



**Student/Parent Handbook**  
**2022-2023**

400 E. Town St.  
Columbus, Ohio 43215

**Cristo Rey Columbus**  
**Student/Parent Handbook for 2022-2023**

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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.crchsworks.org](http://www.crchsworks.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.*

### Catholic Identity

*As a Catholic school we are committed to our faith in Jesus Christ and the doctrines, principles and beliefs of the Roman Catholic Church. All students take Theology courses for all four years of high school, following the USCCB high school curriculum framework, and engage in Campus Ministry programming such as worship, service, and retreats.*

### Cristo Rey Network and the Catholic Diocese of Columbus Sponsorship

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

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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

**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.

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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.  
*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
- Service Hours: meets the required service hours each year

**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.

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**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 Principal. Any undocumented/unapproved absences during exams will result in a 10% reduction in the student’s exam grade. \*Senior students will earn a final exam exemption when their Y1 grades are an A or a B.

**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. Cristo Rey Columbus is changing to a 5-pt AP grade-scale and a 4.5 honors grade-scale. This change will go into effect for 9th-11th graders next year. Next year’s seniors will stay on the same grade-scale they have been on in the past in order to keep their transcripts consistent.

**Class of 2024 and Beyond Grade Scale**

Course Grade % Range	Transcript Grade	Grade Point Average (GPA) Value			
		Regular	Earned Honors	Honors	AP
90-100	A	4	4.25	4.5	5
86-89	B+	3.6	3.85	4.1	4.6
80-85	B	3	3.25	3.5	4
76-79	C+	2.6	2.85	3.1	3.6
70-75	C	2	2.25	2.5	3
66-69	D+	1.6	1.85	2	2.6
60-65	D	1	1.25	1.5	2
59 and below	F	0	0	0	0
Credit Recovery	D-	0.6			

**Class of 2023 Grade Scale**

Course Grade % Range	Transcript Grade	Grade Point Average (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		

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### **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 Extracurricular 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.

All students with two or more Ds or one or more Fs at progress reports or the end of a quarter will be required to attend mandatory office hours. Mandatory office hours are 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 mandated students do not attend.

Academic eligibility is determined at the end of each quarter. Students are ineligible if they have two or more Ds or one or more Fs for their quarter grade on their report card. Ineligible students can earn back eligibility at progress reports. If an eligible student has two or more Ds or one or more Fs on a progress report, he or she will remain eligible but will be required to attend mandatory office hours.

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 the 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**

Additional academic support will be available to all students after school Tuesday – 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 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.

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### **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 given, which should be within two weeks of the assigned due date. Any academic concern 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 Administration.

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 3:10 PM. Students who are at work will return to school for dismissal on their workday by 4:00 PM. There is no supervision after school except under special circumstances (tutoring, sports, clubs, dances, etc.), and the office closes at 4:00 PM.

In consideration of teachers, coaches, and sponsors, students participating in special activities should be picked up no later than 30 minutes after their dismissal. Repeated late pick-up could jeopardize a student's ability to participate in extracurricular 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 office hours to remain in the building each day beyond 3:15 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. Extended absences of 3 or more days **will** require legal/medical documentation.

### **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 excused absences 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 and may jeopardize the renewal of an EdChoice scholarship award.

Any student with 10 or more absences, excused or unexcused, in any class in a semester may not earn credit for that course. through an appeal process, If extenuating circumstances such as hospitalizations occur, a student can apply for an appeal process to make up missed credits. **Unexcused** absences may result in additional disciplinary consequences. Any absence from school is unexcused unless it is for one of the approved reasons listed below. 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.

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- 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 9<sup>th</sup> and 10<sup>th</sup> grade and four in 11<sup>th</sup> and 12<sup>th</sup> 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 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 two 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 may 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 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 more than two consecutive academic days may be required to attend office hours until all make-up work is completed and the student is back on track. Absences on students' PWSP day will need to

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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 any given day are not allowed to attend or participate in any after-school or evening activity sponsored by the school. If absent on a Friday or the last day of school for any given week, any activities happening that weekend cannot be attended. The administration 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. 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/emergency contact 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.

### **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 be assigned to lunch detention if they have more than 1 unexcused tardy to school per quarter and for each additional tardy that follows. 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 as 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 PWSP. 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. Seniors risk jeopardizing their graduation if PWSP credits are not earned.

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.

### **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 worksite, even if the student is elsewhere on campus.

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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 and Technology 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 Media/Networking**

Students who maintain and use a website, blog, or other social media/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 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. Students must realize that information posted on social media becomes permanent and may be utilized in disciplinary councils if misuse is reported or found.

## **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.
- 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.

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- 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 or suspension of device 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. This device is property of Cristo Rey Columbus and ultimately Columbus City 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:

- 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.

#### **Cellular Phones/Smart Devices:**

Cellular phones and smart devices are not conducive to a serious learning environment and therefore are prohibited in classrooms, halls, or bathrooms during school hours, 7:45AM-3:10PM. If a student is assigned or chooses to stay for office hours, their cell phone should not be used. During school hours, students will be allowed to use cell phones only during lunch and with special permission from teachers. If a cell phone is seen in use outside of the lunch period, teachers/ staff will confiscate the phone or other smart device and turn it into the Dean of Students, who may issue further disciplinary consequences. Students with repeated cell phone/smart device infractions will be placed on a 10-day device free contract.

## Student Conduct

### **Topiary Garden and Good Neighbor Policy**

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.

### **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 courtesy as they wait at or walk to the bus stop. 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 students 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 includes avoiding a sloppy appearance so as to keep within the expectation of professionalism at Cristo Rey Columbus.

When questions arise, the Dean of Students 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.

The uniform for **boys** is as follows:

- **Khaki dress slacks** (no excessively tight or baggy/cargo pants—all pants should be worn at the waist) with a leather-like black or brown belt.

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- **White or blue long-sleeved oxford 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. Other jackets, sweatshirts, sweaters, coats, etc. are not permitted to be worn inside the school or workplace. Hats, hoods, sunglasses, scarves, gloves etc. are also not permitted to be worn inside the school or workplace.
- **Dress socks** must fall at mid-calf and be of an appropriate nature.
- **Dress shoes** must be solid color leather or leather-like office shoes that match the uniform. (No sandals, slides, Sperry’s or sneakers will be permitted).
- **Jewelry** - No earrings, visible tattoos, makeup, nail polish or facial piercings are permitted.
- **Hair** is to be neat, clean, and a natural hair color. Hair length should not touch the collar of the shirt and may not cover a student’s face or otherwise impede eye contact. No spikes, mohawks, hair designs, ponytails, etc. Hairwear for boys is not permitted (No do-rags, sweatbands, bandanas, night caps/bonnet, etc. )
- **Facial hair** must be neat, professional, and well-groomed.

The uniform for **girls** is as follows:

- **Khaki dress slacks** (no excessively tight or baggy/cargo pants) **or khaki skirts or skorts** (worn no shorter than 1” above the kneecap when standing straight.)
- **White or blue long-sleeved oxford button-down shirt** that must be tucked-in at all times with only the collar button unbuttoned.
- **A uniform vest, cardigan, or sweater with the school emblem**, is to be worn at all times. Other jackets, sweatshirts, sweaters, coats, etc. are not permitted to be worn inside the school or workplace. Hats, hoods, sunglasses, scarves, gloves etc. are also not permitted to be worn inside the school or workplace.
- **Socks** must fall at 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). *\*If a girl is wearing pants, she is not required to wear socks.*
- **Dress shoes** must be solid color leather or leather-like office shoes that match the uniform. Must be closed toe and closed heel flats or low-heeled (>1.5”) shoes. (No sandals, slides, Sperry’s or sneakers will be permitted).
- **Jewelry** should be appropriate for school and work. No visible tattoos or facial piercings are permitted.
- **Hair** is to be neat, clean, and a natural color. Hair wear for girls, headbands and hair wraps, must be a solid color that matches the uniform. (No sweatbands, ear warmers, bandanas, night caps/bonnets, large bows, etc.)
- **Make-up and fingernails** should be appropriate for school and work and should not impede functionality. No dark or bright colored makeup or designs are permitted.

### **Dress Down Days**

Throughout the school year students will have the opportunity to participate in pre planned dress down days. Guidelines concerning appropriate and allowed wear will be emailed out to students before the dress down day occurs. Students will not be allowed to attend classes, will be sent home, and will not be able to participate in future dress down days if they do not abide by the set guidelines.

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**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.

**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.

**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 or assignment.
- 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.**

**Bullying/Cyber-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.

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**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. As a culturally diverse school community grounded in Christian faith, we do not condone the use of modern or historically discriminatory, hateful, and/or hurtful language.

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;
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.

**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 offense.

**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.

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### **Weapons and Dangerous Materials**

Firearms, 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.

### **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.
- Random drug testing of any student as identified by the Dean of Students.

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.

**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.

## **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 (on or off campus) 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 consequences are outlined below but are in no means all encompassing:

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- 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 to 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 PM detention when assigned will lead to further disciplinary consequences.
- 3) **Required Student/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.
- 4) **Disciplinary Probation/Academic or Behavior Contract:** The Dean of Students 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.
- 5) **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 ( lunches will be provided). 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.
- 6) **Out-of-School Suspension (1-2 days):** 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. The Dean of Students will have a conference with the student's parent/guardian before the student is permitted to return.
- 7) **Out-of-School Suspension (3 or more days) and/or Expulsion:** An extended suspension will always result in a discipline council, composed of faculty and administrators, to discuss a student's continued enrollment at Cristo Rey Columbus, where students 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:

- 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, cyber-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.

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- 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 calendar 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.

## 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 school 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.

### *Academic*

Students experiencing academic challenges are not alone. Many students need guidance on a specific area related to their studies.

Students who meet with their counselor can learn concrete tools and strategies to help support their academic needs. Meeting with a counselor goes beyond just study skills. Counselors can work with students in regards to career exploration, course selection, learning difficulties, recommendations, etc.

### *College*

Counselors collaborate directly with students, parents, faculty, and college admissions representatives. The Cristo Rey Columbus Counselor plays an essential role in ensuring all Cristo Rey students are on track to enroll and succeed in college. Through the implementation of a comprehensive, four-year college counseling program students are able to have the tools and knowledge necessary to gain access to institutions of higher learning.

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### ***Social Emotional***

Students at Cristo Rey Columbus High School will have access to school 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, academic support and communication. Cristo Rey Columbus High School does not assign diagnoses to students and does not provide on-going, long term counseling.

Please contact the school administration if you have any questions about the counseling process or social services assistance provided by Cristo Rey Columbus High School.

### **Campus Ministry**

It is our mission to provide opportunities for Catholic faith formation and spiritual growth to students of all faiths. Cristo Rey Columbus employs a full-time Spiritual Life Coordinator who organizes faith formation under the following umbrellas:

#### ***Worship***

Cristo Rey Columbus celebrates Catholic mass regularly. All students are required to attend. In addition, students will attend non-Eucharistic prayer services.

#### ***Retreats***

Retreats provide fellowship and individual growth to students. Retreats are held annually for each grade level: Freshman and Sophomore retreats are day-long; Junior and Senior retreats are overnight. Students are required to attend their grade-level retreat.

#### ***Service & Social Justice***

All students will be required to complete a set number of service hours each year. This service allows students to contribute to their community and grow through aiding to others. In addition, school-arranged and supervised service/social justice opportunities are periodically offered.

### **Professional Work Study Program**

See Professional Work Study Handbook

### **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, Parent/Teacher Conferences, Honors Breakfasts, Awards Night, and other meetings scheduled throughout the year. As partners in the development of our students, it is crucial that

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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 Main 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 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 by 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, please buzz in at the main doors and an administrative assistant will authorize your visit. If you need to proceed from there to any other part of the campus you will be issued a visitor badge and escorted to your destination.
- **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:** Unauthorized visitors or those unable to display appropriate identification will be 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.

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### **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 all eating areas 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 or delivery services.

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 4:00 PM on any designated school day. Fundraisers at the school will not be attached to food items for the students.

### **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.

### **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.

Some PWSP business partners require specific immunizations in order for a student to be considered for placement at their jobsite.

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### **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 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

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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.

### **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.

As a culturally diverse school community grounded in Christian faith, we do not condone the use of modern or historically discriminatory, hateful, and/or hurtful language.

### **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.

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**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 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.

**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.

**Severe Weather: School Closing**

In case of severe weather conditions, 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@crchsworks.org](mailto:mainoffice@crchsworks.org).

**Telephone**

Necessary calls for students during school hours should be made to the Main Office. 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 3:10 PM.

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## **Professional Work Study Program Handbook**

### **STAFF DIRECTORY:**

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### **OVERVIEW:**

The Cristo Rey Columbus High School Professional Work Study Program (PWSP) is an exciting and innovative opportunity for students to gain real job experience, while earning a significant portion of the cost of their education. The Professional Work Study Program is an integral part of each student's educational experience. 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 empower their growth, leadership, and success. Professionalism is demonstrated through **respect for self and others**, as well as ownership and integrity.

From the technical demands of office work to the many opportunities for personal growth, the PWSP challenges students to encounter, and rise to meet, the culture and expectations of a professional work environment, while preparing them for success in their future endeavors. The Professional Work Study Program is essentially half of the educational experience for every Cristo Rey Columbus student, and combines with the student's rigorous, in-school and extracurricular experiences to ensure all students graduate College Ready and Career Prepared.

### **THE KEY 3**

The Professional Work Study Program (PWSP) primarily serves three main goals:

- Students earn a significant portion of the cost to attend
- Students positively contribute to their host organization and the business' needs.
- Students gain professional and lifelong learning skills through invaluable experiences

## **STANDARDS OF PROFESSIONALISM**

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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:

“As a Cristo Rey Columbus Student, I demonstrate professionalism through:

- **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.”

Students gain critical professional, personal, and lifelong learning skills, including Communication, Note taking, Accountability, Commitment to Excellence, Integrity and Ethics, and Pride in their learning, growth, and contributions.

- **Communication.** Greet coworkers in a polite, professional manner when entering and leaving the workplace every day. Stand and shake hands when meeting new people. Practice good eye contact and show active listening skills. Ask questions. Demonstrate respect, politeness, and positive attitude at all times.
- **Note Taking.** Take notes throughout the day, especially when receiving instructions. Taking notes demonstrates active listening, engagement, interest for the other person, and pride in work and self. It also improves accuracy and attention to detail.
- **Dressing for Success.** This helps ensure you are accurately interpreted by all around you, and shows respect for yourself and for others. Wear your full and complete uniform, practice good hygiene, sit up straight at your desk, and use your body language to show pride in your work and your team.
- **Organization.** Maintain a clean workspace. Reserve a few minutes at the end of each workday to tidy your desk before leaving. This shows pride in work and respect for those around you.
- **Accountability.** Check in and out with supervisors before and after breaks and lunch, and when you arrive and depart. Follow through on all deadlines, tasks, and assignments. Thoughtfully and fully complete your timesheet each workday. Take it to your supervisor to answer questions together and give them the opportunity to provide feedback. Be sure to leave enough time for this process -- don't wait until a few minutes before you have to leave!
- **Integrity & Ethics.** Practice honesty at all times. Be your best self at work, even if you think no one is looking. Be the self you are proud to be. Be a good teammate to your coworkers, and take ownership of the tasks, projects, and expectations that you are responsible for.

## **BEHAVIOR EXPECTATIONS**

Participation in the PWSP is both a job and a part of school. While all school rules and standards of behavior are applicable to the PWSP, there may be times when the PWSP will require students to follow additional rules. All PWSP rules and procedures are thoughtfully and purposefully designed to ensure the success and wellbeing of each student, as well as the success and integrity of the Program for our students and families, our school, and our Business Partners.

Each student is a representative not just of themselves but of the Professional Work Study Program, and of Cristo Rey Columbus High School. A student's actions and demeanor not only reflect on them personally but on their peers and our school as a whole. As proud members and leaders of our Cougar family, each and every student is expected to behave with respect and professionalism towards all, every workday, throughout the entire workday. Students will be held to the highest standards of honesty and integrity. A positive attitude and a commitment to the high standards of responsibility and behaviors are required. While the PWSP strives to create an environment for learning, growth, impact, and success for all students, each student must take personal responsibility to ensure individual success by practicing a positive attitude and an openness to growth while participating in the program all four years.

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Students struggling to meet the expectations of their worksite will receive additional coaching and support from PWSP staff including, but not limited to, training sessions at school, meetings, site visits, and on-the-job coaching from a member of PWSP staff.

## **PROFESSIONALISM TRAINING & WORKPLACE ORIENTATION**

### **New Student Training**

All incoming freshmen and transfer students have the exciting requirement of attending the summer business training called Summer Business Training/MAPS (Motivation, Attitude, Professionalism, Skills). SBT/MAPS is an 8 day+ intensive program on professional development sessions, workshops, and activities designed to prepare students for their work experience. Topics include but are not limited to: growth mindset, business expectations, making a strong first impression, communication skills, office equipment and technology training, filing, and customer service. SBT/MAPS takes place in early August; exact dates will be communicated each year to students and their families during the new student registration process. **Students must attend every day of SBT/MAPS and successfully complete all SBT/MAPS courses in order to attend Cristo Rey Columbus High School.** Following SBT/MAPS and the completion of job placement, but before their first official day of work in September, all students will attend a half day Worksite Orientation at their Business Partner Site in mid-to-late August, along with any other students on their team at their assigned jobsite.

### **Returning Students**

Returning students (upperclassmen) will participate in other workplace preparation and professional development sessions throughout the year, beginning with the Worksite Orientation at their Business Partner Site in mid-to-late August. In addition, returning students must complete all components of the Returning Students Paperwork & Registration Packet. All students receive this packet before the end of the school year with detailed instructions and deadlines for completion.

## **CAREER PREPARATION**

The Professional Work Study Program was originally designed to make private, college-prep education affordable by allowing students to earn a portion of their tuition. Experience has shown that students gain invaluable professional, personal, and lifelong learning skills, as well as exposure to professional experiences that will benefit them in any future job, career, or endeavor. When appropriate and possible, students may be placed in a position that directly relates to their career goals; but this is not typical, as applicable positions may not be available, or students may not yet have defined their career goals precisely. Regardless of their job placement, all students gain highly transferable skills such as time management, communication, professionalism, and more. These skills will directly aid and apply to a student's career goals and future paths. Students also develop workplace and professional relationships that can change their lives. Students are encouraged to take full advantage of this invaluable opportunity to expand their horizons by learning as much as they can in their work placement.

## **JOB PLACEMENT**

For all incoming students, PWSP staff begins considering student job placements early, during recruitment and enrollment season, and continues through SBT/MAPS, which provides the bulk of placement assessments. New students are encouraged to share their career aspirations and interests directly with PWSP staff during SBT/MAPS. The PWSP takes into account a number of important factors in determining students placements, including the needs of our Business Partners, student schedules, student strengths and areas for improvement, and the overall needs of the program. For returning students, the PWSP solicits both student and Business Partner input on whether a student should return to their worksite for a second, third, or fourth year, or try a new experience.

PWSP cannot and does not make guarantees as to where, and what day, students will be assigned to work. In addition, although the PWSP actively solicits input from students and Business Partners during the placement process, all decisions pertaining to student work assignments are ultimately made by PWSP staff, and at their

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discretion alone. Once students receive their placements at the beginning of the school year, they will remain at their assigned Business Partner site for the entire year. The only customary exception to this policy is if a vacancy arises at a paying Business Partner and the PWSP re-assigns a student from a nonprofit site to fill the vacancy (see the following section “Nonprofit Placements” for more information).

### **Nonprofit Placements**

Most PWSP Business Partners contribute money towards their student employee’s education at CRCHS, in exchange for the services the students provide at the jobsite. PWSP also partners with several area nonprofit organizations that benefit greatly from having our students on staff. Work experience in the nonprofit sector affords our students valuable learning opportunities and allows students interested in service and community work to explore that field.

Please be aware that students placed at a nonprofit organization at the beginning of the school year *may* be moved to a for-profit company at a later time. When a paying Business Partner loses a student on their job team for any reason (a student withdraws from Cristo Rey, is terminated from their job, etc.), PWSP must fill the vacancy, and does so by moving a student from a nonprofit organization (which does not pay\*) to fill the vacancy at the paying organization. PWSP staff will work closely with students who change jobs in the middle of the school year to help them through the transition, and will notify parents/guardians at the time the reassignment is made.

\*All students participate in the work study program for all four years of their high school career. The fee that our corporate partners pay offsets the tuition cost of attending Cristo Rey, even for those students who are placed at non-profit partners.

### **WORKDAY SCHEDULES**

Each student is assigned a workday (Monday, Tuesday, Wednesday, Thursday) and reports to work on their same assigned day every week. In addition, each student will also work approximately one Friday a month. Class schedules are structured around a student’s workday, so they do not miss class in order to go to work.

On workdays, students report to school in the mornings like any other school days, and must report by 7:45 AM at the latest. Please note that students return to school by 4:00 PM on their workdays. This is significantly later than school-day dismissal times. Although every effort is made to get students back to school by 4:00 PM on their workdays, please understand that inclement weather or poor traffic conditions may cause occasional delays.

### **Morning Check-In Procedures**

Students are expected to arrive at PWSP Morning Check-in on time and prepared for their work day. This includes the expectation that students arrive in full uniform, with all personal electronics (phones, iPads, headphones) put away. Students will check-in with a PWSP staff member upon arrival to Morning Check-in. Students out of uniform will be asked to get in uniform, or else will be marked absent and sent home for the day. Students will then be required to make up this missed workday on a school holiday, per PWSP absence policy (see “Attendance”).

### **Afternoon Check-In Procedures**

All students, regardless of their transportation type (See “Transportation”) *must* return to Cristo Rey Columbus High School at the end of their workday to check in with a member of PWSP staff before going home. Students must turn in their signed timesheet and work badge (if applicable) to a PWSP staff member at Afternoon Check-in. Students may not go directly home from work unless they have made arrangements with PWSP in advance and have a signed Transportation Waiver on file. Students who fail to check in with a PWSP staff member when they return from work at Afternoon Check-in will be subject to disciplinary action.

### **Lunch**

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Students are responsible for bringing their own lunch to work on their scheduled workdays. PWSP will have sack lunches available each morning for any student who would like to take one before departing for work. Students who do not wish to take a PWSP-provided sack lunch must bring their own lunch from home. Depending on their jobsite, students may also have the option of bringing money to purchase food at their worksite, but only if the worksite has food available for purchase *on the premises*. Students are not permitted to leave their worksite during the workday, and may not travel off site during lunch. Students may not receive visitors at the worksite, including friends, PWSP students from other job sites, or family members, at any time, including lunch and break times.

## **Break Times**

By law, students must receive three break periods during their workday: a 15-minute morning break, a 30-minute lunch break, and a 15-minute afternoon break. Students must record their break times, as well as their worksite arrival and departure times, on their daily timesheet. Students must bring this timesheet to a supervisor to be signed at the end of each workday. (See “Timesheets” for more information).

## **ATTENDANCE**

### **The “100% Attendance” Policy**

PWSP requires 100% perfect attendance on workdays from all students. There are two primary reasons for the perfect attendance policy. First, each Business Partner puts money towards the student employees’ education up front, with the expectation that students will work every assigned workday. When students fail to report to work, they fail to fulfill their end of the agreement with the Business Partner. Second, PWSP recognizes and values accountability, responsibility, and dependability as essential traits in the workforce, and expects students to learn and uphold these qualities as they participate in our program. Workday absences may negatively impact a student employee’s supervisors and coworkers, who rely on their student employees to complete essential and time-sensitive tasks. When a student fails to report, the supervisor and/or coworkers may need to adjust their project timeline, or find another staff member to take on the student’s work that day. For this reason, and in order for students to continue to be good “teammates” and fulfill the expectations of their supervisors and coworkers, Students must come to each and every workday. Students and families should make every possible effort to avoid scheduling appointments (routine dental, medical, etc.), vacations, and/or other commitments on student workdays, including their assigned Friday workdays. Please be aware that both PWSP and our Business Partners consider poor attendance to be sufficient grounds for firing, and could lead to disciplinary action, including a student’s dismissal from Cristo Rey.

### **Absences**

If a student must be absent from work due to illness, emergency, or similar serious circumstances, a parent/guardian must call the school before 7:45 AM to notify the main office. This gives PWSP sufficient time to notify the student’s supervisor of their absence, so the supervisor can adjust their own work schedule accordingly. If a student is feeling ill in the morning, they should not report for work, and should stay home to rest and get better.

### **Late Arrival**

If a student is running late to school on the morning of their workday, they must call the school before 7:45AM to inform the main office. Additionally, students are encouraged to call or text PWSP staff directly to inform us that they are running late. This allows PWSP to consider holding a student’s transportation for their arrival, or to make alternative arrangements for getting them to work as timely as possible. Students who repeatedly arrive late on their workdays are subject to disciplinary action from PWSP, as well as from the Principal and/or Dean of Students. Please note, students are not permitted to travel straight to work in the morning, without first getting permission from a PWSP staff member. All students must report to Cristo Rey on the morning of their workday so PWSP staff can take accurate attendance, check for uniform compliance and preparedness for work, give the student a timesheet, and deliver important announcements. Under no circumstances may a student drive themselves to work. Only senior students who have already completed a Transportation Waiver in the PWSP office may be eligible to drive to work.

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### **Make-Up Day Policy**

Students are allowed one missed workday for the entire school year. Beyond that one allowable absence for the year, any additional missed workdays, or even part of a workday, must be made up. Students are required to make up all missed hours on the next available school holiday (e.g. Winter Break, President’s Day, Spring Break, etc.). PWSP will determine the date and time of the make-up day in collaboration with both the student’s supervisor(s) and the student and their families. Please note, PWSP can not provide transportation for make-up days, as our offices are generally closed during that time. It is the student’s responsibility and obligation to arrange transportation to and from work on make-up days. Please keep this policy in mind and make every effort to prioritize attendance on student workdays.

### **Attendance & Academic Credit**

Students must be in good standing with PWSP (which means any and all workday absences have been made up) in order to receive academic credit for PWSP, and in order to return to Cristo Rey each school year. Failure to make up any and all workday absences by the end of the school year may be grounds for dismissal from Cristo Rey Columbus High School.

### **DRESS CODE**

Students are required to wear their full and complete CRCHS uniforms to work and follow all dress code policies set forth in this handbook. This includes arriving to work study Morning Check-in fully dressed in complete uniform: Uniform Sweater, Tie (if applicable), Uniform Pants or Skirt, Dress Socks or Tights, and Dress Shoes (all in the appropriate colors).

The dress code exists to help students demonstrate professionalism at work, as well as protect their professional image from any possible misinterpretation. Even if a supervisor or coworker allows a student to make a change to the uniform while at work, students must still get permission from PWSP before they can make any changes. This includes wearing company hoodies, fleeces, or other outerwear overtop of school uniform -- students must receive explicit permission from the PWSP first. In all cases, PWSP dress code policies come before workplace policies. There are a very small number of job sites that require students to wear an organization’s uniform in place of the school uniform (for example, students working at select OhioHealth locations and COSI). In these cases, a PWSP staff member will let students at these placements know what they are expected to wear on their workdays. There are no exceptions to this policy. Furthermore, Students are not allowed to speak on behalf of PWSP (e.g. “Work Study said I didn’t have to wear work shoes.”) If a student has questions about dress code, they should ask a PWSP staff member.

Students who persistently fail to come ready for work in their full uniform, or who intentionally violate dress code policies at work, will be subject to disciplinary action.

### **TIMECARDS**

Students must completely fill out their PWSP-issued timecard for each day of work. This includes recording arrival, departure, and break times, and answering all reflection questions thoughtfully and completely. Students will receive a performance rating from their supervisor on their timecard each day, to help them continually assess and develop their skills, performance, and quality of work. Students must submit their timecards electronically at the end of each workday.

### **PERFORMANCE REVIEWS**

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Each semester, PWSP asks all supervisors to complete a formal performance review for each of their students. These reviews summarize a student's strengths and areas for growth at work, while introducing students to the review process at a professional workplace. PWSP will mail a summary of this performance review home, if requested. Parents/guardians should inform the PWSP office if their contact information changes during the school year. We encourage parents/guardians to discuss the reviews with their students. If students or parents/guardians have questions or concerns about a review received, they should contact the PWSP office.

## **GRADING POLICIES**

Students receive academic credit and a letter grade for PWSP. This is primarily to (1) help students, their families, and supervisors to understand the significance of the student's commitment to the Work Study Program, (2) provide students with additional credit for efforts, and (3) provide an indication of if students should improve their efforts and performance. Students will receive a detailed grading rubric at the beginning of each school year. Grades in PWSP are both efforts-based and performance-based. Students who give their best positive attitude and their best effort and performance, and who uphold the expectations and high standards of the work study program throughout their workday every week, can expect to earn excellent grades.

## **TERMINATIONS**

Students who intentionally disregard workplace expectations, or fail to show sufficient effort at the worksite, will be subject to disciplinary action from PWSP, which may additionally include disciplinary action from the Principal and/or the Dean of Students. Persistent or serious conduct violations may result in termination from the jobsite. Please be aware that if a student cannot maintain a job in the PWSP, they will be ineligible to attend Cristo Rey.

CRCHS students are performing real work for real organizations, to earn real money for their education. Students who persistently fail to meet the performance and/or behavioral expectations of their Business Partners, and/or of the PWSP program, can be terminated from their work study job. Grounds for termination include, but are not limited to:

- Persistent failure to produce quality work (e.g. significant errors, sloppy work output)
- Persistent failure to follow work and break schedules established by supervisors (e.g. repeatedly coming back late from lunch breaks, disappearing from the workstation during the day, avoiding work)
- Sleeping at work
- Theft of any kind, regardless of the value of the stolen item(s)
- Excessive absences or tardiness
- Leaving the workplace without permission
- Inappropriate use of company property (e.g. personal Internet use, using office supplies for personal use or school projects)
- Persistently poor attitude, lack of communication, and/or disrespect towards others (e.g. complaining, making excuses for poor effort or work quality, refusal to take correction from others, expressing distaste towards particular work assignments)
- Sharing confidential company information with non-employees
- Persistent use of personal electronic devices at work
- Other serious behavior or performance violations, as determined by PWSP and/or worksite supervisor(s).

If a student is fired from work, PWSP will contact parents/guardians to request a family meeting with PWSP staff. Students will receive a grade of "F" in the PWSP class for the quarter in which they are terminated. Depending on the severity of the infraction, the student may be asked to leave CRCHS following their termination from work.

In most cases, terminated students will be enrolled in PWSP's Professional Development Program, taking place on the student's next 3-5 workdays (with additional workdays at the discretion of PWSP). The Professional Development Program is designed to help students evaluate their performance, set goals for improvement, rehearse and develop key skills and tasks, and formally apply for a new work study position. Students who successfully complete the Professional Development Program will be reassigned to another Business Partner site as soon as a job

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opening is available. If a student fails to successfully complete the Professional Development Program, or does not demonstrate sufficient effort towards acquiring a new work study position, they will be asked to leave Cristo Rey.

If any student is terminated twice in a single school year, they will not receive another opportunity for employment and will be asked to leave CRCHS.

## **TYPES OF WORK**

Most of the jobs available to our students are entry-level office positions. Typical tasks include filing, sorting and delivering mail, copying, scanning, data entry, general office or conference room organization or tidying, restocking supplies, running errands, helping with projects, and providing any assistance needed to full time employees. Due to the nature of the program and the fact that each student is working only five days a month (generally once a week), it can be difficult for companies to provide more interesting or long-ranging projects, but motivated student workers have proven their ability to take on higher level tasks.

## **TRANSPORTATION**

PWSP will arrange for most students to travel via school bus, cab, or van from Cristo Rey to their worksite on the mornings of their workdays, and back to school from their worksites in the afternoons. Students who work within approximately 1 (one) mile of Cristo Rey Columbus High School will walk to and from work and school instead of riding a bus on their workdays. All walking students must check in with their assigned PWSP Coordinator by phone or by email when they arrive at their workplace in the morning.

## **Commuter Safety**

PWSP is committed to keeping students safe. PWSP has a relationship with Capital Crossroads Special Improvement District (SID), who offer safety and security services for the downtown business community, providing another safeguard for our students walking to and from their job sites every day. Our bus and cab drivers are FBI and Ohio Bureau of Criminal Investigation (BCI) background-checked and undergo extensive driver training. Our cab drivers drive vehicles equipped with multiple cameras and location trackers. Students and families with commuter safety concerns are encouraged to reach out to a member of PWSP staff as soon as any concerns or questions arise.

Students are also trained in and expected to uphold safe commuting practices. Students are also expected to demonstrate professionalism and respect in interacting with any transportation professionals (cab or bus drivers, etc.). Any student or parents/guardians with a transportation-related concern should contact PWSP.

## **Weather**

All students, but especially students walking to work, are expected to bring or wear whatever they need to stay warm and dry. Students who walk to work especially should consider keeping an umbrella or raincoat in their locker at school to use on cold, rainy, or snowy workdays. at the discretion of PWSP staff, in the event of severe or inclement weather, including very heavy rain, snow, or ice, thunderstorms (but generally not including light rain or snow), and/or in below-freezing temperatures, walking students will have the option to ride a bus or cab to work.

## **Transportation Waivers**

Parents/Guardians who wish to pick up students directly from their workplace at the end of their workday must first speak with a PWSP staff member to learn more about this option. PWSP will only issue Transportation Waivers under certain conditions.

## **Field Trips**

Occasionally, a Business Partner may request to take their student offsite for a work-related trip, professional development opportunity, or company-sponsored event or luncheon. Students are not permitted to leave the worksite

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during workday hours without permission from their parents/legal guardians and the PWSP, and supervisors may not transport students to off-site locations unless the student’s parents/guardians signs a consent form for offsite activities. Furthermore, PWSP requires that at least two adults be present in a personal vehicle when transporting a student offsite. On rare occasions, a Business Partner may require their students to leave the worksite as part of routine office duties: for example, students may be asked to deliver documents to a government building located a few blocks away from their worksite. PWSP will notify parents/guardians if such a routine situation applies to their student’s work-study assignment, and will require a signed consent form for offsite activities from the parents/legal guardians before allowing the student to perform these duties offsite. PWSP permits one or more supervisors to accompany a student to an offsite location within walking distance of the primary worksite (e.g. to a local restaurant for lunch) without notifying the PWSP office in advance. If a student’s parents/guardians does not approve of such trips, they should contact the Work Study Program office.

### **ILLNESS AT WORK**

If a student becomes ill at work, they should notify their supervisor, who will then call the PWSP office. A PWSP staff member will then contact the student’s parents/guardians to request that the student be picked up from work. If the parents/guardians cannot be reached, PWSP will next call the student’s emergency contacts. For safety reasons, anyone who picks up a student from work should be prepared to show a photo ID at the worksite before leaving with the student to go home. When the student returns to school after their illness, they must meet with a PWSP staff member to schedule a make-up day for the time missed.

### **SCHOOL CLOSINGS**

If Cristo Rey Columbus is closed for inclement weather or similar circumstances beyond our control, students will not report to work that day. PWSP does not require students to make up any work days missed due to a school closing. In general, CRCHS will follow the decision of Columbus Catholic Schools with respect to school closing.

### **SCHOOL ACTIVITIES & SPORTS**

Student participation in team sports, clubs, and other extracurricular activities is strongly encouraged. However, a student may not miss work or leave early in order to participate in extracurriculars. The student’s first responsibility is their job. Students may not ask their supervisor for an exception under any circumstance. Skipping work or leaving work early to participate in an extracurricular event without getting permission from PWSP first may result in disciplinary action. Students are not allowed to speak on behalf of the school (e.g. “the school said I could leave early”). All student departure times must be verified and agreed upon by both PWSP staff and workplace supervisors. In the event that a student qualifies for a championship-qualifying or championship event (congrats!), PWSP will work with the Business Partner to accommodate participation. PWSP will only consider this for very extraordinary reasons, and when a student has good performance and attendance at work. Therefore it is critical that students are always doing their best at work, so should the occasion arrive they have laid a positive foundation for this exception.

### **ELECTRONICS POLICY**

Use of personal electronics at work is unprofessional and inappropriate for the workplace. Students must follow their Business Partner’s policies regarding the use of internet and office equipment, including computers. Furthermore, as students are ultimately employees of the Professional Work Study Program, they are to follow PWSP policies at all times, and even if fellow coworkers are not accountable to the same standards. CRCHS Students are not allowed to use company technology (e.g. computers) or the Internet for any purpose other than work-related projects and research, unless their supervisor authorizes an alternative purpose. More specifically, students may not use Twitter, Snapchat, or any other social media applications or sites while at work, unless for a work-related task specifically directed by an adult supervisor. Additionally, students must turn off and put away all personal electronics (including cell phones, iPads, headphones) while at work. Students may not use personal electronics at their desks or workstations at any time. Inappropriate use of electronic technology will result in disciplinary action that may include termination from work.

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## **HOLIDAY & VACATION EMPLOYMENT**

Some Business Partners may choose to continue providing work for students during the summer break and/or during school holidays. During these periods, any money earned by the students will be given to them in the form of a paycheck from the PWSP office. PWSP will communicate with students and their parents/guardians if a student's workplace has opportunities for holiday work, to establish a holiday work schedule and complete necessary paperwork. Students *must* be academically eligible (generally defined as a C or higher in all classes) and have no outstanding make-up days in order to work for pay during a school break.

## **COMMUNICATION WITH SUPERVISORS**

PWSP maintains constant contact with workplace supervisors. This includes visits to each job site every semester, regular email correspondence, and periodic phone calls to get updates on student progress and share program news. Partners vary in their level of communication. PWSP will do as much as possible to keep interns and families informed of any issues at work. Students are strongly encouraged to be proactive and come meet with a PWSP staff member to check in on their performance, especially if they are struggling or worried they might be struggling at work. This can prevent a lot of unhappy surprises.

Parents/guardians may not contact supervisors or business partners directly, for any reason. This is to ensure safety for all involved. Cristo Rey Columbus employs our student workers, and acts as liaison between the student worker and their placement organization. If a parent/guardian were to contact a partner directly, it may cause confusion, put supervisors in an uncomfortable situation, and jeopardize the program at large. PWSP staff is dedicated to supporting and partnering with our Cristo Rey families. Any parents/guardians concerns should be directed to PWSP staff.

## **SUPERVISOR TRAINING**

Worksite supervisors are provided various training opportunities throughout the year for working with Cristo Rey student employees, including trainings on program rules and logistics, supervisor best practices, mentorship strategies, cultural competency, and teenage brain development.

## **CONCERNS & COMPLAINTS**

Learning to handle conflict in the workplace effectively, appropriately, and professionally, is one of the most important skills students can gain in our program. Inevitably, student workers are likely to be confronted with unpleasant situations, difficult coworkers, or unexciting tasks at some point in their career. The single most important thing students can do is to maintain open communication with PWSP staff about any issues they face.

The following steps are recommend in dealing with workplace conflict:

- The student should first reflect on the situation and examine their own performance, attitude, and behavior at work and in the situation.
- The student should next speak with a PWSP staff member about the issue. PWSP staff are here to help and support students in handling conflict, no matter where the conflict arises from.
- If necessary, the PWSP staff member and student may set up a mediation meeting between the student, supervisor(s), and PWSP staff to discuss the issue together.

If the issue is one of safety, harassment, or any other serious matter concerning the welfare of a student, contact PWSP immediately.

## **INCIDENTS IN THE WORKPLACE**

Incidents involving student safety, sexual harassment, discrimination or other inequitable treatment of a student based on gender, race, culture, identity, or religious beliefs, are very serious and should be reported immediately to a member of PWSP staff. PWSP will meet with the student and their family to discuss the incident and develop an

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appropriate plan of action. This might include mediation with the partner, temporary or permanent removal of the student from the workplace, and reassignment at a new Business Partner, or other suitable solutions.