



Student/Parent Handbook
2020-2021

400 E. Town St.
Columbus, Ohio 43215

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General Information

The policies outlined in this handbook represent a framework. This list is not exhaustive and should not be considered comprehensive of all Cristo Rey Columbus policies. Statements in this Handbook are subject to amendment by the school administration. Some changes might be made immediately due to unforeseen circumstances.

Address: 400 E. Town St.
Columbus, Ohio 43215

Website: www.cristoreycolumbus.org

Phone Number: (614) 223-9261

Mission Statement

Cristo Rey Columbus High School is a Catholic, college-preparatory high school with a Professional Work-Study Program empowering young men and women of all faiths, in need of a high-quality, affordable education, to succeed in college, in career, and in character.

Faculty Mission Statement

Grounded in the Catholic tradition, we form young men and women of intellectual curiosity, sincerity, faith, scholarship, professionalism, and service.

Cristo Rey Network and the Catholic Diocese of Columbus

The Office of Catholic Schools, as a model and guide, serves the educational leadership for the Catholic Schools of the Diocese of Columbus in the name of the Bishop. Through its ministry, the Office encourages and supports the efforts of the local educational leadership to forge communities of faith and learning for elementary and secondary schools.

Pillars of Cristo Rey Columbus

The combination of key attributes used at Cristo Rey Columbus is composed of five pillars and their corresponding core values. We believe these pillars assist students in college and in pursuing professional careers following college graduation. Our 5 pillars are:

Academic Excellence—Cristo Rey Columbus is a school of high expectations and no excuses. All students are expected to reach college-ready benchmarks by graduation and to enroll in and graduate from college after leaving Cristo Rey Columbus. The core values under Academic Excellence are:

- Tenacity—never giving up
- No excuses—never making excuses for not achieving
- Challenge yourself—demand the most of your ability

Professionalism—The Professional Work Study Program is an essential part of the educational experience for every Cristo Rey Columbus student. Students are placed in professional companies including insurance, finance, state/local government, healthcare, higher education, law, real estate, energy, logistics, and more. Students learn the values and tools of professionalism, which in turn empowers their growth, leadership, and success. Professionalism is demonstrated through respect for self and others, as well as ownership, integrity, and initiative:

- Respect—I respect my teachers, my peers, and my school; I respect my worksite supervisors, my coworkers, and the organizations that employ me; and I respect myself
- Ownership—I am on time; I am prepared; I am responsible for what I say and what I do.
- Initiative—I care about my growth and impact, and I demand the most of my ability.

Spirituality—Students of all faiths come together and explore their beliefs and strengthen their relationship with God. As a Catholic school, classes in theology are part of the annual curriculum requirement. Prayer and a prayerful approach to problem solving are encouraged in all classes and school-wide Mass is offered regularly. The core values under Spirituality are:

- Contemplative—prayerful and discerning before acting, looking for God’s will and guidance
- Compassionate—using empathy to feel the pain of others and respond accordingly
- Broadminded—willing to listen and consider the views of others without judgment

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Service—Students show concern for others around them, especially the marginalized. Students understand the dignity of the human person. Students have an expectation for a service requirement, but this pillar extends well beyond the limitations of hours to focus on how students interact with the world around them. The core values under Service are:

- Socially aware—making an effort to understand the systematic and historical roots of injustice
- Civically active—involved in making the community where you live, study, work and worship better
- Helpful—a spirit of generosity that puts the needs of others before self-interest

Self-Reliance—A student’s ability to understand, articulate and communicate his/her needs and to recognize the multiple avenues available to meet those needs is crucial both in the present and for success in the future. It is our belief that choice is powerful, and we want all students to be able to advocate for themselves in making the best choices for their futures. The core values under Self-Reliance are:

- Responsible—taking responsibility for one’s actions and being reliable and honest in all matters
- Asks for help—willing to risk vulnerability to seek help when needed
- Open to feedback—listens to correction and learns from mistakes; constantly open to improvement

Rights and Responsibilities of Choice

By choosing to become members of the Cristo Rey Columbus High School community, all of us have the following rights and responsibilities.

We all have the right to be safe: physically, emotionally, intellectually, and spiritually.

1. We all have the right to be free from physical and emotional harm.
We have the responsibility to care for one another, to seek ways to solve problems maturely and respectfully without resorting to violence, and to be aware of building security.
We will NOT tolerate: bullying, threats, fights, intimidation, or actions that place others in danger.
2. We all have the right to our emotions.
We have the responsibility to express our emotions in an appropriate and constructive manner.
We will NOT tolerate: verbal abuse, inappropriate public display of affection, inappropriate language, or excessive loudness in the school building.
3. We all have the right to our opinions, ideas, and individual perspectives.
We have the responsibility to be honest, express ourselves as clearly as possible, and actively listen to others’ viewpoints.
We will NOT tolerate: verbal harassment and/or ridicule.
4. We all have the right to a school environment free of all forms of discrimination and harassment.
We have the responsibility of monitoring our own actions as well as reporting instances of discrimination and harassment perpetrated against others.
We will NOT tolerate: conduct that belittles or shows hostility toward any individual or group.
5. We all have the right to our own spirituality.
We have the responsibility to be tolerant of the beliefs of others and to participate in a respectful way in all religious activities of the school.
We will NOT tolerate: beliefs and practices that compromise the human dignity of others.
6. We all have the right to a clean and aesthetically pleasing school environment.
We have the personal responsibility to contribute to the cleanliness and beauty of the school.
We will NOT tolerate: eating and drinking in the halls, littering, or defacing school property.

Academic Rights and Responsibilities of Students

Students at Cristo Rey Columbus High have the following rights and responsibilities.

Every student at Cristo Rey Columbus has the right to a high-quality, college-preparatory education.

1. We all have the right to teachers who are of the highest caliber both personally and professionally.
We have the responsibility to respect our teachers and cooperate with what they ask of us.
We will NOT tolerate: rudeness, disrespect, inattentiveness, or horseplay in class.
2. We all have the right to a challenging learning climate that will allow us to realize our academic potential.
We have the responsibility to come to each class on time with the proper materials, to be prepared mentally and attitudinally to learn each day, and to protect each person’s right to this learning climate.

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- We will NOT tolerate:* tardiness, lack of preparation for class, continual absences, or distracting others.
3. We all have the right to receive an education that prepares us for success in college and beyond while simultaneously providing the scaffolding and support necessary to enable all students to achieve success in the present.

We have the responsibility for our own learning, taking full advantage of all opportunities offered, and doing whatever it takes to attain or surpass expectations.

We will NOT tolerate: lack of effort, excuses, or giving up.

Course-of-Study

Courses required each year are based on admissions expectations for the nation's top tier colleges. To ensure that all students are in the best position possible for admission to college upon graduation, students will have the opportunity to increase the rigor of their studies through honors or AP classes. Minimum graduation requirements include:

- Language Arts / English: 4 Credits
- Math: 4 Credits (1/year)
- Science: 4 Credits (1/year)
- Social Studies: 3 Credits
- Spanish: 3 Credits
- Religion: 1 Credit each year of attendance
- Fine Arts: 1 Credit
- Health & Physical Education: 1 Credit
- Professional Work Study Program: 1 Credit each year of attendance

All courses from each year must be passed or mastery of standards made up during the summer to continue at Cristo Rey Columbus the following year. Transfer students may need to take summer courses to align with their Cristo Rey Columbus grade-level cohort.

Homework

All classes will have regular homework, which will take approximately 2 hours (about 20 minutes per course) each night. Homework is important both for practice of the material and preparing for the rigorous independent work required of students in college. Homework should reflect the effort to indicate that the student is doing his/her best to meet the high, college-preparatory expectations of the school (i.e. all work should be neat, nothing should be left blank without something to show an effort has been made to complete the assignment, all written work should be in complete sentences unless otherwise specified by the teacher). All work is to be the student's original work and should in no way be plagiarized or copied from another student or any other source.

Nine-Week Grading Guidelines

A numerical grading system will be used. Grades of 60 are needed to pass. The lowest grade given on a report card will be 50 except for the fourth quarter. This is done so that students maintain the ability throughout the year to overcome their struggles in a particular course and achieve a passing grade for the year. Report cards will be distributed quarterly with progress reports sent home approximately halfway through the grading period.

Semester Examinations

Students will take cumulative exams in most subjects at the end of each semester. These exams will be averaged together with the two quarter grades to determine the student's semester grade. A schedule for exams will be posted and students may only miss exams with a doctor's note or pre-approval from the Co-Principal. Any undocumented/unapproved absences during exams will result in a 10% reduction in the student's exam grade.

Semester Grades

Each of the two quarters in a semester will have a weight of 40% and the semester exam will have a 20% weight in determining the final semester average. This semester average is calculated to compose the student's GPA and recorded in the student's transcript, which is one of the key components that will be reviewed, by colleges and/or universities to determine admission.

For final transcripts:

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Course grade % range	Transcript Grade	GPA Value		
		Regular	Honors	AP
90 –100	= A	= 4	4.2	4.4
86 –89	= B+	= 3.6	3.78	3.96
80 –85	= B	= 3	3.15	3.3
76 –79	= C+	= 2.6	2.73	2.86
70 –75	= C	= 2	2.1	2.2
66 –69	= D+	= 1.6	1.68	1.78
60 –65	= D	= 1	1.05	1.1
59 and below	= F	= 0	0	0
Credit recovery	= D-	= 0.6		

Final Grades

For full-year courses, final grades are the average of the two semester grades. For one-semester courses, the semester grade and the final grade are identical. Any student failing any course will be given an opportunity to regain credit during the summer for failed courses with a grade of D-. Students failing more than two courses may have difficulty recovering credit for all courses. Any student who does not regain all credits by the end of summer school will, under most circumstances, be unable to return to Cristo Rey Columbus for the subsequent school year. Any sophomore or junior failing two or more courses for the year may need to re-apply and interview with the school administration before being considered for readmission for the next school year.

Honor Roll

Honor Roll is posted at the end of each quarter and is based upon individual grade point averages for that grading period:

- High Honor Roll: All grades of A
- Honor Roll: All grades of A or B

Eligibility for Sports and Extra-Curricular Activities

Students are expected to prioritize academics and work-study commitments over those of athletics and clubs. To achieve this, students participating in either athletics or student activities are required to follow Cristo Rey’s eligibility policy, even if participating in sports at the student’s home public school.

Eligibility will be determined according to student’s grades at each grading period. Students must have a 70% or above in all classes to be considered “in good academic standing.” Students with two or more grades of D OR one or more grades of F will be ineligible for the following quarter. Students will have the opportunity to regain eligibility status at the next progress report distribution if all grades are 70% or better. Eligibility status will change on the day report cards/progress reports are distributed or on January 1 at the end of the first semester. At the beginning of each year, students will begin the year as eligible, but the first Progress Report will be used in the same way as quarter grades to impact a student’s eligibility and mandatory 8th period attendance for the remainder of the first quarter.

For one-time events (i.e. conferences, college visits, trips, retreats, etc.), students who are not in good academic standing or have unsatisfactory attendance must have administrative approval to participate. Factors such as the duration of event and demonstrated academic progress will be considered in the decision. The discretion of the administration in each case will be binding.

Academic Access and Interventions

Academic Support Through Office Hours

Academic support will be available to all students from 3:30-4:30 PM, Monday – Friday. Students are strongly encouraged to take advantage of this opportunity to get the help needed to not simply be successful, but to excel in

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all of their classes. Students are **strongly encouraged** to regulate their own coursework and seek assistance whenever they begin to have questions. It is the commitment and philosophy of everyone working at Cristo Rey Columbus to do everything possible to help students master the rigor of the curriculum. It is, however, ultimately the responsibility of the student to do everything on his/her part to succeed, which includes seeking the help s/he needs. This is all part of the philosophical pillar of self-reliance which we believe is a crucial part of success in college and beyond.

Any student who is in academic difficulty, having two or more Ds or one or more Fs will be placed in mandatory Office Hours for two hours each week. This mandatory placement will begin after the first progress report and will be updated following each quarter. Students will have the opportunity to regain academic eligibility if all grades are 70% or higher on the next progress report. Mandatory Office Hours is just like any other class; students must be on time and in full uniform. All normal class rules apply and disciplinary action will be taken when mandatorily assigned students do not attend.

Addressing Academic Questions or Concerns

A grade, whether a test grade or a report card grade, may be contested by a student, parent, or legal guardian for a period of up to five school days after the grade has been delivered, which should be within two weeks of the assigned due date. Any classroom dispute between a parent/guardian/student and a teacher should first be addressed with the classroom teacher prior to taking the matter to the administration. If a student/parent/guardian is unable to resolve an issue with the teacher directly, the concern can be elevated to the Co-Principal.

In the spirit of Christian community, we attempt to deal directly with the parties involved in a conflict to seek resolution. The assumption should always be that all parties involved are sincere and seeking what is in the best interest of the student. As part of our commitment to professionalism, it is never acceptable to gossip or malign the character of anyone in the school community. Continued violation of this policy could result in a student's dismissal.

Attendance

Students are expected to report to school no later than 7:30 AM (transportation to work leaves and school begins at 7:45 AM). Morning supervision for students is provided beginning at 7:00 AM.

Regular dismissal time is at 3:15 PM. Students who are at work will return to school for dismissal on their workday by 4:30PM. There is no supervision after school except under special circumstances (tutoring, sports, clubs, dances, etc.), and the office closes at 5:00 PM. In consideration of teachers, coaches, and sponsors, students participating in special activities should be picked up no later than within 30 minutes of their dismissal. Repeated late pick-up could jeopardize a student's ability to participate in extra-curricular activities. If students are unable to be picked up within 30 minutes of dismissal, arrangements should be sought in advance, and the school will help as much as possible to reach a solution. Students must be in an organized activity such as a club, athletics, or tutoring to remain in the building each day beyond 3:30 PM.

Reporting an Absence

When a student is absent, the parent/guardian must call the school at 614-223-9261 before 7:45 AM on the first day of absence. The parent/guardian must make a call on each day of the absence.
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Absence Policy/HB410 additions

Excessive absence from school is not acceptable for any student attending Cristo Rey Columbus. The law requires students to attend school regularly and Ohio recommends that **students miss no more than 72 hours or 9 days of school per year**. Cristo Rey Columbus suggests that each student limit their absences to **no more than 2 per quarter** when possible. Any student accumulating 72 or more hours absent from school will be required to have medical documentation in order to excuse any further absences.

Any student with 10 or more absences, excused or unexcused, in any class in a semester may not earn credit for that course unless, through an appeal process, exigent circumstances such as hospitalization are found to exist. Unexcused absences will result in additional disciplinary consequences. Any absence from school is unexcused

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unless it is for one of the following approved reasons. All excused absences must be documented as stipulated below. As adopted by the State Board of Education from Rule 3301-69-02(B)(2) of the Administrative Code, an excused absence from school may only be approved on the basis of one or more of the following conditions:

- **Illness or injury of the child.** The parent/guardian must provide documentation to the chartered nonpublic school. Any absence for illness or injury of the child that exceeds three days absent from school must be certified in writing by a physician or appropriate health care professional.
- **Illness in the family necessitating the presence of the child.** The parent/guardian must provide documentation to the chartered nonpublic school stating the nature of the illness and the circumstances that require the presence of the child. Any such absence that exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.
- **Quarantine of the home.** The absence of a child from school under this condition is limited to the length of quarantine as determined and certified in writing by the proper health professionals.
- **Death of a relative.** The absence arising from this condition is limited to a period of three days and must be documented in writing by the parent/guardian of the student. Any absence for this reason in excess of three days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program and/or the Co-Principal.
- **Medical or dental appointment.** The parent/guardian must provide documentation to the chartered nonpublic school. The chartered nonpublic school may require a written statement from the physician or dentist upon request.
- **Observance of religious holidays.** A child shall be excused for absences for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs. The parent/guardian must provide documentation to the chartered nonpublic school detailing dates of all religious holidays.
- **College visitation.** The parent/guardian must provide documentation from the college, university, or technical college verifying the date. College visit days are limited to two in 9th and 10th grade and four in 11th and 12th grade.
- **Emergency or other set of circumstances.** The parent/guardian must provide documentation to the chartered nonpublic school detailing the emergency circumstances. Any absence for this reason in excess of three days must be approved by the Co-Principal.
- **Out-of-state enrichment activities or extracurricular activities.** A student who is absent from school for the sole purpose of traveling out of state to participate in an enrichment activity approved by the district or school governing body or in an extracurricular activity can have up to four days per school year excused. The parent/guardian must provide documentation to the chartered nonpublic school detailing the dates and reasons for these absences.

Returning to School Following an Absence:

When returning to school following an absence, the student must report to the office with a note bearing the reason for absence, the date(s) of absence, and the signature of the parent/guardian. This note must be presented before 7:40 AM on the day on which the student returns to school. Any absence for illness or injury of the child that exceeds three days absent from school must be certified in writing by a physician or appropriate health professional. Student absences will be considered unexcused until the proper documentation is provided. Unexcused absences will result in disciplinary consequences.

Missing Academic Work due to an Absence

Students who are absent from school will be given a reasonable amount of time, at minimum one day for each day of absence, to make up missed work. Students should be aware of class policies regarding making up classwork or

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tests following an absence. These policies will be in each *Course Syllabus*. Though the primary responsibility for school work missed during an absence rests with the student, teachers will provide reasonable assistance to students after an absence. Students missing one than two consecutive academic days may be required to attend 8th period until all make-up work is completed and the student is back on track. Absences on the days a student works in the PWSP will need to be made up on days when school is not in session and are scheduled in coordination with PWSP. Transportation to and from the workplace on such make up days will be the responsibility of the student and his or her family.

Extracurricular Participation on Days of Absence

Students who are absent or who go home sick on a given day are not allowed to attend or participate in any after-school or evening activity sponsored by the school on that day or, if absent on a Friday or the last day of school for any given week, any activities happening that weekend. The Co-Principal may allow participation if a doctor's note is provided prior to the event. Students failing to adhere to this policy will jeopardize their participation in future activities.

Illness During the School Day

A student who becomes ill during the school day is to report to the nurse (while on duty) or to the main office. The school will contact the parent/guardian who may then come to the school to sign the student out. *No student will be released from school unless signed-out by a parent/guardian.* Students should NOT contact parents/guardians directly via cell phone, text, or any other method and doing so could result in disciplinary consequences. In case of emergency, an administrator may send a student home only after the parent/guardian has been notified. Any student showing symptoms of a communicable disease may be dismissed from school by the school nurse/administration after notification of the parent(s)/guardian(s).

Professional Appointments during the School Day

Students must be signed-out by a parent/guardian at the time of release for the appointment. Students returning from an appointment must check-in at the Main Office. Students are encouraged to miss as little class time as possible for appointments and should not miss an entire day of school unless absolutely necessary.

Severe Weather: School Closing

In case of severe weather conditions, students are to listen to local radio/TV broadcasts to learn of the school's closing and reopening. Generally, Cristo Rey Columbus will follow the plan of Columbus Catholic Schools. Parents/Guardians should receive an email and a text message through the school's communication system notifying them that school is closed. Anyone not receiving such notification is encouraged to contact the main office to update their information in PowerSchool at mainoffice@cristoreycolumbus.org.

Tardiness

It is imperative that students arrive on time to school, work, and class. Students are expected to arrive no later than 7:30AM and be in their seats in their first period class by the 7:45 AM bell. Students will have exactly four minutes between classes to transition from one room to another. Tardiness of any kind is unprofessional and detracts from the professional learning environment and is therefore treated seriously.

Students who arrive late on a workday and miss their work transportation will be required to return home and will be counted absent. If a student misses work, he/she will need to make up the absence on a day when school is not in session in coordination with the PWSP Director. Transportation to and from the workplace on such makeup days will be the responsibility of the student and his or her family. If the absence is not made up by the end of the semester, students will not receive credit for PWSP and will more than likely be unable to return to Cristo Rey Columbus for the following semester.

If a student is late to school, he/she must check in with the Main Office for a tardy slip. If a student is late to class during the school day, he/she will be marked tardy by the teacher and appropriate disciplinary consequences as established by the classroom teacher's behavior management plan will follow.

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Truancy

A student is truant if he/she:

- Is absent from school without the permission of a parent/guardian.
- Leaves the school grounds once he/she has reported for classes without the permission of the school administration.
- Does not report to a scheduled class or work, even if the student is elsewhere on campus.

In case of truancy, the parent/guardian will be notified immediately. Truant students are subject to suspension and other disciplinary action. Repeated truancy is cause for expulsion.

Internet Use Policy

The use of the Internet is solely for education and research and must be consistent with Cristo Rey Columbus's educational objectives. Students are not to use any technology during class or at work for social networking. Transmission of any material in violation of any user or state regulations is prohibited; this includes material that is copyrighted, protected by a trade secret, obscene, or threatening.

Sexting Policy

The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by social media, email, texting or any other electronic data transfer (commonly called sexting), or simply showing the photos to someone else may constitute a crime under state and/or federal law and is against school policy and the moral code we hope to impart on students as a Catholic school. Any person possessing, taking, disseminating, transferring or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be subject to serious disciplinary consequences, including expulsion, and may be reported to the appropriate law enforcement agencies. Any student receiving any such photos unsolicited should immediately find a school administrator, faculty or staff member and turn in his/her phone to avoid any potential disciplinary action.

Social Networking

Students who maintain and use a website, blog, or other social networking site or app, however personal, must realize that if they identify themselves or can be identified through postings as students at Cristo Rey Columbus, the way in which they portray themselves or communicate reflects on their personal professionalism *and* the school. Therefore, any postings on such sites must be consistent with the core values of the school as expressed in its mission statement, statement of philosophy, and in all Cristo Rey Columbus policies. In addition, students are asked not to list their PWSP placement as their "employer" on any of these sites.

TERMS AND CONDITIONS FOR INTERNET AND NETWORK ACCESS AND USE

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of Cristo Rey Columbus. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, the school believes that the benefits to students exceed the disadvantages. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

Acceptable Use of the Internet: Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to abide by the generally accepted rules of network etiquette:

- Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send, or access materials that you would not want your teachers, work supervisors, and parents/guardians to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate approval.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.

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- Do not copy other people's work or intrude into other people's files, or use other people's devices without their express permission.
- Do not share your password or log-in information to your school-issued device.
- Do not use the Internet in any way that disrupts the service or its operation for others.

Consequences for Inappropriate Use of the Internet: Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of privileges of non-essential Internet access for a specified time period.
- Notification of parents/guardians by phone or personal conference.
- Escalation under normal disciplinary consequences.

TERMS AND CONDITIONS FOR TECHNOLOGY EQUIPMENT ACCESS AND USE

Cristo Rey Columbus provides a variety of technology resources that will allow educational opportunities for students and staff to communicate, learn, and publish information. These resources include electronic devices, computers, software, scanners, printers, digital cameras, video cameras, and much more. Students will be required to act appropriately when utilizing technology equipment and work areas. Students are responsible for appropriate behavior when using school technology whether at school or at home.

One-to-One Device Program

All students will be issued an electronic device during the first week of school. This device will be the property of Cristo Rey Columbus and ultimately Columbus Public Schools.

If a student's device is not functioning or is damaged, it should be turned in to the main office for repair. If it is not able to be fixed and returned within 24 hours, a loaner device will be issued to ensure that the student has continued access to textbooks and most school-based applications. If a student's device needs to be replaced for any reason (loss, damage, or theft), he/she will be issued another. If a police report is not filed, the student can be charged for a replacement device. Any student whose device needs to be replaced twice will be issued another for use at school but may only be able to use it at school, checking it out each morning and returning it at the end of the school day.

Other policies and procedures for school-owned devices include:

- Keep the device in its case at all times.
- Recharge the device each night and bring it to school fully charged.
- Do not let others use your device—each student is 100% responsible for his/her device.
- Do not access or participate in chat rooms, or multi-user environments, download or play games; subscribe to or access listservs; download music files or check.
- Do not engage in any commercial, for-profit activities.
- Do not download or install any commercial software, shareware, or freeware onto network drives or devices.

Student Conduct

Topiary Garden and Good Neighbor Awareness

Since Cristo Rey is in a downtown community with neighbors, including many current and potential business sponsors, people living in the neighborhood and/or homeless people who sometimes spend time in the park, we have an obligation to be professional and an opportunity to make a significant impression. As such, students are to keep in mind that even after school is over, regardless of whether or not a uniform is being worn, as they make their way to the library, Museum of Art, food spots, and other destinations, they are representing Cristo Rey and should conduct themselves in a way that ensures their personal safety and makes a good first impression. We consider our extended campus to include the library and the Topiary Garden.

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Bus Policy

Many Cristo Rey students will be using the city or public school bus system. Student conduct, especially while wearing any part of the Cristo Rey uniform, not only reflects upon students and their families, but also on our school. As such, we will draw little distinction between student behavior in school and student conduct on the bus system. While we are confident that students will represent themselves, their families, and Cristo Rey to the highest degree, Cristo Rey will enforce consequences if negative or inappropriate behavior is observed or reported. Students are asked to please pay special attention and demonstrate respect and courteousness as they wait walk to bus stop as at bus stops. Students are also advised to observe the following behaviors in order to protect themselves as much as possible from incidents while on or waiting for the bus:

- Always be alert and observe your surroundings
- Keep all electronics in your bag or pockets
- Where possible, move in groups
- Seek assistance if you are concerned for your safety. Notify the bus driver, Discovery District Security, or the police AND the school administration immediately.

Work Bus Policy:

All school policies are in effect and will be enforced when student are on the bus to the PWSP worksites. Bus drivers and bus property are to be treated with the same respect and consideration as teachers and classrooms.

Dress code

One mark of distinction of a student who attends any school in the Cristo Rey Network is that he/she dresses in a professional, modest, conservative and safe manner. When our students attend classes or go to work, they enter professional environments. Their dress should reflect our high standard of professionalism.

Personal hygiene is also very important to one's health and appearance. Attention should be paid to showering, grooming, using deodorant, brushing teeth, combing hair, and laundering and ironing clothes. Students need to be mindful that technical compliance with the dress code while maintaining a sloppy appearance is not keeping with the expectation of professionalism at Cristo Rey Columbus.

When questions arise, the administration will have sole discretion in determining the appropriateness of dress code policies, and that discretion extends to matters of dress and appearance that are not explicitly stated in the Handbook.

Items that must be purchased at the uniform store are in bold:

The uniform for **male** students is as follows:

- **Uniform khaki dress slacks** (no baggy pants—all pants should be fitted to be worn at the waist) with a leather-like black or brown belt.
- **White or blue uniform button-down shirt** that must be fully buttoned and tucked-in at all times.
- **Uniform tie**, fully cinched at the neck.
- **A uniform vest, cardigan, or sweater with the school emblem** is to be worn at all times. The cardigan must be completely buttoned if worn. Other jackets, sweatshirts, sweaters, coats, etc. are not permitted to be worn inside the school or workplace. Hats, sunglasses, scarves, gloves etc. are also not permitted to be worn inside the school or workplace.
- Mid-calf dress socks of an appropriate nature (no athletic ankle socks).
- Solid color leather or leather-like office dress shoes (no casual footwear, athletic shoes, Toms Vans, Sperry's, sandals, moccasins, boots, etc. will be permitted).
- Jewelry is limited to a single watch or bracelet on each arm. No visible necklaces, earrings, tattoos, makeup or piercings are permitted. All jewelry must be appropriate for a Cristo Rey school.
- Hair is to be neat, clean, of modest proportionate length (not more than 2" throughout), thickness and style, and a natural hair color. Hair length may not touch the collar of the shirt. Sideburns must be above the earlobe. No spikes, mohawks, hair designs, ponytails, etc.
- Facial hair must be neat, professional, and well-groomed.

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The uniform for **female** students is as follows:

- **Uniform khaki dress slacks** (no baggy pants or excessively tight pants) **or uniform khaki skirts** (worn no shorter than 1” above the kneecap when standing straight.)
- **White or blue button-down shirt** that must be tucked-in at all times with only top button unbuttoned.
- **A uniform vest, cardigan, or sweater with the school emblem** is to be worn at all times. The cardigan must be completely buttoned if worn. Other jackets, sweatshirts, sweaters, coats, etc. are not permitted to be worn inside the school or workplace. Hats, sunglasses, scarves, gloves etc. are also not permitted to be worn inside the school or workplace.
- Socks must be mid-calf or knee. Socks or tights must be of a single, solid color – navy, white, black (no leggings, athletic socks, ornamentation, trim, or designs).
- Solid color leather or leather-like office dress shoes. Must be closed toe and closed heel flats or low-heeled shoes (all heels must be less than 1.5 inches). No athletic shoes, Toms, Vans, Sperry’s, sandals, moccasins, boots, etc. will be permitted.
- Jewelry: earrings must not be larger than a quarter. All jewelry must be appropriate for a Cristo Rey school.
- Hair is to be neat, clean, of modest style, and a **natural** color. Hair wear for girls: dark brown, black, or navy headbands only, not larger than an inch in width. No sweatbands, large bows, or other embellishments. Headbands should be worn on hair, not on forehead. Religious headscarves of a solid dark color are permitted.
- Make-up should be appropriate and modest. No dark or bright colored makeup or designs are permitted. No visible tattoos or facial piercings are permitted. Fingernails may be of any color or design, but length and shape should be modest/natural and must not impede functionality.

Academic Integrity

In accepting the challenge of Academic Excellence at Cristo Rey Columbus, students bear the responsibility to use this opportunity with care, submitting themselves to the rigors of intellectual discipline. This responsibility also involves certain ethical demands regarding academic integrity.

At the heart of this ethic is the value of intellectual life: ideas are important and the exchange of ideas is the central and cherished activity of the academic enterprise. One assumes responsibility for one’s own ideas and is entitled to credit for the hard work by which original thought is produced. While learning is its own reward, academic recognition (in the form of grades and honors) is awarded in proportion to the quality of one’s work.

The following are examples of behaviors contradictory to this ethic and core values are forms of intellectual theft, and will not be condoned, tolerated, or overlooked at Cristo Rey Columbus:

- Copying homework or other assignments from another student.
- Allowing another student to copy homework or assignments.
- Using “cheat sheets” or other unauthorized “aids” during a test or quiz.
- Copying answers from other students during a test or quiz, with or without the students’ knowledge.
- Giving unauthorized assistance to other students during a test.
- Plagiarizing: representing in writing the thoughts or ideas of another as if they were one’s own, without giving credit to the original author; the wholesale copying of an author’s work into one’s own without citation.
- Stealing tests or other teacher materials.
- Distributing stolen tests or teacher materials.

All of these activities are considered serious violations of academic integrity. This list is not comprehensive; other behaviors not specifically addressed may also violate the academic integrity of Cristo Rey Columbus. Any such violation is grounds for both academic and disciplinary penalties and will minimally result in a loss of credit for the assignment.

By accepting enrollment at Cristo Rey Columbus, each student promises as a matter of personal honor to act at all times in accordance with these standards of academic integrity.

Discipline Procedures

Students at Cristo Rey Columbus are held to the highest standards in accordance with our five pillars and their corresponding core values. Any action that violates these values detracts from the overall quality of our school and from the development of the individual student. It is our goal to align consequences with actions in such a way that students grow to understand and esteem the pillars and values upon which our school is built. Some types of consequences are outlined below but are in no means all encompassing:

- 1) **Detention:** A regular detention is traditionally given to students whose behavior is not considered a major infraction. These infractions include things such as isolated incidents of being out of uniform and classroom disruptions, tardies, etc. Students who receive a teacher detention must report as directed by the teacher at the agreed upon time.
- 2) **PM Detention:** A PM detention is given for more serious rule infractions such as disrespect, consistent classroom disruption, consistent uniform violation, repeated tardiness, and other such infractions. PM detentions are assigned by the school administration. Failure to attend 8th period class when assigned will lead to further disciplinary consequences.
- 3) **Faculty Councils/Required Restorative or Reinstatement Student Conference**
- 4) **Formal Required Restorative or Reinstatement Parent Conference:** After multiple detentions or for a more serious disciplinary incident, the student and his/her parents/guardians will be required to meet with Administration before the student is permitted to return to classes. A formal disciplinary letter will be placed in the student's file outlining the current issues and expectations for improvement.
- 5) **Disciplinary Probation/Academic or Behavior Contract:** The Co-Principal/Assistant Principal may place any student on disciplinary probation for recurrent misconduct or any single incident that is more severe in nature. The parent/guardian will be notified of the student's probationary status and the conditions attached to it. If the student fails to meet the conditions of the probation during the specified time, the student will be required to withdraw from school or will be expelled.
- 6) **In-school Suspension:** In-school suspension revokes the rights and privileges normally extended to Cristo Rey Columbus students. Students assigned to in-school suspension will not be able to attend regular classes, travel in the halls, or have lunch with peers (bagged lunches will be provided). Students will be placed in an electronic free, designated space, where he/she will be required to complete paper and pencil assignments. Suspended students are responsible for all class work and assignments missed during the time of suspension. Students may not participate in or attend any extracurricular, athletic or social event that occurs on the day(s) he/she is suspended.
- 7) **Out-of-School Suspension:** Suspension is a grave penalty imposed for serious offenses. Suspension revokes the rights and privileges normally extended to Cristo Rey Columbus students for the duration of the suspension. Suspended students must remain at home, and are responsible for all class work and assignments missed during the time of suspension. Students may not participate in or attend any extracurricular, athletic, or social event that occurs on the day(s) he/she is suspended.
- 8) **Expulsion:** Expulsion may result from grievous cases of misconduct or violations of behavioral probation. Prior to expulsion, students will generally sit before a disciplinary council composed of faculty and administrators, where they will have an opportunity to plead their case. Following the council, all members will confer and, at the sole discretion of the administration, a decision will be reached. Students allowed to remain at Cristo Rey Columbus will be placed on probation. Any future violations would then result in expulsion without the right to another hearing before disciplinary council. Behaviors which might lead to expulsion include, but are not limited to, the following:

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- Abusive language, violence, threats of violence or disrespectful behavior towards a member of the faculty, a fellow student, or a guest of the school including, but not limited to, bullying, harassment or sexual harassment.
- Acts of theft or vandalism against the school, school property, PWSP placement property or the personal property of a teacher, student, staff member, or PWSP.
- Excessive absence from school, whether or not it detracts from the student's academic performance.
- Repeated truancy.
- The possession or use of alcohol, marijuana, or other controlled substances on school grounds or at (or before) school sponsored events.
- Violation of the standards of Academic Integrity published in this handbook.
- A second suspension in one year, whether or not the student has been placed on disciplinary probation.
- Conduct inside or outside of school that is detrimental to the reputation of the school.
- Words or actions of a seriously unethical nature.
- Criminal allegations of a complaint, indictment, or information, which are admitted or proven.

The following are grounds for **automatic, immediate expulsion**, without recourse:

- Possession, use or threat of use of a firearm or any other lethal instrument on school grounds, or at school, at PWSP workplaces or PWSP sponsored events.
- Distribution, or possession of, a sufficient quantity indicating an intent to distribute, any drugs or alcohol or other controlled substances on school grounds or at (during, before, or after) school, PWSP workplace or PWSP sponsored events.
- Physical assault or threatening to assault anyone on the premises of the school, school grounds, or at the PWSP workplace.
- Un-employability, including but not limited to, termination of employment twice in a single academic year or a determination by the PWSP Director that the student cannot be assigned to a job placement.

Bullying

Cristo Rey Columbus expects students to be helpful, compassionate, broadminded, respectful and responsible. These expectations are in direct opposition to any form of bullying whether these actions are committed in person, written, or electronically transmitted. Bullying is a pattern of abuse over time and involves a student being "picked on." Bullying includes physical intimidation or assault; extortion; oral or written threats; electronically transmitted acts; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation. Anyone who observes or becomes aware of an act of bullying is expected to take immediate, appropriate steps to intervene and/or report the incident to the school administration.

Harassment/Sexual Harassment

Cristo Rey Columbus shall maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member, volunteer, or contact at the PSWP workplace (male or female) should be subject to harassment in any form, and specifically not to any unsolicited and/or unwelcome sexual overtures or conduct, whether verbal, physical, or electronically transmitted. Harassment is verbal, physical, or electronic conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.

Conduct that constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:

1. offensive sexual flirtations, advances, propositions;
2. continued or repeated verbal abuse of a sexual or gender-based nature;
3. explicit or degrading sexual or gender-based comments about another individual or his/her appearance;
4. the display or circulation of sexually explicit or suggestive writing, pictures or objects;

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5. any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
6. graffiti of a sexual nature;
7. fondling oneself sexually or talking about one's sexual activity in front of others; and
8. spreading rumors about or categorizing others as to sexual activity

Sexual harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and peer relationships among students must be based on mutual respect. Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. Not all physical conduct is necessarily considered sexual in nature (for example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct). However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment. A sexually hostile environment can be created by a school employee, volunteer, another student, co-worker, or a visitor to the school or PWSP workplace. Any person who believes he/she is the subject of harassment or intimidation should contact someone in the school administration.

Alcohol, Drugs, and Tobacco

In the service of the safety of all Cristo Rey Columbus students, the goals of our policies regarding drugs, alcohol and tobacco are (1) to maintain a campus free of alcohol, drugs, and tobacco and (2) to support our students in choosing not to use these substances.

For the purposes of this policy, "drugs" shall mean:

1. All dangerous controlled substances as so designated and prohibited by the Ohio statute (ORC §3719.011);
2. all chemicals which release toxic vapors;
3. all alcoholic beverages;
4. all cannabis-based products;
5. any prescription or patent drug, except those for which permission to use in school has been granted;
6. anabolic steroids; and
7. any substance that is a "look-alike" to any of the above (ORC §2925.01-O).

(The school reserves the right to modify this list at any time.)

Use, Possession, and Distribution of Alcohol and Drugs. The use, possession, concealment, and/or distribution of any drugs or any drug-related paraphernalia (including e-cigarettes/vape pens) as the term is defined by law in the Ohio Revised Code (§2925.14-A) on school grounds, buses, at school sponsored activities (including school sponsored events which take place off-campus), or at the PWSP workplace is forbidden. Infractions against this regulation are considered grievous in themselves and a danger to other students. **Students violating this regulation are subject to expulsion.**

Deterrence. As a deterrent to the sale, distribution, possession, and use of alcohol, drugs and tobacco by Cristo Rey Columbus School students, the following measures can and will be employed by the school:

- Unannounced inspections of students, lockers, backpacks, and school facilities with and without the use of a trained drug-detection dog.
- Drug testing of any student selected by the Co-Principal (with or without probable cause).

By enrolling at Cristo Rey Columbus, parents/guardians and students agree to submit to these deterrence measures. All drug test results will be reported to parents/guardians.

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Asking for Help. Any student who voluntarily seeks the assistance of any school official with regard to a substance abuse problem will be referred for professional assistance and will not be subject to disciplinary measures, provided that no violation of school policies subsequently occurs.

Counseling

At no cost to our students or their families, Cristo Rey Columbus High School offers individual and group counseling services throughout the school day to address a wide range of issues including (but not limited to): anxiety, peer relationships, life stressors, anger management, depression, mood disorders, ADHD, loneliness, grief, empowerment, leadership, and communication. In order for your student to benefit from this great opportunity that we are pleased to be able to offer to our students, consent must be provided. Cristo Rey Columbus High School does not assign diagnoses to students and does not provide on-going, long term counseling.

Referrals for counseling services can come from a variety of sources (parents/guardians, teachers, friends, coaches, school employees, PWSP supervisors, etc.), in many cases, however, the students themselves seek out counseling services. Meetings with a counselor occur during the school day and every effort will be made to meet with students at times that will have the least academic impact, but there is a chance that a student may miss academic instruction. *In those situations, the student is responsible for submitting work due that day and for making up any classwork, homework, or quizzes/tests that may have been missed.* In addition to the mental health counseling Cristo Rey provides during the school day, referrals for outside counseling and/or assistance with social services can be coordinated by the counseling department. Counselors may also assist students and families with social services needs that may arise throughout the course of the school year.

This consent for counseling services will remain in place until the following school year commences unless parent/guardian exercises the right to revoke consent--which can be done at any time. In order to revoke consent, however, you must have direct verbal communication with the counselor which will be confirmed in writing.

Without the counselor's written confirmation, consent is not considered revoked.

Please contact the Director of Student Support if you have any questions about the counseling process or social services assistance provided by Cristo Rey Columbus High School.

INFORMED CONSENT REGARDING COUNSELING SERVICES

PURPOSE: Counseling services on site here at school may be a whole new idea to your family and this could even be the first time that you have ever had any contact with a counselor! This section of the Student Handbook specifically addresses the services provided by Ms. Nora O'Donnell, LPCC-S and is designed to answer any questions students and/or parent(s)/guardian(s) may already have about the counseling process and to be sure that your consent is informed. Take your time to read through the different sections, but feel free to call/email if you still have any questions or concerns when you have finished reading—or at any time throughout the counseling relationship.

GOALS OF COUNSELING: The main goal of the counselor is to provide support and encouragement to the students of Cristo Rey Columbus High School in a compassionate and empathic way. Listening to and addressing any mental or emotional issues presented by the students, the counselor responds to the needs students present and helps equip them with the coping skills and confidence necessary to increase their successfulness in overcoming the many non-academic barriers they are facing. To develop in the students a sense of universality – an understanding that many of them are dealing with the same core issues as their classmates and persuading them to embrace the vulnerability to courageously share with one another to help build empathy among the student body is an overarching counseling goal for the school community.

COUNSELING RELATIONSHIP: The frequency of meetings with students can vary from person to person based on degree of need and willingness to participate. Additionally, while the therapeutic model known as solution-focused brief therapy is often utilized, the relationship can continue as long as the student continues to show progress and dedication. At times, the counselor may decide to facilitate linkages with community agencies where the student can focus on academic growth at school and personal growth with an outside clinician. At any point during the school year, the parent(s)/guardian(s) may choose to revoke consent for counseling services. To do so, parent(s)/guardian(s) must have direct verbal communication with the counselor which will be confirmed in writing. Without the counselor's written confirmation, consent is not considered revoked. If no determination is made to terminate the counseling relationship, the consent will remain active for the duration of the current academic year at Cristo Rey

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Columbus High School. Additionally, students and parent(s)/guardian(s) are welcome to ask questions at any point during the counseling relationship and they are entitled to answers to those questions from/facilitated by the counselor. The counselor will definitely place a call home in the event of a potentially harmful situation and while parent(s)/guardian(s) are encouraged to talk with their student if they have questions about the counseling sessions, they should feel free to contact the counselor as well.

BENEFITS OF COUNSELING: Reliance upon a strengths-based approach helps students see the things they are doing right and how those choices lead them in a positive direction and often have a greater end-result. Together with the student, the counselor will set goals and develop plans for growth toward and achievement of them. Additionally, work can be done to improve the student's insight and thought processing, as well as communication skills, which often produce positive results in many environments—not just here in the school community. As a support in place here at Cristo Rey Columbus High School, there is no cost associated with the counseling services offered/provided to the student body; however, consent from a parent/guardian is needed for minor students.

LIMITATIONS OF COUNSELING: The unfortunate reality is that not every problem a student presents is going to have a simple or easy solution. If students do not put forth effort or are unwilling to be active/demonstrate follow through on session suggestions, counseling is likely to yield minimal results. It is important to understand that counseling is not always a happy and fun process and sometimes things become harder before they improve; students may initially feel uncomfortable as they are challenged to change habits and break cycles that they have been living their entire lives. On occasion, those feelings of discomfort can create adverse reactions (anxiety, anger, etc.), but that is something to address if/when it happens, as every effort is made to minimize those risks for students.

ACADEMIC RESPONSIBILITY: Although the counselor will make every effort to meet with students at times of the school day that will have the least academic impact, there is a chance that a student may miss academic instruction. In those situations, *the student is responsible for submitting work that day that the teacher collected and for making up any classwork, homework, or quizzes/tests that may have been missed.*

CONFIDENTIALITY: At Cristo Rey Columbus High School, faculty and staff work collaboratively with the best interest of the student at the forefront, however, in many situations, the counselor has an ethical obligation to maintain confidentiality between herself and the students. Any potential graduate-level interns under the supervision of Ms. Nora O'Donnell, LPCC-S are bound by the same confidentiality that she is, but also subject to the same exceptions to that confidentiality. Working hard to develop trust and rapport is paramount to the counselor and, because students can feel the genuine authenticity in the counselor's expressions of care and concern, she is afforded the discretion to use her clinical judgment to consult with the faculty/staff or intercede on the students' behalf as she sees fit. Some KEY exceptions are posted in the office, but there are additional limitations to the confidentiality provided by the therapeutic relationship. Students know in these situations, the counselor does not need permission to share what has been learned. The exceptions to confidentiality include:

- Reasonable suspicion of child abuse
- A need to warn/protect the student or others in imminent danger
- A student is planning to hurt or kill himself/herself or is a victim of abuse
- A Release of Information has been signed by Parent/Guardian
- Court order requires Counselor's disclosure of information
- Any complaint/litigation against Counselor requiring the disclosure
- A need to protect a third party from a communicable and fatal disease

If any of these limitations exist—or come to exist—the obligation to keep information confidential is lifted. Consultation with another professional will occur when a potential exception to confidentiality is ambiguous or seems unclear.

NOTATIONS OF VISITS: In accordance with Ohio's Licensing Board requirements, sufficient documentation of students' visits will be written down to facilitate the delivery of counseling services and to ensure that quality counseling services would continue to be provided in the event that the initial counselor were to become incapable of continuing her work. Each student will have his/her own counseling file—separate from the school's cumulative files—kept in the counselor's office under two locks and maintained for the duration of the counseling relationship with Ms. Nora O'Donnell, LPCC-S. The files would only be shared in a consultative fashion and, in the case of a

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deliberate transition, the counselor would provide brief summaries of student issues to be transferred to any future clinical counselor employed at Cristo Rey, never transfer entire files. At any time during the counseling relationship, parent(s)/guardian(s) are welcome to request a summary of the notations of visits and expect that summary—including dates and lengths of visits—within 3 school days. If students and/or parent(s)/guardian(s) choose to communicate via email or text, they need to be aware of the potential risks regarding privacy safeguards and the potential for accounts to be hacked, etc. associated with such communications. Neither the counselor nor Cristo Rey Columbus High School is responsible for any privacy/confidentiality issues resulting from email or text communication with a student and/or parent(s)/guardian(s).

COMPLAINTS/GRIEVANCES: If students and/or parent(s)/guardian(s) have any issues with the services provided, it is strongly encouraged to directly address them in a responsible, respectful fashion. Counselor’s contact information is below; however, if directly addressing them with her does not seem comfortable or appropriate, contact the Director of Student Support at 614.223.9261.

ALTERNATIVES AND REFERRALS: Counseling services provided at school are at no cost to the student/family; however, if a student or family would feel more comfortable seeking support outside of the school, the counselor would be happy to try to help facilitate. Assisting with linkage, though, in no way obligates the school to pay for those services and the student and parent(s)/guardian(s) have the responsibility to arrange for payment of those services.

CREDENTIALS: Ms. Nora ODonnell, LPCC-S earned a Master’s Degree in Counselor Education from The Ohio State University and passed state and national examinations to become an independently licensed professional clinical counselor in the state of Ohio. She earned her Supervisory Designation and is able to provide training to graduate-level counseling students who may complete their internships under her. Additionally, Ms. ODonnell has a Master’s Degree from the University of Dayton, with a specialization in Special Education.

CONTACT INFORMATION:

Nora ODonnell, LPCC-S
614.223.9261 Ext. 106
NODonnell@CristoReyColumbus.org

Professional Work Study Program

Program Overview

The Professional Work Study Program (PWSP) provides students with real-world job experiences and allows them to earn a portion of the cost of their education. It is an integral part of their educational experience at Cristo Rey Columbus High School. A positive attitude and a commitment to high standards of responsible behavior and professionalism as well as independence and self-advocacy are required.

While the Professional Work Study Program strives to create an environment for success for its students, the student must take personal responsibility to ensure individual success by projecting a positive attitude and behaving in a professional manner while participating in the program.

Students are employees of the Professional Work Study Program and not employees of the business sponsors. Students are not eligible for sponsor benefits unless specifically told so by their supervisor. Students should never presume that they may partake in these benefits. **Since Cristo Rey Columbus is the legal employer of the students, parents/guardians should not contact sponsors directly.**

Taxes and Employability

Students earn real income through the Professional Work Study Program. In the Student/Parent Agreement, students and parents agree that in lieu of receiving cash compensation for participating in the PWSP, the PWSP may fund a portion of the costs of the student’s education at Cristo Rey Columbus. Because students have the opportunity to be hired by a PWSP business sponsor to work during school holidays and breaks, every student is required to complete an IRS Form W-4. All students must also complete U.S. Immigration Form I-9 to confirm employment eligibility. Students must be at least 14 years old to participate in the PSWP. Students must also complete a work permit form

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in addition to other employment forms. Students are required to abide by the work restrictions set forth on the work permit form. These restrictions may affect a student's ability to work at a job outside of PSWP.

Role of Parents/Guardians

We view our relationship with parent/guardians as essential in ensuring student success. Support at home allows us to continue the work of educating all students while they are here at school. We appreciate parents'/guardians' role in helping their children to both comply with school policies and cooperate fully with deterrence measures. Parents/guardians should also encourage students to work hard toward our five pillars of academic excellence, professionalism, spirituality, service, and self-reliance. Any parent/guardian with questions/concerns are encouraged to contact the office to make an appointment with the appropriate staff/faculty member.

Parents/guardians are encouraged to participate to the best of their ability in all school activities provided to parents/guardians such as Back-to-School Night, Report Card Pick-Up Nights, Honors Breakfasts, Awards Night, and other meetings scheduled throughout the year. As partners in the development of our students, it is crucial that we maintain communication and that parents/guardians show an active interest in their students' academic and professional lives. Attendance at these events serves to both encourage students and to maintain communication between home and school.

Change of Address/Telephone

As soon as a change is made in the parent/guardian's home or work address or telephone number, please notify the school office. In the event of an emergency, it is very important that the school's records be current.

Contacting Faculty

Students and parents/guardians should feel free to discuss matters with the school personnel at any time. To avoid delays, it is usually better to call for an appointment in advance of coming to the school. If parents/guardians have a concern regarding a specific class, the Co-Principal will not address the situation unless the parent/guardian first speaks with the teacher in charge of the class or activity. To talk to a teacher, call the school to request a conference and a time will be arranged that is convenient to both parties. Teachers will not be called from their rooms to talk to a parent/guardian while classes are in session. Parents/guardians and students should not attempt to telephone faculty members at their homes.

Non-Custodial Parents

Cristo Rey Columbus abides to the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, then it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Any child custody order or decree pertaining to the student should be submitted to the school within two weeks of enrollment and/or within two weeks of any changes pertaining to the student.

Visiting Campus During School Hours

Parents/guardians or alumni who need to visit campus during school hours are asked to follow these guidelines:

- **Make an Appointment.** To avoid delays, it is usually better to call for an appointment in advance of coming to the school. If you wish to talk to a faculty or staff member, you may make an appointment by requesting a conference and a time will be arranged that is convenient to both parties. Teachers will not be called from their rooms to talk to a parent/guardian while classes are in session.
- **Check-in at the Main Office.** When you arrive on campus, enter the main doors and report directly to the Main Office for authorization. If you need to proceed from there to any other part of the campus you will be issued a visitor badge.

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- **I.D. Check.** If you are asking to see your child, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children.
- **Please Note:** For the safety and security of our students, anyone seen on campus during school hours without a visitor badge will be told to obtain one or asked to leave campus.

General Regulations

Asbestos

In compliance with the U.S. Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), Cristo Rey Columbus was required to have an inspection of buildings for asbestos containing materials. A licensed accredited consultant inspected all buildings and has found them to be free from any exposure to asbestos-containing materials.

Cafeteria and Lunch Procedures

Cristo Rey Columbus High School participates in the USDA School Nutrition Program. At the beginning of each school year, all students will receive the Free and reduced lunch packet including; income eligibility guidelines and complete instructions. Students who would like to be considered for this program **MUST** complete the form and return it to the school by September 15. Please note that randomly selected individuals may be randomly selected throughout the school year to meet verification guidelines mandated by the USDA. Should you have any questions, please do not hesitate to contact the school at 614-223-9261. Should your financial or living situation change during the school year, please contact the school to determine if there will be a change in eligibility.

Throughout the entire lunch period students must remain in designated areas. Students are expected to keep the cafeteria clean and are responsible for cleaning up after themselves; they are not to leave garbage or debris behind them. No food or drink, other than water, is permitted in the hall. Food or drink is only permitted in classrooms under special circumstances with faculty/staff approval. Lunch is to be brought from home each day or purchased from the school caterer. Refrigeration cannot be provided. Students are not permitted to have food delivered or brought to them from any fast food establishments.

Juniors and Seniors are allowed flexibility during lunch with appropriate parental permission. These lunch policies are a privilege that carry the responsibility of punctuality to all classes, appropriate behavior, and adherence to all policies and requests. Should students not follow these guidelines, these lunch privileges are subject to being revoked either for individual students or the entire class.

Cristo Rey Columbus High School will not sell or distribute food items that do not meet the smart snack guidelines set forth by the USDA before 5:00 PM on any designated school day. Fundraisers at the school will not be attached to food items for the students.

Cellular Phones:

Cellular phones are not conducive to a serious learning environment and therefore are prohibited in classrooms, halls, or bathrooms during school hours, 7:45AM-3:15PM. During school hours, students will be allowed to use cell phones only in the cafeteria. If a cell phone is seen in use outside of the cafeteria, teachers/ staff will confiscate the phone or other electronic device and turn it in to the Assistant Principal of Student Affairs, who may issue further disciplinary consequence. At no time should a student contact anyone to pick him or her up from school without having first spoken with and received approval from school administration.

Disrespect

Disrespectful behavior towards a member of the faculty or staff, another student, a guest of the school, or anyone at the PWSP workplace is unprofessional and destructive to the community of love and acceptance Cristo Rey Columbus endeavors to build. Disrespect includes, but is not limited to, the use of inappropriate, abusive, or vulgar language. Students who act disrespectfully are subject to serious disciplinary consequences.

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Drills

Fire and other emergency drills (tornado, lockdown) are conducted with and without prior notice. At the sound of the corresponding alarm, all students, staff, faculty and visitors to the school follow the appropriate procedures. Everyone should remain quiet and attentive throughout all drills. Everyone is reminded that all drill procedures are to prepare for potentially life-threatening emergencies and should be taken seriously.

Field Trips

Students who are invited to participate in school-sponsored field trips will be given a *Parent Permission Form*. No student will be allowed to participate on a trip unless the form has been signed by the parent/guardian and returned to the school. Permissions by telephone or other verbal permissions cannot be accepted.

Fighting and Physical Assaults

Our pillars of spirituality, professionalism and self-reliance guide us to resolve conflicts without resorting to physical or emotional violence. Fighting undermines the community Cristo Rey Columbus endeavors to build and presents a hazard to the safety and well-being of others. Students involved in fighting are subject to serious disciplinary action, up to and including expulsion when appropriate.

Injuries

All injuries sustained on campus at any time, or at school sponsored events off-campus or PWSP workplace, should be reported immediately to the Main Office. The office will then determine the appropriate course of action and notify parents/guardians. If deemed necessary, emergency personnel would be called and, if taken to the hospital, a staff member would accompany the student.

Immunizations

Cristo Rey Columbus will no longer admit new students who are not fully vaccinated according to The Ohio Department of Health's requirements for school attendance. The only exception would be a student whose physician certifies in writing that such immunization against any disease is medically contraindicated. In compliance with Ohio Department of Health immunization standards and Ohio Revised Code 3313.671, parents/guardians will be required to provide an up-to-date vaccine record.

Insubordination

Cristo Rey Columbus strives to establish an atmosphere of mutual respect among students and faculty. Students who fail to comply with the legitimate directions of faculty or administration or who treat faculty or administration in a disrespectful manner are subject to serious disciplinary consequences.

Lost and Found

Students who find lost items must immediately turn them in to the Main Office. Because lost articles are the properties of someone, finding and keeping a lost article constitutes a form of theft and will be dealt with accordingly. Students are responsible to check the lost and found for lost belongings. Lost articles not claimed within a reasonable period will be donated or thrown away.

Medications at School

It is the policy of our school that students carry no drugs or medication, with the exclusion of prescription and nonprescription inhalers. All medications are to be administered by the nurse or his/her designee only. If it is necessary for a student to take medication during school hours, it must be in the original container and must be accompanied by a school medical form completed by the parent/guardian specifying the time for the medication to be given. Medications not accompanied by the proper medical form completed and signed by the parent/guardian will not be administered.

Medication Policy

Prescription Medication: Students may be permitted to possess and use prescribed medication during school hours when the school nurse has received the following: written permission from parent/guardian, and physician

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verification for the medication to be taken during school hours (Medication Authorization Form). Medication Authorization Forms are valid for the current school year only, and a new one should be completed each year.

Medication Administration: The principal will designate staff members who will assist with or supervise the administration of any medications. The school nurse will provide training at the beginning of the school year to personnel designated by the principal.

Medication Storage: All medication must be received by the school nurse in the container in which it was originally dispensed. All medication will be stored in a locked cabinet in the office except medication that requires refrigeration, which will be stored in a refrigerator not commonly accessed by students.

Medication Documentation: All medication given should be recorded on the Medication Administration Log. Medication brought into school will be counted and documented on the Medication Administration Log. The log will be uploaded into Powerschool at the end of each school year.

Medication Disposal: At the end of the school year, or if medication is discontinued, parents/guardians must pick up any remaining medication. Inhalers, epinephrine auto-injectors, Diastat, Glucagon, and insulin will be sent home with students, but other medications will not be sent home. If medication is not picked up by the specified date, it will be disposed of at Columbus City Schools Health Services.

Non-prescription Medications: Select non-prescription medications will be kept in the school office to be administered by school personnel if permission from parent/guardian is granted on the Emergency Contact Form. Student possession of non-prescription medication during school hours is discouraged, but if health conditions require, students may possess a small amount of non-prescription medication for their own use. If this medication is found to be distributed to other students, disciplinary consequences could include (but are not limited to) suspension or expulsion.

Self-Carry and Self-Administration of asthma inhalers and epinephrine auto Injectors: In order for a student to carry and self-administer an asthma inhaler or epinephrine auto-injector, the following are required: The permission to self-carry is designated on the completed Medication Authorization Form, and the student must inform a school employee if the asthma inhaler or epinephrine auto-injector is used.

Diastat Administration: Diastat may be administered by the school nurse or trained school personnel. The following guidelines must be met for Diastat to be administered/kept at school: the Medication Authorization Form is complete, and parents/guardians understand that EMS will be called if Diastat is administered. If EMS will not transport, then parents/guardians must pick up student following Diastat administration. Parents/guardians are responsible for assuring that the student takes anti-convulsion medication as prescribed and maintains regular appointments with the prescribing doctor.

Glucagon and Insulin Administration: Glucagon and insulin may be administered by the school nurse ONLY. Parents/guardians must understand that Cristo Rey Columbus High School does not have a full-time nurse. The following guidelines must be met for Glucagon or insulin to be administered/kept at school: the Medication Authorization Form is complete, and parents/guardians understand that EMS will be called if Glucagon is administered. If EMS will not transport, then parents/guardians must pick up student following Glucagon administration. Parents/guardians are responsible for notifying the school nurse if there are any changes in the student's diabetes care. Parents/guardians are also responsible for assuring that student maintains regular appointments with the prescribing doctor.

Medication Incident Procedures: Administering medications can result in error. If this occurs, the Medication Incident Form will be completed. The purpose is to document occurrences and to prevent error in the future. If a medication error occurs, the staff member should complete the Medication Incident Form, contact The Central Ohio Poison Control Center to obtain information about adverse reactions, and contact the parent/guardian of the child(ren) who are affected by the medication error.

Missing Medications: Missing medications should be reported to the school nurse and a Medication Incident Form should be completed.

Field Trip Medication Policy: The school nurse should be notified two weeks in advance of any student going on a field trip who requires medication during school hours. The Field Trip Notification form should be used by staff to communicate school field trips. Students will receive their medication at the prescribed time and it will be administered by either the nurse or trained school personnel. A copy of the Medication Authorization will be sent on the field trip. For overnight trips/retreats, parents/guardians will complete the Student Permission/Release & Indemnification Form which includes a list of medications with concise directions that will be brought on the trip. Students will self-administer during overnight trips.

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Non-Discrimination Policy

The governing board of Cristo Rey Columbus High School located at 400 East Town Street in Columbus, Ohio has adopted the following nondiscriminatory policies.

Cristo Rey Columbus High School recruits and admits students of any race, color, national or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, employment, scholarship and loan programs, and athletic and other school-administered programs.

Cristo Rey Columbus High School will not discriminate on the basis of race, color, national or ethnic origin in the hiring of its certified or non-certified personnel.

Any person having knowledge of racial discriminatory practices on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school-administered programs should contact the Ohio Department of Education, Quality School Choice and Funding, Nonpublic Education Options Programs, 25 South Front Street, Mail Stop 309, Columbus, Ohio 43215.

Prayer

As a Catholic school, prayer is an important part of our day and lives. When the school community pauses during the school day to join in prayer, all students, faculty, and staff are expected to stop whatever they are doing to be attentive and respectful. Students are instructed in the differences between positions of respect and positions of worship. Minimally, all students are required to participate respectfully during all school prayer and worship.

Pregnancy

In consideration for the sacredness of life and Christ's example of compassion and forgiveness, Cristo Rey Columbus will not suspend or expel a student on the grounds of pregnancy or paternity. Any determination as to health matters concerning the restrictions on, or continuing participation in, curricular or extracurricular activities by a pregnant student shall be made by the student's doctor. Written notice of the doctor's determination shall be provided to the Co-Principal.

The religious instruction given at Cristo Rey Columbus makes clear that any act involving procreation is the exclusive right of those who are married. Students involved in a pregnancy need Christian acceptance, compassion, and counsel. It is the Christian community's responsibility to give support and aid to those involved while not condoning or justifying their behavior. Counseling for the expectant parents/guardians is strongly encouraged.

Public Displays of Affection (PDA)

Kissing, extended embraces, and other displays of romantic affection are not appropriate in any professional setting. Students are expected to act professionally at all times both in the workplace and at school. PDA is unacceptable at school, on the buses, or at work and will result in disciplinary action.

School Property

Students are expected to be civically active and therefore share in the responsibility for the care of the campus, building and property, helping to maintain a professional and pleasant environment for everyone. They exercise this responsibility primarily by keeping the buildings and grounds free from litter (including picking up trash instead of walking over or around it) and by not writing on desks, walls, etc. Any accidental damage to school property should be reported immediately to the Main Office. School-owned books, electronic devices, or property that is damaged or lost while in the possession of a student are the responsibility of that student. Students perpetrating any damage may be charged for any expense incurred for repair or replacement at the discretion of the administration.

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Sportsmanship

At athletic events, strict standards of good sportsmanship must be maintained. Booing and offensive cheering are always out of order. Pranks and vandalism on another school's property constitute a serious violation of conduct and shall result in serious consequences.

Telephone

Necessary calls for students during school hours should be placed to the Main Office, and messages are delivered to the students. Students are called to the telephone in case of emergency only. Parents/guardians and students should NOT be communicating by cell phone during the school day except during lunch, before 7:45 AM or after 3:15 PM.

Theft

Stealing undermines the trust and respect on which Cristo Rey Columbus strives to build community. Any student who is found to have committed or aided in the theft of school property or the property of an individual is subject to serious disciplinary action. Theft is NEVER a joke and will always be treated as a serious offence.

Vandalism

Destroying, damaging or defacing school grounds, school property or the PWSP workplace is a criminal act, is a gross form of disrespect, and results in unnecessary financial costs passed on to all the families at Cristo Rey Columbus. Vandalism against the property of any faculty, staff member, student or anyone associated with the PWSP workplace is likewise a grievous offense. Students found to have committed vandalism will be subject to severe disciplinary action and possible criminal prosecution.

Weapons and Dangerous Materials

Fire arms, other lethal instruments, or other objects or materials judged by the administration to be dangerous or hazardous are banned on school grounds, school sponsored vehicles, work-study locations, and at school sponsored activities, including school sponsored events that take place off-campus. Infractions against this regulation are considered grievous in themselves and a danger to other students. Such infractions are subject to grave disciplinary consequences including expulsion and, potentially, criminal prosecution.