Saturday School dressed in Uniform and in Uniform on next dress down Friday.

Violations will reset each month.

Earrings (Young Men)/ Nose Rings Violations (All Students)

If a student is found to be in violation of Cristo Rey OKC's earring and/or nose ring policy, the earring/nose ring will be collected by an administrator.

- Violation #1: Confiscated item(s) will be able to be picked up at the end of the day by the student.
- Violation #2: Confiscated item(s) will be able to be picked up by a parent or guardian of the student.
- Violation #3: Confiscated item(s) will be able to be picked up by a parent or guardian of the student and the student will be assigned a Friday detention.
- Violation #4: Parent meeting will be held, and student will be assigned a Saturday detention.

Hair and Nail Violations

If a student has a hair or nail violation, the student will not be permitted to attend the Corporate Work Study Program until the violation has been corrected or the hair has grown to the point that the prohibited design or color is no longer visible.

Each school day that a hair violation remains uncorrected will be counted as a separate dress code violation. In some cases, students may also be prohibited from attending classes due to an unapproved hair color.

Students who are unable to attend work due to a hair or nail violation are required to attend school in their work uniform on the missed workday(s). The student will also be required to make up all missed workdays.

If a missed workday is not made up, the student will be assessed a \$150 fine for each missed workday.

Section 7: Code of Conduct

It is the responsibility of every student to act honestly and with integrity in all school and workplace matters; to treat co-workers, supervisors, fellow students, families, board members, sponsors, volunteers, and visitors with dignity and respect; and to conduct themselves in a moral and ethical manner consistent with the teachings and values of the Catholic Church.

In keeping with the mission of Cristo Rey OKC, students are expected to maintain the highest ethical standards at all times. Students should avoid situations that present an actual, perceived, or potential conflict between their personal interests and the interests of Cristo Rey OKC. Students must not engage in activities that conflict with the interests of the school, create the appearance of impropriety, or interfere with their academic or workplace responsibilities.

The Student Code of Conduct is not intended to address every possible instance of student misconduct. Rather, it establishes behavioral expectations and outlines a range of disciplinary responses for certain violations. School administrators reserve the right to address misconduct not specifically identified in this Handbook and to determine the appropriate disciplinary response based on the nature and severity of the conduct.

This Code of Conduct applies to student behavior:

- Before, during, and after school hours;
- On or off campus;
- At a Corporate Work Study Program placement;
- While traveling to or from school-sponsored activities or on school-provided transportation;
- While under the supervision of a Cristo Rey OKC employee or volunteer;
- During any school-sponsored activity, event, athletic competition, or field trip;
- While using school-owned technology resources or personal technology in a manner that affects the school community; and
- Whenever student conduct disrupts the learning environment, threatens the safety or welfare of others, or negatively impacts the mission, operations, or reputation of Cristo Rey OKC.

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.

System of Accountability

At Cristo Rey OKC, we strive to provide an environment where students can learn and grow in a safe, professional, challenging, and rewarding Catholic community. We believe students are best prepared for school, work, and life when they are held to high standards and are accountable for their choices, actions, and words.

All students begin the school year with the same expectations and privileges. It is the responsibility of each student to demonstrate that they can appropriately manage the responsibilities associated with those privileges. Students who fail to do so are subject to the discipline procedures outlined in the System of Accountability.

Cristo Rey OKC recognizes that students are most successful in an environment with fair and reasonable expectations, clearly communicated standards, and consistently administered procedures. When a student fails to meet the expectations of Cristo Rey OKC, the System of Accountability may be used to address the behavior. Cristo Rey OKC and the Corporate Work Study Program may utilize the System of Accountability as appropriate and are not required to follow the exact order of the disciplinary responses described below.

The corrective action process consists of four progressive levels of intervention designed to promote student growth, behavioral improvement, and accountability while providing notice of escalating consequences if improvement does not occur. However, Cristo Rey OKC reserves the right, in its sole discretion, to omit any step or impose a different disciplinary response based on the nature and severity of the misconduct.

Classroom Accountability Step Procedure

1. Proximity/Redirection: The teacher will place him/herself nearer to the student to provide an opportunity for self-correction.
2. Conversation with Teacher: Teacher will have a side conversation with the student to identify the problem behavior, come up with a solution, and provide another opportunity for the student to self-correct.
3. Parent Contact: If behavior does not improve, the teacher will contact the student's parent/guardian to notify them of the issue, provide a solution, and alert them that if the student's behavior does not change, the issue will be escalated.
4. Administrative Accountability Meeting: If behavior does not improve, the student will have a meeting with a member of the administration team. This may result in an improvement plan or growth plan.

Major behavior issues may be escalated as necessary on a case-by-case basis.

Administrative Accountability

Immediate Consequence: The Principal, and /or Dean of Academic Support and Accountability, holds these meetings at his/her discretion immediately at the time of incident as a natural consequence for students to reflect on inappropriate behavior and how their actions have impacted the Cristo Rey OKC community.

Administrative Accountability Meeting: This meeting is necessitated for minor discipline actions resulting in a major discipline action. At this meeting, a parent/guardian must be present. If needed, an improvement or growth plan will be created to benefit the students and the larger school community.

LEVEL 1		
- Repeated occurrences of level 1 behaviors will result in a tiered level that may include but are not limited to, the following mandatory parent meeting, additional disciplinary actions, or a behavioral contract. - A student's failure to improve and display a significant reduction in the behavior over a specified amount of time may result in dismissal from Cristo Rey OKC. - Failure to attend Saturday School will result in a one (1) day Out of School Suspension.		
Incidents	Consequence	Notes
Tardy to School	Min: Lunch Detention Max: Saturday School	- Students are allowed eight (8) tardies to school per semester, every tardy to school after the 8th occurrence will result in an automatic Afterschool Detention for the remainder of the semester.
Off-Task Behaviors	Min: Warning Max: Lunch/Afterschool Detention	- Off-task behaviors include behaviors that aren't aligned with the teacher's directions and expectations, and behaviors disruptive to the learning environment.
Use of Electronic Device	Min: Warning (1 st Offense) Max: Saturday School and Daily Phone Check-In	- Electronic devices (cell phones, AirPods, headphones, etc.) must be placed in the student's backpack. - Smart watches not being utilized as a watch will be collected, as well - Multiple infractions within a day or week will result in a Saturday School.
LEVEL 2		
Incidents - Repeated occurrences of level 2 behaviors will result in a tiered level that may include but are not limited to, the following mandatory parent meeting, additional disciplinary actions, or a behavioral contract. - A student's failure to improve and display a significant reduction in the behavior over a specified amount of time may result in dismissal from Cristo Rey OKC. - Failure to attend Saturday School will result in a one (1) day Out of School Suspension.		
Incidents	Consequence	Notes
Inappropriate Language	Min: After School Detention Max: One Day In-School Suspension	- Use of foul, profane, vulgar, demeaning or offensive language. (not directed toward anyone).
Horseplay	Min: Warning/Lunch Detention Max: After School Detention/In-School Suspension/Out of School Suspension	- Pushing, shoving, playing fighting, or any form of physical contact that could result in injury or escalate to a physical altercation.
Public Display of Affection (PDA)	Min: Warning/Lunch Detention Max: After School Detention	- Ex. Kissing, inappropriate touching etc.
Inappropriate Use of Technology	Min: Warning/Lunch Detention Max: Out of School Suspension/Expulsion	- Inappropriate illicit or graphic websites: bypassing school/workplace filters. - Refer to the full policy on Technology Use in school handbook
Cutting Class	Min: After School Detention Max: Saturday School/In-School Suspension	- Failure to attend scheduled class, including Academic Success Hour (ASH), without permission from administration or a staff/faculty member.

		- Failure to return to class within an allotted time period after being given a pass.
Solicitation/Sale of Any Foods, Goods, or Services	Saturday School	- Homemade foods or beverages cannot be served, sold or distributed to students due to student allergies and other safety concerns. - No foods (even pre-packaged) may be sold without approval - Some fundraisers may be approved through the approval form to the principal for a designated time period.
Vandalism	Min: After School Detention/ 2 – 3 Days In-School Suspension Max: Out of School Suspension/Expulsion	- Any type of intentional damage to school, work, or community property. - The student's account will be charged for the cost of cleaning or repair.
Leaving School Without Permission	2 – 3 Days Out of School Suspension	- Exiting the building prior to dismissal or without an approved early dismissal. - Students are also not permitted to leave campus while waiting for shuttle or parent pick-up.
Inappropriate Language Toward Someone	Min: 2 – 3 Days of In-School Suspension Max: 3 Days of Out of School Suspension	- Use of foul, profane, vulgar, demeaning or offensive language towards someone (verbally, written or on the internet).
LEVEL 3		
- All level 3 behaviors will result in an automatic referral to the Principal and/or Dean of Academic Support and Accountability, a mandatory parent/student meeting and the student being placed on either disciplinary probation or a behavioral contract at minimum. - The first offense of any level 3 behavior with a max consequence of expulsion, may be subject to immediate expulsion.		
Incidents	Consequence	Notes
Threats, Harassment, and/or Bullying	Min: 3 – 5 Days Out of School Suspension Max: Expulsion	- Repeated taunting, intimidation, etc. (including cyberbullying).
Hate Speech	Automatic: 4 Days Out of School Suspension, \$150.00 CWS Fine for Missed Day	- Use of language written or said against any protected class (race, color, religion, sex (including pregnancy or sexual orientation), national origin, age (40 or older), disability and - genetic information (including family medical history)
Theft	Min: 3 – 5 Days Out of School Suspension Max: Expulsion	- Taking property that belongs to the school, workplace, an outside organization or a person without permission from the owner.
Gang-Related or Group Organized Disruptive Activity	Min: 3 – 5 Days Out of School Suspension Max: Expulsion	- Includes representation through language, signs/symbols, handshakes, etc. - Loitering or congregating to cause disruption or intimidate an individual/group.
Verbal Altercation	Min: 3 Days Out of School	- An argument, dispute or altercation that

(Major)	Suspension Max: Expulsion	may include threats but requires physical intervention from another person to prevent a physical altercation.
Physical Altercation	Min: 3 – 5 Days Out of School Suspension Max: Expulsion	- An argument, dispute or altercation that involves physical force or contact towards another person with the intent to cause harm. - Consequences (even if not the same level) will be given to both the initiator and student who fights back.
Tobacco/Nicotine, Alcohol and/or Illegal Drugs	Min: 3 – 5 Days Out of School Suspension Max: Expulsion	- The possession or use of related items such as vapes, cartridges, lighters, matches, e-cigarettes, etc. - Possession or use of intoxicants, illegal drugs, controlled substances or counterfeit controlled substances in school, on campus, the workplace or at any school related event.
Distribution, or Sale of Alcohol or Illegal Drugs	Immediate Expulsion	- Selling or distributing any quantity of intoxicants, illegal drugs, controlled substances or counterfeit controlled substances in school on campus, the workplace or at any school related event.
Possession of Dangerous Objects/Weapon(s)	Min: 3 – 5 Days Out of School Suspension Max: Expulsion	- Includes but not limited to mace, tasers, knives, guns, brass knuckles, look-alikes, or any other item (such as bats, pipes, sticks, etc.) used or intended to be used to cause bodily harm.

Cristo Rey OKC follows a tiered system of discipline with escalating consequences based on the severity of the misconduct or repeated instances of the same behavior.

After School Detention: After School Detention is served on Wednesdays and Fridays from 3:35 p.m. to 4:15 p.m. Students who do not complete their After School Detention by the end of the month will automatically be assigned Saturday School.

Saturday School: Saturday School may be assigned for specific disciplinary incidents and/or for failure to complete an After School Detention during the month in which it was assigned.

Students must attend Saturday School from 8:30 a.m. to 12:30 p.m. on the date designated by the Dean of Academic Support and Accountability. Failure to attend Saturday School may result in a one-day suspension.

Suspension: Suspension is a consequence imposed for serious violations of the Student Code of Conduct. When a student is suspended, the following procedures will apply:

- The student's parent or guardian will be notified of the suspension and asked to pick up the student from school as soon as possible.
- During the suspension, the student will **not** be permitted to participate in any school-sponsored activities or events.
- Academic work missed during a suspension may be made up following the student's return to school. The student will have the same number of school days to complete

make-up work as the number of days of the suspension. Failure to complete make-up work within the allotted timeframe may result in a failing grade.

- Repeated suspensions may result in additional disciplinary consequences, up to and including expulsion.
- At the discretion of the Principal and/or the Dean of Academic Support and Accountability, a student may receive a combination of Out-of-School Suspension (OSS) and In-School Suspension (ISS).

Disciplinary Probation: When a student consistently demonstrates behavior that threatens the culture of peace and excellence at Cristo Rey OKC, the Principal and/or the Dean of Academic Support and Accountability may place the student on Disciplinary Probation.

Examples of conduct that may result in Disciplinary Probation include, but are not limited to:

- Repeated occurrences of the same violation or misconduct.
- Inappropriate use of technology.
- Verbal and/or physical altercations.
- Any conduct that places students, faculty, staff, or the school community in a dangerous or unsafe environment.

When placing a student on Disciplinary Probation, the Principal and/or the Dean of Academic Support and Accountability will meet with the student and the student's parent or guardian to establish a written behavioral contract. The student and the parent or guardian will be required to sign the agreement.

The purpose of Disciplinary Probation, like all disciplinary consequences, is to correct behavior and return the student to good standing. Failure to comply with the terms of the Disciplinary Probation agreement may result in a Student Attendance Review (SAR) Hearing to determine whether the student may remain enrolled at Cristo Rey OKC and/or immediate expulsion.

Student Accountability Review (SAR)

The Student Attendance Review (SAR) is the most serious and potentially final step in the System of Accountability.

The SAR is composed of the Principal and/or Dean, Mental Health Counselor, Corporate Work Study Program representative, and the student's teacher.

During a SAR meeting, all participants will review the student's school record. The student and the student's parent or guardian will also be given an opportunity to speak before the SAR members vote on one of the following recommendations:

- **Action 1:** The student remains enrolled at Cristo Rey OKC and agrees to comply with the expectations outlined in a student and family contract.
- **Action 2:** Dismissal from Cristo Rey OKC.

The SAR's recommendation is subject to the approval of the Principal. The Principal will promptly notify the student and the student's parent or guardian of the final decision.

Gum Chewing

Chewing gum can have a positive impact on focus, cognitive performance, mood, and overall well-being. However, improperly discarded gum and unprofessional gum chewing (including smacking, blowing bubbles, or excessive chewing) detract from the appearance of the school and the professional environment we strive to maintain.

Chewing gum is permitted at Cristo Rey OKC unless the school receives three strikes during an academic quarter. A strike is defined as an instance of gum being found on school property, including desks, chairs, floors, sidewalks, school vehicles, or other school equipment or property.

Upon the third strike during a quarter, the privilege of chewing gum will be revoked for the remainder of that quarter.

When a strike occurs, the school will communicate them to the student body as an opportunity to collectively improve stewardship of the campus and reinforce community expectations.

Gang Activity

Gang affiliation is contrary to the mission of Cristo Rey OKC, jeopardizes student safety, disrupts the learning environment, and harms the school community and the families we serve.

Students who engage in gang-related activity or who demonstrate gang affiliation or participation are subject to immediate suspension or expulsion. Evidence of gang affiliation or activity may include, but is not limited to:

- Gang graffiti or tagging.
- Displaying gang-affiliated colors, symbols, signs, gestures, clothing, or other identifiers at school, at school-sponsored activities, at Corporate Work Study Program placements, or through online activity.
- Recruiting or attempting to recruit others into gang membership or gang-related activity.
- Violence, intimidation, verbal threats, or physical harassment associated with gang activity.
- Membership, association, or participation in gangs or gang-like organizations.
- Tattoos that indicate gang affiliation or membership.
- Eyebrow slashes or other intentional markings determined by the school to indicate gang affiliation.

Cristo Rey OKC reserves the right to determine, in its sole discretion, whether a student's conduct, appearance, or behavior constitutes gang-related activity or affiliation.

Illegal Drug Use and Controlled Substance Abuse

Cristo Rey OKC strives to maintain a safe, healthy, and drug-free environment. Illegal drug use and the misuse of controlled substances negatively affect a student's academic performance, increase absenteeism, and damage the school's reputation within the community.

Accordingly, Cristo Rey OKC prohibits the sale, purchase, possession, use, or distribution of any illegal drug or controlled substance and prohibits students from being under the influence of any illegal drug or controlled substance, except those legally prescribed to the student and used in accordance with the prescribing healthcare provider's instructions. This policy applies while on Cristo Rey OKC property, at a Corporate Work Study Program (CWS) placement, at school-sponsored activities, or while under the supervision of a Cristo Rey OKC employee or volunteer. Cristo Rey OKC may report violations of this policy to the appropriate law enforcement authorities.

Examples of prohibited substances include, but are not limited to, marijuana, THC products, vaping devices and vaping products, edible cannabis products, illegal drugs, and the misuse of prescription or over-the-counter medications.

For purposes of this policy, being under the influence means that a student's normal physical or mental abilities are impaired by the use of a substance. Students taking prescribed medication that may affect their ability to safely participate in school or work activities should notify the Principal, School Nurse, or Corporate Work Study Program staff.

Students who are arrested for any reason must notify the Principal within five calendar days of the arrest.

Violations of this policy may result in disciplinary action, up to and including expulsion.

Drug, Alcohol, or Vaping – First Offense

1. Possible three- to five-day Out-of-School Suspension.
2. A drug and alcohol dependency assessment and consultation with the School Mental Health Counselor. The assessment must be completed within ten school days (two weeks) of the school's request. A parent or guardian may be required to participate in the assessment. Before returning to school, the student must successfully complete a school-approved virtual drug education program at the family's expense.
3. Attendance at an appropriate student education series may be required at the expense of the parent or guardian.
4. Suspension from all extracurricular activities, including practices and competitions, for 15 days.
5. Following the student's suspension from Cristo Rey OKC, the student will be placed on a disciplinary agreement for the remainder of the semester in which the offense occurred and the following semester. Any student placed on a disciplinary agreement for substance use or possession may be required to submit to drug testing at any time during the term of the agreement. All expenses associated with the disciplinary agreement are the responsibility of the parent or guardian.

Drug, Alcohol, or Vaping – Second Offense

A second violation of the Drug, Alcohol, and Vaping Policy places the student's continued enrollment at Cristo Rey OKC in serious jeopardy.

The administration will meet with the student and the student's parent or guardian to determine the nature of the violation and the appropriate disciplinary consequences. If the student is permitted to remain enrolled, the student will be placed on a disciplinary agreement for the remainder of the student's enrollment at Cristo Rey OKC.

- The disciplinary agreement will include:
- Regular drug testing;
- Counseling with appropriate documentation;
- Suspension from extracurricular activities for at least 30 days; and
- Multiple days of suspension from school or expulsion.

Tobacco, Smoking, and Vaping

Cristo Rey OKC maintains a tobacco-, smoke-, and vape-free environment to promote the health, safety, and well-being of the school community and to comply with applicable law.

Students may not use, possess, distribute, or be under the influence of tobacco products, vaping devices, vapor products, electronic cigarettes, or similar devices while on school property, at a Corporate Work Study Program (CWS) placement, at school-sponsored activities, or while under the supervision of a Cristo Rey OKC employee or volunteer.

Smoking and vaping are prohibited on school property in accordance with Oklahoma law.

Students who violate this policy will be subject to disciplinary action, up to and including expulsion.

Violence of Any Kind

Cristo Rey OKC does not tolerate violence, threats of violence, or intimidating behavior. Such conduct is grounds for immediate suspension or expulsion.

Students must immediately report to a faculty or staff member any incident involving verbal or physical threats, acts of violence, intimidating behavior, or the possession of a weapon or suspected weapon on school property.

This policy applies to conduct occurring on school property, at Corporate Work Study Program (CWS) placements, at school-sponsored activities, while under the supervision of a Cristo Rey OKC employee or volunteer, or when off-campus conduct materially impacts the safety or orderly operation of the school.

Weapons

Cristo Rey OKC prohibits the possession, use, or threatened use of weapons of any kind on school property or at any school-sponsored activity.

The presence of a weapon poses a serious threat to the safety and well-being of students, employees, volunteers, and visitors. Accordingly, the possession, threatened use, or use of a weapon in a school building, on school grounds, in a vehicle on school property, or at any school-sponsored activity—whether before, during, or after school—is subject to administrative and/or legal action.

Any dangerous or illegal weapon found in a student's possession will be confiscated, reported to the student's parent or guardian, and reported to the appropriate law enforcement authorities.

Possession of a weapon on school property or at a school-sponsored activity, or the illegal possession of a weapon at any time, is grounds for immediate expulsion from Cristo Rey OKC. Weapon violations will also be reported to law enforcement.

For purposes of this policy, weapons include, but are not limited to:

- Firearms, handguns, rifles, and shotguns;
- Knives;
- Brass knuckles;
- Billy clubs;
- Look-alike or imitation weapons; and
- Any other object (including, but not limited to, bats, pipes, sticks, or similar items) that is used, intended to be used, or reasonably appears intended to cause bodily harm.

Searches and Inspections

School officials reserve the right to inspect and search student backpacks, bags, desks, electronic devices, parking areas, and other school property, as well as students' personal belongings located in those areas, without prior notice, student consent, or a search warrant. Cristo Rey OKC may confiscate items determined to be inappropriate or in violation of school policy.

Luggage, equipment bags, and other personal belongings brought on school-sponsored trips or activities are also subject to inspection without prior notice or consent. Items that violate school policy may be confiscated and, when appropriate, turned over to law enforcement.

All backpacks must be clear. All storage containers within backpacks, including pencil pouches, cosmetic bags, and similar items, must also be clear. **Non-clear personal items, including but not limited to athletic bags, purses, or similar containers, are subject to inspection as a safety precaution.**

If school officials have reasonable suspicion that a student is in possession of an item that violates school policy or presents a safety concern, a physical backpack search may be conducted at the discretion of school administrators.

All water bottles brought to school must be clear. Non-clear water bottles must be left in the cafeteria and may only be used during lunch.

Year-End Review

At the conclusion of each academic year, Cristo Rey OKC's administration may review each student's continued enrollment in consultation with faculty and staff.

Cristo Rey OKC reserves the right to dismiss a student who demonstrates ongoing disciplinary or academic concerns or who fails to make satisfactory progress toward the goals and expectations of Cristo Rey OKC when, in the judgment of the administration, the student's educational needs would be better served in another setting.

Drug Testing

Cristo Rey OKC reserves the right to require drug and/or alcohol testing of any student at its discretion. Because many Corporate Work Study Program (CWS) partners require drug and alcohol testing, test results may be shared confidentially with a student's work partner when appropriate.

Substances prohibited under federal law are prohibited by Cristo Rey OKC, regardless of whether they are permitted under state law. Such substances will not be considered approved medication and may not be used by students, even with documentation from a medical professional.

This policy applies to all students and all school-sponsored activities.

Substance Abuse Testing

Providing a safe school environment that promotes health and wellness is central to the mission of Cristo Rey OKC Catholic High School. Students and parents or guardians are expected to understand the school's expectations regarding drug and alcohol use, possession, distribution, and testing.

Students may be subject to:

1. Random drug and/or alcohol testing.
2. Drug and/or alcohol testing based on reasonable suspicion.
3. Searches of student belongings by trained detection dogs or other appropriate means.

Cristo Rey OKC may utilize trained canine detection services to discourage students from bringing illegal substances onto campus. Students found in possession of prohibited substances are subject to the disciplinary consequences outlined elsewhere in this Handbook.

The cost of random drug testing will be paid by the school. Drug testing conducted because of reasonable suspicion may be the responsibility of the student's parent or guardian.

Random Testing

Collection Process

If selected, a student must provide a hair, urine, or oral fluid sample at the designated Cristo Rey OKC collection site. The type of sample required will be determined by the school.

If the laboratory reports a **dilute** sample (typically caused by excessive water consumption before testing), the student's parent or guardian will be asked to accompany the student to the school's partner testing laboratory for a follow-up test within **24 hours** of notification. A second dilute sample will be considered a positive test result.

Requirements Following a First Positive Test Result

All test results are kept in the strictest confidence between the testing agency, the President, Academic Leadership Team, Director of Corporate Work Study, and School Nurse. The Principal will notify the student's parent or guardian if the student's test result is confirmed positive.

A student with a confirmed positive test result is subject to the following requirements:

1. The student and parent or guardian will meet with the Principal to determine appropriate follow-up services. These services may include:
 - Assessment by the School Mental Health Counselor.
 - Completion of a school-approved virtual drug education program before returning to school. The cost of the program will be the responsibility of the parent or guardian.
2. Counseling or participation in a peer support program, when appropriate. The cost of these services will be the responsibility of the parent or guardian.
3. The student will undergo a follow-up drug test conducted by the school's testing agency approximately **30–45 days** after confirmation of the initial positive result, unless otherwise directed by the school. Cristo Rey OKC reserves the right to conduct additional testing at any time. Follow-up test results are expected to be negative or demonstrate diminished levels indicating no further substance use.
4. Students participating in athletics at the time of the positive test result will lose the privilege of participation and must obtain a physician's release, within the timeframe designated by the Principal, before returning to athletic activities.
5. The student may be subject to additional drug testing throughout the school year. Testing conducted outside of school will be at the expense of the parent or guardian.

Requirements Following a Second Positive Test Result

Following a second positive test result, the student and parent or guardian will meet with the Principal.

The student will be placed on a disciplinary agreement for the current semester and the following two semesters. The agreement will include the following requirements:

- Regular drug testing.
- Drug testing conducted by the school's testing agency unless otherwise directed. Any testing performed outside of school will be at the expense of the parent or guardian.
- Subsequent test results must be negative or demonstrate diminished levels compared to the most recent positive result, indicating no further substance use.
- Possible two-day Out-of-School Suspension with no credit for missed work.
- Suspension from extracurricular activities for up to 10 days. Coaches and activity sponsors will be notified.
- Additional consequences required by athletic teams or extracurricular organizations, when applicable.
- Counseling, peer support, or other intervention services as determined appropriate for the student's needs.
- Notice that a **third positive test result may result in dismissal from Cristo Rey OKC.**

Consequences After Multiple Positive Test Results

Students whose drug test results do not demonstrate meaningful improvement, indicate continued substance use, or indicate the use of new or additional prohibited substances may be immediately expelled by the President or Principal.

Graduating seniors who are on a Substance Abuse Agreement during the second semester must maintain negative or diminishing drug test results (indicating no new use) in order to participate in graduation, Baccalaureate Mass, and robing ceremonies.

Substance Abuse at School-Sponsored Events

Cristo Rey OKC reserves the right to conduct random drug and/or alcohol testing at any school-sponsored activity. Students found to be in violation of the Substance Abuse Policy will have their parent or guardian notified immediately and will be subject to the disciplinary consequences outlined in this Handbook.

Reasonable Suspicion Testing

Reasonable suspicion is a logical conclusion based on experience, observation, and firsthand knowledge of a student's appearance, speech, behavior, or other circumstances that create a sincere concern that the student may be under the influence of drugs or alcohol or otherwise in violation of this policy.

Any student may be required to submit to drug and/or alcohol testing based on reasonable suspicion. If the test result is confirmed positive, the student will be subject to the disciplinary consequences outlined in this Handbook.

Forgery

Throughout the school year, Cristo Rey OKC requires students to submit documents signed by a parent or guardian. Examples include contracts, absence notes, permission slips, and other school forms.

Students who submit forged, altered, falsified, or otherwise fraudulent documents or signatures, in any form, are subject to disciplinary action, including disciplinary meetings and additional consequences at the discretion of Cristo Rey OKC.

Section 8: General Policies

Campus

Cristo Rey OKC is a closed campus. Students must receive permission to leave campus from the time they arrive on campus in the morning until the last period of the day ("School Hours").

Student Drivers

Students who drive to and from school must complete a parking application at the beginning of each school year. Forms are available through the Main Office. Permits are valid for one school year.

If a student changes vehicles during the school year, updated vehicle information must be provided to the Main Office. The parking permit must be clearly displayed at all times. Cristo Rey OKC may conduct random parking permit checks throughout the school year.

Student parking is permitted only in the middle and south sections of the Cristo Rey OKC back (south) parking lot.

Students who park on campus without a valid parking permit or violate the terms of their parking permit will be assessed the following fines:

- **Violations 1–3:** \$10 fine per violation, charged to the student's account.
- **Violation 4 and each subsequent violation:** \$20 fine per violation, charged to the student's account.

After the third parking violation, the student's parent or guardian will be required to meet with the Academic Administration and/or the Director of Operations.

Parking Permit Requirements

To obtain a parking permit, students must provide:

1. A valid driver's license. Learner's permits will not be accepted.
2. Proof of insurance for the vehicle being driven. Insurance must remain current throughout the school year.
3. Current driver's license and insurance information must remain on file with the school. Students will not be released to drive home during the school day, including for illness or other circumstances, unless this documentation is current.
4. A signed Campus Parking Agreement completed by both the student and the student's parent or guardian.

Vehicle Searches

Cristo Rey OKC reserves the right to conduct routine patrols of student parking areas.

When school officials have reasonable suspicion that a vehicle parked on school property contains illegal, unauthorized, or prohibited items, the vehicle may be searched. Searches may

include a plain-view inspection through the vehicle's windows or a more thorough search as deemed appropriate by school administrators.

Food

All Cristo Rey OKC students are encouraged to participate in the school's meal program. Students may also bring lunch from home.

During the school day, students may bring only a clear water bottle onto campus.

Food and beverages may only be consumed in the cafeteria or designated outdoor areas during the assigned lunch period.

Students may not have food delivered from restaurants, fast-food establishments, or food delivery services. Delivery drivers will not be permitted to enter the building.

Parents or guardians may bring lunch for their student. All food brought by a parent or guardian must be delivered to the Main Office, where it will be checked in before being provided to the student.

Lockers

Cristo Rey OKC students are not assigned a locker.

Restrooms

Students are encouraged to use the restroom before and after school, during lunch, and between classes. Although restroom use during class is discouraged, students may use the restroom during instructional time when necessary and with the teacher's permission.

Registrar

Student Records

Cristo Rey OKC maintains student records, including applications, immunization records, physical examinations, and all academic and disciplinary records created during a student's enrollment. Student records are securely maintained for five years following the student's last date of enrollment, after which they are destroyed in accordance with school record retention procedures.

Parents, guardians, or eligible students who need academic, attendance, or other student records outside of the regularly issued report cards or progress reports should submit a request to the Registrar by email at registrar@cristoreyokc.org or by calling (405) 698-1300. Please allow one business day for requests to be processed. This includes Verification of Enrollment forms required for learner's permits or driver's licenses.

Student Information System: PowerSchool

Parents and guardians may access their student's grades, schedule, assignments, test scores, attendance, and basic contact information through the PowerSchool Parent Portal or the PowerSchool Mobile App, available as a free download.

Student Transcripts

Students and parents or guardians may request an official transcript by contacting the Registrar at registrar@crstoreyokc.org or (405) 698-1300.

Students requesting transcripts for scholarships, summer programs, or college admissions should submit their requests through Parchment and notify the College Counseling Office. All other transcript requests should be directed to the Registrar.

Transfer of Records

Parents or guardians of students transferring to another high school must provide written authorization before Cristo Rey OKC releases the student's educational records to the receiving school. The Cristo Rey OKC Records Release Form is included in Appendix B.

Changes in Contact Information

It is essential that parents and guardians keep all contact information current. Cristo Rey OKC uses information maintained in the Student Information System to communicate emergency notifications, school closings, attendance information, and other important school communications.

Parents and guardians may update contact information by contacting the Main Office with changes to mailing address, telephone number, email address, emergency contacts, employment information, or other pertinent information.

Child Abuse

All persons responsible for the care of minors have an obligation to protect the rights and well-being of children and to remain alert to the possibility of abuse or neglect. Cristo Rey OKC is committed to complying with all applicable reporting laws and cooperating fully with the appropriate authorities in the investigation of suspected child abuse or neglect.

Child abuse or neglect includes any act or omission that harms or threatens harm to a child's physical, mental, moral, or emotional well-being. In accordance with Oklahoma law, Cristo Rey OKC personnel are required to report any known or suspected child abuse or neglect to the appropriate authorities.

Students and parents or guardians who have concerns regarding the safety or well-being of a student are encouraged to report those concerns to a school administrator or the School Counselor. School personnel will respond appropriately and, when required by law, make the necessary reports to the appropriate authorities.

Visitors

All visitors must report to the Main Office upon arrival and follow the school's visitor check-in procedures. Visitors should present a valid government-issued photo ID to check in through the SafeSchools Visitor Management System. If a valid photo ID is unavailable, visitors are still required to sign in and comply with all visitor procedures.

Parents and guardians who need to visit campus during the school day must also follow the visitor check-in procedures.

Visitors who enter campus without authorization or who fail to comply with school procedures will be escorted from the premises immediately.

Cristo Rey OKC reserves the right to refuse entry to or remove any visitor from campus at any time, with or without cause, when the school determines such action is in the best interest of the safety, security, or orderly operation of the school.

Asbestos

Cristo Rey OKC complies with the Asbestos Hazard Emergency Response Act (AHERA). The required asbestos inspection has been completed, and the results are maintained in the school's Asbestos Management Plan, which is available for review in the Main Office during normal school hours upon request.

Medication Policy

Over-the-Counter Medications

To help reduce unnecessary early dismissals, Cristo Rey OKC makes certain over-the-counter (OTC) medications available for students experiencing minor ailments such as headaches, menstrual cramps, or upset stomachs. All OTC medications will be administered by a designated Cristo Rey OKC staff member.

Before a student may receive any school-provided OTC medication, the Over-the-Counter Medication Release Form must be completed, signed by the student's parent or guardian, and on file with the school.

Each time an OTC medication is administered, the student's parent or guardian will be notified.

Students will not be provided OTC medication unless a completed Over-the-Counter Medication Release Form is on file.

If a parent or guardian would like the student to receive an OTC medication that is not supplied by Cristo Rey OKC, the medication must be provided in its original, labeled container with the student's name clearly marked on the bottle.

Students may not carry medication in backpacks, purses, pockets, or other personal belongings. All medications must be delivered to the Main Office or School Nurse and will be stored securely until needed.

Prescription Medications

Students who require prescription medication during the school day must have a completed Prescription Medication Authorization and Release Form signed by the prescribing healthcare provider.

Prescription medication must be delivered to the Main Office or School Nurse in its original pharmacy-labeled container. The label must include:

- Student's name;
- Date of birth;
- Pharmacy name and telephone number;

- Prescribing healthcare provider's name;
- Medication name and dosage; and
- Directions for administration.

Prescription medications may not be carried by students in backpacks, purses, pockets, or other personal belongings unless specifically authorized as described below.

Emergency Medications

Students who carry emergency medications, including inhalers or epinephrine auto-injectors (EpiPens), must have the Prescription Medication Authorization and Release Form, including the Self-Carry/Self-Administration of Emergency Medication section, completed and signed by the prescribing healthcare provider.

When a student is authorized to self-carry emergency medication, parents or guardians are encouraged to provide an additional dose to the school. The backup medication will be stored securely and used only if needed.

Cristo Rey OKC faculty and staff receive annual training on the administration of emergency medications, including inhalers and epinephrine auto-injectors.

Health Forms

Each student enrolled at Cristo Rey OKC must have a completed health information form submitted by the student's parent or guardian. The health form includes information regarding chronic medical conditions, mental health conditions, current prescription medications, allergies, and other pertinent health information.

Parents or guardians are also required to complete and sign the school's medical authorization forms.

School-Sponsored Field Trips and Retreats

Each student must have a signed Permission to Treat form on file. A copy of this form will accompany the student on school-sponsored field trips and retreats.

The form provides Cristo Rey OKC personnel with the information necessary to contact a parent or guardian and obtain emergency medical care if needed.

If emergency medical treatment is required, 911 will be contacted, and the student will be transported to the nearest appropriate medical facility. Any expenses associated with emergency medical treatment or transportation are the responsibility of the student's parent or guardian.

Section 9: Cristo Rey OKC Corporate Work Study Program

Program Overview

Cristo Rey OKC's Corporate Work Study Program (CWS) enables students to earn most of the cost of their education while gaining real-world professional experience. Student workers connect classroom learning to their work, interact with mentors, and are exposed to a variety of professional environments. This workplace experience is an integral part of a student's education at Cristo Rey OKC.

All student workers and their parents or guardians are expected to read and comply with the expectations outlined in this Handbook. This Handbook constitutes part of the student's agreement with the Corporate Work Study Program.

Each student is responsible for his or her own success in CWS. Student workers demonstrate this responsibility by: (1) maintaining a positive attitude; (2) behaving maturely; (3) showing initiative; (4) acting professionally; and (5) committing to CWS's high standards for performance, responsibility, and conduct.

Student workers are employees of CWS, not of the corporate partners to which they are assigned. Student workers are not eligible for benefits offered by a partner unless those benefits are offered by the partner and approved by CWS. Student workers should never request benefits directly from their corporate partner.

Because CWS is the legal employer of all student workers, parents or guardians may not contact corporate partners directly **under any circumstances**. Corporate partners participate in the program with the understanding that their sole point of contact is CWS staff.

All communication regarding a student worker or the student's employment must be coordinated through CWS staff. Parents or guardians may not visit a student's worksite. Student workers may not contact their supervisor unless it is their assigned workday or they have received permission from CWS staff.

Each student works at least one day per week. Typically, four students share one position, with each student working one day per week (Monday through Thursday) plus one Friday each month. During a four-week period, students work five days. Student work is generally conducted between 8:00 a.m. and 5:00 p.m. CWS coordinates student work schedules so that no academic classes are missed. Cristo Rey OKC's academic calendar exceeds the minimum instructional hours required by the State of Oklahoma.

CWS assigns students to corporate partners based on how each student's demonstrated strengths and observed qualities align with the partner's job description. In most cases, student workers perform entry-level administrative duties, such as filing, photocopying, reception, mailroom responsibilities, data entry, and similar tasks.

CWS expects honesty and integrity from every student worker. Unauthorized use of a corporate partner's telephones, office equipment, services (including internet access), materials, or other resources, or use unrelated to assigned job responsibilities or outside approved work hours, is

strictly prohibited. Such unauthorized use is considered theft from the corporate partner. An intentional and significant breach of trust, including theft, is grounds for termination from the Corporate Work Study Program and, as a result, expulsion from Cristo Rey OKC.

Employability

Students earn income through the Corporate Work Study Program (CWS). Through the enrollment agreement, students and their parents or guardians assign these earnings to Cristo Rey OKC to help offset the cost of the student's education. To be employed by CWS, students must submit a completed Form I-9, Employment Eligibility Verification, along with any other required employment documentation.

Students must also be at least 14 years of age by their first scheduled workday to participate in the Corporate Work Study Program.

CWS Dress Code

Please refer to **Section 6** for the complete dress code requirements. Students are expected to comply with the school's dress code at all times. In addition, on workdays, all students are required to wear **uniform pants**. Female students may not wear skirts on workdays.

Students who are found to be out of compliance with the uniform policy must make every reasonable effort to correct the violation before transportation departs for the workday. Students who remain out of compliance will not be permitted to report to work that day. The missed workday must be made up, and all Corporate Work Study Program make-up day policies will apply.

To ensure students are able to attend school and work even if they arrive without a required uniform item, the following loan policy applies:

1. Students who borrow a uniform item will automatically be charged the applicable rental fee:
 - Slacks: **\$9.00**
 - Shirt: **\$8.00**
 - Tie: **\$4.00**
2. Loaned uniform items must be returned by the student's next scheduled workday. If the item is not returned, the student will be charged the full replacement cost of the item, and ownership of the item will transfer to the student. Standard school uniform pricing will apply.
3. Students with an outstanding loaned uniform item may not borrow another uniform item until the original item has been returned.
4. Rental fees also apply to school-day dress code items borrowed for use during the school day.

CWS Transportation

CWS provides transportation to and from the workplace for all student workers on their regularly scheduled workdays. Students may not use any other form of transportation to or from work.

Parents or guardians may not drop off or pick up students at their workplace on regularly scheduled workdays.

Students are responsible for arriving on time for both morning and afternoon departures to and from school. While using CWS-provided transportation, students are expected to comply with Cristo Rey OKC's Code of Conduct.

Open food and beverages are not permitted on Cristo Rey OKC vehicles. Violations of this policy will result in the following consequences:

1. **First violation:** Warning.
2. **Second violation:** Reduction of the student's CWS grade.
3. **Third violation:** Assignment of vehicle-cleaning duty during the student's study hall period.
4. **Subsequent violations:** Student and parent or guardian meeting.

CWS Lunch Policy

Cristo Rey OKC provides students with a bagged lunch on their workdays. Student workers are expected to eat lunch according to their corporate partner's schedule and preferences, typically between 11:00 a.m. and 1:00 p.m.

Student lunch breaks may not exceed 30 minutes unless a supervisor or another corporate partner representative approves an exception for a meeting, event, or other learning opportunity. Students may not intentionally skip lunch in order to leave work early.

Student workers are encouraged to eat lunch in the partner's break room or designated dining area. Lunch and break periods should be taken away from the student's desk or work area to clearly indicate that the student is on break.

Corporate Work Study partners are not responsible for providing student meals, and students may not solicit meals from supervisors, co-workers, or others in the workplace.

Occasionally, students may be invited to join co-workers for lunch or attend a business lunch or other luncheon event. Students are encouraged to take advantage of these opportunities, provided the Rule of Three is followed.

If a student leaves the corporate partner's campus during the workday, CWS staff must be notified.

Cell Phone/Internet Usage

Student cell phones should not be seen or heard in the workplace. Cell phones may only be used during the student's designated 30-minute lunch break. Corporate partners will enforce this policy.

Internet access may be necessary for students to complete assigned job responsibilities. Students may access only websites approved by their supervisor. Accessing social media or other non-work-related websites, including Facebook, X (formerly Twitter), Instagram, Snapchat, TikTok, or similar platforms, is prohibited during the workday.

Students may not use a corporate partner's telephone, internet, office equipment, office services, or office materials for personal purposes without prior approval from their supervisor.

Items Prohibited at the Workplace

Student workers may not use personal cell phones, video games, tablets, radios, headphones, or similar personal electronic devices while at work. Students may not wear hats or sunglasses in the workplace unless required for safety or approved by their supervisor.

Contact with CWS Partners

If circumstances require communication between a parent or guardian, family member, or friend and the student worker or corporate partner, the parent or guardian must contact CWS staff. CWS staff will communicate directly with the student's workplace as necessary. CWS is the sole point of contact between students, families, and corporate partners.

Student Success Training

Summer Success Training is a two-week program for incoming students that takes place every summer before the academic year begins. All incoming students, whether incoming freshmen or transferring students, must participate in Summer 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 Summer Success Training. If an emergency arises that may prevent a student from attending a day of Success Training, a parent/guardian must contact the CWS staff immediately. After a student absence during Success Training, Cristo Rey OKC and CWS will meet with the student's parent/guardian. In its discretion, CWS may consider an absence or absences sufficient grounds to terminate the student's relationship with CWS and Cristo Rey OKC.

During Success Training, student check-in begins at 7:30 am. Cristo Rey OKC and CWS 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 CWS will schedule an in-person meeting with the student's parents. CWS and Cristo Rey consider tardies when determining whether a student has successfully completed Summer Success Training. CWS may consider two or more tardies sufficient grounds to terminate the student's relationship with CWS and Cristo Rey OKC.

Students must be in full uniform during Success Training. If, during Success Training, a student is out of dress code twice, CWS will meet with that student's parent/guardian.

CWS may consider two or more dress code violations sufficient grounds to terminate the student's relationship with CWS and Cristo Rey OKC.

Removal from Job for Poor Performance & Retraining Policy

CWS 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.

In the event a student is removed from their job placement, the 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 CWS and academic leadership staff. This presentation is the student's opportunity to prove he/she has successfully completed the program and is deserving of a new job placement. Students may only participate in the Retraining Program once at Cristo Rey OKC.

CWS 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 remaining on an improvement plan at the end of the school year must participate in Cristo Rey's Success Training program for the coming school year.

Termination from Work

Should CWS 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, CWS may immediately terminate the student worker. If CWS 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.

Taxes and Employability

Student workers earn income through the CWS program. The CWS program allocates student earnings from CWS directly to Cristo Rey OKC under CWS's Qualified Educational Assistance Plan (QEAP). Any CWS contributions are limited to the 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 can 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 CWS. Students must be in good standing with both CWS and academics to be eligible for direct-pay employment opportunities with partners.

Timecards

Student workers must complete a timecard for each workday in accordance with US Department of Labor regulations. Timecards detail a student worker's arrival time, lunch break, departure time and offer a summary of the student worker's activities during the workday. Student's CWS grade will be based, in part, on the student's additional remarks on the timecard. Failure to complete a timecard leaves CWS with no record of a student worker's workday, as

required by the US Department of Labor. Student workers must complete timecards by 3:30 pm following their assigned workday. Timecard completion will be a factor in the student's grade for CWS.

Late Timecard Consequences

A Timecard is late if it is not submitted by 3:30 pm the day following the student's assigned workday. If a timecard is completed late, but before the student's next workday, the student may earn a partial grade for the timecard. If a timecard is not completed before the student's next workday, the student's evaluation grade for that day will be reduced.

Late Timecard Consequences:

- **1st Late Timecard** – CWS will send a warning email to the student worker.
- **2nd Late Timecard** – CWS will issue lunch detention.
- **3rd Late Timecard** – CWS will issue after-school detention.
- **4th Late Timecard** – CWS will contact the parent or guardian regarding the missed timecard.

The count toward these consequences will reset at the beginning of each quarter.

Check-In and Deployment for Work

On their assigned workday, student workers are required to report to the Library for deployment. This process marks the official beginning of the workday, and students are expected to conduct themselves with the utmost professionalism.

1. Arrival and Check-In:
 - Students should arrive at the Library promptly.
 - Upon entry, students must sign in using the provided check-in system.
 - Students should be dressed in full, proper work attire as outlined in the dress code section of this handbook.
2. Conduct Expectations:
 - The same rules and expectations that apply during regular school hours are in effect in the Library during deployment. This includes bags and water bottles being clear.
 - Students are expected to maintain a quiet, respectful atmosphere conducive to preparation for the workday.
 - Professional behavior includes sitting properly, refraining from unnecessary conversation, and being attentive to instructions.
3. Electronic Device Policy:
 - Cellphones and other personal electronic devices are prohibited in the Library during this time.
 - Any student found using a cellphone or electronic device may face disciplinary action.
4. Preparation for Work:
 - Students should use this time to mentally prepare for their workday.
 - They should review any necessary materials, work schedules, or notes related to their workplace assignment.

- Students must ensure all required items (ID badges, notebooks, etc.) are ready for the workday.
5. Tardiness and Absences:
- Students who arrive late to the Library will be marked as tardy and .
 - If a student will be absent, they must follow the proper notification procedures as detailed in the attendance section of this handbook.

The check-in and deployment process, including time traveling in the van, serves as the transition from being a student to being a professional in the workplace. Student conduct during this time sets the tone for the entire workday and reflects on both the individual and the school. Students are expected to approach this time with the seriousness and professionalism it deserves.

Section 10: 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.

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.

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/she can talk. Someone who prays entrusts himself/herself increasingly 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 on 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.

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.

Students must attend class retreats for the year they are enrolled. Any student that is unable to attend must be excused with parental permission. All students missing a class retreat are required to make up the equivalent experience/work. Students missing class retreats will meet with the staff member that organizes the retreat to schedule a time to make-up work.

Call to Service

Putting our faith into 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 11: Student Life

Student Activities

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

Enrichment

Student life relies on the students to help create a school community where everyone belongs. If students believe there to be a need for a club or organization that does not exist already and would appeal to others, students are encouraged to work with faculty and staff to form that club.

Physical Education

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

School Dances and School-Sponsored Activities

In keeping with the Catholic mission and identity of Cristo Rey OKC, student dress and behavior is to always conform with those characteristics of a virtuous and Christ-centered person, including dances and social activities. Consistent with these expectations, students are to refrain from any sexually suggestive behavior both on and off the dance floor. Clothing worn to dances should be appropriate for the occasion, according to the standards of modesty that students are expected to maintain. In keeping with the Catholic Church's teachings on human sexuality, including its teaching in the Catechism of the Catholic Church #2357, advocating for, or expressing same-sex attractions, including same-sex couples at dances, is not permitted. If sexually suggestive or inappropriate behavior occurs, parents will be called, and the student(s) will be sent home. Students whose clothing violates standards of decency and modesty may be asked to change into something more appropriate. Clothing intended to convey a "gender identity" at odds with a student's sexual identity is not permitted, and parents will be called, and the student will be sent home to change. Guests of Cristo Rey students are subject to the same Uniform Code, rules and regulations that govern the student body during the school day or at school-sponsored events both on and off the campus.

Section 12: College Counseling

Overview

College counseling is an integral part of helping students and their families better understand each student's talents, learning style, academic interests, and career goals. Parents, faculty, staff, and the College Counseling Department encourage each student's aspirations while supporting students in taking ownership of the college admissions process.

The mission of the Cristo Rey OKC College Counseling Department is to assist, educate, guide, and empower students to find their best college fit. We help students explore a wide range of four-year college opportunities while providing the resources, information, and connections necessary to help them get to and through college successfully.

The College Counseling Department accomplishes this by:

- Prioritizing each student's best interests while actively engaging families throughout the college search and application process.
- Ensuring every student remains on track to submit 10–12 college applications, including 2 overmatch, 6 match, and 2 undermatch institutions.
- Hosting events throughout the year, including FAFSA nights, junior and senior parent/student meetings, college information sessions, grade-level college visits, College Application Week, and Senior Decision Day.
- Providing comprehensive college counseling through College 101 and College Senior Seminar. College counseling curriculum is delivered progressively from grades 9–12. College 101 (junior year) and College Senior Seminar (senior year) are pass/fail courses. College counseling programming for freshmen and sophomores is not graded.
- Cultivating a strong college-going culture throughout the school community.
- Developing and strengthening relationships with college and university partners.

College admissions is approached as a four-year developmental process and is reflected in Cristo Rey OKC's college-readiness curriculum. Through this process, students engage in self-assessment to identify colleges and universities that align with their academic strengths, interests, and future goals. College guidance classes emphasize college-readiness skills and require students to thoughtfully reflect on their educational and career aspirations.

College Representative Information Sessions Protocol

The College Counseling Department will advertise college representative information sessions throughout the school year. Seniors may attend college representative information sessions during the fall semester. Juniors may begin attending these sessions during the spring semester.

Students must register for information sessions through **Scoir** no later than the day before the scheduled visit. Requests to register after the deadline require approval from the College Counseling Department and may not be granted.

Students may not miss the same class more than once during a given week to attend college representative visits. For example, if one college visits during first period on Monday and another visits during first period on Wednesday, the student must choose one session to attend. The College Counseling Department can provide contact information for the representative from the session the student was unable to attend.

Students must obtain a College Information Session excuse form from the College Counseling Center before attending a session and present the form to the teacher whose class will be missed. Students must also sign in at the information session.

Students who register for and miss two information sessions without attending will be required to meet with Mrs. Douglas before registering for additional sessions.

Students may not miss a quiz, test, examination, or class presentation to attend a college representative information session.

To ensure students are using their time effectively and engaging with colleges that are appropriate academic matches, participation in certain information sessions may be limited based on a student's academic profile.

For example, if a college's typical admitted student has a 3.5 GPA, a student with a 2.5 GPA may be encouraged to attend sessions for institutions that more closely align with the student's academic record and goals. When there is a significant academic mismatch, the College Counseling Department may limit participation in a particular information session. In these situations, the student will meet individually with a college counselor to discuss the decision and identify other colleges that may be an excellent fit.

This process reflects Cristo Rey OKC's commitment to helping every student find the college that best fits their goals and supports long-term success.

Students attending a college representative information session are expected to arrive prepared to learn, engage, and ask thoughtful questions.

Questions regarding college representative information sessions should be directed to the Associate Director of College & Alumni Counseling, Mrs. Douglas.

College Visit Protocol

Students may receive up to four excused absences per school year for college visits. These absences will not count toward semester exam attendance requirements, provided the student submits documentation verifying the visit.

To receive an excused absence for a college visit, students must:

1. Register for the campus visit through the college or university's website.
2. Email attendance@crstoreyokc.org, copying their college counselor and teachers, to notify them of the planned absence.
3. Contact each teacher in advance, preferably by email, to obtain any assignments that will be missed.
4. Request proof of attendance from the college or university during the visit.

5. Submit the documentation to the Main Office and email a copy to attendance@crstoreyokc.org upon returning to school.

Oklahoma's Promise

Oklahoma's Promise provides eligible Oklahoma students with the opportunity to earn a scholarship toward college tuition.

Eligibility requirements and additional information are available at okpromise.org. Please refer to Appendix F for additional information.

Section 13: Mental Health Counseling

Student mental health concerns can affect many areas of a student's life, including academic achievement, physical health, relationships, overall well-being, and satisfaction with the school experience. Left unaddressed, mental health concerns may also have long-term effects on future employment, earning potential, and overall quality of life.

The Mental Health Counseling Department provides counseling services to support students experiencing emotional, behavioral, social, or mental health concerns. Counseling services may address concerns identified by the student, parent or guardian, school administration, faculty or staff, or through assessments administered during the school year.

Referrals to the Mental Health Counseling Department may be made by a parent or guardian, student, administrator, faculty member, or staff member. Referral forms are available through the Principal's Weekly Update or by contacting the Counseling Department.

Our counseling professionals are licensed by the **Oklahoma State Board of Behavioral Health Licensure** or another appropriate licensing body. Counselors work collaboratively with students to identify strengths, address challenges, and develop individualized student support plans with goals and strategies tailored to each student's needs.

Mental health services may include:

- Individual counseling;
- Small-group counseling; and
- Psychoeducational groups addressing topics such as conflict resolution, communication skills, problem-solving, anger management, and other relevant areas.

When appropriate, students may be referred to one of Cristo Rey OKC's collaborating agencies, either on campus or within the community. Referrals are based on student needs and service availability.

Families are encouraged to contact the Counseling Department with questions, concerns, or requests for support.

As part of the enrollment process, parents or guardians are asked to sign a consent form authorizing school-based mental health services. Parents or guardians who do not wish for their student to participate in counseling services must notify the Principal in writing.

Mental health counseling services are confidential to the extent permitted by law and professional ethical standards. However, if a counselor believes a student may be at risk of harm to themselves or others, or if disclosure is otherwise required by law, the counselor will take appropriate action, including notifying a parent or guardian and/or the appropriate authorities when necessary.

Section 14: Athletics

Policies Regarding Participation in Team Sports

Participating in a team sport is a significant commitment. Successful teams depend on every member fulfilling their responsibilities. Accordingly, the following policies apply:

- If a student develops a medical condition or sustains an injury during the season, the student will remain a member of the team and follow the rehabilitation plan prescribed by the student's physician. If the injury does not prevent participation in team activities, the student will continue supporting the team in a role designated by the coach. Team members are expected to attend all practices and competitions unless otherwise approved. Before returning to full participation, the student must provide a written medical release from the treating physician that includes the date the student may resume athletic activities.
- Students must maintain academic eligibility to participate in athletics. Academic eligibility requirements are outlined below.
- Students are eligible to participate on Cristo Rey OKC athletic teams in a manner consistent with their biological sex.

Parent Expectations

Parents are encouraged to support their student and all athletic teams in a positive and respectful manner that reflects the values of Cristo Rey OKC and the Catholic faith.

The most valuable spectators encourage student-athletes before, during, and after competition. Parents or guardians who become verbally abusive toward officials, coaches, players, or spectators may be asked to leave.

Parents are also asked to refrain from coaching their student from the sidelines or stands during competitions. Student-athletes need to hear and respond to the direction of their coach during practices and contests.

Athletic Discipline

The character and conduct of student-athletes take precedence over athletic participation. The Athletic Director or coach may impose disciplinary consequences, including removal from practices or competitions, for behavioral or disciplinary concerns.

Academic Eligibility

Academic eligibility is reviewed after the first three weeks of each semester and every week thereafter.

Eligibility is determined each Thursday using grades entered by 4:00 p.m. Teachers are expected to maintain at least two grades per week in the gradebook to ensure an accurate determination of academic eligibility.

Any probation or period of athletic ineligibility begins on the following Monday.

To remain eligible, students must maintain a minimum grade of 70% in every course in which they are enrolled.

Students who are not passing all courses at the time of the weekly eligibility check will be placed on academic probation for the following week. If a student remains ineligible at the next weekly eligibility check, the student will be ineligible to participate in athletic competitions during the following week.

Periods of athletic ineligibility begin on Monday and end on Sunday.

Students who are academically ineligible may continue to practice but may not participate in athletic competitions.

Students regain eligibility by earning a passing grade in every course and become eligible at the beginning of the next eligibility period.

Failing a Quarter or Semester

Student-athletes who fail a course during a grading period must meet with the Dean of Academic Support and Accountability to develop an Academic Improvement Plan. The plan will be shared with the Athletic Director and the student's coach.

Student-athletes must successfully meet the requirements of the Academic Improvement Plan before returning to practices or competitions.

Athletic Physicals

Students may not participate in Cristo Rey OKC athletics unless a completed sports physical is on file in the Main Office.

The required physical must be submitted before participating in any tryout, practice, or athletic competition.

Sports physicals must be completed using the official HCAA Sports Physical Form and remain valid for the school year of the submission only.

The required four-page form is available on the Cristo Rey OKC website or from the Main Office. All four pages must be completed, signed by the examining healthcare provider, and submitted before participation.

Physical examinations may be completed by a licensed physician, physician assistant, or advanced practice registered nurse acting within the scope of applicable law.

Attendance for Practices and Competitions

Student-athletes must be present for at least one-half of the school day to participate in a practice or competition that day.

Team Dismissal

The school may dismiss a student-athlete from a team if the student is academically ineligible for two consecutive eligibility checks.

Section 15: Tuition and Other Financial Information

Family Contribution

At the time of admission, Cristo Rey OKC determines each family's contribution. A non-refundable, non-transferable \$50 deposit, is due at the time of enrollment. If a family applies for the Parental Choice Tax Credit for the student attending CROKC, the full amount of the credit covers portion of the cost to educate.

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

Actual cost to educate student:	\$27,401.00
Family Contribution:	\$50.00 - \$2,500.00
CWS Payment:	\$9,000.00
PCTC:	\$7,500.00
Scholarship:	Up to \$8,000.00

Payment Methods

Payments can be made via credit card, check, or cash at the school. Payments are posted in PowerSchool.

Refund Policy

There are no refunds on tuition or any acquired charges, such as work-study fines or lost technology fees. Registration fee of \$50 is non-refundable.

If a student is still enrolled by August 31st, the full tuition contract, or Parental Choice Tax Credit is not refundable.

Timely Payment

Any additional charges/fees (aside from tuition) must be paid by the due date (some examples include ID fees, CWS fines). Cristo Rey OKC treats unpaid charges on or after a due date in the same manner as late tuition.

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 Finance Director. Family account balances must remain current during the school year and be paid in full by the end of the school year. If the account is not paid, transcripts will not be released for seniors. Returning students will not be able to re-enroll for the

next school year without a plan for payment in place. This includes PowerSchool fees such as but not limited to ID reprints, lost chargers, damaged books or materials, or CWS fines.

Returned Checks

A \$40 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.

Withdrawal

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

Section 16: Emergency 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 the Oklahoma State Board of Education require 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 an emergency, Cristo Rey OKC will take the following actions to provide for the safety of our students.

Students at Work

Each job partner is assigned a direct supervisor, responsible for always knowing the whereabouts of their student worker during his/her assigned workday. In an emergency, the direct supervisor will communicate to CWS what happened, the steps the company has taken, and the student worker's location. Once the emergency and student worker safety permits, CWS will retrieve the student worker or find other options appropriate to the circumstances, keeping in mind student worker safety and logistical considerations. CWS will contact parents/guardians of student workers who are working at the time of an emergency. Parents/guardians should also feel free to contact CWS.

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 an emergency, Cristo Rey OKC will 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.

Section 17: Anti-Discrimination, Anti-Harassment, Anti-Retaliation Policy, and Grievance Procedure

This Policy and Grievance Procedure applies to all applicants for admission and employment, students, and employees. The Policy and Grievance Procedure will be disseminated to all such individuals, parents, and legal guardians of students.

Cristo Rey OKC (“the school”) is a Catholic faith-based community providing students with exceptional Christ-centered Catholic formation and education. Rooted in the Catholic understanding of the human person and her or his relationship with God and neighbor, the school fully embraces the teachings of the Catholic Church’s Magisterium, and the school fully incorporates these into every aspect of the school, including but not limited to, its curriculum and co-curricular activities. The physical environment of the school has external signs of the Catholic tradition including images, symbols, icons, crucifixes in every classroom, liturgical celebrations, and other sacramental reminders of Catholic life. In short, every aspect of the school’s life reminds students, parents, faculty, and staff to intentionally consider the implications Catholic teaching has for their lives and for the formation and education of the school’s students. This policy is not intended to conflict with any of the school’s religious tenants or teachings of the Catholic Church. This specifically includes Catholic teachings on modesty, sanctity of life, sanctity of marriage, the theology of the body, sexual orientation, and gender identity. The school will defer to the appropriate Catholic faith leaders, including the local ordinary, and teachings in implementing this policy and nothing in this policy is intended to conflict with those teachings.

A. Prohibited Discrimination, Harassment, and Retaliation of Students, Employees, and Others

The school is committed to providing a school environment free from unlawful discrimination, harassment, and retaliation. The School strictly prohibits and does not tolerate any discrimination, harassment, or retaliation that is inconsistent with Catholic teaching on the basis of a person’s race, color, national origin, disability, genetic information, sex, pregnancy, biological sex, age, military status, or any other protected classes recognized by applicable federal, state, or local law in its programs and activities. The school further prohibits discrimination based on sex in the recruitment and admission of students, in its education programs and activities, and in all employment-related decisions, including recruitment, application, hiring, promotion, termination, and other employment actions.

The following persons have been designated as Coordinators to handle inquiries or complaints regarding the Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy:

Name: Patricia Chavez – Anaya

Address: 4200 Leonhardt Drive (Oklahoma City, Ok 73115)

Telephone Number: 405-698-1300

Email address: patricia.chavez-anaya@crstoreyokc.org

Designated Coordinators will be responsible for:

- a. Ensuring compliance with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations in a manner consistent with Catholic teaching.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment, and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other School employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints.
- f. Referring all sexual assault or harassment complaints to designated external third-party investigator for investigation.
- g. Immediately informing the Archdiocese of Oklahoma City's Director of Catholic Education and Chancellor of all complaints of discrimination and keeping them informed of all developments in each case as well as final disposition of the case.
- h. Identifying and addressing patterns and/or systemic problems and reporting such patterns or systemic problems to the principal, with a carbon copy to the Archdiocese of Oklahoma City's Director of Catholic Education and Chancellor.
- i. Reviewing all evidence in harassment or violence cases brought before the school's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- j. Ensuring that all investigations address whether students or employees other than the reporting student or employee may have been subjected to discrimination, harassment, or retaliation.
- k. Informing the Archdiocese of Oklahoma City's Director of Catholic Education and Chancellor of all instances in which a reasonable person in the coordinator's position determines that School employees with knowledge of allegations of discrimination, harassment, or retaliation failed to carry out their duties in responding to and reporting the allegations to the designated compliance coordinator.
- l. Recommending changes to this policy and grievance procedure.
- m. Performing other duties as assigned.
- n. Removing oneself from the Compliance Team if a conflict of interest is discovered.

The designated Coordinators will not be assigned any additional job responsibilities that may create a conflict of interest with their Coordinator responsibilities.

The School's Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy is available at Cristoreyokc.org (In the Student Life section of the website). Further, this policy is referenced in the School Handbook (i.e., both student and faculty handbooks) and is available in the administration office. The contact information for the designated Coordinators is also available on the school website, in the School Handbook, and in the administration office.

The school is committed to keeping all faculty, staff, and employees safe and the School's Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy and Grievance Procedure is intended to be a guideline for an appropriate process in accomplishing that goal. The School's Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy and Grievance Procedure is expressly not incorporated into any tuition, employment, or other contract and does not confer any statutory, common law, or contractual rights. The school reserves the right to amend the Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy and Grievance Procedure.

Anti-Harassment

Harassment is a form of discrimination, and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, disability, age, sex, or other protected category, that is objectively sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is objectively sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure objectively offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aid, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in School facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere. Programs and activities include all locations, events, or circumstances where the school exercises control over the individuals involved and the context of any alleged misconduct. The school's education programs and activities further include buildings or other locations that are part of the school's operations, including remote learning platforms, and off-campus setting if the school has substantial control over the individuals involved (e.g., a school field trip to a museum).

The following are examples of behavior that may constitute harassment:

- a. Ongoing name-calling
- b. Ongoing teasing or taunting
- c. Ongoing insults, slurs, epithets, or derogatory names or remarks
- d. Demeaning or inappropriate jokes
- e. Inappropriate gestures
- f. Graffiti or inappropriate written or electronic material

- g. Visual displays, such as cartoons, posters, or electronic images
- h. Threats or intimidating or hostile conduct
- i. Physical acts of aggression, assault, or violence
- j. Sexual advances, requests for sexual favors, or sexual jokes
- k. Offensive or obscene material
- l. Criminal offenses

This list is illustrative only, and not exhaustive. Harassment includes inappropriate conduct based upon any legally protected status. Harassment has no place at the school. It is expected that employees and students will treat one another with mutual respect and dignity. Every student and employee must behave consistent with the school's policies and create an atmosphere free of discrimination and harassment.

Sexual harassment is also against the policy of the school. The school prohibits any discrimination, harassment, or retaliation based upon an individual's sex. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex), as well as any unwelcome sexual advances, requests for sexual favors, or any other conduct of a sexual nature, when:

- Submission to the advance, request, or conduct is made either explicitly or implicitly a term or condition of an individual's employment, grades, academic status, or participation in the school's programs or activities;
- Submission to or rejection of the advance, request, or conduct is used as a basis for employment or academic decisions affecting such individual, including the provision of an aid, benefit, or service;
- Such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance, access to School programs or activities, or creates an intimidating, hostile, or offensive environment for the individual or others; or
- The conduct constitutes sexual assault, dating violence, domestic violence, or stalking, as defined by applicable law.

Please see Appendix A for additional detail on the definitions of sexual misconduct covered by this Policy.

The following are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions
- b. Intentional indecent exposure in any form
- c. Requests or pressure for sexual favors
- d. Unwelcome comments about an individual's body, sexual activity, or sexual attractiveness

- e. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body
- f. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol
- g. Requiring sexual favors or contact in exchange for aid, benefits, or services, such as grades, awards, privileges, promotions, etc.
- h. Sex-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving the conduct of a sexual nature
- i. Sexual harassment, sexual assault, stalking, dating violence, and domestic violence
- j. Strangulation

This list is illustrative only, and not exhaustive.

A. Anti-Retaliation

The School prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for the purpose of interfering with any rights under this Policy, including the right to oppose discrimination (including harassment), or for participating in the School's discrimination complaint process, making a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing related to such conduct. Retaliation is a form of discrimination. Reports made in good faith will not result in any discipline.

The school will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim, including the reporting individual. These steps will include but are not limited to notifying students, employees, and others that they are protected from retaliation, ensuring that all involved individuals know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the school will take prompt and appropriate responsive action, including disciplinary action up to and including expulsion or termination, if applicable.

B. Grievance Procedures

These Grievance Procedures are intended to provide for the prompt and equitable resolution of all student and employee complaints alleging any action prohibited by the School's Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy.

Complaint

If you believe you are a victim of any conduct prohibited by this Policy, or if you believe this Policy has been violated, you should immediately report it pursuant to this Policy and the School's Grievance Procedures. You can help the school prevent and correct alleged misconduct. Reports should be made to the school's designated Coordinator. Complaints should be made in writing, when possible. The complaint can be made to the Coordinator in person, by mail, or by electronic mail. Your complaint should be as detailed as possible, including the names of individual(s) involved, any witnesses, dates, times, and locations of all incidents, and a factual description of the incident(s).

As a condition of employment with the School, all School personnel and employees must immediately report alleged violations of this Policy, complaints or reports of violations of this policy, and all incidents of alleged discrimination to the school's designated Coordinator, even if doing so may result in duplicative efforts. All employees of the school are charged with this obligation. Failure of personnel/employees to abide by this requirement will result in disciplinary action, up to and including termination.

If the school has notice about discrimination, harassment, or retaliation, including violence, and any conduct that would violate this Policy, the School will conduct a prompt, thorough, and impartial investigation to determine whether unlawful conduct occurred (see the school's "Grievance Procedures"), and take appropriate interim measures, as necessary. The school may receive notice through an oral report, written report, personal observation by an employee, anonymous report, or other means. If the School determines that unlawful harassment occurred, the school will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, as appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the school will follow this Policy and Grievance Procedure.

Supportive Measures

The coordinator may determine that supportive measures should be provided to the complainant, and if so, the coordinator will promptly contact the complainant to discuss the availability of such supportive measures and consider the complainant's wishes. Interim measures may also be appropriate for the respondent. For example, the coordinator may determine that the respondent should (i) be removed on an emergency basis from education programs and activities based on a safety and risk analysis, or (ii) be placed on administrative leave during the pendency of the investigation and grievance process. Supportive measures are designed to: preserve access to the school's programs and activities; protect the safety of all parties; and deter further misconduct. Such supportive measures may include counseling, schedule adjustments, extensions of deadlines, escort services or additional supervision, no-contact orders, leaves of absence, and other similar measures. The implementation of supportive measures will remain confidential to the extent possible. The coordinator is responsible for the effective implementation of supportive measures and may implement such measures where no formal complaint has been submitted to the school, or where the complainant does not wish to pursue to grievance process if the circumstances warrant.

Parents and Guardians

Consistent with applicable state and local law, a student's parent or guardian will be permitted to exercise the rights granted to their child under this School's policy, whether such rights involve requesting supportive measures, filing a formal complaint, or participating in a grievance process. A student's parent or guardian will also be permitted to accompany them to meetings, interviews, and hearings, if applicable, during the grievance process to exercise rights on the student's behalf.

Notice of Receipt of Complaint

Once the School receives notice that discrimination, harassment, retaliation, or other misconduct under this Policy has occurred, the school will respond promptly and effectively. Upon receipt or submission of a written complaint, the coordinator will provide written notice to the known parties of the following:

- (A) the School's Grievance Procedures.
- (B) the allegations constituting a potential violation of these Policies, including details of the identities of the parties, the alleged incident(s), and dates and locations of the alleged incident(s), if known.
- (C) the fact that the respondent is presumed not responsible for the allegations until a Determination is made at the conclusion of the grievance process.
- (D) the fact that a determination regarding responsibility will be made at the conclusion of the grievance process.
- (E) that the parties have the right to an advisor of their choice present at any meeting or proceeding, who may be, but is not required to be, an attorney; and
- (F) the parties' opportunity to request inspection and review of evidence obtained as part of the investigation.

During the investigation, should the coordinator discover allegations not included in the initial notice to the parties, they may decide to investigate such allegations. If the Coordinator determines that additional allegations require investigation, the coordinator will provide written notice of the additional allegations to the parties, if and when known.

Dismissal of Complaint

If during the investigation it is determined that no violation of this Policy or unlawful discrimination, harassment, or retaliation has occurred, the school will dismiss the complaint or any allegations in it. However, it is possible that the alleged conduct may constitute a violation of other School policies, including the school's code of conduct, and as such may be further investigated under those policies. A complaint may also be dismissed if: (i) the complainant notifies the Coordinator in writing that he or she wishes to withdraw the complaint or any allegations therein; (ii) the respondent is no longer enrolled in or employed by the School; or (iii) specific circumstances prevent the School from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. The school may investigate if the coordinator determines it is necessary due to a health or safety concern. If a complainant refuses to participate in the investigation after making a complaint, it may result in a dismissal of

the complaint. However, the School may proceed with an investigation as the circumstances may allow.

Investigation

Once the School receives a grievance, complaint, or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the school will conduct a prompt, thorough, and impartial investigation to determine whether unlawful conduct occurred. Throughout the investigation process, the school will undertake an objective evaluation of all relevant evidence, treat the parties equitably, ensure that investigators and decisionmakers are free from conflicts of interest or bias, and work through the grievance process with reasonably prompt periods. The coordinator will conduct the investigation unless the Coordinator or the School determines that an outside, third-party should conduct the investigation. If necessary, the school will take immediate, interim action to provide Supportive Measures and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The Complainant will be notified of his or her options to avoid contact with the Respondent, such as changing class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the school's investigation. The school will minimize any burden on the Complainant when taking interim measures to protect the Complainant.

The investigation may include gathering physical, electronic, and other evidence, and interviewing witnesses and parties. Individuals who are evasive, obstructionist, or who do not fully cooperate in the investigative process may be subject to disciplinary action, up to and including expulsion or termination. The parties will receive advance notice before they are interviewed for investigative purposes.

The parties may elect an advisor of their choice for the investigation and grievance proceedings. Advisors are welcome to attend meetings, interviews, and any grievance proceedings, but are not permitted to speak in place of the parties. The role of the advisor is narrow in scope: the advisor may attend any interview or meeting connected with the grievance process that the party whom they are advising is invited to attend, but the advisor may not actively participate or intervene in interviews or meetings and may not serve as a proxy for the party. In addition, while advisors may provide guidance and assistance throughout the investigation and grievance process, all written submissions must be authored by the student or employee.

The school will investigate all complaints received, even if an outside entity or law enforcement agency is also investigating a complaint involving the same facts and allegations. The school will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this Grievance Procedure. If the allegation(s) involve possible criminal conduct, the coordinator will notify the complainant of his or her right to file a criminal complaint. No School employee shall dissuade the complainant from filing a criminal complaint either during or after the school's investigation.

The school will attempt to complete its investigation within thirty (30) school days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses, witnesses' refusal to cooperate, additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating

circumstances do not include summer vacation, and if a designated compliance Coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the period to complete the investigation will be extended as needed, keeping in mind the goal of prompt and effective resolution. Periodic status updates will be given to the parties, if necessary.

Informal Resolution

When a formal complaint has been filed, at any time during the investigation and grievance proceeding and prior to a determination regarding responsibility, the parties may agree to resolve the matter informally. The Coordinator or the School may facilitate an informal resolution process, subject to obtaining the parties' voluntary, written consent. In addition, although the parties may not contact one another for purposes of direct mediation, they may communicate through their advisors or through the coordinator for purposes of reaching an informal resolution.

Informal resolution is not permitted in a situation where an employee is alleged to have sexually harassed a student or where an employee or student is alleged to have sexually assaulted another person.

If the parties' consent to an informal resolution process, it will be facilitated through the coordinator or an outside, third-party, free from conflicts of interest and bias. Each party will receive written notice prior to the informal proceeding, disclosing: (A) the allegations; and (B) the requirements of the informal resolution process. Informal resolution may involve pursuit of individual or community remedies, supported direct conversations, mediation, indirect action by the facilitator of the informal process, or other forms of resolution tailored to the needs of the parties. Informal resolution may also be used to reach agreed upon disciplinary sanctions.

If a resolution satisfactory to the parties is reached, through an informal resolution proceeding or otherwise, the coordinator will prepare a written document indicating the resolution of the matter, to be signed by both parties, and the investigation and/or proceeding will then be closed. The written document indicating resolution will be maintained by the school as a confidential record.

Preliminary Review Prior to Investigative Report

Before completion of the investigative report, the school will send to each party and their advisor all evidence subject to inspection and review in an electronic format or a hard copy for review.

The parties will have ten (10) calendar days to submit a written response, which the investigator will consider before completing the investigative report.

Investigative Report

The designated compliance Coordinator (or designated investigator) will complete an Investigative Report, which will fairly summarize all relevant evidence gathered during the investigation. If someone other than the designated compliance Coordinator conducted the investigation, the compliance Coordinator will review, approve, and sign the Investigative Report.

The Report will be sent to each party and the party's advisors, if any, for the party's review and written response. The parties will also be entitled to submit written, relevant questions that the

party wants asked of any party or witness prior to any determination regarding responsibility, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The response to the Investigative Report and written questions, if any, must be sent to the coordinator or designated investigator within ten (10) calendar days of the party's receipt of the Investigative Report. The compliance Coordinator (or designated investigator) will have discretion on which additional information to provide and to determine which questions may be relevant and appropriate.

The school will maintain relevant evidence obtained during the investigation, including the Investigative Report, and any witness statements, interview summaries, and any transcripts or audio recordings pertaining to the investigation as required by any applicable law.

Determination Regarding Responsibility

The school will utilize a "preponderance of the evidence" standard when determining whether any violation of this Policy occurred. The decision-maker, who will not be the same person as the coordinator or the investigator, will issue a written determination regarding responsibility (the "Determination"). The written Determination will include:

- (A) identification of the allegations potentially constituting a violation of this Policy.
- (B) a description of the procedural steps taken from the receipt of the allegations or complaint throughout the entire investigation and grievance process.
- (C) findings of fact supporting the Determination.
- (D) conclusions regarding the application of the School's Policy or code of conduct.
- (E) a statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions to be imposed, and whether any remedies designed to restore or preserve equal access to the school's education program or activity will be provided; and
- (F) the procedures and permissible bases for appeal.

The Determination will be provided to the parties at the same time. The Determination becomes final the date on which an appeal would no longer be considered timely, or upon the conclusion of an appeal with the issuance of the Decision on Appeal.

The coordinator will be responsible for implementing any remedies set forth in the Determination.

Appeals

Both parties are entitled to appeal the Determination, including any sanctions, or the school's dismissal of a formal complaint or any allegation therein. Appeals must be made within ten (10) School days after the party receives the Determination or the dismissal.

The grounds for appeal are as follows:

- (A) Procedural irregularity that affected the outcome of the matter (i.e., a failure to follow the school's own procedures);
- (B) New evidence that was not available at the time the Determination regarding responsibility or dismissal was made that would affect the outcome of the matter; or
- (C) The coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.

The submission of an appeal retains any sanctions for the pendency of the appeal. Supportive measures, including remote learning opportunities, remain available during the pendency of the appeal. If a party appeals a Determination, the School will notify the other party in writing of the appeal as soon as is practicable; however, the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal. The non-appealing party may submit a written response to the appeal within five (5) school days after receiving notice of the appeal. Appeals will be decided by the Appeals Team, who will be free of conflicts of interest and bias, and who have not and will not serve as investigator, Coordinator, or decision-maker in the same matter.

The Appeals Team will review the appeal, any written response thereto, all evidence gathered during the investigation, investigative documentation, and the Determination, and will conduct additional investigation, if necessary, at the Appeals Team's sole discretion. The Appeals Team will then issue a written Decision on Appeal within thirty (30) school days after receiving the appeal. The Decision on Appeal will describe the result of the appeal and the rationale for the result and shall be sent to all parties at the same time. The Decision on Appeal is final. (If a member of the Appeals Team is the subject of the complaint or is involved in the investigation, a new member will be appointed.)

Sanctions and Remedies

Sanctions. Sanctions are imposed against the wrongdoer/harasser to stop and/or correct his/her conduct, prevent any recurrence of misconduct, deter any future misconduct, and remedy its effects.

Sanctions may include but are not limited to any level of disciplinary action, such as a verbal warning, written warning, suspension, administrative leave, demotion, termination of employment, expulsion, suspension or dismissal from School, modification of schedule, reduction, or elimination of financial or other benefits, and no-contact orders.

Remedies. Remedies are actions taken to overcome the effects of the misconduct. Remedies provided to the complainant are designed to restore or preserve that individual's educational or employment access and opportunities. Remedies may include the same individual services provided as Supportive Measures, or other additional items. Other remedial measures may be taken to ensure learning and working environments free from misconduct, such as training and counseling support services. Remedies will be prompt, age-appropriate, effective, tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the School's investigation, counseling, health, and mental health services, and other remedies, such as those listed below.

Remedies for an individual further include but are not limited to:

- a. Providing an escort to ensure the complainant can move safely between classes and activities.
- b. Ensuring the complainant and alleged harasser do not attend the same classes.
- c. Providing academic support services, such as tutoring, if desired.
- d. Arranging for the complainant to retake a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The school may also provide Remedies for the School or broader student population, including, but not limited to:

- a. Providing resources to all students or employees affected by sexual harassment or sexual violence so that they can access comprehensive victim services, and notifying students and employees of community counseling, health, mental health, and other services.
- b. Providing additional training to the school's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- c. Informing students and employees of their options to notify law enforcement authorities, including school and local police, and the option to be assisted by School employees in notifying those authorities.
- d. Creating measures of feedback from students, employees, and School officials to identify strategies for ensuring that students and employees:
 - i. Know and understand the school's prohibition against discrimination, harassment, and retaliation.
 - ii. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
 - iii. Understand how to report any incidents of discrimination, and to whom they must be reported.
 - iv. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
 - v. Feel comfortable that School officials will respond promptly and equitably to reports of discrimination, harassment (including violence), and retaliation.
- e. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the school's policies against anti-discrimination, anti-harassment, and anti-retaliation.

- f. Conducting, in conjunction with students or employees, a “climate check” to assess the effectiveness of efforts to ensure that the school is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the school

Confidentiality

The identity of the complainant will be kept confidential, to the extent that a fair and thorough investigation can be completed. The school will notify the complainant of the anti-retaliation provisions of applicable laws and that it will prevent retaliation and take prompt and corrective responsive actions if retaliation occurs.

At the same time, the school will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students and employees. In some cases, the school may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the school may not be able to maintain the complainant’s confidentiality. The school will inform the complainant that it cannot ensure confidentiality, if applicable.

If a complainant requests confidentiality or asks that the complaint not be pursued, the School will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the School from responding effectively to the harassment and preventing harassment of other students. In some instances, the school may investigate with a complaint signed by the coordinator. If a complainant or third party insists that his/her name or the complainant’s name not be disclosed, the school will inform the complainant that its ability to respond may be limited. For example, the school would be unable to provide Supportive Measures without knowing the complainant’s identity. Where a complainant desires Supportive Measures, the complainant’s identity may be kept confidential unless disclosing the complainant’s identity is necessary to provide Supportive Measures. Where a complainant desires to initiate a grievance process, the complainant cannot remain anonymous or prevent the complainant’s identity from being disclosed to the respondent. A respondent has the right to, and must be, notified of the complainant, complaint and details of the allegations, and the ensuing investigation to provide the respondent with an adequate opportunity to respond. Even if the school cannot take disciplinary action against the alleged harasser, the school will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

The duty of confidentiality has three exceptions: if disclosure is (1) permitted under FERPA, (2) required by law, or (3) necessary to carry out the purposes of this Policy and the grievance process.

Privacy of Records

Any complaint, the allegations involving misconduct, the evidence gathered during the investigation, the witnesses interviewed, and any records, reports, or documents generated in the process of the investigation and grievance proceeding, including at the appeals levels, are all confidential, not open to the public, and must be maintained as confidential records by the school. Any breach of confidentiality is grounds for disciplinary action.

Conflict of Interest or Bias

If at any point during the investigation or grievance process a party has concern about a conflict of interest or bias for or against any complainant or respondent, the party should report such concern to the principal and/or President. The school wants to ensure an impartial investigation and grievance process for all employees and students, and that all Coordinators, investigators, and decision-makers in the investigative and grievance process, including the Appeals Team, are unbiased and free from conflicts of interest. If any Coordinator, investigator, or decision-maker identifies his/her own conflict of interest or bias, they must immediately self-report the concern to the principal and/or President. Where concerns regarding conflicts or bias are validated, the school will remove the conflicted or biased individual from the matter and appoint someone else.

Training

The School will ensure that all employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, coaches, assistant coaches, paraprofessionals, aides, bus drivers, school volunteers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate School officials or employees. This training will include, at a minimum, the following areas:

- a. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and local laws and regulations, including the definitions of and several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.
- b. The School's current anti-discrimination, anti-harassment, and anti-retaliation notices, policies, grievance procedure, and discrimination complaint form, including the specific steps and times of the investigative procedures, and the school's disciplinary procedures.
- c. Identification of the School's designated compliance coordinators and their job responsibilities.
- d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate School officials or employees. In addition, the school will emphasize that employees, students, third parties, and others, should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the school's primary concern is student safety that any other rules violations will be addressed separately from the sexual violence allegation and that the use of alcohol or drugs never makes the victim at fault for sexual violence.
- e. Potential consequences for violating the school's anti-discrimination, anti-harassment, and antiretaliation policies, including discipline.

- f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence and remedy its effects.
- g. A description of victim resources including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

In addition, the School shall ensure that employees designated to address or investigate reports of discrimination, harassment, and retaliation, or carry out responsibilities under this Policy and Grievance Procedure, including designated compliance Coordinators, investigators, decision-makers, the Appeals Team, and any employee facilitating an informal resolution process, will receive additional specific training on the definitions of misconduct covered by this Policy and Grievance Procedure, the scope of the School's education programs and activities, how to promptly and effectively investigate, conduct a grievance process, and respond to complaints and reports of discrimination, how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias, how to make decisions on issues of relevance regarding questions and evidence, how to fairly summarize relevant evidence, and to know the School's Grievance Procedures and the applicable confidentiality requirements.

Preventative Measures

The school will publish and widely distribute a notice of nondiscrimination in electronic and printed formats, including prominently displaying the notice on the school's website and posting it at each building in the school. The school also will designate an employee to coordinate compliance with anti-discrimination laws and widely publish and disseminate this grievance procedure, including prominently posting it on the school's website, at each building in the school, reprinting it in School publications, such as handbooks, and sending it electronically to members of the school community. The school will provide training to employees and students at the beginning of each academic year in the areas identified in the Training section above.

The school also may distribute specific harassment and violence materials including a summary of the school's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

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 always following this agreement.

_____ I understand that I must always 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 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 always handle myself professionally.

_____ 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: _____

Print Parent Name : _____

Parent Signature : _____

Date : _____

Appendix A – Definition of Sexual Harassment

Definitions

Sexual Harassment, as an umbrella category, includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo:
 - i. an employee of the school/district, who
 - ii. conditions the provision of an aid, benefit, or service of the school/district,
 - iii. on an individual's participation in unwelcome sexual conduct.
2. Sexual Harassment:
 - i. unwelcome conduct,
 - ii. determined by a reasonable person,
 - iii. to be so severe, and
 - iv. pervasive, and,
 - v. objectively offensive,
 - vi. that it effectively denies a person equal access to the school's/district's education program or activity.
3. Sexual assault:
 - i. an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - ii. This includes any sexual act, including rape, sodomy, sexual assault with an object, or fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
4. Non-Forcible Sex Offenses:
 - i. Incest:
 1. Non-forcible sexual intercourse,
 2. between persons who are related to each other,
 3. within the degrees wherein marriage is prohibited by Oklahoma law.
 - ii. Statutory Rape:
 1. Non-forcible sexual intercourse,

2. With a person under the statutory age of consent of 16.

b. Dating Violence:

- i. Violence,
- ii. committed by a person,
- iii. who is in or has been in a social relationship of a romantic or intimate nature with the victim; and
- iv. where the existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
- v. Dating violence includes sexual or physical abuse or the threat of such abuse.
- vi. Dating violence does not include acts covered under the definition of domestic violence.

c. Domestic Violence:

- i. Felony or misdemeanor crimes of violence
- ii. committed by a current or former spouse or intimate partner of the victim, or
- iii. by a person with whom the victim shares a child in common, or
- iv. by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, or
- v. by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma or
- vi. by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Oklahoma.

d. Stalking:

- i. engaging in a course of conduct,
- ii. directed at a specific person,
- iii. that would cause a reasonable person to
 - 1. fear for the person's safety or the safety of others or
 - 2. Suffer substantial emotional distress.
- iv. Stalking includes cyber-stalking.

Appendix B – Disclaimers

Non-Discrimination Statement

Cristo Rey Oklahoma City Catholic High School admits and does not discriminate based on race, color, national and ethnic origin in the administration of our educational and admissions policies, scholarship programs, athletic and other school-administered programs, or access to all rights, privileges, programs and activities accorded or made available to students at our school. Our school reserves the rights and protections granted to it in the areas of admissions and employment practices by applicable laws and constitutional provisions to act in furtherance of its religious objectives.

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 CWS 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 C – Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Complaint Form



Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Complaint Form (Comparable to Title IX COMPLAINT FORM)

PURPOSE: The purpose of this Title IX grievance form is to gather the essential basic facts of the alleged actions in order that, prompt and equitable resolutions of complaints based on sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX of the Education Amendments of 1972 ("Title IX") can be resolved as expediently and appropriately as possible. This form only applies to complaints alleging discrimination prohibited by Title IX (including sexual harassment and sexual violence).

INSTRUCTIONS: Individuals alleging Title IX discrimination and requesting review are required to complete this form and submit it to the appropriate administrator as soon as possible after the occurrence of the alleged discrimination:

Contact our Title IX Coordinator:

Name:

Email:

Phone:

1. Name of Complainant:

Contact information:

Student Grade:

Employee Office Location:

2. Today's Date: _____

3. Nature of Grievance:

Please describe the action you believe may be sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX and identify with reasonable

particularity any person(s) you believe may be responsible. Please attach additional sheets, if necessary:

4. When did the actions described above occur?

5. Are there any witnesses to this matter? (Please circle) Yes No

If yes, please identify the witnesses:

6. Did you discuss this matter with any of the witnesses identified in Item 4?

(Please circle) Yes No

If yes, please identify: Person to whom you have spoken: _____

Date: _____

Method of communication:

7. Have you spoken to any administrator(s) or other school employee(s) about this matter? (Please circle) Yes No

If yes, please identify: Person to whom you have spoken: _____

Date: _____

Method of communication:

8. Please describe the result of the discussion(s) identified in Item 6:

PLEASE ATTACH ANY STATEMENTS, NAMES OF WITNESSES, REPORTS, OR OTHER DOCUMENTS WHICH YOU FEEL ARE RELEVANT TO YOUR COMPLAINT.

I certify that the foregoing information is true and correct.

Print Name

Signature

Date

Appendix D – Cristo Rey OKC Adapted College Board AP Policy on Use of Generative Artificial Intelligence (AI)

Phase of Work	Acceptable Use	Not Acceptable Use
Exploring ideas to develop and refine an area of inquiry.	Using generative AI tools to get a sense of existing debates on an issue, potential sub-topics, or what is generally already widely known about a topic.	Taking the output of generative AI tools uncritically, such as using AI to generate a research question or thesis, without engaging with the actual research or relying solely on generative AI as a source of information about a topic
Finding Sources	- Using generative AI to find authors, organizations, publications, or sources that may be pertinent to the area of inquiry, so that the student can then locate and read those perspectives directly. › - Asking for recommendations on related sources to further explore the topic or address gaps in research. NOTE: Not all AI tools are the same in terms of the likelihood they will provide output with credible sources. For example, AI-powered search engines for research databases draw from vetted sources, whereas ChatGPT does not necessarily differentiate. Students must review output with a skeptical, critical eye to be sure any suggested sources are real, credible, and relevant to their inquiry	Using a list of sources generated by AI without going to the original sources and reviewing the content.
Summarizing and/or interpreting resources	Using generative AI to help develop understanding of complex texts by: - Requesting help with understanding complex vocabulary or sentence structures in a source. - Asking for clarification on a confusing concept or passage in a source. NOTE: Students should always	- Generating a summary or paraphrasing of the source instead of reading it. - Requesting direct quotes or citations from a source to use as evidence without independently

	read the original text of the sources they intend to use to ensure they are accurately understanding and utilizing the evidence from those sources in their work	identifying them. - Copying and pasting AI generated source summaries into the final draft.
Synthesizing ideas and information from sources into a literature review, report or argument.	No acceptable use.	Asking generative AI to: Compare or contrast sources and/or generate a review of literature. - Synthesize common or contrasting elements from within a source or across multiple sources. - Develop statements or paragraphs that put sources in conversation
Developing an aligned method for their research.	Summarizing commonly used methods in discipline specific fields or reviewing benefits and drawbacks of different generic methods or methodologies.	Using generative AI to determine the appropriate method for an individual student's research and/or providing rationales for a specific method.
Producing, summarizing, and/or interpreting data.	No acceptable use.	- Using generative AI to generate data (this would count as falsified and/or fabricated data). - Using AI to summarize or discuss their results or data.
Developing displays of data.	Using generative AI to create charts/graphs or other representations of data collected and assembled by the student.	Using generative AI to produce or generate the data itself.
Drafting or outlining a paper.	Seeking guidance on general best practices in how to structure a research paper, essay, or report.	- Asking generative AI to produce an outline or draft of a specific paper. - Requesting generative AI to write all or part of the paper. - Using writing generated by AI in the final draft.
Revising a paper	- Using spell or grammar checkers. - Asking for feedback on style and tone (students must make deliberate choices on what feedback to incorporate).	- Accepting AI-generated suggestions for revisions of written work without critically evaluating such contributions. - Incorporating into student submissions new

		sections of text suggested by generative AI.
Creating Citations/Bibliography	- Seeking guidance on how to cite or check citations. - Generating a draft of the bibliographic listing of citations or checking the format of a student generated draft of the bibliographic listing of citations.	- Using AI to generate citations without having directly studied the original sources. - Relying on generative AI to create the bibliographic listing of citations without then checking the accuracy of the format.
Developing Presentations	- Seeking general guidance on effective presentations. - Generating initial ideas for key points, sequence, or visuals for presentations.	- Uncritically using AI to produce the key points, visuals, or structure for presentations. - Using AI to generate a script that is memorized or read for the presentation.
Preparing for Oral Defense	No acceptable use.	Using AI to generate possible answers to potential oral defense questions (and memorizing or reading them).

Appendix F – Oklahoma’s Promise

MAKE THE GRADES | STAY OUT OF TROUBLE | EARN COLLEGE TUITION

2025-26 OKLAHOMA'S PROMISE



WHO MAY APPLY

Applicants must be:

- Oklahoma residents.
- 8th, 9th, 10th, 11th grade students or 12th grade students no later than December 31 of the senior year (homeschool students must be age 13-16).
- Students who promise to meet the requirements of the program.
- Students whose parents' federal adjusted gross income (AGI) does not exceed:
 - \$60,000 with 1 or 2 dependent children OR
 - \$70,000 with 3 or 4 dependent children OR
 - \$80,000 with 5 or more dependent children.

Special income provisions may apply to:

- Children of certified public classroom teachers employed in Oklahoma for a minimum of 10 years.
- Children adopted from certain court-ordered custody and children in the custody of court-appointed legal guardians.
- Social Security benefits based on the death or disability of the student's parent(s).

Contact the Oklahoma's Promise office for more information.

Additional documentation may be required.

HOW TO APPLY

Online at okpromise.org or get an application from your counselor.

THE PROMISE

Upon completion of the program's requirements, you will earn:

- Tuition at an Oklahoma public two-year college or four-year university.
-OR-
- A portion of tuition at an accredited Oklahoma private college or university.
-OR-
- A portion of tuition for programs that qualify for federal financial aid at public career technology centers.

(The Oklahoma's Promise scholarship amount does not cover fees, books, supplies, or room and board.)

GET MORE INFO



okpromise.org

okpromise@osrhe.edu

800.858.1840 or 405.225.9152

Ask your counselor



A program created by the Oklahoma Legislature and administered by the Oklahoma State Regents for Higher Education



APPLY ONLINE TODAY!

OKPROMISE.ORG

HIGH SCHOOL REQUIREMENTS

- Graduate from an Oklahoma high school or homeschool education program.
- Take the courses required for college admission (listed at the right) or the core pathway[^] and achieve at least a 2.50 cumulative GPA in those courses.
- Achieve at least a 2.50 cumulative GPA for all courses in grades 9-12.
- Attend school regularly and do your homework.
- Stay away from drugs and alcohol.
- Don't commit criminal or delinquent acts.
- Provide information when requested.
- Meet with a school official to go over your school work and records on a regular basis.
- Apply for other financial aid during your senior year of high school.
- Take part in Oklahoma's Promise activities that will prepare you for college.

If you don't qualify for this program, see your counselor for information about additional scholarships, grants and student loans, and visit Oklahoma higher education's college planning website at OKcollegestart.org.

COLLEGE REQUIREMENTS

- Prior to receiving any program benefit in college, the federal AGI of the student's parents may not exceed \$100,000. Each year in college, Oklahoma's Promise students will be required to complete a Free Application for Federal Student Aid (FAFSA), which will be used to determine whether the federal AGI exceeds \$100,000. For any year the AGI exceeds \$100,000, the student will not be eligible to receive the program benefit. The income for students who apply under the teacher eligibility track will be based off of family household size and the federal poverty level.
- You must be an Oklahoma resident.
- You must be a U.S. citizen or lawfully present in the United States.
- You must meet regular admission standards for first-time entering students at the college or university to which you apply.
- You must start taking college courses within three years after you graduate high school.*
- You may not use the award for noncredit remedial courses.
- You may not receive awards for more than five consecutive years after enrolling in college.*
- You may not use the award for courses taken after you complete your bachelor's degree requirements.
- You may not receive award payments for more than 129 semester credit hours unless your degree program requires more hours.
- You must meet the college's Satisfactory Academic Progress (SAP) policy requirements for eligibility to receive federal financial aid.
- An Oklahoma's Promise college student who is suspended for more than one semester for conduct reasons will lose the scholarship permanently.

* Students on active military duty may be eligible for certain waivers of these requirements.



REQUIRED OKPROMISE COURSES**^

4 English

(grammar, composition, literature; should include an integrated writing component)

3 Lab Science

(biology, chemistry, physics or any lab science certified by the school district; general science with or without a lab may not be used to meet this requirement)

3 Mathematics

(from Algebra I, Algebra II, geometry, trigonometry, math analysis, pre-calculus, statistics and probability [must have completed geometry and Algebra II], calculus, Advanced Placement [AP] statistics)

3 History and Citizenship Skills

(including 1 unit of American history and 2 additional units from the subjects of history, economics, geography, government, non-Western culture)

2 Additional Units

of subjects previously listed or selected from: computer science, foreign language, or any Advanced Placement course, psychology, sociology or any concurrent liberal arts and science course at a state system institution

15 TOTAL REQUIRED UNITS

**Homeschool students or students graduating from a high school not accredited by the Oklahoma State Board of Education must also achieve a composite score of 22 or higher on the ACT test reported on an official test report issued by ACT, including superscores. ACT on-campus residual test scores do not qualify. An equivalent score on the SAT or CLT exam will also be considered. CLT exams will only be accepted if the test is taken at a CLT testing center or a physical location where education is provided.

^Students who do not complete college admission requirements could be eligible for the core pathway scholarship based on high school graduation requirements. Both GPAs and conduct standards apply. It is available to be used at career technology centers only and is not transferable to a college.

2025-26

LA PROMESA DE OKLAHOMA



¿QUIÉN PUEDE APLICAR?

Los solicitantes deben ser:

- Residentes de Oklahoma.
- Estudiantes de 8^{vo}, 9^{no}, 10^{mo}, 11^{vo} y 12^{mo} grado a más tardar el 31 de Diciembre del último año de la secundaria (los estudiantes que educan en casa deben tener entre 13-16 años de edad).
- Estudiantes que prometen cumplir los requisitos del programa.
- Estudiantes cuyos ingresos brutos ajustados federales de los padres no excedan:
 - \$60,000 con 1 ó 2 hijos dependientes Ó
 - \$70,000 con 3 ó 4 hijos dependientes Ó
 - \$80,000 con 5 ó más hijos dependientes.

Disposiciones especiales de ingresos puede aplicarse a:

- Hijos de maestros de aula públicos certificados y empleados en Oklahoma durante un mínimo de 10 años.
- Los niños adoptados de determinadas órdenes de los tribunales y de los niños en la custodia de sus guardas legales.
- Beneficios del Seguro Social sujetos a impuestos basados en la muerte o discapacidad de los padres del estudiante.

Póngase en contacto con la oficina Promesa de Oklahoma para obtener más información.

Documentación adicional puede ser necesaria.

¿CÓMO APLICAR?

En línea en okpromise.org o pídele una solicitud a tu consejero escolar.

LA PROMESA

Después de cumplir los requisitos del programa, ganarás:

- La matrícula gratis en un establecimiento terciario público de carreras de dos años o en una universidad pública de cuatro años de Oklahoma.
- O-
- una parte de la matrícula en un establecimiento terciario privado o universidad privada acreditados.
- O-
- una porción de la matrícula para los programas que reúnen los requisitos para recibir ayuda financiera federal en centros tecnológicos de carrera pública en Oklahoma.

(El monto de la beca La Promesa de Oklahoma no cubre cuotas obligatorias, libros, materiales, o alojamiento y comida.)

OBTÉN MÁS INFORMACIÓN



okpromise.org

okpromise@osrhe.edu

800.858.1840 o 405.225.9152

Pregúntale a tu consejero escolar



Programa creado por la legislatura de Oklahoma y administrado por Los Regentes del Estado de Oklahoma para los Estudios Superiores



¡APLICA EN LÍNEA HOY!

OKPROMISE.ORG

REQUISITOS DE LA ESCUELA SECUNDARIA

- Graduarse de una escuela secundaria o programa de educación escolar en el hogar (homeschool) de Oklahoma.
- Tomar los cursos requeridos para la admisión a la universidad (ver al lado) o cumplir con los requisitos de graduación de la escuela secundaria[^] y lograr al menos un promedio de calificaciones acumulativo de 2.50 (GPA) en esos cursos.
- Lograr por lo menos un promedio de calificaciones (GPA) acumulativo de 2.50 en todos los cursos del grado 9 al 12.
- Asistir a la escuela regularmente y hacer la tarea.
- Mantenerse alejado de las drogas y el alcohol.
- No cometer actos criminales o delictivos.
- Proporcionar información cuando sea solicitada.
- Reunirse con un funcionario escolar de manera regular para hacer un repaso del trabajo escolar y los registros escolares.
- Solicitar otra ayuda financiera durante el último año de la escuela secundaria (senior).
- Participar en las actividades de La Promesa de Oklahoma que te prepararán para la universidad.

Si no reúnes los requisitos para participar en este programa, habla con tu consejero escolar para obtener información sobre becas, subsidios y préstamos estudiantiles adicionales, o visita el sitio web de planificación para la educación superior de Oklahoma en OKcollegestart.org.

REQUISITOS DE LA UNIVERSIDAD

- Antes de recibir cualquier beneficio del programa en la universidad, el ingreso bruto ajustado federal (AGI) de los padres del estudiante no podrá exceder los \$100,000. Cada año en el colegio, los estudiantes que son aprobados por la promesa de Oklahoma serán requeridos para completar una Solicitud Gratuita de Ayuda Federal para Estudiantes (FAFSA), que se utilizará para determinar si el AGI federal excede los \$100,000. Para cualquier año que el AGI exceda los \$100,000, el estudiante no será elegible para recibir el beneficio del programa. El ingreso para estudiantes quienes están solicitando bajo la ruta de elegibilidad para maestros será basada en tamaño de la familia del hogar y el nivel federal de pobreza.
- Debes ser un residente de Oklahoma.
- Ser un ciudadano de los EE.UU. o estar legalmente presente en los Estados Unidos.
- Alcanzar los estándares normales de admisión para los alumnos que ingresan por primera vez al establecimiento terciario o universidad en la cual estás solicitando ingreso.
- Empezar a tomar cursos universitarios dentro de los tres años después de graduarte de la escuela secundaria.*
- No puede utilizar la beca para cursos remediales sin créditos académicos.
- No puede recibir la beca por más de cinco años consecutivos después de matricularse en la universidad.*
- La beca no puede usarse para otros cursos después de haber reunido los requisitos para un título de licenciatura.
- Usted no puede recibir pagos de becas por más de 129 horas de crédito académico a menos que el programa de grado exige más horas.
- Debes cumplir con la norma de Progreso Académico Satisfactorio (SAP) de la universidad en los requisitos de elegibilidad para recibir ayuda financiera federal.
- Un estudiante de colegio que es suspendido durante más de un semestre por motivos de conducta perderá la beca permanentemente.

* Los estudiantes en deber militar activo pueden ser elegibles para ciertas exoneraciones de estos requisitos.



CURSOS OBLIGATORIOS**

4 INGLÉS

(gramática, composición, literatura; debe incluir un componente de escritura integrado)

3 CIENCIA DE LABORATORIO

(biología, química, física u otra ciencia de laboratorio reconocida por el distrito escolar; los cursos de ciencia generales, con o sin laboratorio, no cumplen con este requisito)

3 MATEMÁTICAS

(de Álgebra I, Álgebra II, geometría, trigonometría, análisis matemático, pre-cálculo, estadística y probabilidad (debe haber completado la geometría y Álgebra II), el cálculo, las estadísticas correspondientes al programa de cursos avanzados pre-universitarios (Advanced Placement - AP)

3 HISTORIA Y EDUCACIÓN CÍVICA

(incluyendo una unidad de historia americana y dos unidades adicionales de las siguientes materias: historia, economía, geografía, sistemas de gobierno culturas no occidentales)

2 CURSOS ADICIONALES

de asignaturas previamente enumeradas o seleccionadas de: ciencias de la computación, lengua extranjera o cualquier curso de colocación avanzada (AP), psicología, sociología o cualquier curso concurrente de artes liberales y ciencias en una institución del sistema estatal

15 TOTAL DE UNIDADES REQUERIDAS

**Los estudiantes que reciben la educación escolar en el hogar (homeschool) que van a graduarse de una escuela secundaria no acreditados por la Junta de Educación del Estado de Oklahoma también deben alcanzar una puntuación compuesta de 22 o superior en el ACT de acuerdo con la ley emitida por ACT (incluidas las superpuntuaciones). Los puntajes de las pruebas ACT en el campus (residuales) no califican. También se considerará una puntuación equivalente en el examen SAT o CLT. Los exámenes CLT solo serán aceptados si se realizan en un centro de examen CLT o en un lugar físico donde se ofrezca educación.

[^]Estudiantes que no cumplan con los requisitos de admisión a la universidad podrían ser elegibles para la beca basada en los requisitos de graduación de la escuela secundaria. Se aplican tanto los promedios de calificaciones (GPAs) como los estándares de conducta. La beca sólo será disponible para el uso en centros tecnológicos de carrera pública y no es transferible a una universidad.