

Cristo Rey OKC Catholic High School

Parent and Student Handbook

2025 – 2026



Cristo Rey OKC's mission is to educate students of limited economic resources to become men and women of faith, knowledge, purpose, and service.

Disclaimer:

The policies outlined in this handbook represent a framework. This handbook is not exhaustive and should not

be considered comprehensive of all Cristo Rey Oklahoma City Catholic High School and Cristo Rey OKC Corporate Work Study Program, Inc (Collectively, "Cristo Rey OKC") policies. Statements in this handbook are subject to amendment at Cristo Rey OKC's discretion. Cristo Rey OKC will notify parents/guardians of significant changes when practical. Cristo Rey OKC reserves the right to make immediate changes to this handbook at its discretion.

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Section 1: Overview

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

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

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

Please read the Handbook and familiarize yourself with the contents. As a Cristo Rey OKC student, you are responsible for following school policies and procedures.

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

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 the open discussion of ideas and concerns. If students have an issue or concern, the first step should be to discuss these thoughts with a member of the Cristo Rey OKC staff. We encourage students to be as frank, open, and specific as possible. If, after discussing a concern with a staff member, the student feels s/he was unresponsive or that the issue was not resolved, discuss the concern with the Principal, Kinsey Genheimer (kinsey.genheimer@cristoreyokc.org). If this issue is related to the Corporate

Work Study, please discuss the concern with the Corporate Work Study Director, Brianne Webb (bwebb@crstoreyokc.org).

Mission Integrity

Cristo Rey OKC welcomes students of all faith backgrounds. Cristo Rey OKC has the responsibility to teach Catholic faith and morals in all fullness and 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 possible conflicts, as Cristo Rey OKC maintains mission integrity. Sincere questions seeking deeper understanding of the Catholic faith in practice 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 promised school learning environment offered for all students and by that choice, freely made, they are choosing not to remain a part of the school community. Cristo Rey OKC school administration will respect their decision accordingly and disenroll them from the school or decline to approve them for 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.
- To be free from physical harm while on school property. Everyone has the responsibility to be aware of building security. We will address all forms of intimidation and violence, in a respectful way.
- We do not tolerate threats, fights, intimidation, or corporal punishment.
- To our emotions. We are responsible for expressing our emotions appropriately and constructively.
- To not tolerate: verbal abuse, inappropriate public displays of affection, distasteful language or shouting on the campus.
- To our opinions, ideas and learning perspectives. We have the responsibility to be honest, express ourselves clearly, and listen actively to others.
- To not tolerate: verbal or written harassment or ridicule.
- To a school environment free of all forms of discrimination and harassment. We will monitor our actions and report instances of discrimination and harassment against others.
- To not tolerate: conduct that belittles or shows hostility toward an individual.
- To our own spirituality. We are expected to participate in all religious activities of Cristo Rey OKC while being tolerant of differing religious beliefs.
- To not tolerate: views or practices that compromise the human dignity of others.
- To a challenging learning environment that will allow students to realize their academic potential. Students are responsible for coming to class on time with the proper materials and being prepared to learn with a positive attitude. We all have the responsibility to protect each person's right to this learning climate.
- To not tolerate: tardiness, lack of preparation for class, unexcused absences, or academic expectations that are not met.
- To a clean and aesthetic school environment. We are personally responsible for contributing to the cleanliness and beauty of our campus.
- To not tolerate: spitting, littering, or defacing school property.

Parent Cooperation

While parents/guardians are their children's primary educators, Cristo Rey OKC is privileged to be a partner with them in their children's formation. Cooperation, trust, and support are essential for the fulfillment of this responsibility. Students and parents/guardians are required to sign our Student-Parent Handbook acknowledgement form, indicating they have read the handbook, accept, and support our philosophy, policies, and procedures, and will comply with them.

Under usual circumstances, a child is not to be deprived of a Catholic education because of the attitude of a parent/guardian. However, a situation could arise whereby an uncooperative or destructive attitude of a student's family may diminish the school's effectiveness in acting *in loco parentis*, and the child's retention would be incompatible with the school's philosophy. If, in the school's judgment, such a situation is evident, the family will be asked to withdraw the student from Cristo Rey OKC.

Academic Expectations

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

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

Course Credits

Cristo Rey OKC aligns its course requirements to the Oklahoma State Board of Education's stipulations. Students must successfully complete all courses to advance to the next grade level. Students may make up a maximum of two credits lost due to failure in a class(es). ***Class credit recovery is only available for Cristo Rey OKC students through our Credit Recovery Program, and there may be a cost associated with attending.*** The Credit Recovery Program allows students to earn high school credits in courses they did not pass, or students falling short of the required number of credits due to ***excessive absences***. The Credit Recovery School courses provide coursework that students can complete independently. Dates for the Credit Recovery Program will be communicated in advance and published in the school calendar. Cristo Rey OKC may ask students who do not successfully complete any course at the end of the academic

year or Credit Recovery Program to transfer.

Failure Policy and Summer School

To continue at Cristo Rey OKC, students must pass all courses with a grade at the end of each semester of 60% or higher. Students who fail any subject in either first or second semester **MUST** participate in credit recovery. Failure of more than two courses during the academic year may result in dismissal from Cristo Rey OKC. (See 3-4-5 Rule below.)

3-4-5 Rule

A student may be asked to transfer if (s)he fails three courses in any semester, four courses over two consecutive semesters, or five courses over their Cristo Rey OKC career. **This policy goes into effect beginning with the class of 2027.**

Grading Philosophy

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

We ask students to sometimes complete "prep work" or homework in advance of class. If a student chooses not to complete prep work or homework, they will earn a zero for that assignment.

If a student has not turned in an assignment, teachers will mark it Missing on PowerSchool and add a zero. We ask for no blank grades to be left, as this does not give an accurate picture of a student's performance. If it is a Check Point, once the time frame for a student to turn in the assignment has passed, please take down the missing flag.

Student Late Work Policy

Students will have a set amount of time to turn in formative assignments (Check Points) after the deadline. Students have no more than:

- Freshmen = 7 Days
- Sophomores = 5 Days
- Juniors = 3 Days
- Seniors = 1 Day 1st Semester/0 Days 2nd Semester

If the assignment is an Evaluative or Major Assignment, the infraction process outlined

below will be utilized.

Academic Infractions

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

- If a student does not turn in a major assignment or turns it in late, s/he will earn a Level I Academic Infraction; and the faculty member will establish an extended deadline. The student also will receive a maximum score of 80% as a 9th grader or 75% as a 10th-12th grader due to missing the original deadline. Students must complete a sheet reflecting on why the deadline was missed. **The sheet reflecting why the deadline was missed will be completed during mandatory Afterschool Detention (1 day).**
- If the student misses the extended deadline, s/he will earn a Level II Academic Infraction and will meet with the teacher to discuss extra means of support and a final extended deadline. The student also will earn a maximum as 65% as a 9th or 10th grader or 50% as an 11th or 12th grader due to missing the second extended deadline. **An additional sheet reflecting why the second deadline was missed will be completed during mandatory Afterschool Detention (2 days).**
- If the student still does not turn in the assignment, s/he will earn a Level III Academic Infraction. The student and their parents will discuss with an administrator further consequence. The student also will receive a 50% maximum as a 9th or 10th grader, 40% maximum as an 11th grader, and 30% maximum as a 12th grader. **Saturday School may be assigned for the Level III Infraction**

Cristo Rey OKC records each infraction in the student's academic record. The school will notify parents/guardian of each infraction to ensure awareness of the child's failure to meet deadlines. If a student accumulates more than four academic infractions of any level, an administrator will meet with the student and his/her parent/guardian. The school may place the student on a performance improvement plan or may require the student to appear before the SAR.

Grading Scale

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

College Prep Standard Scale	Advanced Placement (AP)
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% (0.0QP)	0-59% (0.0QP)

Academic Honors

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

- **President's Honor Roll:** GPA of 3.9 or higher
- **Principal's Honor Roll:** GPA of 3.75 to 3.89
- **Dean's Honor Roll:** GPA of 3.6 to 3.74

Academic Honors at Graduation

- **Valedictorian:** Top ranking student using weighted cumulative GPA
- **Salutatorian:** Second ranking student using weighted cumulative GPA
- **Summa Cum Laude:** Weighted cumulative GPA of 3.9 or higher
- **Magna Cum Laude:** Weighted cumulative GPA of 3.75 to 3.89
- **Cum Laude:** Weighted cumulative GPA of 3.75 to 3.89
- **Excellence in a subject:** English, math, science, history, theology, and world language

Peer Tutoring

Cristo Rey OKC encourages students to become peer tutors. Peer tutors must have a GPA of 80% or above in the class for which they would like to be a peer tutor. Teachers of potential peer tutors will be asked to confirm that the student has shown leadership, good classroom behavior, and has an acceptable grasp of material. Peer tutors will undergo training with an academic administration staff member. The school expects peer tutors to attend occasional follow-up training throughout the year to receive tips and suggestions for effective peer tutoring. The school expects peer tutors to be open to growth and feedback as they hone their teaching skills.

Mandatory Academic Support (Tutoring)

During the year, the academic administration will run grade checks for all students every Thursday. *(Students that have earned a grade of 66% - 69% will be required to attend Academic Success Hour for that subject.)* Students who have earned grades below 66% will be required to attend tutoring with the teacher in the subject area in which they have a grade below 66%. Tutoring will be held on Mondays, Tuesdays, and Thursdays according to the day the teachers schedule their tutoring. Mandatory Academic Support sessions (Tutoring) strive to provide individualized and small group support to struggling students.

We will notify parents/guardians if their student is placed on Mandatory Academic Support via email and/or PowerSchool Unified Home.

Academic Needs

Cristo Rey OKC does not have a designated Special Education program. Students seeking admission to the school with Rehabilitation Act Section 504 documentation, IEP (Individualized Education Program) documentation, long-term medical/health/behavioral documentation, or requests for special student accommodations that significantly alter the regular classroom process may undergo an application review. Relevant educational reports or records of diagnosis, where applicable, must be provided upon request. Cristo Rey OKC provides reasonable accommodations to all students with supporting documentation like a school or private evaluation. The school does not offer a special education program and can provide only limited accommodations to support emotional and academic success. Consequently, not all accommodation in a student's IEP or 504 Plan can be provided. **Contact the Dean of Academic Support and Accountability, Ms. Orlene Chaney, at orlene.chaney@cristoreyokc.org, with any questions.**

Academic Honesty

Consistent with our Catholic values and academic integrity, 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) is responsible for maintaining academic honesty. Cristo Rey OKC believes all academic work should be the independent product of a student. The goal is to learn, not to bypass learning (College Board 59)! Our teachers work to create We stand firm against academic dishonesty in all forms including copying or cheating from another student's work, plagiarism (offering someone else's ideas or work as one's own), or irresponsible use of Generative AI using Chat GPT or other Large Language Models (LLMs).

Copying and Cheating

Students should not lend their work to others. If a student seeks assistance, the student providing it should do so in person with active guidance and explanation seeking for the student to understand not just complete the work. Written work should not be passed from one student to another this includes pictures, sharing of documents for reference, or any similar action. Any student ignoring this requirement and providing his/her answers or work to another will equally share responsibility and consequences.

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

Plagiarism

Plagiarism includes using another's work, words or ideas as one's own. Proper citing and giving credit to the owners of thoughts or expressions is a critical aspect of student growth and development as writers. Students must use correct citations including quotations marks and works cited for any referenced ideas.

1. If a student plagiarizes on a homework or checkpoint assignment, s/he will earn a Level I Academic Dishonesty Infraction and will receive no credit for the assignment. The student is still responsible for re-doing the assignment for no credit.
2. If a student plagiarizes on an evaluative or major assignment, he/she will earn a Level II Academic Dishonesty Infraction. The student and their parents/guardian will be asked to meet with the principal, and further consequences will be discussed. The student also will receive no credit for the assignment or part of the assignment. An infraction of this level will remain in a student's official academic record and may be cleared after two semesters, if there are no other academic dishonesty infractions of any type during that time.

Generative AI

Generative AI including ChatGPT and other similar Large Language Models is an ever evolving technological development. These supportive technologies must also be used responsibly. See guidance adapted from College Board AP Seminar on acceptable use in Appendix E.

1. If a student utilizes generative AI on a homework or checkpoint assignment, s/he will earn a Level I Academic Dishonesty Infraction and will receive no credit for the assignment. The student is still responsible for re-doing the assignment for no credit.
2. If a student utilizes generative AI on an evaluative or major assignment, he/she will earn a Level II Academic Dishonesty Infraction. The student and their parents/guardian will be asked to meet with the principal, and further consequences will be discussed. The student also will receive no credit for the assignment or part of the assignment. An infraction of this level will remain in a student's official academic record and may be cleared after two semesters, if there are no other academic dishonesty infractions of any type during that time.

Cristo Rey OKC records each academic dishonesty infraction in the student's academic record. The school will notify parents/guardian of each infraction to ensure awareness of the child's instances of academic dishonesty.

Level I Academic Dishonesty Infraction will result in two days of Afterschool Detention or In School Suspension, and the student will write a paper on the area of Academic Dishonesty, ex. Cheating, Plagiarism or Generative AI.

Level II Academic Dishonesty Infraction will result in a Saturday School and possibly Out of School Suspension, and the student will write a paper on the area of Academic Dishonesty, ex. Cheating, Plagiarism or Generative AI.

If a student accumulates more than four level I academic dishonesty infractions per year, an administrator will meet with the student and his/her parent/guardian. With an additional Academic Dishonesty Infraction at any level after receiving a Level II Academic Dishonesty Infraction, the school may place the student on a performance improvement plan or may require the student to appear before the SAR. Cristo Rey OKC reserves the right to pursue further discipline, including dismissal from the school, at the discretion of an administrator and the teacher if a student earns multiple Academic Dishonesty Infractions.

Grading Periods

Cristo Rey OKC splits the academic year into two semesters – fall and spring. Each semester has two quarters. Semester grades are calculated using the percentage calculations below. Students may earn 0.5 credit per class, per semester.

For grading period, there is a “false bottom” on grades. Freshmen cannot earn below 50% at the end of each grading period. Sophomores cannot earn a grade below 40% at the end of each grading period. Juniors cannot earn a grade below 30% at the end of each grading period.

Semester Grades

	Freshmen	Sophomores	Juniors and Seniors
This percentage of the grade is composed of teacher grades in the categories listed below: Prep Work / Homework 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

Exemptions from semester exams can be earned by juniors and seniors for the second semester. To qualify for an exemption from a final, a student must have 95% or above attendance in the class for the semester and a 90% or above grade for the semester (85% or above grade if the class is an AP class). For attendance, this includes excused and unexcused absences with only the exception of School-Approved Field Trips or properly scheduled and executed college visits.

Course Catalogs

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

Freshmen	Sophomores	Juniors	Seniors
<ul style="list-style-type: none"> English 1 Math 1 / Math 2 Physical Science Oklahoma History Theology 1 Technology (Microsoft Certification) or Art I Spanish 1 or Heritage Spanish I 	<ul style="list-style-type: none"> English 2 Math 2 / Math 3 Chemistry AP World History Theology 2 Start-up Technology Spanish 2 or Heritage Spanish II 	<ul style="list-style-type: none"> AP English Language and Composition Math 3 Biology U.S. History Theology 3 <p>AP options:</p> <ul style="list-style-type: none"> AP U.S. History AP Precalculus AP Spanish Language and Culture AP Spanish Literature and Culture 	<ul style="list-style-type: none"> English 4 Algebra 3 Anatomy and Physiology/ Geology U.S. Government Theology 4 <p>AP options:</p> <ul style="list-style-type: none"> AP English Literature and Composition AP Calculus AB AP Precalculus AP Environmental Science AP Government and Politics AP Spanish Literature and Culture

Section 4: Technology Policy

Overview

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

Computer/Internet

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

The Opportunities and Risk of Technology Use

Access to technology brings the availability of material that may not be of educational value in the context of the school setting or may be harmful or disruptive, because information on networks is transitory and diverse, Cristo Rey OKC cannot completely predict or control what students may access. Cristo Rey OKC believes that the educational value of the use of technology resources outweighs the potential of students encountering material that is not consistent with the educational goals or values of Cristo Rey OKC.

Parents and guardians are advised that determined users may be able to gain access to information, communication and/or services on the internet to which Cristo Rey OKC has not authorized for educational purposes and/or their parents/guardians may find inappropriate, offensive, objectionable and/or controversial. Parents/guardians assume this risk by consenting to allow the student to participate in technology resources.

Privileges and Responsibilities

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

Responsibility Use of Technology

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

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

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

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

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

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

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

Lost/Stolen or Damaged Technology or Accessories. If the student's technology or accessories are lost or stolen, this must be reported immediately to a member of Cristo Rey's academic or leadership team. Similarly, if technology or accessories are damaged, this too must be reported immediately. Every effort will be made to provide a loaned device to a student until their assigned device can be repaired or replaced. Lost accessories, such as power chargers, can be purchased directly from Cristo Rey in our office. Prices are subject to change, based on the prices offered by a Cristo Rey OKC approved vendor at the time of purchase.

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

The names and postings of faculty or students who use social networking sites, on- or off-campus, may be directly or indirectly associated with Cristo Rey OKC. Postings on social networks must not include inappropriate images or negative remarks about anyone in the Cristo Rey OKC community or the school itself. Cristo Rey OKC reserves the right to monitor social networking sites and, in certain instances, request that questionable content or media be removed by the user. Inappropriate online behavior will be treated no

differently than offline behavior. Students in violation of the Social Networking policy, whether on- or off- campus, will be subject to formal disciplinary action in accordance with the Student Code of Conduct.

Cyberbullying. Cristo Rey OKC strives to provide a safe, secure, and comfortable learning environment. Cyberbullying is the use of technology, whether school-owned or not, to engage in deliberate behavior that harms, exploits, harasses, threatens, mischaracterizes, or intimidates others. Cyberbullying negatively impacts student learning and disrupts the orderly operation of the school. The posting of messages, videos, or images online that promote racism, sexism, violence, immoral or illegal activities or conduct counter to the mission of the school and the Catholic Church are not acceptable from a Cristo Rey OKC Catholic School student and will be addressed. Students engaging in any form of cyberbullying, on- or off-campus, will be subject to formal disciplinary action in accordance with the Student Code of Conduct, up to and including expulsion.


Cyberbullying will not be tolerated under any circumstances. This includes, but is not limited to, the following:

- Sending mean, embarrassing, or threatening messages via e-mail, instant messaging (IM), text messaging, or other network tools.
- Stealing another person's login and password to send mean, embarrassing, or threatening messages from his/her account.
- Spreading rumors about others through e-mail, instant messaging, text messages, or other network tools.
- Using a website or social-networking account that targets another student or other person(s)
- Sharing fake or embarrassing photos or videos of someone with others via a cellular device or the internet.

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

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

2. **Record It**

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

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

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

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

Plagiarism and Copyright. Illegal activities are forbidden. Students, faculty, and staff must abide by all copyright regulations, including those applicable to software and media.

Security and Personal Information. Students, faculty, and staff must use only their assigned account when accessing the network or Internet. Usernames and/or passwords are not to be shared with others under any circumstance. Students should not reveal their personal address, phone numbers, social security numbers, or other personal details. A faculty member should be notified of any security problem.

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

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

Mobile Devices. Cell phone use is restricted 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.

Disruption of Network and Technology. The Internet must not be used in a manner that is disruptive to others or that interferes with the operation of Cristo Rey OKC's networks and online educational accounts. This includes, but is not limited to, uploading, or creating computer viruses, unauthorized use of another's account or device, malicious hacking,

attempts to harm or destroy hardware and/or data of another user and prolonged non-educational use of bandwidth resources (i.e., video or audio streaming).

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

Disciplinary Action

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

Privacy

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

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

Safety

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

Students must secure prior, written approval from a Cristo Rey OKC staff member before joining bulletin boards or chat rooms. We encourage parent(s)/guardian(s) to have frank discussions with their students about Catholic values and how those beliefs should guide the students' activities while using Technology Resources. Every student and his/her parent/ legal guardian must sign the Student Acceptable Use Policy, and every student must abide by its policies.

Personal Electronic Devices

Cell phones and personal electronic devices should always be stored in the student's backpack out of view of the teacher and turned off. If a phone or electronic device is seen, then the phone or electronic device will be collected by the teacher or staff member. Then the teacher will inform the Principal and Dean of Academic Support and Accountability. **At no point are cell phones or other electronic devices permitted while standardized testing is in progress. Failure to observe this rule regarding standardized tests and electronic devices will result in immediate suspension, contact of parent/guardian, and turning the test over to the testing officials.**

Cristo Rey OKC does not permit the use of cell phones or electronic devices inside the chapel or at the workplace.

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

If a student has been granted permission to use an electronic device and s/he "abuses" that privilege by engaging in any activity other than purpose for which permission was granted, that student risks further consequences and confiscation of that device by Cristo Rey OKC for a period which will be at the discretion of Cristo Rey OKC.

If a student is asked to hand over a device by an administrator and s/he refuses, creates an incident, or argues against the request, he or she risks further corrective action at the discretion of Cristo Rey OKC personnel.

Cristo Rey OKC follows the following protocols regarding electronic devices and related accessories: **(Resets for each semester)**

- **1st Offense:** Warning and item(s) are returned to student
- **2nd Offense:** Parent will pick up item(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 phone 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's doors open at 7:15 am. All students should be in school, seated in their classroom by 7:50 am when school begins. Students are tardy if not in their appropriate destination by 7:50 am.

The school building closes to students every evening at 5:00 p.m., unless they are participating in a supervised activity or sport.

All unsupervised students must have departed by that time. Parents and guardians should ensure that their child(ren) have been picked up by 5:00 p.m. or that alternative transportation has been arranged.

Daily Work Schedule

On their assigned workday, student workers must be in full uniform (See Uniform Policy). Work transportation leaves promptly at 8 am. CWS will not hold work transportation for tardy students.

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 1st - 8th	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/guardian must call Cristo Rey OKC at (405) 698-1300 or email the school at attendance@crstoreyokc.org, if s/he anticipates his/her student may be late to school. A parent/guardian must call CWS at CWSP@crstoreyokc.org if s/he anticipates his/her 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

Cristo Rey OKC requests that parents/guardians schedule medical and dental appointments during non-school and non-CWS hours. If that is not possible, the student

must provide a verifiable doctor's note immediately upon his/her return to school. If a medical note is provided after the close of a 9-week grading period, it will not be accepted as an excused absence. **Appointments cannot be made on workdays.** Students are only allowed three excused dentist/orthodontist appointments per year. Please schedule these appointments around school and work hours. Any additional dentist/orthodontist appointments, even if accompanied by a doctor's note, are not excused. In a routine medical appointment, students are expected to attend school before and/or after the appointment. An entire-day absence will not be excused for a partial-day medical appointment. For example, if a doctor's note indicates that a student was only at the appointment in the morning, the student's absence in the afternoon will not be excused.

Parents/guardians are expected to inform the school of any medical or dental appointments in advance by calling (405) 698-1300 or emailing attendance@cristoreyokc.org. "In advance" is defined as: for an appointment that will require a student to arrive at school late, a parent/guardian must contact the school before 8 am.

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

Juniors may be excused for up to two school days and seniors may be excused for up to four days for college visits. The absence(s) will only be considered excused if the student returns the required, signed form following the policy in the handbooks section titled Steps for College Visit. Any absences beyond two days will not be excused. Absences from college visits on workdays will not be excused. See more details under "College Visit Protocol" under Section 12: College Counseling.

In the event of a funeral, students will be excused for up to two days for the death of an immediate family member. Immediate family refers to a person's parents, guardian, grandparents, aunts, uncles, siblings, cousins, and person living in the home. This definition includes step, half, and adopted family. Any absences beyond two days will not be excused.

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

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.

Upon returning to school after a CWS absence, the student worker must report to the CWS office with a note from their doctor or parent/guardian regarding their absence. If a note is not received

in the CWS office within three days of returning to school, the absence will automatically be counted as unexcused.

Absences from Work

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

Any absence from work – in full or in part – will be made up, regardless of the reason for the absence. If a student worker will be absent from work on an assigned workday for any foreseen reason, a parent or guardian must notify CWS three or more days in advance. If a student worker will be absent from work on an assigned workday for any unforeseen reason, a parent/guardian must notify CWS of the absence before 7:30 am that day. CWS may be reached at (405) 698-1300 or CWSP@cristoreyokc.org.

Repeated absences from work may result in a phone call or meeting with student's parent or guardian. If continued, student may also be put on a Performance Improvement Plan.

Make-up day requests must be sent to the supervisor within 1 business day of the missed workday. To schedule a make-up day, the student worker must use the protocol set in place by CWS. This protocol will be taught to the student workers at the beginning of the year. **Student workers will be assessed a \$150 fine for any absence from work and receive zeros for the grades they would have earned that day.** The fine and the zeros will be removed upon successful completion of the work make-up day. If the student fails to make up a missed day of work, whether excused or unexcused, by the designated deadline from the published Academic Calendar, s/he will receive a zero for that day, which could result in a failing grade from CWS, termination from CWS and dismissal from Cristo Rey OKC.

To pass CWS for the year, all makeup days and fines must be fulfilled by the time grades are due.

Early Release from School or Work

In the event a student must leave school early, their parent/guardian should call or email the school in advance of the anticipated student pick-up time. The phone call or email should state the reason for requesting an early dismissal and a time dismissal is requested. When the parent/guardian or approved adult arrives at Cristo Rey OKC, the student will report to reception to be signed out and the student will be dismissed. The parent/guardian must come to Cristo Rey OKC and sign out his/her son/daughter in person for the student to depart early from school.

A student worker will not be released early from work under any circumstances. Early school dismissals and half-days do not apply to students who work on those days.

Students are expected to complete a full day of work regardless of any special school day scheduling.

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

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

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

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

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	Admin./Parent/Student Meeting
12	Unexcused	Credit Discussion- Admin./Parent/Student Mtg.
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 class, a student is required to attend 90 percent of each class offered, regardless of whether the student's absences are **excused or unexcused**. The number of days the class is offered will depend on the academic year calendar and the student's workday. A student who attends class less than 90% of the days the class is offered

cannot receive credit unless the registrar finds that the absences are a result of extenuating circumstances or can be made up during a designated time. If a student is denied credit by the registrar, the student may appeal the decision to the principal. The student may, instead, make up the credit during the summer school program, with the student's family bearing the financial cost.

When students are not on pace (four absences within a nine-week period) or have failed to meet the requirement of 90% attendance, they will be assigned seat time.

- For excused absences with proper documentation, students will be scheduled for Seat Time after school, but if the total absences are too many to make up after school, the student will be required to attend Saturday School.
- For unexcused absences, students will make up time during Saturday School from 8:30am – 12:30pm. Students will be required to dress in regular school uniform.
- For unexcused tardies that result in absences, students will make up time during Saturday School from 8:30am – 12:30pm. Students will be required to dress in full uniform.

Extended Absences Due to Illness or Injury

Extended absences due to illness or injury will be addressed on a case-by-case basis. Parents must notify Cristo Rey OKC as soon as possible. Medical Excused Absences may be applied to if extended absences (three or more days) due to severe or chronic illness or injury. For severe illness, the student must provide documentation to school administrators within two weeks of returning to school. For chronic illness, documentation must be provided to school administrators to waive the absences.

Truancy

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

Illness at School or at Work

If a student becomes ill at school, the student should ask permission to go to the main office. If Cristo Rey OKC determines that the student should not remain at school, Cristo Rey OKC will call the parent/guardian to release the student to his/her care. If a school staff member cannot reach a parent/guardian or emergency contact, the student will remain in the main office until either the end of the day or until staff can reach a parent/guardian. The absence will be marked as an excused absence when sent home by Cristo Rey OKC. However, if a student calls a parent/guardian from his/her cell phone, instead of calling from the main office, the parent/guardian will need to speak with a school administrator before taking the student home. Additionally, this absence may not be counted as an excused absence.

If a student becomes ill or injured at work, the student's supervisor, not the student's family, should contact a Cristo Rey CWS staff member or nurse, who will assess the situation. If deemed appropriate, CWS staff or nurse will work with the student to contact student's parent/guardian to arrange for the student to be picked up from their place of employment. If staff or nurse cannot reach a parent/guardian or emergency contact, the student will be brought to Cristo Rey OKC until the end of the school day or until CWS can reach a parent/guardian. Students will be required to make up the workday.

A student who is feeling seriously ill before school or during morning check-in should not go to work, and CWS will use its discretion to decide if the student should stay at school or be sent home.

Pregnancy

If a student think there is a possibility, she may be pregnant, she needs to inform the school nurse or other school staff before taking any school provided over-the-counter medication, such as Ibuprofen, Pepto Bismol or allergy medication.

Cristo Rey OKC Catholic High School is committed to providing an environment in which all students can experience support, understanding, and compassion. In keeping with this commitment, in the event that a student becomes pregnant, Cristo Rey OKC will work with the student, her parent(s) or guardian(s), the Principal, and the Mental Health Counselor(s) to determine how to best meet the social, spiritual and academic needs of the student.

The student may continue her education at Cristo Rey OKC as long as she, her parent(s) or guardian(s), and the Principal feel it is in her best interest and the best interest of the school. If the student decides to temporarily continue her education elsewhere, she may still receive her diploma at graduation provided the necessary graduation requirements are agreed upon and have been met.

During her pregnancy, Cristo Rey OKC may require counseling for the student and the child's father, should he also be a Cristo Rey OKC student. In this instance, the school may provide a referral to outside counseling. However, each student and his/her family are responsible for meeting the financial obligations for this counseling.

Holidays

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

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

Inclement Weather Policy

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

If you have any questions, please call (405) 698-1300 or contact the Principal.

Section 6: Dress Code and Appearance Guidelines

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

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

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

Items denoted with an * below must be purchased through Flynn O'Hara.

Item	Requirements	Notes
Shirt *	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. Black shoes with logos or symbols that are not black are not allowed.	Students are required to wear black dress shoes on workdays. Only dress shoes 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 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 / Hats	Not to be worn inside of the building.	
Tattoos / Facial piercings	Tattoos cannot be visible. Facial piercings are not allowed.	
Hair styles	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.	Seniors can wear their CROKC pendant.
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.	All jeans and khaki pants must be free of holes and tears. Sweatpants, athletic pants, and joggers are not allowed.

	Students may also wear hoodies and jackets, but all hoodies and jackets must also be Cristo Rey, CWS partners, or represent a college.	Crocs are also not allowed.
Dress down days	<p>If a student chooses not to wear their uniforms, students may wear school appropriate shirts, jackets, and pants.</p> <p>All jeans/khakis must be free of holes and tears. Sweatpants, athletic pants, and joggers are not allowed.</p> <p>Crocs are also not allowed.</p>	Some dress down days is free and some dress down days cost money to participate in.

Dress Code Specifics for Young Women

Item	Requirements	Notes
Hair styles	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	<p>Skirts must fit appropriately and be worn at the waist.</p> <p>Skirts should be about fingertip length, which means they should reach to the fingertips of the extended arm.</p>	Skirts are not permitted on workdays.
Make-up / Fingernails	<p>Make-up must be in natural colors and styles. Bold lipstick or excessive eye makeup is not permitted.</p> <p>Fingernails should be of moderate length.</p>	<p>Eye shadow must be soft, neutral colors.</p> <p>Fingernails that are distracting, interfere with working or learning may be asked to be modified.</p>
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
Hair styles	<p>Hair should be above the collar and above the eyebrows. No mohawks or buns are permitted.</p> <p>Sideburns are not permitted.</p>	<p>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.</p> <p>Special exceptions may be granted by the President for cultural and/or religious reasons.</p>
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.	Belts must be visible. Fabric or riveted belts are not allowed.

	Suspenders may be worn in lieu of a belt.	
Earrings	Not allowed.	

Acceptable shoes – It does not matter what the brand is, if it is all-black closed-toes shoes.



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, they will not be allowed to go to work until the dress code violation is removed or until the hair grows and the design or color is no longer visible. The student will be required to attend school in their work uniform on the days they miss work, and they will still be required to make-up the missed workday(s). If the missed workday is NOT made up the student will be fined \$150 per day missed from workday.

Section 7: Code of Conduct

It is everyone's responsibility to act in an honest and forthright manner regarding all school and workplace concerns; to treat co-workers, supervisors, students, families, board members, sponsors, volunteers, and visitors with respect; and to conduct oneself in a moral and ethical manner consistent with Catholic principles.

In keeping with our mission, it is vital to consistently maintain the highest ethical standards. Students should avoid situations that present an actual, perceived, or potential conflict between your interests and the interests of Cristo Rey OKC. Students must not engage in activities that may conflict with the interests of Cristo Rey OKC, create the appearance of impropriety, or impede the student's job or school performance.

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

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

Positive Peer-Leadership

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

- Exhibiting respect for God, others, and self
- Exhibiting respect for personal, school, and others' property
- Possession of required materials and timely completion of homework assignments

- Cooperation with classroom procedures
- Timely completion of class work
- Performance to the best of one's ability
- Attention and respect always, particularly during Cristo Rey OKC assemblies
- Respect for class and office work shown by maintaining appropriate volume and tone during conversations

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

Students begin the year with the same expectations and privileges, and it is up to the students to demonstrate they can handle the responsibilities associated with such privileges. Students unable to demonstrate such responsibility are subject to the following discipline procedures through the System of Accountability.

Cristo Rey OKC recognizes that students work best in an environment with fair and reasonable practices and performance standards that are clearly understood and consistently administered. Occasionally, a student may not meet the standards and expectations of Cristo Rey OKC. In these cases, the System of Accountability may be used for any needed resolution. Cristo Rey OKC and CWS follow but are not limited to the exact order of the suggested courses of action found in the System of Accountability.

The corrective action process consists of four distinct responses, each supporting improvement and behavior correction, and a warning of escalating consequences if improvement does not occur. However, Cristo Rey OKC may, in its sole discretion, eliminate any or all of the steps listed below.

Classroom Accountability

Immediate Consequence - Minor discipline issues warrant an "Immediate Consequence." These may be any issue that causes disruptions to the classroom or school environment. Multiple immediate consequences may lead to a classroom or administrative accountability meeting.

Classroom Accountability Meeting – Classroom accountability meetings are assigned by teachers as natural consequences for continued inappropriate behavior or rule violation.

The meetings will be initiated and supervised by a classroom teacher.

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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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

- 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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: Afterschool Detention	<ul style="list-style-type: none"> Ex. Kissing, inappropriate touching etc.
Inappropriate Use of Technology	Min: Warning/In school suspension Max: Expulsion	<ul style="list-style-type: none"> Inappropriate illicit or graphic websites: bypassing school/workplace filters Refer to the full policy on Technology Use in school handbook
Cutting Class	Min: Afterschool Detention Max: Saturday School/In School Suspension	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Homemade foods or beverages cannot be served, sold or distributed to students

		<p>due to student allergies and other safety concerns.</p> <ul style="list-style-type: none"> 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	<p>Min: Afterschool Detention/2-3 days In- school suspension</p> <p>Max: Expulsion</p>	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<p>Min: 2 – 3 days of In-school suspension</p> <p>Max: 3 days out of school suspension</p>	<ul style="list-style-type: none"> 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	<p>Min: 3 – 5 Days Out of School Suspension</p> <p>Max: Expulsion</p>	<ul style="list-style-type: none"> Repeated taunting, intimidation, etc. (includes cyberbullying)
Hate Speech	Automatic: 4 Days Out of School Suspension, \$150 CWS Fine for Missed Day	<ul style="list-style-type: none"> 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	<p>Min: 3 – 5 Days Out of School Suspension</p> <p>Max: Expulsion</p>	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Includes representation through language, signs/symbols, handshakes, etc. Loitering or congregating to cause disruption or intimidate an individual/group.
Verbal Altercation (Major)	Min: 3 Days Out of School Suspension Max: Expulsion	<ul style="list-style-type: none"> An argument, dispute or altercation that 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 with escalating consequences based on the severity of the incident or repeated instances of the same incident.

After School Detention: After School Detention can be served on Wednesdays, and Fridays from 3:35 – 4:15 pm. If a student does not complete their After School Detention by the end of the month, s/he will automatically receive a Saturday School.

Saturday School: Saturday School will be assigned for specific incidents, and/or failing to complete After School Detention in the month they were earned. Students must attend Saturday School from 8:30 am – 12:30 pm on the monthly date assigned 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 very serious offenses. When a student is suspended, the following procedures will be followed:

- The student's parent or guardian will be called to notify them of the suspension. The parent or guardian will be asked to pick up the student from the school immediately.
- The student, during his/her time of suspension will NOT be allowed to participate in any school functions.
- Academic work missed during a suspension may be made up following a student's return. The student is given the same number of days as he/she was suspended to complete make-up work. Failure to complete make-up work within the expected timeframe will result in a failing grade.
- Repeated suspensions will lead to further consequences, up to and including expulsion.
- Students may have a combination of Out-of-School Suspension (OSS) and In-School Suspension (ISS), at the Principal and/or Dean of Academic Support and Accountability.

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 cause for Disciplinary Probation include, but are not limited to, the following:

- Multiple occurrences of the same incidents/violations
- Inappropriate Use of Technology
- Verbal and/or Physical Altercation
- Any situation that puts the students, faculty, staff and school community in a dangerous or unsafe environment.
- When initiating Disciplinary Probation, the Principal and/or the Dean of Academic Support and Accountability will meet with the student and his/her parent or guardian to establish a written contract outlining behavioral expectations. The student and his/her parent or guardian will be required to sign this agreement. The aim of Disciplinary Probation, as with all other consequences, is to correct misbehavior so that the student may be returned to good standing. Failure to comply with the terms of Disciplinary Probation may result in a SAR Hearing to determine if the student can remain at Cristo Rey OKC and/or immediate expulsion.

Student Accountability Review (SAR)

The SAR is the most serious and potentially final step in the System of Accountability. The

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

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

Action 1: Student continues at Cristo Rey OKC following expectations of student and family contract.

Action 2: Dismissal from Cristo Rey OKC

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

Gum Chewing

Chewing gum can have a positive impact on cognitive performance, mood, and wellbeing. Conversely, gum can also be destructive to schools due to improper disposal, and improper visibly chewing gum through smacking, blowing bubbles, or chomping is unprofessional.

Chewing gum will be allowed if there are no more than 3 "strikes" in a quarter with instances of gum seeing on any school property including desks, chairs, floors, sidewalks, vans, or any school equipment or property.

Violations of this rule will be sent to the community as an opportunity for correcting the behavior collectively.

Gang Activity

Gang affiliation is contrary to the Cristo Rey mission, dangerous for students, harmful to the safe learning environment, and destructive to the community and families we serve.

Therefore, students are subject to immediate suspension or expulsion for gang membership, affiliation, or behavior as evidenced by but not limited to the following: gang graffiti or tagging; representation of gang affiliation by way of colors, symbols, signs, gestures or clothing at any time or place, including online; overt or covert recruitment of students for gang membership or activity; violence of any kind, including verbal threats or physical harassment; membership, association or affiliation in gangs or gang-like organizations; tattoos indicating affinity or affiliation with gangs or gang-like organizations; and eyebrows with slashes or other unnatural markings.

Illegal Drug Use and Controlled Substance Abuse

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

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

Includes but not limited to the following illegal drugs: marijuana, vaping, edibles, etc.

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

In addition, if a student is arrested for any reason, that student must notify the principal within five calendar days of the arrest. Should a student violate any aspect of this policy, the student may be subject to corrective action up to and including expulsion.

Drug/Alcohol Offense Consequences: Substance Abuse

1. Possibility of three to five days out of school suspension.
2. A Drug/Alcohol dependency assessment and consultation by the School Mental Health Counselor. This assessment must be completed within ten school days or two weeks of request. A parent may be required to participate in the assessment. Student will participate and complete a six-week substance abuse psychoeducational program on campus after school.
3. Attendance at an appropriate student education series may be required. This will be at the expense of the parent/guardian.
4. Suspension from all school extracurricular activities, including practices and games for 15 days.
5. Following the student's suspension from Cristo Rey OKC Catholic High School, he or she will be placed on a disciplinary agreement for the remainder of the semester in which the offense occurred as well as the next semester. Any student on a disciplinary agreement for substance use or possession can be tested at any time during the agreement's term. Expenses for any of the above-mentioned items will be the responsibility of the parent.

Drug/Alcohol 2nd Offense Consequences

Repeat offense of the drug and alcohol policy at Cristo Rey OKC Catholic High School places the student in serious jeopardy of being able to remain a student at the school. The administration will meet with the student and parents to determine the nature of the offense and the subsequent consequences. If the student can return, they will be placed on a disciplinary agreement for the entire time they remain enrolled at the school. The

agreement will include regular drug testing, counseling with documentation and suspension from extracurricular activities for at least 30 days, and multiple days suspension from school or expulsion.

Smoking

Cristo Rey OKC maintains a smoke and vape-free environment for health, safety, and legal reasons. Smoking and vaping are prohibited while under the supervision of a Cristo Rey OKC employee or volunteer, or during the CWS workday. Smoking is prohibited on school premises by city ordinance. If a student violates this policy, they will be subject to corrective action, up to and including expulsion.

Violence of Any Kind

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

Weapons

Cristo Rey OKC prohibits weapons of any kind on school premises or at any school-sponsored event.

The presence of weapons poses a serious threat to the safety and well-being of students, staff and visitors. Therefore, possession, threat of a weapon, or use of a weapon in a school building or a vehicle on school grounds before, during or after school or at any school – sponsored activity is subject to administrative and /or legal action. All dangerous and/or illegal weapons shall be taken from the person and reported to the student's parents or guardian and law enforcement. Confiscation of weapons will be reported to the police.

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

Search and Seizure

School authorities reserve the right to inspect and search student bags, desks, electronic devices, parking lots, and other school property, as well as students' personal effects left in those areas by students, without notice to or consent of students and without search warrants. Cristo Rey OKC may confiscate inappropriate items at its discretion. Additionally, luggage, equipment bags or other personal items for school sponsored

activities or trips are also subject to inspection without notice or consent. Inappropriate items will be confiscated at the discretion of school officials and may be turned over to law enforcement.

All backpacks must be clear and storage items within the backpack must be clear including pencil bags and make-up bags. Items that are not clear including but not limited to sports bags, purses, etc. Will be subject to check as a safety precaution. If there is reasonable suspicion, physical backpack checks will occur at the discretion of school officials.

Year-End Review

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

Drug Testing

Cristo Rey OKC reserves the right to drug or alcohol test any student at its discretion. Since many job partners require drug or alcohol testing, results of the testing may be made available to job partners (in confidence) at their request. Any substances that are prohibited by federal law, **not state law**, are not allowed, will not be considered medication, and are inadmissible for use by students even with a note from a medical professional. This policy is applicable to all student activities.

Substance Abuse Policy

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

Considering this commitment, students attending Cristo Rey OKC Catholic High School will be subject to:

1. Random drug and/or alcohol testing
2. Drug and/or alcohol testing due to reasonable suspicion
3. Search of student's belongings by drug-detecting dogs and other means.

A canine service can be employed by the school to deter students from bringing illegal substances onto campus. Students found to have illegal substances are subject to all Substance Abuse Consequences.

The cost of random testing will be absorbed by the school, while reasonable suspicion testing may

be the parent/guardian's responsibility.

Random Testing

Collection Process

If selected, a student must provide a hair, urine, or oral fluids sample at the designated CROKC collection site. The sample required will be at the school's discretion.

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

*Too much water consumed prior to collection.

Requirements for 1st Positive Result

All test results are kept in the strictest of confidence between the testing agency, the school's President, Academic Leadership Team, Director of Corporate Work Study, and School Nurse. The parent/guardian of a student is notified by the principal if their student's test results are determined to be positive. Any student who has a positive test result is subject to the following requirements.

1. Students and parents or guardians will meet with the principal to determine follow-up services. These services may include:
 - Assessment by school's mental health counselor.
 - Attendance at a local student educational series deemed appropriate by the President or Principal. The cost of the program will be at the expense of the parent/guardian.
 - Counseling or peer support group-student may be asked to participate in counseling to address underlying causes of drug usage. The cost of counseling services will be at the expense of the parent/guardian.
2. The student will be subjected to a follow-up urinalysis (UA) performed at the school by the testing agency unless directed otherwise. This test will occur 30–45 days after confirmation of the initial positive, although the school reserves the right to test at any point if deemed appropriate. Results of this test are expected to return as negative or show diminished levels, indicating no further usage.
3. If a student is involved in athletics at the time they receive a positive test result, for illegal drug use, the right to participate in sports activities will be lost and to be reinstated the student will be required to obtain a doctor's release within a prescribed time designated by the Principal before being allowed to resume athletic activity.
4. The student may undergo additional drug testing at CROKC throughout the school year. Any testing done outside of school will be at the expense of the parent or guardian.

Consequences for 2nd Positive Result

Students and parents/guardians will meet with the principal following 2nd positive result on follow up UA.

- Students will be placed on a disciplinary agreement through the school to be in effect for the current and two following semesters. The agreement will outline the requirements listed below.
- Students will undergo regular testing during the disciplinary agreement.
- This testing will be performed at the school by the testing agency unless otherwise directed. Any additional testing performed outside of the school will be at the expense of the parent or guardian.
- Subsequent test results must return as negative or show diminished levels when compared to most recent test results, indicating no further usage.
- Students may receive a two-day out-of-school suspension with no credit for missed work.
- Students will be suspended from extracurricular school activities for up to 10 days. Relevant coaches and activity sponsors will be notified.
- Students may be subjected to additional consequences based on specific team or activity rules.
- Further requirements including counseling, peer group, or other support services will be made dependent on the specific needs of student.
- Disciplinary agreement will specify that a 3rd positive may result in dismissal from school.

Consequences after two positive results

Students whose drug testing indicates no appreciable diminishing score, or indicates that student has started using new or additional drugs, may be immediately expelled from school by the Cristo Rey OKC President or Principal.

Second semester graduating seniors who are on a Substance Abuse Agreement to stay at Cristo Rey must have negative or diminishing drug scores (no new use) in order to participate in the CROKC graduation, baccalaureate, and robing ceremonies.

Substance Abuse Policy at School Sponsored Events

The school reserves the right to randomly test all students at all school activities. If a student is found to be in violation of the Substance Abuse Policy, the student's parents will be immediately notified and consequences will be applied.

Reasonable Suspicion Testing

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

The following penalties apply to students who are under the influence and/or in possession

of drugs/alcohol during a school day, on school grounds or during a school-sponsored activity. Any student may be required by the school to take a drug test based on reasonable suspicion. If the test results are determined to be positive, then he or she will be subject to the penalties listed below.

Tobacco/Vaping Possession and/or Usage

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

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

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

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

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited.

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

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

Tobacco/Vaping 1st Offense Consequences

- Automatic three days out of school suspension (or greater number determined by administration)
- Disciplinary Agreement

Tobacco/Vaping 2nd Offense Consequences

- Automatic five days out of school suspension and the possibility of expulsion and possible reporting to law enforcement.

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

Forgery

Throughout the year, Cristo Rey OKC asks students to provide documentation signed by a parent/guardian. Examples include contracts, absence notes and permission slips. Students who submit forged documents, in any form, are subject to discipline meetings and further 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 driving a car to/from school must purchase a parking permit at the beginning of the year. Parking permits are \$5 and must be purchased from the Main Office. Parking permits are valid for one school year. If the student changes cars, updated information must be provided to the Main Office. The permit must always be displayed (random checks will be conducted). The only authorized area for student parking is the middle and south sections of the Cristo Rey OKC back (south) parking lot. Any instance of a car driven to school without a parking permit or violating the terms of the parking permit will result in fines for the student driver of the car, ranging from \$10 to \$20 fine per violation.

Violations 1-3 = \$10 fine on the student's account

Violation 4+ = \$20 fine on the student's account

After the third violation, a parent meeting will be required with academic administration and/or Director of Operations.

For a student to apply for parking the following must be provided:

1. Driver's License must be provided (**Permits will not be accepted**)
2. Insurance on the vehicle being driven. Insurance must be maintained throughout the school year.
3. Students will not be released to drive home during school hours unless Driver's License and insurance are on file, and insurance remains current. For illness or any other outstanding circumstance.
4. Campus parking terms must be accepted by both student and parent signature.
5. \$5 fee for the parking permit.

The school has the authority to conduct routine patrols through parking areas of facilities. When the school authority has a reasonable suspicion that illegal or unauthorized materials may be in the vehicle which is parked on school property, the vehicle may be searched through a plain view search by inspecting through windows into the interior of the vehicle or through a more thorough search.

Food

All Cristo Rey students are encouraged to participate in the Cristo Rey OKC's food program. Students may bring lunch from home. Students may only bring a clear bottle of water to campus during school hours.

Food for students is restricted to the cafeteria and designated outdoor areas during lunch periods. Students are **not** permitted to have food delivered to them from a restaurant, fast food establishment, or any food delivery service. Food Delivery people will **not** be allowed in the building. Parents/guardians can also bring food for students for lunch. Food brought to students by parent/guardian will need to be checked into the main office before it is given to the student.

Lockers

Cristo Rey OKC students are not assigned a locker.

Restrooms

Students may use the restroom before and after school, during lunch and during class transitions. Though discouraged, students also may use the restroom during class if necessary, and with a teacher's permission.

Student Records

All student records, which include the student's application, immunization records, school physicals, and academic and discipline records accrued during the student's tenure at Cristo

Rey OKC, will be securely stored for 5 years after the student's last date of enrollment. After this date, all records will be destroyed.

In the event a parent/guardian needs student academic or attendance records outside of the typical report card or progress report mailings, the parent/guardian or student must submit a request to the Registrar via email to registrar@cristoreyokc.org or phone call to (405) 698-1300. Parents/guardians or students must allow at least one business day to fulfill requests for records. This includes Verification of Enrollment forms required for student learner permits or driver's licenses.

Student Information System: PowerSchool

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

Student Transcripts

Students or parents may request a copy of a student transcript by contacting the Registrar via email to registrar@cristoreyokc.org or phone call to (405) 698-1300.

Students needing a transcript for scholarship, summer program, or college related items should request them via Parchment and make sure to notify the college counseling department. All other requests for transcripts for students and parents should be done by contacting Registrar.

Transfer of Records

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

Changes in Contact Information

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

Child Abuse

All persons responsible for the care of minors have an obligation to protect the rights of

minors and be alert to the possibility of abuse. It is the policy of Cristo Rey OKC to fulfill the reporting law and cooperate fully with authorities investigating claims. Child abuse is defined as any form of infliction of injury to the detriment of a child's physical, mental, moral, or emotional well-being. By law, the State of Oklahoma requires all mandated reporters, including Cristo Rey OKC and CWS personnel, to inform the Oklahoma State Department of Health and Law Enforcement of any allegation/suspicion of child abuse/maltreatment, including truancy.

Visitors

All visitors must report to the front desk and follow our check-in procedures. Visitors should bring a valid ID to check-in through our Safe Schools ID system. If a valid ID is not present sign-in is still required. Cristo Rey OKC will immediately escort from the building any visitors who have entered without permission. Parents or guardians who need to visit campus during school hours must follow the check-in guidelines.

Asbestos

Cristo Rey OKC is in compliance with the provisions set forth in the Asbestos Hazard Emergency Response Act (AHERA). The inspection for asbestos under this act has been completed and the results are contained in the Asbestos Management Plan that is in the school office for review at your convenience.

Medication Policy

Over-the-Counter Medication:

To decrease the number of students going home early from school, Cristo Rey OKC offers several over-the-counter medications for students experiencing discomforts such as headaches, cramps, stomach aches, etc. All over-the-counter medications will be administered by a designated Cristo Rey OKC staff member. In order for a student to receive any of these medications, the Over-The-Counter Medication Release form must be signed and on record in the Cristo Rey OKC office. Each time a student presents to the office and requires medication, his/her parent or guardian will receive a phone call regarding the medication administration. Over-the-counter medications will not be provided to students if the Over-The-Counter Medication Release form is not signed.

If you would like your student to receive any over-the -counter medications that Cristo Rey does not supply, please bring the medication in its original bottle, with medication label intact, and the student's name written clearly on the bottle. Medication brought from home is not allowed to be carried in any student's backpack, purse, or pocket. This is for the protection of both the student and other students around them. All medication is to be delivered to the front office staff or nurse and will then be placed in a lock box for safety.

Prescription medication:

For students who require prescription medication during school hours, the Prescription Medication and Release Form must be filled out and signed by the student's prescribing physician. The medication must be turned into the front office staff or nurse in its original bottle and include all the following information: student's name, date of birth, pharmacy name and number, name of physician, dose of medication and time that medication is to be given. All prescription medications must be checked in to the front office and are not allowed to be carried in a student's backpack, purse or pocket. This includes any form of antibiotic or pain medication. Again, this is for the protection of all students.

Students who carry emergency medications, such as EpiPens and Inhalers, must have the Prescription Medication and Release Form, which includes the Self-Carry/Self-Administration of Emergency Medication section, filled out and signed by student's ordering physician. If student needs to carry emergency medication with him/her, then we ask that the parent/guardian provide an extra dose of the emergency medication to the Cristo Rey OKC nurse's office. This medication will be kept in a locked box, unless needed by your child. Faculty and staff will be trained in administering life-saving medications, such as EpiPens or inhalers, before the start of each school year.

Health Forms

Each student entering Cristo Rey OKC is required to have a health form completed by their parent/guardian. The health form will include the student's current health history, such as chronic illnesses (physical and/or mental), prescription medications, and any over-the-counter medications that the student takes. A signed medical release form will be given to the parent/guardian to sign.

School Related Field Trips/Retreats – Permission to Treat

Each student will have a Signed Permission to Treat form that will be placed in the student's file. This form will accompany your child on any field trip or retreat.

With this form, Cristo Rey OKC faculty and staff will have the information needed to contact parent/guardian and/or notify emergency services in the event of illness or injury that requires medical treatment. If emergency care is needed, 911 will be called and the student will be transported to the nearest hospital at the parent/guardian's expense.

Section 9: Cristo Rey OKC Corporate Work Study Program

Program Overview

Cristo Rey OKC's Corporate Work Study Program (CWS) allows students to earn most of their education and provides them with real-world, professional experience. Student workers connect classroom learning to their corporate work, interact with mentors, and are

exposed to a variety of professional environments. This workplace education is integral to a student's educational experience at Cristo Rey OKC.

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

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

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

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

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

CWS assigns students to work at a partner based on how a student's observed qualities and strengths align with a partner's job description. In most circumstances, student workers perform entry-level administrative work (e.g., filing, photocopying, reception, mailroom, data-entry, etc.) for their employer.

CWS expects honesty and integrity from student workers. CWS does not tolerate unauthorized use of partners' telephones, office equipment, services (e.g., Internet access, etc.), or materials, or use not related to job performance, or outside the specified and approved work hours. Such unauthorized use is equal to stealing from the partner. An intentional and significant breach of trust, such as theft, is cause for termination from the CWS and thereby, expulsion from CROKC.

Employability

Students earn income through the CWS Program. In their contracts, students and parents/guardians agree to assign this income to Cristo Rey OKC to help offset the cost of their education. To be employed by CWS, students must submit completed I-9 forms.

Students must also be at least 14 years of age by the first scheduled day of work to participate in CWS.

CWS Dress Code Please refer to Section 6 for dress code requirements. Students are required to adhere to the school's dress code policy. In addition, on workdays, male and female students are required to wear uniform pants. No skirts are allowed on workdays for female students.

Students who are found to be out of compliance with uniform policy will make every effort to correct their uniform before transportation departs for the workday. If a student is out of compliance, they will not be allowed to go to work that day. They will be required to make the day up and all rules concerning make-up days will apply.

To make sure that you may attend work/school even if you come unprepared, the following policy will be followed when borrowing items of clothing:

1. When a student needs to loan a uniform article of clothing, they will automatically be billed a dry-cleaning fee, no exceptions. The fees are as follows:
 - a. Slacks \$9.00
 - b. Shirt \$8.00
 - c. Tie \$4.00
2. You must return this loaned item to the school by your next workday. If you do not return this item, you will be billed full price for that item, and you own it. Standard school uniform pricing is applied.
3. If you have a uniform item out on loan you will not be allowed to loan another item.
4. Fees will apply for school day dress code items when borrowed, as well.

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 and from work. Parents/Guardians may not drop off or pick up students from work on their regularly scheduled workday.

Students are responsible for being on time for morning and afternoon departures to and from school. Students must adhere to CROKC's code of conduct while on CWS-provided transportation.

Open food and drink are not allowed on CROKC vehicles. The first violation of this policy will receive a warning. A second violation will result in a grade reduction for CWS. A third violation of this policy will earn a student vehicle-cleaning duty, to take place during their study hall period. Subsequent violations will result in a student and parent meeting.

CWS Lunch Policy

Cristo Rey OKC provides students with a bag lunch on their workdays. Student workers are expected to eat lunch according to the partner's preference and schedule, sometime between the hours of 11 am and 1 pm. Students lunch breaks are not to exceed 30 minutes unless the supervisor or other partner representative has requested an exception for an event or other learning opportunity. Students **may NOT** plan to intentionally miss lunch to leave work early. Student workers are encouraged to have lunch in the partner's break room or internal dining facility. Lunches and breaks should be taken away from a student's desk or work area to make clear it is a break. CWS partners are not responsible for students' meals, and students should not solicit meals from anyone in the workplace. Occasionally, opportunities may be presented for students to join co-workers for lunch, or to attend a lunch function, and students should take advantage of these opportunities as long as the Rule of Three is followed. If leaving the partner's campus, CWS staff should be notified.

Cell Phone/Internet Usage

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

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

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

Items Prohibited at the Workplace

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

Contact with CWS Partners

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

If a situation arises that necessitates contact between parents/guardians, family

members, or friends and the student worker or the partner, please contact the CWS staff, who will then contact the student's workplace directly. CWS is always the point of contact for issues involving the student and the partner.

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.

Late Timecard Consequences:

- 1st – CWS will send a warning email to the student worker.
- 2nd – CWS will contact the parents or legal guardians regarding the missed timecards and the consequences that result from additional late timecards.
- 3rd – CWS will assess a fine of \$15.
- 4th – CWS will assess a fine of \$15 and issue lunch detention.
- 5th – The student worker will automatically receive a failing grade in CWS for the semester.

A timecard is delinquent if a student worker fails to submit a timecard for one week after the timecard's original due date.

Delinquent Timecard Consequences:

- 1st – CWS will assess a fine of \$15 and issue lunch detention.
- 2nd – CWS will assess a fine of \$15 and contact the parents or guardians regarding the delinquent timecard and the consequences that result from additional late timecards.
- 3rd – The student worker will automatically receive a failing grade in CWS for the semester.

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.
 - 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 may face consequences as outlined in the attendance policy.
 - 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 integral to leading our students and their families to understand the student's talents more deeply, characteristic learning styles, academic interests, and career goals. Parents, faculty, staff, and the College Counseling Department encourage each student's aspirations while supporting him/her in taking responsibility and initiative for the college 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 options. We provide the necessary resources, information, and connections for students to find their best fit and to ensure they get to and through college.

College Counseling Department achieves this by doing the following:

- Prioritize student's best interest in finding their best college fit, engaging, and including families in this process.
- Ensure that all students are on track and apply to at least 10 colleges.
- Host and lead events throughout the year such as FAFSA nights, parent/student meetings for seniors and juniors, college informational sessions for parents, group college visits, college application week, senior college signing/Decision Day.
- Provide high level of college counseling through College 101 and College Senior Seminar courses. Using progressive curriculum 9th-12th grade.
- Cultivate and strengthen college culture school wide.
- Develop and grow relationships with colleges and university partners.

College admissions is approached as a four-year developmental process and is reflected in our college-readiness curriculum. Its purpose is to engage students in self-assessment that will assist him/her and his/her family in selecting a college or university that meets his/her needs and matches his/her academic strengths and interests. Therefore, college guidance classes will focus on college-readiness goals and require students to formulate self-reflective responses to key questions. College 101 is a pass/fail course for juniors and College Senior Seminar is a pass/fail senior but is not graded for freshman and sophomores.

College Representative Information Sessions Protocol

The College Counseling team will advertise college representative information sessions to seniors. Only seniors can attend college representative information sessions during the fall semester, while juniors can attend starting the spring semester. Registration for these sessions must be done via Scoir. Students must sign up a day beforehand, or request special permission from the College Counseling Center, although there is no guarantee the request will be granted. A student cannot miss the same class more than once a week. For example, Notre Dame comes Monday during 1st hour and OU comes Wednesday during 1st hour, the student must select one school to visit with that week. The College Counseling team can provide contact information for the college representative of the meeting the student could not attend.

Students must stop by the College Counseling Center to obtain college information session excuse forms. Students must present the college information session excuse form to the teacher whose class is being missed. There will be a sign-in sheet at each college information session. If a student signs up and skips two sessions, they will need to speak with Mrs. Douglas before attending another college information session. You cannot skip a quiz, exam, test, or presentation for a college representative informational session.

To ensure that students are using their time effectively and engaging with schools that are strong potential matches, we encourage participation in college informational sessions where the student's academic profile is within a reasonable range of the institution's admissions criteria. For example, if a college typically admits students with a 3.5 GPA, a student with a 2.5 GPA may be guided toward schools that more closely align with their academic record and goals. The College Counseling Team may limit participation in certain sessions when there is a significant academic mismatch, but will always meet individually with the student to explain the reasoning and help identify other great-fit institutions to explore. This is a part of our commitment to helping each student find their best-fit college and get to and through it successfully.

Please direct any questions about this to the Associate Director of College & Alumni Counseling, Mrs. Douglas. Students attending an information session must come prepared to learn and ask questions.

College Visit Protocol

1. Select a date and register for the visit on the university website.
2. Email attendance@crstoreyokc.org, including your college counselor and your teachers, letting them know the day you'll be out of school.
3. Ask your teachers for any assignments you will miss that day, preferably via email.
4. Take your visit to the campus and ask for an excused absence form.
5. Turn in the form to the main office and email a copy of the form to attendance@crstoreyokc.org so your absence is excused.

Oklahoma's Promise

Oklahoma's Promise offers qualified Oklahoma students an opportunity to earn a scholarship for college tuition.

Requirements are listed on their website at okpromise.org. See appendix F for additional information available.

Section 13: Mental Health Counseling

Student mental health problems can affect many areas of students' lives, reducing their quality of life, academic achievement, physical health, and satisfaction with the school experience. In addition, mental health problems can negatively impact relationships with friends and family members. These issues can also have long-term consequences for students, affecting their future employment, earning potential, and overall health.

The Mental Health Counseling Department provides mental health counseling that focuses on these areas of concern and any issues that may be identified by the student, family, staff

or the assessment administered at the beginning of the school year. A referral form is available in the Principal's Weekly Update or can be requested from the Counseling Department.

Our counseling professionals are licensed by the Oklahoma State Board of Behavioral Health Licensure or other licensing body to assist students in understanding their strengths and challenges to develop a student support plan that identifies specific goals and objectives tailored to their specific needs.

Mental Health support may include individual counseling, small group counseling or psychoeducational groups that focus on relevant topics to include but not limited to conflict resolution, communication skills, problem solving and anger management.

Students may be referred to one of our collaborating agencies either in-house or community based. This will be determined by student needs and availability.

Families are encouraged to contact school counselors for support or assistance or to ask any questions or request information. As part of the enrollment process parents are asked to sign consent for mental health services that allows counselors to meet with students. Parents/guardians who do not want their student to receive counseling services should notify the principal in writing.

Student mental health services are confidential; however, if a counselor has reason to believe a student is in danger, a parent/guardian will be notified.

Section 14: Athletics

Policies Regarding Participation in Team Sports

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

- If a student develops a medical issue during the season, they will remain a team member for the season and follow a rehabilitation program assigned by his/her physician. If the injury is not serious, the student will help their team in a way designated by the coach. If the student is a team member, they are expected to be at all practices and games. In order to resume full activity, a medical release, which includes the date to return to activity, must be provided by the student's physician.
- If a student is removed from a sport for any reason, s/he will not receive credit toward PE fulfillment.
- Students must be academically eligible in order to participate in team sports at Cristo Rey OKC. Information regarding student academic eligibility is noted below in section 14.4.
- Students are only eligible to participate on our school's athletic teams in a manner consistent with their biological sex.

Parent Expectations

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

Athletic Discipline

Student-athletes’ character and conduct supersede obligations to the team. The Athletic Director or Coach may assign disciplinary measures or remove a player from practices or games for discipline or behavioral issues.

Academic Eligibility

Academic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Cristo Rey OKC will check eligibility on Thursdays, **grades will be pulled at 4:00 pm**. Teachers must have at least two grades per week entered in the gradebook to determine a student's true eligibility. The probation and ineligibility period will always begin the Monday after the day eligibility is checked.

A student must be passing in all subjects he/she is enrolled in during a semester with at least 70%. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday. Ineligible student-athletes may practice but cannot participate in any competition.

A student who lost eligibility under this provision must pass all subjects to regain eligibility. A student regains academic eligibility with the first class of the new one-week period (Monday through Sunday).

Failing the Quarter or Semester

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

Athletic Physicals

No student can participate in Cristo Rey OKC athletics without a Sports Physical completed and on file in the office. All sports physicals must be completed and turned into the office prior to student's participation in any tryout, practice, or competition. Sports Physicals must be completed on the standard HCAA form and are valid for one year from the date of completion. The required 4-page form can be obtained on the Cristo Rey OKC website at cristoreyokc.org or from an office staff member. . All four pages must be filled out, signed by physician and turned in to the Cristo Rey office.

A qualified physician, physician's assistant, or an advanced practice nurse covered by professional liability insurance shall give the physical examinations.

Attendance for Practice / Competition

A student-athlete must be present at least half the school day in order to participate in that day's athletic practice or competition.

Team Dismissal

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

Section 15: Tuition and Other Financial Information

Family Contribution

At the time of admission, Cristo Rey OKC determines each family's contribution using Blackbaud with a \$40 Smart Aid application fee. A non-refundable, non-transferable \$50 deposit, applicable to tuition, is due at the time of enrollment.

If a family selects a payment plan, four payment options are offered:

Option 1: Payment in full – August

Option 2: Two equal payments - August and February

Option 3: Four equal payments - August, October, January, and March.

Option 4: Monthly equal payments - August through May

There is a payment plan administration fee of \$40 unless the family pays the full tuition in one payment through Blackbaud Tuition Management. Tuition payments are to be made at <https://parent.blackbaud.school> and can be set-up to automatically drafted on the 15th of each month from August to May.

Actual cost to educate student:	\$25.114
Family Contribution:	\$500 - \$2,500
CWS Contribution:	\$8,750
PCTC	\$7,500
Scholarship:	up to \$8,800

Payment Methods

Blackbaud Smart Tuition will allow parents to have online account access, tuition and fees, payment processing and customer service. Payments can be made by credit card or an electronic check. Our parent contact center is available to help via phone (888)868-8828 or info@smarttuition.com.

Refund Policy

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

If a student is still enrolled by August 31st, the full tuition contract is not refundable.

Timely Payment

Any additional charges/fees (aside from tuition) must be paid by the due date (some examples include finance charges, technology insurance or PTSO). 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. The following fees will be applied to the Blackbaud Tuition Management account: payment received after the 15th of each month - \$40 per payment.

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, seniors will not be able to receive their diploma. Returning students will not be able to re-enroll for the next school year. This includes PowerSchool fees such as athletics, lunches, and 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@cristoreyokc.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 settings

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.

Preventive 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

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 - Records Release Form


CRISTO REY OKC
 CATHOLIC HIGH SCHOOL
STUDENT TRANSCRIPT REQUEST FORM

Student Name: _____ ID #: _____

TRANSCRIPT REQUEST INFORMATION		
# OF OFFICIAL COPIES	REASON FOR REQUEST	DELIVERY METHOD
1 COPY <input type="checkbox"/>	Transfer* <input type="checkbox"/> <small>*This option will require a meeting with administration the team.</small>	Please mail my transcript to address below <input type="checkbox"/>
2 COPIES <input type="checkbox"/>	College application <input type="checkbox"/>	Transcript will be picked up by <input type="checkbox"/>
3 COPIES <input type="checkbox"/>	Scholarship application <input type="checkbox"/> TRIO/UPWARD BOUND <input type="checkbox"/> ALUMNI <input type="checkbox"/> OTHER <input type="checkbox"/>	We will only release transcript to identified individual. Pick up records need to be picked up within 5 days of request.

UNOFFICIAL TRANSCRIPT REQUEST INFORMATION		
# OF UNOFFICIAL COPIES	REASON FOR REQUEST	DELIVERY METHOD
1 COPY <input type="checkbox"/>	Transfer* <input type="checkbox"/> <small>*This option will require a meeting with administration the team.</small>	Please mail my transcript to address below <input type="checkbox"/>
2 COPIES <input type="checkbox"/>	College application <input type="checkbox"/>	Transcript will be emailed to: <input type="checkbox"/>
3 COPIES <input type="checkbox"/>	Scholarship application <input type="checkbox"/> TRIO/UPWARD BOUND <input type="checkbox"/> ALUMNI <input type="checkbox"/> OTHER <input type="checkbox"/>	Transcript will be picked up by <input type="checkbox"/>
		We will only release transcript to identified individual. Pick up records need to be picked up within 5 days of request.

NOTE: Please complete to request your Official High School transcript. Colleges usually want these sent directly by the high school for graduates and high school need to send a request for these records directly to Cristo Rey OKC Catholic High School for transfer students. SAT scores are documents on the transcripts.

MAILING ADDRESS FOR TRANSCRIPTS TO BE MAILED
PLEASE PROVIDE THE DEPARTMENT, MAILING ADDRESS INCLUDING CITY, STATE AND ZIP CODE. ALSO PLEASE SPECIF IF TRANSCRIPT NEEDS TO BE EMAILED AND PROVIDE EMAIL ADDRESS.
1.
2.
3.

Student/Parent Signature Required

Date

Please note that official transcripts are available after one day (24 hours excluding weekends) after a formal written request is made for the documents. The only exception is the processing of transcripts at the end of a school year that may take up to a month once final grades are conferred.



REGISTRAR OFFICE USE ONLY

STAFF INITIALS _____

DATE RECEIVED _____

BALANCED OWED: YES ☐ NO ☐

ACCOUNT CLEARED: YES ☐ NO ☐

AMOUNT: _____

DATE PROCESSED _____

Appendix D

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 E – 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	<ul style="list-style-type: none"> 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. <p>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</p>	Using a list of sources generated by AI without going to the original sources and reviewing the content.
Summarizing and/or interpreting sources	<p>Using generative AI to help develop understanding of complex texts by:</p> <ul style="list-style-type: none"> Requesting help with understanding complex vocabulary or sentence structures in a source. Asking for clarification on a confusing concept or 	<ul style="list-style-type: none"> 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 identifying them. Copying and pasting AI

	<p>passage in a source.</p> <p>NOTE: Students should always 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</p>	<p>generated source summaries into the final draft.</p>
<p>Synthesizing ideas and information from sources into a literature review, report or argument.</p>	<p>No acceptable use.</p>	<p>Asking generative AI to: ›</p> <p>Compare or contrast sources and/or generate a review of literature.</p> <ul style="list-style-type: none"> • Synthesize common or contrasting elements from within a source or across multiple sources. • Develop statements or paragraphs that put sources in conversation
<p>Developing an aligned method for their research.</p>	<p>Summarizing commonly used methods in discipline specific fields or reviewing benefits and drawbacks of different generic methods or methodologies.</p>	<p>Using generative AI to determine the appropriate method for an individual student's research and/or providing rationales for a specific method.</p>
<p>Producing, summarizing, and/or interpreting data.</p>	<p>No acceptable use.</p>	<ul style="list-style-type: none"> • 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.
<p>Developing displays of data.</p>	<p>Using generative AI to create charts/graphs or other representations of data collected and assembled by the student.</p>	<p>Using generative AI to produce or generate the data itself.</p>
<p>Drafting or outlining a paper.</p>	<p>Seeking guidance on general best practices in how to structure a research paper, essay, or report.</p>	<ul style="list-style-type: none"> • 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.
<p>Revising a paper</p>	<ul style="list-style-type: none"> • Using spell or grammar checkers. 	<ul style="list-style-type: none"> • Accepting AI-generated suggestions for revisions

	<ul style="list-style-type: none"> Asking for feedback on style and tone (students must make deliberate choices on what feedback to incorporate). 	<p>of written work without critically evaluating such contributions.</p> <ul style="list-style-type: none"> Incorporating into student submissions new sections of text suggested by generative AI.
Creating Citations/Bibliography	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Seeking general guidance on effective presentations. Generating initial ideas for key points, sequence, or visuals for presentations. 	<ul style="list-style-type: none"> 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.**



**2023-24
OKLAHOMA'S PROMISE**

WHO MAY APPLY

Applicants must be:

- ▶ Oklahoma residents.
- ▶ 8th-, 9th-, 10th- or 11th-grade students (homeschool students must be age 13, 14, 15 or 16).
- ▶ Students who promise to meet the requirements of the program.
- ▶ Students whose parents' federal adjusted gross income 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 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 www.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 Oklahoma public career technology centers.

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

GET MORE INFO



www.okpromise.org

okpromise@osrhe.edu

800.858.1840 | 405.225.9152

Ask your counselor

Find us on 

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

APPLY ONLINE TODAY!

WWW.OKPROMISE.ORG

HIGH SCHOOL REQUIREMENTS

- ▶ Graduate from an Oklahoma high school or homeschool education program.
- ▶ Take the 17 units of college prep high school courses (listed at the right) 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 www.OKcollegestart.org.

COLLEGE REQUIREMENTS

- ▶ Prior to receiving any program benefit in college, the federal adjusted gross income (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 adjusted gross income exceeds \$100,000. For any year the AGI exceeds \$100,000, the student will not be eligible to receive the program benefit.
- ▶ 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 COURSES**

4 ENGLISH (grammar, composition, literature; courses 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 FOREIGN OR NON-ENGLISH LANGUAGE (two years of the same language)

-OR-

COMPUTER TECHNOLOGY (two units in programming, hardware or business computer applications, such as word processing, databases, spreadsheets and graphics, will qualify; keyboarding or typing classes do NOT qualify)

(1 foreign language and 1 computer course will NOT meet this requirement)

1 ADDITIONAL COURSE from any of the subjects listed above or psychology, sociology or any concurrent liberal arts and science course at a State System institution

1 FINE ARTS (music, art, drama)

-OR-

SPEECH

17 Total 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.

The Oklahoma State Board of Higher Education, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990 and other federal law and regulations, do not discriminate on the basis of race, color, national origin, sex, age, religion, handicap or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid and educational services. This publication is issued by the Oklahoma State Board of Higher Education, as authorized by 70 O.S. 3001, Section 1306. Copies have not been printed but are available through the agency website at www.okhighered.org. Two printed copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries, July 2021.