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2024-25 Providence Cristo Rey High School Calendar
 Corporate Work Study Student Work Days (Monday- Seniors; Tuesday – Juniors; Wednesday – Sophomores; Thursday – Freshmen)

School Office Hours: 7:30 am – 4:30 pm

Class Hours: 7:25 am – 3:31 pm

*Asterisk denotes assembly schedule

Month	Calendar Grid	Notes																																																	
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DISCLAIMER

The policies and procedures outlined in this Handbook represent a framework. They are not exhaustive and should not be considered comprehensive of all Providence Cristo Rey policies. Statements in this Handbook are subject to amendment whenever the school deems it necessary. Providence Cristo Rey will attempt to keep parents/guardians informed of all changes and updates as soon as practical. Some changes may be made immediately due to unforeseen circumstances. The administration reserves the right to waive and/or deviate from all disciplinary regulations for just cause.

MISSION STATEMENT

Mission:

A Catholic, coeducational, college-preparatory secondary school serving Indianapolis, Providence Cristo Rey High School offers a transformational educational experience to students with economic need.

Vision:

Through a challenging, college-preparatory curriculum offered in a faith-based, multicultural environment and the integration of work experience in a professional setting, motivated students strive to reach their highest potential and become faith-filled, socially responsible women and men who will take the lead in creating a more just society and a more hopeful future for themselves and others.

Means:

Under the sponsorship of the Sisters of Providence of Saint Mary-of-the-Woods and in partnership with like-minded individuals and corporations within the Indianapolis community, the school will provide educational and professional work environments that enable students to reach their future academic and professional goals.

PROVIDENCE CRISTO REY FORMATION

We believe that learning should make a difference. As a faith-based school, Providence Cristo Rey seeks to promote the total academic, personal, and spiritual growth of each student. Through the careful integration of a rigorous academic curriculum and challenging real-life Corporate Work Study experiences, we envision high school graduates who are not only well prepared for college and career success but also deeply rooted in Catholic formation, nourishing their mind, body, and spirit. We aim to cultivate individuals who embody the values of love, mercy, and justice and make meaningful contributions to our society.

PROVIDENCE CRISTO REY PLEDGE

As members of the Providence Cristo Rey community, we put our confidence in our Provident God who so far has never failed us. We promise to put God first and to strive always to do the right thing. Wherever we are, we will uphold the values, standards and ethics of Providence Cristo Rey High School.

We promise to carry ourselves with pride and professionalism and to be dependable, truthful, trustworthy, polite, honest, respectful and positive. In all that we do, we will put forth every ounce of effort and will strive for excellence.

We promise to take initiative, set a good example for future Providence Cristo Rey students, and create a world in which dreams beyond belief can be achieved, bringing hope to those who have none and happiness for those who lack it.

We make this pledge in gratitude for all those people who have shown their belief in us by working and contributing so much to make this school possible. We are confident that if we keep these promises, we will take the lead in creating a more just society and in building a brighter, more hopeful future for ourselves and others.

SCHOOL CONTACT INFORMATION

Main Number 317-860-1000. Fax 317-860-1004. E-mail addresses: first initial last name@pcrhs.org

Administrators, faculty, and staff can be contacted by phone or email. Contact information is available on the school web site: www.cristoreyindy.org. Teachers will make every effort to return a phone call or e-mail within 24 hours. PCRHS operates under the principle of subsidiarity, i.e., out of respect, concerns should be handled at the lowest level possible. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed should the Principal be contacted.

ADMISSIONS

Providence Cristo Rey High School, member of the Cristo Rey Network, admits students who: desire a college-preparatory education; come from a family that out of necessity seeks affordable private school options; will be 14 years old by their first day of work; earn average or above average grades, and have good attendance and discipline records; have the motivation to attend a school that demands hard work both in the classroom and at the worksite; have the maturity and work ethic required to be successful in a corporate environment among professionals; are committed to Christian values and lifestyle. It is also expected that parents are committed to their children's academic success and will take an active role in supporting their learning by attending parent conferences, PTO meetings, informational & college assemblies, etc.

Non-Discrimination Statement

It is the policy of Providence Cristo Rey High School (PCRHS) to comply with local, state, and federal laws relating to non-discrimination with respect to its student admission process, faculty and staff hiring practices, educational policies, scholarships, athletics, and other school administered programs. PCRHS does not discriminate against any individual because of race, color, religion, national origin, sex, age, handicap, disability or veteran status. Students need to meet the requirements of the program with reasonable accommodation on the part of the school. Consistent with the educational principles of the Roman Catholic Church, the Sisters of Providence of St. Mary-of-the-Woods, and the PCRHS mission statement, religious convictions and practices may be considered with respect to any and all of the practices, policies, and programs referenced in this handbook.

School Enrollment Procedures

Only a person having the legal custody of the child may enroll the child. A certified copy of the student's birth certificate shall be required for original entrance at all grade levels. Proof of legal custody will be required in cases where a child does not reside with both natural parents. Proof of financial eligibility (W-2 (s), Federal Tax Return) is required for admission. Parents will need to complete the full reenrollments packet and process to confirm financial eligibility to attend PCR. The student's Social Security Card is required for participation in the Corporate Work Study program and proof of immunizations per the Indiana State Department of Health Immunization Requirements. Enrolling parents/guardian must sign a release form granting permission for the student's current school to forward copies of the student's academic, attendance, health, discipline, and special education (if applicable) records to Providence Cristo Rey. Prospective students may be required to complete additional testing and will be required to complete, upon acceptance, the academic placement assessments. They will also need to sign a financial agreement with the Business Office. If a student is admitted prior to submitting all required PCRHS forms, s/he cannot attend school until the required documentation is received.

After the student's last term at his/her current school, the family must also forward final report cards and transcripts as well as the student's most recent standardized test scores to PCRHS.

ACADEMICS

Providence Cristo Rey students shall perform to the best of their ability so that they will receive a quality, faith-based, college and career-preparatory education that will enable them to succeed and lead as men and women of love, mercy, and justice whose actions help to shape a more humane and just society.

Grade Point Average

The GPA is a cumulative average of the previous terms' grades. The GPA is computed by dividing total grade points by total number of credits taken to date. All courses taken at Providence Cristo Rey are included in the GPA. The GPA is a very important factor in many college admissions decisions and is used to determine class rank. If a student retakes a failed course, both grades appear on the transcript; made-up credits within an academic year are included in the calculation of the GPA.

Grading Scale

PCRHS Letter Grade		GPA Points	Honors/AP/Dual Credit GPA Points
A+	97-100	4.0	5.0
A	93-96	4.0	5.0
A-	90-92	3.75	4.75
B+	87-89	3.5	4.5
B	83-86	3.0	4.0
B-	80-82	2.75	3.75
C+	77-79	2.5	3.5
C	73-76	2.0	3.0
C-	70-72	1.75	2.75
D	60-69	1.0	2.0
F	0-59	0	0

Honor Roll

Grade points are the basis for computation of honor roll. The honor roll is published at the semester terms only. A student may not have received any grade lower than a "C" to be eligible for the honor roll. Honor roll is computed in the following manner:

HIGH HONORS = 3.80 – 4.00+, FIRST HONORS = 3.33-3.79, SECOND HONORS = 3.00-3.32.

Honors Courses

An honors course is designed for students willing to challenge themselves to achieve higher academic goals. It is similar to an academic level course; however, students proceed at an accelerated rate and more exacting standards of achievement are required.

AP Courses

AP courses are designed for students willing to challenge themselves to meet college level academic goals. All students enrolled in an AP course are required to take the AP exam in May. A score of 3 or higher on these exams will likely result in college credit.

Dual Credit Courses

A dual credit course is designed for students willing to challenge themselves to meet college level academic goals. Students who complete a dual credit course will receive both high school credit and college credit. The course may be taught by a college instructor or a high school teacher who meets certification requirements established by the partnering university. PCR students may earn dual credit from various collegiate institutions. Enrollment must take place through PCRHS, and students must be approved by both institutions before a student may earn dual credit. Students must allow PCRHS to access their academic record at the university. Dual credit courses are identified on the student's transcript and are transferable to most universities, thus allowing a student to enroll in a university with already having met course requirements for that university.

Academic Improvement or Probation Contracts

Academic probation occurs when a student has two or more F letter grade(s) at the conclusion of any grading period.

Parent(s) of students with **two or more** failing grades at the end of the grading period:

1. Must participate in a mandatory parent administrator and/or counselor meeting (in person meeting or phone call).
2. Will receive a contract from the school notifying them of the terms of Academic Improvement or Probation.

While students are on academic probation, they are required to attend tutoring and/or Saturday school as determined by the school and noted in the improvement or probation plan. Probation ends when the student no longer has an F in any class.

At the end of each year, every enrolled student is evaluated based on his/her academic performance, behavior, and work performance. In addition, growth toward reaching the Providence Cristo Rey Formation, active participation in service to the community, retreat experiences, and successful completion of standardized tests (including the state-required

graduation exams and SAT tests). Students who make adequate progress each year will continue their education at Providence Cristo Rey.

PCRHS Diploma Requirements

Completing the courses for a PCRHS Diploma allows a student to qualify for the State of Indiana Core 40 or Core 40 with Academic Honors Diploma. Additionally, PCRHS students are required to complete the Corporate Work Study requirements for the Career Readiness graduation requirement and one factor for Post Secondary Readiness graduation requirements which may include AP/Dual Credit combination courses, reaching or exceeding SAT benchmark scores, or completion of CTE pathway offering. PCRHS does not offer the Core 40 Technical Honors Diploma.

INDIANA CORE40	
Effective beginning with students who enter high school in 2015-2016 school year (class of 2019).	
Course and Credit Requirements	
English/ Language Arts	8 credits Senior English may include: <input type="checkbox"/> 2 credits: English 9 <input type="checkbox"/> 2 credits: English 11 <input type="checkbox"/> 2 credits: English 10 <input type="checkbox"/> 2 credits: English 12 or Senior English Choices
Mathematics	6 credits (in grades 9-12) <input type="checkbox"/> 2 credits: Algebra I <input type="checkbox"/> 2 credits: Geometry <input type="checkbox"/> 2 credits: Algebra II <i>Students must take a math or quantifiable reasoning course each year in high school.</i>
Science	6 credits <input type="checkbox"/> 2 credits: Biology I <input type="checkbox"/> 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics <input type="checkbox"/> 2 credits: Any Core 40 science course
Social Studies	6 credits <input type="checkbox"/> 2 credits: World History & Civilization or Geography/History of the World <input type="checkbox"/> 2 credits: U.S. History <input type="checkbox"/> 1 credit: U.S. Government <input type="checkbox"/> 1 credit: Economics
Directed Electives	5 credits <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> World Languages Fine Arts Career and Technical Education
P.E.	2 credits <input type="checkbox"/> <input type="checkbox"/>
Health & Wellness	1 credit <input type="checkbox"/>
Careers	1 credit <input type="checkbox"/>
Personal Financial Responsibility	1 credit <input type="checkbox"/>
Electives*	4 credits <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <i>(College and Career Pathway courses recommended)</i>
40 Hours State Learning Requirement	
40 Total State Credits Required	

Schools may have additional local graduation requirements that apply to all students.
* Specify the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

CORE40 with Academic Honors *(minimum 47 credits)*

- For the **Core 40 with Academic Honors** diploma, students must:
- Complete all requirements for Core 40.
 - Earn 2 additional Core 40 math credits.
 - Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
 - Earn 2 Core 40 fine arts credits. (any Art or Music class).
 - Earn a grade of a "C" or better in courses that will count toward the diploma.
 - Have a grade point average of a "B" or better.
 - Complete one of the following:
 - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams.
 - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
 - C. Earn two of the following:
 1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list.
 2. 2 credits in AP courses and corresponding AP exams.
 - D. Earn a combined score of 1250 or higher on the SAT and a minimum score of 580 on the math and 590 on evidence based reading and writing. (Pending)
 - E. Earn an ACT composite score of 26 or higher and complete written section

CORE40 with Technical Honors *(minimum 47 credits)*

- For the **Core 40 with Technical Honors** diploma, students must:
- Complete all requirements for Core 40.
 - Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
 1. State approved, industry recognized certification or credential, or
 2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
 - Earn a grade of "C" or better in courses that will count toward the diploma.
 - Have a grade point average of a "B" or better.
 - Complete one of the following.
 - A. Any one of the options (A - F) of the Core 40 with Academic Honors
 - B. Earn the following scores or higher on WorkKeys: Reading for Information-Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
 - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
 - D. Earn the following minimum score(s) on Compass: Algebra 66, Writing 70, Reading 80.

PowerSchool and Canvas

Parents and students are expected to review grades, attendance, and teacher comments using the Student Information System (SIS), PowerSchool. Every parent/guardian and every student are assigned a username and password to access the system at the beginning of the year. PowerSchool and Canvas are available for mobile devices in the app store. Instructions for

access are available on the school website. When setting up the app you will need the district code which is **PGSS**

Providence Cristo Rey teachers use CANVAS as our learning management system (LMS). Course materials, assignments and resources will be posted in CANVAS for each class. CANVAS is the most used learning management system at colleges and universities in Indiana, becoming comfortable with navigating and using CANVAS is a part of preparing for college. In the case of a remote learning day instructions, links for online learning, and lesson materials will be posted in each course on CANVAS.

Parent Teacher Night

Parents/guardians may pick up progress reports during Parent Teacher Night, which occurs once per semester (two times during the school year). Parents can pick up their student's progress report and meet with teachers during this time. A representative from our Corporate Work Study program will attend. Parents who cannot come due to work/other conflicts are encouraged to make an appointment (in person or phone call) with the appropriate teachers to discuss their student's academic progress.

Academic Honesty

Providence Cristo Rey High School expects students to act responsibly in their own learning. The faculty/staff believe that all academic and career prep work should be the product of the individual student and do not support academic or career-related dishonesty in any form. Academic dishonesty is best described as representing someone else's ideas or work as one's own. Examples of academic dishonesty include, but are not limited to the following:

- Copying another student's work or giving another student work to copy;
- Cheating in any form on homework, quiz, test, or exam;
- Providing or gaining information that would give a student an unfair advantage on a quiz, test, or other assessment;
- Plagiarism, defined as presenting another's written or oral words or ideas as one's own, copying answers from textbooks or Internet sources without proper citations, etc.

- Falsifying information on the Daily Timecard.

Because academic dishonesty compromises the integrity of those involved, destroys the community of learning, and distorts the system of academic evaluation of students by faculty, the school cannot overlook any instance of academic dishonesty without compromising its mission. Students must not lend their work to another student. Rather, the student should seek, or engage in, direct instruction. When one student gives their work to another student to copy, both students (all students involved) share equal responsibility and consequences.

Academic dishonesty is a serious offense. Any student caught plagiarizing, cheating or is in possession of another student's homework, lab assignment, project, quiz, test, written assignments, or exams will receive a "0" grade. Students will be required to redo the work: the teacher may choose to provide an assignment of similar requirements that is different from the original assignment/test/project. Violation of this policy may result in disciplinary action by the school in accordance with the Code of Conduct. Parents will be notified of an instance of academic dishonesty and the violation will be noted in the student's disciplinary record.

Credit Recovery Policy

Students who receive an F in a course required for graduation in any given school year is expected to attend summer school. Students who do not recover may be required to re-take the full class in the following school year to remain on track for graduation. Students off track for graduation due to insufficient credits may be asked not to return to PCR.

Academic Withdrawal Policy

At the discretion of the administration, students who fail 3 (or more) credits during the first semester or 3 (or more) credits during the second semester may be asked to withdraw at the conclusion of that semester. Students who fail 4 (or more) credits within an academic year may be asked to withdraw at the end of the academic year. Administration will work with the student's family/guardian to determine whether the student's academic schedule permits recovery of the failed credits on or before the commencement of the following school year.

FERPA POLICY

Providence Cristo Rey High School (PCRHS) complies with The Family Education Rights and Privacy Act (FERPA).

FERPA General Guidance for Students

The following guidance provides eligible students with general information about the Family Educational Rights and Privacy Act (FERPA). This document is a compilation and update of various letters and guidance documents previously issued that respond to a variety of questions about FERPA. While this guidance reflects our best and most current interpretation of applicable FERPA requirements, it does not supersede the statute or regulations. We will attempt to update this document from time to time in response to questions and concerns.

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Parochial and private schools at the elementary and secondary levels generally do not receive such funding and are, therefore, not subject to FERPA.

Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department of Education. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student.

Access to Education Records

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. A school is required to provide an eligible student with copies of education records.

A school is not generally required by FERPA to provide an eligible student with access to academic calendars, course syllabi, or general notices such as announcements of specific events or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to an eligible student's request. Accordingly, a school is not required to provide an eligible student with updates on his or her progress in a course (including grade reports) or in school unless such information already exists in the form of an education record.

Amendment of Education Records

Under FERPA, an eligible student has the right to request that inaccurate or misleading information in his or her education records be amended. While a school is not required to amend education records in accordance with an eligible student's request, the school is required to consider the request. If the school decides not to amend a record in accordance with an eligible student's request, the school must inform the student of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the eligible student has the right to insert a statement in the record setting forth his or her views.

That statement must remain with the contested part of the eligible student's record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about an eligible student. FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords eligible students the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade or an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to an eligible student's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

Disclosure of Education Records

Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. However, there are several exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are permitted to disclose personally identifiable information from education records without consent, though they are not required to do so. The following is general information regarding some of these exceptions.

One of the exceptions to the prior written consent requirement in FERPA allows "school officials," including teachers, within a school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information. Per FERPA guidelines, Providence Cristo Rey interprets the term "school officials" to include parties such as: teachers; instructors; administrators; health staff; counselors; attorneys; clerical staff; Corporate Work Study Mentors; Board of Directors; trustees; members of committees and disciplinary boards; and a contractor, volunteer or other party to whom the school has outsourced institutional services or functions to include the third-party IT services provider and on-site Level 1 technician.

Another exception permits Providence Cristo Rey High School to disclose personally identifiable information from an eligible student's education records, without consent, to another school in which the student seeks or intends to enroll. The school must also provide an eligible student with a copy of the records that were released if requested by the student.

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine the eligibility for the aid; determine the amount of the aid; determine the conditions for the aid; and/or enforce the terms and conditions of the aid. With respect to this exception, the term "financial aid" means payment of funds provided to an individual (or payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at a school.

Another exception permits a school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent year's income tax statement, the school may non-consensually disclose the eligible student's education records to both parents under this exception.

Another exception permits a school to non-consensually disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information could include information such as the student's name, address, e-mail address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, grade level or year (such as freshman or junior), and enrollment status (undergraduate or graduate; full-time or part-time).

A school may disclose directory information without consent if it has given public notice of the types of information it has designated as directory information, the eligible student's right to restrict the disclosure of such information, and the period of time within which an eligible student has to notify the school that he or she does not want any or all of those types of information designated as directory information. Also, FERPA does not require a school to notify eligible

students individually of the types of information it has designated as directory information. Rather, the school may provide this notice by any means likely to inform eligible students of the types of information it has designated as directory information.

There are several other exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. Under certain conditions (specified in the FERPA regulations), a school may non-consensually disclose personally identifiable information from education records:

- to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;
- to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;
- to comply with a judicial order or a lawfully issued subpoena;
- to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and
- to any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

As stated above, conditions specified in the FERPA regulations at 34 CFR § 99.31 must be met before a school may non-consensually disclose personally identifiable information from education records in connection with any exceptions mentioned above.

Law Enforcement Units and Law Enforcement Unit Records

A "law enforcement unit" means any individual, office, department, division or other component of a school, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by the school to: enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any law against any individual or organization; or to maintain the physical security and safety of the school. The law enforcement unit does not lose its status as a law enforcement unit if it also performs other, non-law enforcement functions for the school, including investigation of incidents or conduct that constitutes or leads to a disciplinary proceeding against a student.

"Law enforcement unit records" (i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit) are not "education records" subject to the privacy protections of FERPA. As such, the law enforcement unit may refuse to provide an eligible student with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the eligible student's prior written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do not lose their protected status as education records because they are shared with the law enforcement unit.

This guidance document is designed to provide eligible students with some general information regarding FERPA and their rights, and to address some of the basic questions most frequently asked by eligible students. You can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA at the Website as follows:

www.ed.gov/policy/gen/guid/fpco/index.html

If, after reading this guidance document, you have questions regarding FERPA which are not addressed here, you may write to the Office at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-8520

Transcripts and Records

Requests for transcripts and other records should be directed to the Registrar. Official transcripts are mailed directly to the high school(s) or college(s) requesting them. Per Indiana policy, non-public schools have the right to withhold official transcripts if the student has an unpaid financial obligation; however, the host school must provide sufficient information to allow the new school to make appropriate class placement decisions.

FAMILY CONTRIBUTION PAYMENT POLICY

The mission of Providence Cristo Rey High School is to provide an affordable means to a quality college-preparatory curriculum to deserving young people and their families in Indianapolis. In order to assist in this mission, in addition to Indiana Choice Scholarships (vouchers), Providence Cristo Rey provides each student with financial assistance through the Corporate Work Study program, grants, and scholarships. Each family completes the income verification process to determine each family's unique contribution based upon a series of deductibles identified from W-2, 1040, or federal assistance documents. The Business Office distributes monthly invoices stating the amount of family contributions owed.

Tuition for each student at Providence Cristo Rey includes the following: laptops, calculators, college dual credit fees, lab fees, access to tutoring, ACT and in-school SAT-testing fees, college application fees, most academic field trips, retreats, in-state college visits, athletic gear, and uniform stipend based on student financial disposition. For this reason, nothing may be sold on campus without the school's explicit permission.

Family Contribution Payment Plan

The Business Office of Providence Cristo Rey High School monitors family contribution payments. To ensure compliance with the tuition agreement, the following policy will be followed:

- A \$30 non-refundable tuition deposit is paid at the time of initial registration and credited to the family contribution. Returning students pay a \$30 non-refundable tuition deposit.
- The remaining family contribution is divided into 10 monthly payments (August through May).
- Payments are due on or before the first of each month.
- All students are assessed a yearly \$25 technology fee.

Payment Methods

- Payments may be made in person or by mail, or in the case of credit cards, over the telephone.
- Payments may be made with cash, check, money order, or charge card.
- Checks and money orders should be made payable to Providence Cristo Rey High School and indicate the name of the student to whom the payment should be credited.
- If family/guardian encounters a financial setback that limits their ability to pay their family contribution toward tuition, students may be eligible to work in the school cafeteria during their lunch period at a rate of \$3.75 per day, up to 4 days per week.

Failure to Make Payment

Failure to pay your family contribution promptly is unfair to those who do pay promptly and adversely affects the financial situation of Providence Cristo Rey High School. If payment is not current at the end of each quarter, the student may not be permitted to attend classes during the following quarter until the Business Office receives payment.

- If payment is not current on the first day of exams each term, the student may not be allowed to take exams until payment is received.
- Families of withdrawing students must pay all of the family contribution due and other balances through the end of the month in which the student officially withdraws from school. Official transcripts will not be released until all money owed to the school is paid in full.

Returned Checks

- A \$25 fee will be applied to any check returned to the Business Office.
- The original check will be returned to the owner at the time he/she replaces the returned check with cash, money order, or cashier's check.

Acquired Charges

Any additional charge or fee must be paid by the date designated on the invoice. Examples of additional fees include: Laptop repair and/or replacement fees, Corporate Work Study fees for missed work, lost calculator fee, emergency rides, lunch dues, lost or overdue textbook fees, etc.

Damaged, Lost, or Stolen School Property

PCRHS loans the following equipment, course materials, and devices (hereafter referred to as “property”) to students; all of these remain the property of the school.

- Athletic uniforms
- Books and course materials
- Calculators
- Electronic devices (laptop, iPad, charger, tech accessories etc.)
- Lockers

Damaged: Damage to PCRHS property must be reported immediately to the main office.

There is a difference between damage caused by an accident and that caused by negligence/intention. After inspection by school administration, if school property is deemed to be negligently or intentionally damaged by the student, the student/parent/guardian will be responsible for the full cost of repair or replacement and the student may be subject to discipline.

Lost or Stolen: If any PCRHS property is lost, the student or parent must report the loss immediately to the main office. If PCRHS property is stolen, a police report must be filed. Students/parents/guardians should make every effort to recover PCRHS lost or stolen property. Parents/guardians will be billed for the full replacement value of PCRHS lost or stolen property, however if property is recovered undamaged by the school or student/parents/guardians, they will be reimbursed.

School officials are not obligated to spend time investigating lost or stolen personal electronic devices.

See the **Duty to Report** policy.

STUDENT ATTENDANCE CODE

Absence Policy

Daily attendance both at school and Corporate Work Study is essential to a student's success at Providence Cristo Rey High School. All students are required to be in compliance with the Indiana Department of Education's graduation requirements that states, "A student must attain an attendance rate of 95% or better over the course of your high school experience (excused absences are not counted against your attendance)."

Additionally, the school desires to ensure students are not habitually truant per Indiana Department of Education's policy

IC 20-20-8-8 which states, "Recently IC 20-20-8-8 was amended to define habitual truancy to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten (10) days or more of a school year for any reason."

Per IC 20-33-2-25, the School Administration or Representative is required to report the habitually truant student to an officer of juvenile court or Child Protective Services. Per Indiana Code § 20-33-2-11, students who are habitually truant may not be issued an operator's license or a learner's permit to drive a motor vehicle under IC 9-24 until the individual is at least eighteen (18) years of age.

See **Excused Absences** and **Exempted Absences**. In the case of specific extenuating circumstances, the principal reserves the right to make exceptions.

- Any absence, excused or unexcused, counts as an absence in review of attendance for truancy reporting

Students who accumulate an excessive number of absences, extended illness of more than two days or chronic illness-related absences must provide detailed written verification of the absences by a physician. Generally, the school will try to work with the student in such cases. Even then, however, it is possible that the student may not have attained adequate mastery of material to receive credit.

To be eligible for or attend extracurricular activities, students must be present for a minimum of six (6) hours that day. Exceptions may be allowed at the discretion of the Principal.

Notification of an Absence

Parents must report an absence or late arrival before 8:00 am each day of their child's absence unless the student has been hospitalized or has an extended illness. Failure to notify the school in time could result in the student being considered truant.

Absence or late arrival can be reported by calling the school (317-860-1000) and recording the following information at the prompt:

- The parent's name
- The name of the student and class level (freshman, sophomore, junior, senior)
- Whether the student will be late or absent
- Reason for the absence, including nature of the illness (i.e., flu, upset stomach, etc.) or reason for late arrival (i.e., car trouble, etc.)
- A telephone number where the parent can be reached between 8:00 am and noon

Upon return from an absence, the student must submit to the office a written explanation of the absence signed by the parent/guardian. If the school does not receive a valid note within 24 hours of the student's return, the absence will be classified as unexcused. By state law, a parent must provide a valid doctor's note within six (6) days if requested by the school.

Notification of absences that exceed 5 consecutive school days may require an academic review meeting with the Academic Counselor or principal to ensure all parties are aware of the impact the absences will have on the students' academic progress. Students missing Final Exams risk failing courses and may be required to retake courses and/or attend summer school.

Excused Absences

Excused absences that count towards attendance progression include:

- Personal illness verified by phone call on day(s) of absence and/or a note from the parent/guardian upon return (Extended illness of more than two days or chronic illness-related absences must be verified by doctor's note).
- Funeral outside immediate family verified by phone call on day(s) of absence and/or note from the parent/guardian upon return
- Medical, dental, or legal appointments verified by appointment card and/or written verification from medical, dental, or legal office upon return to school
- If a student misses a day of Corporate Work Study, regardless of cause, the day/s must be made up

Note: A parental note does not automatically excuse an absence. On rare occasions, parents may request that students be granted an excused absence for other reasons before the absence. The administration will determine if the absence will be recorded as excused or unexcused. No absences are excused the day prior to and the day following a school sanctioned vacation (Christmas, Thanksgiving, fall break, spring break, etc.) without providing a doctor's certificate upon return to school, receiving prior approval by the Administration, or meeting other exemptions by the State.

Exempted Absences (per Indiana Laws)

Exempted absences that do not count against attendance progression include:

- School-sponsored field trips and retreats
- Serving as a Page or Honoree in the Indiana General Assembly
- Working election polls
- Service activity approved by the school
- Administrative/Counselor's request
- Academic contests
- Funeral for an immediate family member (parent, sibling, grandparent, aunt, uncle, cousin)
- Approved college visits (sophomores, juniors, and seniors only)
- Court mandated appearance or jury duty – documentation from court official must be provided

College Visits

Seniors may have two exempted absences to visit colleges. Juniors are permitted one exempted absence. Sophomores are permitted one during the spring term only. College visits qualify for exempted absences only if the following guidelines are met.

- The college or university is one hour or more away and cannot be visited after school or with an early dismissal.

- The counselor receives written confirmation from the college admissions office at least three days prior to the scheduled visit.
- The counselor receives certification from the college admissions office that the visit took place.

Unexcused Absences

Unexcused absences that count toward attendance progression and are referred to the administration include:

- Failure of a parent to notify the Main Office of absence on day of absence or provide written verification within 24 hours of student's return
- Absences for reasons other than excused absences or exempted absences
- Missing any portion of the school or workday
- Any absence not approved by the administration or exempted by the State

Unexcused absence (AU) recorded in the school's attendance tracking software by 10:00am will initiate a phone call, text or email to the parents/guardians, and parents will be required to contact the school.

Corporate Work Study (CWS) Absences

If a student misses a day of Corporate Work Study, regardless of cause, the day/s must be made up.

A student who misses 2 or more CWS days in a given year and does not make them up, will not receive course credit and will not meet the requirements for graduation from PCRHS. The complete absence policy for Corporate Work Study is on page 45.

Truancy

Truancy is a Tier 2 behavior infraction.

By state law, a student who has more than ten (10) unexcused absences from school in one (1) school year is considered habitually truant. PCRHS is required to report these students to Child Protective Services.

- Any absence, excused or unexcused, counts as an absence in review of attendance for truancy reporting. Additionally, missing 2 hours or more of a school day or workday unexcused will also count toward attendance review for truancy reporting.

Late Arrival and Early Departure

Absences (or extreme tardiness) from a single class due to arriving late or leaving early are treated as absences from the class period missed. Any student who is more than 20 minutes late to a class will be considered absent from the class. The student's absence from the class will be excused or unexcused based on the reason for the late arrival.

Providence Cristo Rey is a closed campus. Students may not leave school property unless parental notification (email or note) is submitted to the Main Office prior to the student/s early departure stating the reason for the departure, destination, and the departure/return times. In the event that the driver picking up the student for an early departure is not the legal parent or guardian, the name of the person picking up the student must be listed in PowerSchool as approved.

Illness at School

If a student becomes ill at school, the student should ask to go to the office. If it is determined that the student should not remain at school, the student's parent/guardian will be called to pick up the student. If a parent/guardian or emergency contact cannot be reached, the student will remain in the office until either the end of the day or until a contact is reached. Every effort will be made to make the student comfortable; however, medication (other than those prescribed and held at the school) will not be given to the student.

School Closing, Make-Up Days, and Two-Hour Delay

Every effort is made to announce a closing or delay as early as possible. Watch on television channels 6, 8, 13, or Fox 59 (and those channel web sites) for Providence Cristo Rey notifications. Families who have provided contact information will also be notified via a phone call/text message. Delays or cancellations will also be posted on PCRHS social media accounts and school website. Students are not expected to report to their work study job on a day school is closed due to inclement weather. The Department of Education permits schools to start with a two-hour delay or end with an early dismissal due to inclement weather conditions. Said days are considered full days of instruction. In the event of a two-hour delay due to inclement weather, students should report to school according to the two-hour delay time schedule. When delayed, students will be transported to work from school.

Providence Cristo Rey High School adheres to the National Weather Service Severe Weather recommendations (<https://www.weather.gov/safety/cold>) to ensure student safety when delaying or cancelling school due to freezing temperatures.

The Cristo Rey Network curriculum used by PCRHS requires at least 185 days of instruction. Cancelled school days will result in make-up days to be scheduled by administration.

TARDY POLICY

Tardiness is a Tier 1 infraction (see page 16). PCRHS wants students to be successful academically, in college and in career, hence students need to be on time to all classes. A student over 20 minutes late to a class will be considered absent. On a Corporate Work Study (CWS) day, the buses leave for the job sites at 7:45. If a student is in the building and does not get on the CWS bus before 7:45, they will be counted as tardy. A tardy student causes a delay in CWS busses departures, resulting in all students arriving late to their jobsites. If a student arrives at school following the departure of CWS buses on their workday, their parent/guardian will be contacted and notified that the parent/guardian must deliver their child to work. If the parent is not able to take the student to work, a representative from Corporate Work Study will drive the student to work and a \$25 fee may be charged.

Consequences for Accumulated Tardies

Beginning at the start of school, and until the last bell, if a student arrives late to class, they will be marked tardy. If a student arrives at class 20 minutes or more after the bell, then the unexcused absence policy applies.

Attendance and tardies are reviewed on a weekly basis and parents will receive notification of any and all of the following:

4th tardy: Parent to be notified by Behavior Support Team and student will serve a mandatory after school detention.

- A student who arrives tardy to detention will receive an additional detention
- Students with consecutive after school detentions will receive one in-school suspension

- Students with multiple in-school suspensions due to tardies will be required to have a mandatory parent meeting

*Transportation is not provided for after school detention, if students don't attend after school detention they will be issued Saturday school. *

STUDENT CODE OF CONDUCT

Providence Cristo Rey endeavors to create a safe positive learning environment both at school and at Corporate Work Study locations. It is our expectation that members of the Providence Cristo Rey community will strive for continued growth and model the PCRHS Outcomes (see page 2). With this in mind, the following student Code of Conduct has been developed.

Providence Cristo Rey students are expected to model mature, responsible, Christian behavior at all times. The code which follows applies to any student who:

- Is on school property &/or at a Corporate Work Study site
- Is being transported to and from school, CWS site or, a school/work-related activity (see the **Transportation Policy**)
- Is engaged in any school activity (field trip, extracurricular, volunteer, etc.)
- Affects through his/her conduct at any other time or place the order and discipline of the school, the safety and welfare of others, or the good reputation of Providence Cristo Rey High School.

By reference, the **Student Code of Conduct** includes the **Athletic Code of Conduct**, and **Corporate Work Study Program Policies**.

Video Cameras

Providence Cristo Rey High School hallways, offices, classrooms, parking lots and buses may be equipped with cameras for school safety. School Administrators are authorized to view

cameras at all times and to review recordings. Administration is authorized to take appropriate disciplinary actions based on inappropriate behaviors reflected in any video recordings. Video recordings remain the property of Providence Cristo Rey High School. To protect the privacy of all students, videos are not available for public viewing and will not be shared with parents or non-school personnel. Videos may be shared with appropriate law enforcement personnel at the discretion of the school or according to local and federal law.

Athletic Code of Conduct

Athletes are held accountable to a strict code of conduct. The Athletic Code of Conduct establishes standards by which student-athletes are expected to conduct themselves as representatives of PCRHS. The Athletic Code of Conduct is in the Athletic Handbook that must be signed by student and parent for a student to participate in school athletics.

Corporate Work Study Code of Conduct

Students must take personal responsibility to ensure their own success in the workplace by projecting a positive attitude and behaving responsibly, professionally, and in a mature manner while on the job. See page 44-48 for policy.

Discipline Tiers and Consequences

The Tier system offers a structure and a visual for our students and parents to understand the means in which PCRHS approaches discipline. It is our goal to work collaboratively with the parents of our students to help develop the complete student and citizen. If the behaviors expected of Providence Cristo Rey students are not exhibited or if one's actions disrupt the safe, orderly, and effective educational environment, then interventions will be initiated so that the student can achieve PCRHS expectations. This illustration offers examples of both infractions and consequences associated with each tier. Administrators are authorized to take reasonable and/or necessary action in connection with student behavior to safeguard the school's mission and educational environment. School Administrators reserve the right to determine appropriate consequences for violation of school codes.

Tier 1: Minor Infractions

Examples include but are not limited to:

Excessive talking

Unnecessary public displays of affection

Loitering

Out of dress code at school and work.

Tardiness to class and work

Use of inappropriate language &/or tone of voice including derogatory language/ racial slurs

Tier I infractions will be dealt with at the classroom/office/individual teacher/staff member level.

It is anticipated that a conversation with a teacher, staff member, or administrator regarding Performance Improvement Plan (discussed or written), PBIS and assigned consequences will assist the student in correcting the problem.

Typical consequences may include warning, student/teacher/staff conference, detention, parent conference, short-term removal. Multiple infractions can lead to tier 2 consequences.

A majority of incidents will be documented in the school's behavior tracking system. While these infractions are categorized as a Tier 1 offense, If Positive Behavior Interventions & Supports (PBIS), a Performance Improvement Plan, and/or consequences outlined in Code of Conduct are deemed not effective, the student's continued unacceptable behavior could result in a Tier 2 consequence.

Tier 2: Intermediate Infractions

Examples include but are not limited to:

Cheating/plagiarism

Inappropriate possession of electronic device

Disruption of the orderly educational environment, inflammatory actions

Entering a room designated for the opposite gender

Gambling

Insubordination

Falling asleep at school &/or CWS site

Truancy

Unacceptable use of technology

Consistently falling asleep at school &/or work

Failure to comply with the “work for pay” agreement and parent/student agreement
Failure to comply with bus expectations
Poor Corporate Work Study attendance/performance

Tier 2 infractions are considered more severe and are generally dealt with accordingly. Tier 2 infractions typically either disrupt the educational process or consist of behaviors/attitudes that do not reflect the PCRHS mission or core values. It is anticipated that scheduling a student/teacher/administrator conference, contacting parent/guardian, PBIS, creating/modifying a Performance Improvement Plan (discussed or written), documenting incidents in the school’s behavior tracking system, and assigning consequences will assist the student in correcting the problem.

Typical consequences may include detention, parent conference, short-term removal, suspension.

If Positive Behavior Interventions & Supports (PBIS), in conjunction with a Performance Improvement Plan and consequences outlined in Code of Conduct are deemed not effective, the student’s continued unacceptable behavior could result in a Tier 3 consequence.

Tier 3: Severe/Inflammatory Infractions

Examples include but are not limited to:

Fighting/battery

Harassment, defamation of character, bullying, intimidation, taunting, threatening behavior

Placing a false 911 call

Possession of firearms, weapons, explosives, fire

Possession of alcohol, drugs, smoking material, or smoking paraphernalia

Sexual acts

Theft, Forgery

Vandalism

Blatant disregard for CWS company policies

Getting fired from Corporate Work Study job or Job abandonment.

These infractions are dealt with immediately and typically result in suspension or expulsion. In many cases, these infractions may require the involvement of police and may result in arrest.

Typical consequences may include multiple day suspensions, expulsion, police citations/legal action.

If Positive Behavior Interventions & Supports (PBIS), in conjunction with written Performance Improvement Plan, and consequences outlined in Code of Conduct are deemed not effective, or the student continues to disrupt the safe, orderly, and effective educational environment, then the Behavior Support Team will be convened to determine whether the student is making growth toward meeting PCRHS expectations, or whether the student is either incapable of or unwilling to be a productive member of the PCRHS community. The Behavior Support Team may recommend the student receive multiple-day suspensions or expulsion from school.

In cases in which a student's behavior is a gross violation of the PCRHS expectations or if there is concern for the safety/welfare of other members of the PCRHS community or the reputation of the school, a student may be immediately removed from the school. In many cases, these infractions may require the involvement of police and may result in arrest. A Behavior Support Team will be convened to determine whether the student should be expelled from the school. Expulsions are authorized by the President. Should a student be expelled from Providence Cristo Rey, the family has a right to appeal the decision to the President.

Duty to Report

Men and women who choose to attend Providence Cristo Rey High School commit to a value system and standard of ethics that calls each person in the community to make choices consistent with the values expressed in the Providence Cristo Rey pledge. Thus, those who choose to attend Providence Cristo Rey are expected to encourage one another to make choices consistent with the espoused values and/or to inform school officials when actions are performed that are inconsistent with those values and detrimental to the good of the person and/or the school.

DUE PROCESS

Providence Cristo Rey High School operates under the principle of administrative law, whereby the school may take disciplinary action based on the report of an administrator or teacher, and not the rules of evidence used in a court of law. The student is entitled to due process before

imposing any sanction greater than Tier 2 consequences as outlined in the Code of Conduct. Due process consists of no less than: 1) a thorough investigation of the violation; 2) notice (oral or written) to the student of the nature of the offense and the possible sanctions; 3) an opportunity for the student to respond to the accusation, to explain their actions, and to learn the reason for the possible sanctions; and 4) notice, in a timely manner, to the parents noting the reasons and conditions for the sanctions imposed.

A meeting will be convened with a Behavior Support Team for serious violations. The student may request that a counselor be present for support, not as an advocate. Parents may request to attend the meeting.

Appeal

The President of Providence Cristo Rey High School may consider an appeal if there is reason to believe that the student was not afforded due process or evidence has been found subsequent to the Behavior Support Team meeting which points to innocence of the charges made against the student. The President will not consider an appeal if the only reason is that student/parents do not agree with the decision. The appeal letter must clearly explain how due process was not afforded and/or provide specific evidence of a student's innocence.

SECLUSION AND RESTRAINT

Providence Cristo Rey High School believes a safe environment should be provided for all students. As an Indiana accredited, non-public school, state law requires our school have a Seclusion and Restraint Plan. The purpose of the plan is to ensure all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint. Behavioral interventions for children must ensure all children are treated with dignity and respect. Our school environment allows all children freedom from physical or mental abuse, behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience. To request the PCRHS Plan for Seclusion and Restraint, please notify the front office.

SUBSTANCE ABUSE POLICY

Providence Cristo Rey has a zero-tolerance policy regarding the possession, use, or abuse of alcohol, alcohol material, drugs, smoking material, or drug/smoking paraphernalia. This is a Tier

3 infraction. PCRHS is committed to providing an educational environment that is free from alcohol, drugs, smoking, and the use/abuse of these substances.

The goals of our alcohol, drug, and smoking policies are to:

1. Affirm students who choose to be drug and alcohol free and provide them with a reason to continue to do so.
2. Educate students who are choosing to experiment with drugs and alcohol that there are consequences for their choices and their choices are unacceptable.
3. Provide students who may have a drug and/or alcohol problem with resources for recovery.

Possession or Use of Alcohol or Alcohol Material

Alcohol is defined as any alcoholic liquor capable of being consumed by a human being, including alcohol, spirits, wine, and beer. Any transfer of alcohol is also a violation of the PCRHS Code of Conduct.

Drugs/Paraphernalia

Possessing, using, transmitting, or being under the influence of any non-authorized prescription medication, over-the-counter drug, stimulant, inhalant, depressant, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant of any kind is prohibited. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to students or constitutes an interference with school purpose or an educational function is a violation of the PCRHS Code of Conduct. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant is a violation. Possession, use or transmission of paraphernalia, i.e., pipes, clips, rolling papers, inhaling devices, etc. is a violation.

Smoking/Possession of Smoking/Vaping Materials

Providence Cristo Rey High School is a tobacco-free campus. Possessing, using, or transmitting smoking or vaping material or tobacco products, i.e., cigarettes, lighter, chewing tobacco, etc. is prohibited at all times on school grounds or within a two-block area of school property and off- school activities, including the job site. Violations will result in disciplinary action in accordance with the Code of Conduct.

Drug Use Support & Recovery

Providence Cristo Rey High School also addresses the problem of substance abuse by establishing procedures and support systems for those who 1) have been identified to be in possession of illegal drugs or alcohol, 2) have not been found to be in possession but have been identified as users of illegal drugs and alcohol, and/or 3) those who self-disclose that they have used drugs or alcohol and voluntarily enters into a program for substance abuse to ensure that a student receives the necessary tools and motivation to be successful at Providence Cristo Rey High School. Students that fall into categories 1 and 2 will be required to participate in these classes as part of their sanctions. If a student self-discloses that they have used drugs or alcohol and voluntarily enters into a program for substance abuse, the school will not impose sanctions. Providence Cristo Rey personnel will help the program provider with educational and learning support.

Drug Testing

Providence Cristo Rey High School and/or its CWS companies reserve the right to require drug testing. This may include random testing of the general school population, individual testing of students for employment, extra-curricular activities, or who exhibit behavior that may be drug or alcohol related. If the student refuses to take the drug test, the student must participate in a drug treatment assessment performed by a third party. Students who fail a drug test or refuse to take the drug test and do not participate in a treatment assessment will be referred to a Behavior Support Team to determine what interventions are required. Students are not permitted to return to school until Behavior Support Team finalizes an appropriate intervention that the student must abide by.

Drug Testing Method

Providence Cristo Rey has several relationships with licensed, clinical laboratories to administer drug and alcohol screenings.

Notification of Results

Upon Providence Cristo Rey High School's receipt of confidential test results, parent(s) and/or guardians will be notified if the student failed a drug test.

Duty to Report

If a student becomes aware that another person is in possession of an illegal substance, for the safety of the Providence Cristo Rey community, he/she has a duty to report the possession to the administration or to a member of the faculty or staff. Failure to do so is indicative that the student lacks appropriate concern for the overall welfare of the PCRHS community and is considered a serious breach of the PCRHS Code of Conduct.

Applicability

This policy applies to every PCRHS student from the first day of Corporate Work Study training until the student's last school-affiliated event is completed as a senior. The policy applies at all times and in all places, throughout the student's enrollment at PCRHS. There are no times, no days, no places, and no circumstances in which the policy does not apply.

All students and parents are required to consent to participation in this policy, as well as its accompanying administrative regulation, as a condition of the student's continued enrollment at Providence Cristo Rey High School. Students involved in extracurricular and co-curricular activities must be free of alcohol, drugs, and other dangerous substances to participate safely in these activities. Students will be restricted from participating in extra-curricular and co-curricular activities if they test positive for drugs, alcohol, or other dangerous substances to ensure student safety.

A violation can occur:

1. On school grounds, immediately before, during, and immediately after school hours and at any other time when a group is using the school.
2. Off school grounds at the job site or a school-sponsored activity, function, or event.
3. Traveling to or from the job site or school sponsored activity, function, or event.

FIGHTING

Fighting (battery) is a Tier 3 infraction. For the safety/welfare of other students, fighting on school property or vicinity or at any school activity will result in immediate removal from the area/property. Violations will result in disciplinary action in accordance with the Code of Conduct. Self-defense on the reasonable belief that it was necessary to protect oneself does not constitute a violation of this provision.

FIREARMS/WEAPONS, EXPLOSIVES/FIRE POLICY

Members of the PCRHS community have a right to a safe, non-violent environment. Possession of dangerous items, such as weapons and other items that could present danger to PCRHS students, faculty, and staff, is a Tier 3 infraction.

Firearms/Use of an Object as a Weapon/Knowledge of a Deadly or Dangerous Weapon

Indiana Code 20-8.1-5-4(b) (1) states that students are prohibited from possessing firearms in route to or from school or school activities or on school property (including in one's automobile). Possession of a stun gun, look-alike gun, or any instrument that propels a projectile through pressurized cartridges or springs, as well as any spot marker gun (such as paint guns), explosives, ammunition may result in arrest and immediate expulsion. A violation of this policy will incur disciplinary action in accordance with the Code of Conduct.

The term weapons includes firearms which will or are designated to or may readily be converted to expel a projectile by the action of an explosive (including a starter gun), stun gun, firearm muffler or silencer, antique firearm, knives (of any kind), billy clubs, chains, brass knuckles, destructive device (including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce,

or firework explosive), look-a-likes, or any other item (such as bats, pipes, sticks, etc.) if used or intended to be used to cause bodily harm. A violation of this policy will incur disciplinary action in accordance with the Code of Conduct.

Explosives/Fire

Possession, use and/or transmission of fire, explosive devices/materials, fireworks, or matches or lighters is a violation of the PCRHS Code of Conduct. Setting of fires and/or use of devices or materials that cause a fire is a violation. An attempt to detonate or use of devices of materials that can cause a fire is a violation. Possession of materials that can be used to make or construct explosive devices (including Molotov Cocktails, pipe bombs, smoke bombs) is a violation. Look-a-like versions of any kind of explosive, explosive device or any kind of explosive material are a violation of this code. Violations of the policy will incur disciplinary action in accordance with the Code of Conduct.

Duty to Report

If a student becomes aware that another person is in possession of a weapon, firearm, or explosive for the safety of the Providence Cristo Rey community, the student has a duty to report the possession to the administration or to a member of the faculty or staff. Failure to do so is indicative that the student lacks appropriate concern for the overall welfare of the PCRHS community and is considered a serious breach of the PCRHS Code of Conduct.

GENERAL DISRUPTION OF THE ORDERLY EDUCATION PROCESS/ INFLAMMATORY ACTIONS

Disruption of the educational process and inflammatory actions are Tier 2 or Tier 3 infractions.

General Disruption of the Orderly Education Process is any behavior that seriously disrupts any school activity or the orderly operation of the school. Some examples include boycotts, sit-ins and walk-outs, blocking entrances, and unauthorized gatherings.

Inflammatory Actions include but are not limited to abusive language, gestures (using gang signals, symbols, or representation), or actions (like shoving another student) that can create a disturbance. Violations will result in disciplinary action in accordance with the Code of Conduct.

BULLYING/HARASSMENT and the like POLICY

PCRHS is committed to providing and maintaining a working and learning environment free from physical, psychological and verbal harassment. This includes racial, ethnic, religious or sexual harassment and violence. This commitment continues our longstanding policy of fair and equal treatment of every person, regardless of race, color, sex, national origin, age; or marital, socioeconomic, veteran and handicap status. PCRHS is obligated to provide an environment free from intimidation and harassment based on these factors.

Harassment can result from a single incident or from a pattern of behavior in which the purpose or effect is to create a hostile, offensive or intimidating environment. Harassment encompasses a broad range of verbal or physical behavior that can include, but is not limited to, the following:

- Physical or mental abuse, bullying, shunning, intimidation or assault
- Direct or indirect threats
- Racial or religious insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments or sexual jokes
- Requests for sexual favors used as a condition of employment or as a condition for obtaining an education that may affect any personnel or educational decisions such as hiring, promotion or compensation, and/or grades, class placement in school, etc.

Harassment, bullying, and intimidation in any form (outlined below), whether verbal or physical, including home-based websites, computer, and cell phone misuse against another person based on age, color, creed, disability, sex, marital status, national origin, race, religion, or of sexual nature, are Tier 3 infractions and will result in disciplinary action in accordance with the PCRHS Code of Conduct.

Bullying

Defined as overt, repeated acts or gestures, including:

- Verbal or written communication
- Physical acts

- Any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the other student
- Cyber bullying is defined as repeated misuse of technology to harass, intimidate, bully, or terrorize another person, the school, or any of our CWS companies. Students who have evidence of cyber bullying of themselves or others are asked to save the messages, pages, comments, etc. for evidence.

Defamation of Character

False accusations of one's character.

Intimidation

Communicating a threat with the intent that the other person engages in conduct against their will or be placed in fear of retaliation.

Racial or Religious Harassment

Racial or religious harassment consists of unwelcome, derogatory, insulting and/or inappropriate verbal or written comments or physical conduct of a racial, ethnic, national origin, or religious nature made by person(s) to or in the presence of another.

Sexual Harassment

Sexual harassment is defined as conduct containing sexual suggestions that would be offensive to a reasonable person.

Conduct of a sexual nature includes:

- verbal or physical sexual advances including unwanted touching*, blocking normal movements or interfering with work, study, or play because of some sexual matter;
- requests for sexual favors, comments of a sexual nature regarding physical or personality characteristics, derogatory jokes, slurs, epithets, visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;

- threats and demands to submit to sexual requests for certain benefits; and
- retaliation for having reported or threatening to report sexual harassment.

Such conduct becomes harassment when the allegedly harassed individual has indicated, by his/her conduct or verbal objection, that the conduct is unwelcome. An individual who has initially welcomed such conduct by active participation with the other person(s) must give specific notice to the other person(s) that the conduct is no longer welcomed.

***NOTE:** Unwelcome touching does not include legitimate non-sexual physical contact such as the physical restraint of a student to avoid harm to persons or property as allowed by Indiana law; an administrator, staff, or teacher's consoling or congratulatory hug, or physical contact associated with sports.

A violation can occur:

1. On school grounds, immediately before, during, and immediately after school hours and at any other time when a group is using the school.
2. Off school grounds at the job site or a school-sponsored activity, function, or event.
3. Traveling to or from the job site or school sponsored activity, function, or event.
4. Using property or equipment provided by the school.
5. In the case of cyber bullying, during weekends, holidays, and school breaks.
6. Entering any area or room designated for the opposite sex.

In prohibiting any form of harassment by employees, co-workers, supervisors, volunteers and students, all reported instances of harassment or threatening behavior will be taken seriously. Harassment, threats, and other unacceptable activities that create a hostile environment are prohibited and could subject said individuals to immediate and severe disciplinary action. Harassment and other unacceptable activities that could become a condition of employment or a basis for personnel decisions or educational decisions are specifically prohibited. Any employee or student who engages in such harassment could be subject to immediate discipline, up to and including discharge or expulsion.

Reports of possible violations should first be made to the school counselor or social worker and/or Principal. If the complaint involves a CWS employer or supervisor, the report may be made directly to the CWS Director and/or President. Complaints may be made verbally or in writing. If reports of violations involving students are not adequately resolved at the school, a report should be made to the Archdiocesan Office of Catholic Education. The administrator in charge will promptly investigate any alleged harassment. Confidentiality will be maintained to

the extent practical and appropriate under the circumstances. Nothing in these rules shall prevent any person from reporting harassment or violence directly to Archdiocesan officials if the issue is not addressed at the local level.

Upon receipt of a report or complaint alleging serious harassment or potential violence, the administrator in charge and/or Director of Finance and Human Resources shall immediately undertake or authorize an investigation.

The administrator in charge may take immediate steps at their discretion to protect the complainant, student and employees pending completion of the investigation including immediate removal of persons from the school property. All due process procedures prescribed for employees and students shall be followed.

Once the investigation is complete, the school administrator will take appropriate action and complete a written report. Such action may include, but is not limited to warning, suspension, referral to law enforcement and/or mental health authorities, remediation and/or termination.

Appropriate disciplinary and legal action may be taken against any student, employee or other person who retaliates against any person who reports alleged harassment or violence, or against any other person involved in the investigation and subsequent actions. Reprisal may include, but is not limited to, any form of intimidation, retaliatory action or harassment. Any person who knowingly files charges against another person(s) for harassment in an attempt to demean, harass, abuse, or embarrass that individual will be subject to disciplinary action.

Workplace Violence

All threats of violence will be taken seriously. If one becomes aware of any individual making verbal or physical threats or engaging in violent or intimidating behaviors, they should report the behavior to their supervisor, a member of the Leadership Team, or the President of PCRHS.

Americans with Disabilities Act

PCRHS complies with all state and federal guidelines relevant to equal employment opportunity and the provisions of the Americans with Disabilities Act (ADA) which are applicable to religious organizations. Any parent, student, faculty or staff member who has questions about PCRHS's compliance with the ADA should bring the matter to the attention of their supervisor, a member of the Leadership Team, or the President of PCRHS.

TECHNOLOGY & DIGITAL CITIZENSHIP POLICY

Vision and Purpose

The integration of technology is integral to the learning environment at Providence Cristo Rey High School, facilitating academic success for students. However, it is imperative that technology is utilized responsibly, in accordance with our Catholic values and mission. Access to technological resources is a privilege, not a right, requiring a serious commitment from all users. This includes Students and Staff.

Given the dynamic nature of technology, it's important to note that this policy may not cover every conceivable use of technology, both acceptable and unacceptable. Rather, it serves as a foundational framework for technology use. Additionally, it's crucial to recognize that this policy and its stipulations are subject to local, state, and federal laws.

Should any individual breach the user terms and conditions outlined in this policy, privileges may be revoked, access to school technology resources may be restricted, and appropriate disciplinary measures will be taken. Student infractions will be handled in accordance with the PCR Student Handbook, potentially resulting in disciplinary actions such as suspension or expulsion. Additionally, law enforcement agencies may be contacted as necessary.

Technology Resources

This policy encompasses a broad range of accessible technology for both students and staff. The school assumes responsibility for ensuring the safety of individuals while on campus, adhering to the regulations outlined in the Children's Internet Protection Act (CIPA) as well as other applicable Federal and state laws. It actively oversees its network and all connected devices, irrespective of ownership. Internet safety stands as a paramount concern for both the school and families and is treated with utmost seriousness. Such resources include but are not limited to...

- Both School-owned and personal computing devices
- iPads, Laptops, wearables, lab computers
- Communication equipment such as telephones, cell phones, video conferencing
- Audio/Visual equipment such as TVs, Projectors, Apple TVs, Monitors, Speakers
- Printers and copiers

- Network Infrastructure, Servers, Data Storage, etc
- School Software - Google Workspace, Canvas, PowerSchool, and other learning tools

Stewardship and Ownership

At PCR, we prioritize the responsible stewardship of equipment, applications, and software provided to our students. While attending our institution, students are entrusted with various resources, including iPads, cases, and other equipment provided by the school. We emphasize that students bear full responsibility for the maintenance, care, and prevention of damage to these items. We encourage students to regard these resources as their own, treating them with the same level of care and attention as they would their devices.

Ownership of iPads transitions to the graduating student upon completion of their academic journey at PCR. In the event of withdrawal, expulsion, or termination of enrollment for any reason, students are obligated to return all school-owned equipment, including iPads, cables, adapters, and any other technology provided by PCR. Alternatively, they may choose to retain the equipment by covering the residual value, subject to approval from both the Technology and Finance offices.

Responsibility of the Student and Staff

As members of our educational community, both students and staff are entrusted with the responsibility to adhere to the principles outlined in our Student Handbook and staff guidelines regarding the use of technology. Additionally, it is imperative that all individuals align their technological practices with the overarching mission and values of our school, rooted in Catholic principles.

To uphold these standards, it is essential to consider the following key principles for technology usage:

- **Respect for Human Dignity:** Every interaction with technology should uphold the inherent dignity of each person, fostering an environment of mutual respect and understanding.
- **Ethical and Responsible Use:** Utilizing iPads and other devices in a manner that reflects moral responsibility, ensuring that digital actions contribute positively to the community and society at large.

- **Educational Focus:** Prioritizing the educational purpose of technology resources while on campus, leveraging them as tools for learning and growth.
- **Copyright and Intellectual Property:** Respecting the ownership of content and ideas, adhering to copyright laws, and acknowledging intellectual property rights.
- **Privacy and Security:** Safeguarding the confidentiality of personal account information and respecting the privacy of others by maintaining the security of all digital interactions and data.
- **Reporting and Accountability:** Fulfilling the duty to protect our school community and technological infrastructure by promptly reporting any security breaches or instances of inappropriate technology use to the appropriate administrators.
- **Device Maintenance and Care:** Taking proactive measures to ensure the proper upkeep of computers and iPads, promptly addressing any damages, and keeping software up-to-date to optimize functionality and security.
- **Family-Owned Devices:** It's important to note that PCRHS does not assume responsibility for any electronic devices brought onto campus by students or staff that are owned by their families or themselves. Users are encouraged to exercise caution and responsibility in the usage of personal devices while on school premises.

By adhering to these principles, we collectively contribute to the cultivation of a technologically proficient and ethically grounded learning environment at PCRHS, where each individual's potential is nurtured and respected.

Responsibility of PCRHS

Network infrastructure: PCRHS is committed to providing robust network services on campus to facilitate student learning and support campus operations efficiently. All network traffic is carefully monitored through content filtering and inspection processes, with the possibility of logging and storing data when necessary. As mandated by Federal and state laws, all student devices will have filtered access to the campus Internet, ensuring a safe online environment conducive to learning.

- **Learning Tools:** PCRHS maintains various systems to facilitate the management of student data, such as PowerSchool, and to enhance the learning experience through platforms like Canvas and other educational tools. Staff and students are granted accounts for these systems, enabling seamless integration into the educational process.
- **Email and Data:** Students are furnished with Google Workspace accounts for internal communication within the school's network and its Corporate Work Study Partners. It's important to note that these accounts are exclusively for school-related interactions and will be terminated upon graduation or departure from the school, resulting in the deletion of associated data and emails. Google Workspace account serves as the primary platform for all school and student email communications.
- **Training:** PCRHS is dedicated to providing comprehensive guidance to both staff and students to facilitate responsible technology usage. Staff members are equipped to assist students in their research endeavors and ensure compliance with the school's Technology Policy. Furthermore, PCRHS offers a range of instructional materials, courses, and online resources designed to educate students on digital citizenship topics and foster appropriate technology usage habits.
- **Monitoring and Restrictions:** In alignment with its commitment to maintaining a secure and conducive learning environment, PCRHS reserves the right to review, monitor, and regulate information stored on or transmitted via iPads or other electronic devices utilized on campus. This includes investigating instances of inappropriate resource utilization to uphold the school's standards.

Responsibility of the Parent/Guardian

Familiarize: It is crucial for all members of our school community to avail themselves of the policies governing technology, particularly this Technology Policy. Understanding the guidelines outlined in this document ensures responsible and ethical technology usage across the campus.

Understanding: As parents and educators, it is incumbent upon us to guide students in comprehending the intricacies of this policy. Emphasizing its significance and imparting its principles effectively is integral to fostering a culture of responsible technology use. Just as we educate students about the

appropriate use of television, smartphones, movies, and social media, your role in reinforcing compliance with this policy is paramount in shaping your students into responsible digital citizens.

Parent Communication: The recommended mode of communication for families to reach their students during the school day is via email sent to the student's personal email accounts. As mobile phones may not be readily available to students during the school day, texting is discouraged. If it is an emergency please contact the main office for the student to be reached.

Digital Citizenship - Social Media and Internet Usage

Within PCRHS, the following actions are strictly prohibited in regard to technology usage:

Inappropriate Content: Users are forbidden from accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, racist, discriminatory, harassing, bullying, and/or illegal materials or messages.

Illegal Activities: Utilizing PCRHS computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any policy, procedure, or school rules is strictly prohibited. PCRHS disclaims any responsibility for students engaging in illegal activities while using school computers or school-issued electronic resources.

Violation of Copyrights or Software Licenses: Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without explicit written permission from the copyright owner is prohibited, except where usage falls within the Fair Use Doctrine of United States Copyright Law (Title 17, USC) and proper citation is provided.

Plagiarism: Users must not represent materials obtained on the Internet (such as term papers, articles, music, etc.) as their own work. Proper credit must be given to the original authors, and any internet research must be appropriately cited.

Cyberbullying: Cyberbullying in any form, including harassing, denigrating, impersonating, or cyberstalking, will not be tolerated. Engaging in such behavior or any online activities aimed at causing harm, whether physical or emotional, to another person will result in disciplinary action, including loss of

privileges. In severe cases, cyberbullying may constitute a crime. Users are advised that their activities are subject to monitoring and recording.

Misuse of Passwords/Unauthorized Access: Sharing passwords, using unauthorized user accounts/passwords, or attempting to bypass network security systems is strictly prohibited. Users must not attempt to gain unauthorized access to any school systems.

Malicious Use/Vandalism: Users are forbidden from engaging in any malicious use, disruption, or harm to PCRHS computers, electronic devices, network, and Internet services, including but not limited to hacking activities and creating/uploading computer viruses.

Circumventing School Filters: Users must not attempt to bypass school filters to access blocked internet sites or content.

Accessing Prohibited Websites: Users may not access blogs, social networking sites, or other websites prohibited by school administration. Moreover, school resources must not be used for anonymous communications.

System Resource Degradation: Users shall not use the network in a manner that would degrade system performance or disrupt network usage by others. This includes but is not limited to excessive printing, file storage, online games, and non-educational video/audio streaming, as determined by the supervising instructor or school administrator.

Unauthorized Equipment Usage: Attaching unauthorized equipment, such as personal laptops, tablets, printers, and smartphones, to the school's internal network without permission from the school administration is not allowed. A guest network is provided for authorized personal devices to access the internet while on campus.

Unauthorized Recording: Acquiring pictures, video, and audio recordings of any student or staff member in locker rooms or restrooms is strictly prohibited without staff approval at all times.

Use of Sites Selling Academic Work: Utilizing sites selling term papers, book reports, or other forms of student work is prohibited.

AI Tools Usage: Usage of AI tools such as ChatGPT & MidJourney is only permitted with explicit permission from the instructor for specific assignments. Unauthorized use for school-related work will result in disciplinary action as per PCRHS Student Handbook.

Hacking Software: The use or possession of hacking software is strictly prohibited. Violators will face disciplinary action in accordance with PCRHS Student Handbook, and violation of state or federal law may lead to criminal prosecution.

School Social Media Accounts: Are created strictly

PCRHS, its employees, and agents provide no warranties, expressed or implied, regarding the network, Internet access, and electronic resources it offers. Additionally, PCRHS holds no responsibility for:

- The accuracy, nature, quality, or privacy of information stored on local servers or devices, or information gathered through Internet access.
- Any damages incurred by users, including but not limited to loss of data, service interruptions, or infection of viruses or malware on personal computers or devices.
- Unauthorized financial obligations resulting from the use of PCRHS electronic resources.

iPad & Mobile Devices

Focus on Learning and Responsible Usage: Student iPads serve as invaluable tools for learning and should be utilized primarily for educational purposes. It is essential that student usage remains centered on learning, rather than entertainment. While we encourage exploration of the digital realm, it must be done in a safe and responsible manner. Students are encouraged to prioritize learning activities while at school, with mindful consideration of appropriate times and places for social media and entertainment website usage. This expectation extends to student smartphone wearables as well.

Management Software and Student Safety: To ensure the safety and security of our students and school community, software is installed on every student device, granting the school necessary control over features and applications, including camera operation and network access. These measures are implemented to safeguard our students' well-being and maintain a conducive learning environment. It is imperative that no student attempts to remove this software or engage in modification to the iPad software

through means known as “jailbreaking”. As it compromises the integrity of our protective measures and the stability of the iPad.

Managed Apple ID and Classroom Connectivity: Each student will be provided with a managed Apple ID, connecting their iPad to essential Apple services such as iCloud, vital for classroom activities. It is crucial that students exclusively use this provided Apple ID on their iPads. Logging into personal Apple IDs on PCRHS iPads will disrupt application functionality and impede progress on class assignments. Maintaining consistency with the provided Apple ID ensures seamless integration with classroom tools and resources.

Teachers will conduct periodic inspections of devices and assist students in addressing any necessary repairs at the Tech Counter, ensuring that all devices are in optimal condition for academic use.

In certain instances, PCRHS may collect iPads at the conclusion of the school year to facilitate maintenance tasks such as wiping devices to implement new settings or profiles. Students will be notified in advance, providing ample time to prepare. iPads will be returned to students during Orientation the following school year, ensuring a seamless transition for the new academic year.

Mobile Phones and Wearable Technology

At Providence Cristo Rey, the prevalence of mobile phones among our student body is acknowledged, considering them as family-owned student devices subject to the same policies and regulations as other technological devices while on campus. Possession of a mobile phone is regarded as a privilege, entailing the expectation of responsible conduct from students at all times.

Wearable technology, encompassing devices like earphones, headphones, smartwatches, etc represents a burgeoning class of devices often designed to interface with smartphones, whether through wired or wireless connections. While these devices have become commonplace in educational settings, they pose a potential distraction to the learning environment and thus fall under the purview of school policies governing mobile phones.

Central to our campus ethos is a commitment to learning. Therefore, regulations pertaining to smartphone and wearable technology usage are implemented to minimize distraction and foster a conducive environment for academic engagement.

Mobile Phone Usage Guidelines:

- Mobile phones are prohibited from use or visibility during class periods, Mass, or assemblies, encompassing all campus areas such as classrooms, hallways, and bathrooms. Students are required to store devices in designated cell phone caddies provided in each classroom.
- Removal of mobile phones from classrooms during a hall pass is not permitted.
- Mobile phones cannot serve as substitutes for student iPads, which are to be diligently maintained and readily available for use in each class.
- Usage of mobile phones is permissible during lunch and passing periods, although students are encouraged to limit usage to prioritize interactions with peers.
- Exceptions may be granted for students with smartphones required for medical or other approved reasons, subject to prior approval from the Principal or a designated authority.

Wearable Technology Policies:

- Earphones, headphones, and AirPods like Mobile phones are prohibited from use or visibility during class periods, Mass, or assemblies, encompassing all campus areas such as classrooms, hallways, and bathrooms. They are permissible during lunch and passing periods, although students are encouraged to limit usage to prioritize interactions with peers.
- Smartwatches are permitted for wear during the school day but must not cause disruption during classes, Mass, or assemblies. Students must remove these devices during assessments.
- Other forms of wearable technology are subject to similar regulations and are at the discretion of the school administration.

PCRHS extends a guest network for all campus visitors, staff, and students to connect personal devices to the internet. Students are encouraged to connect their smartphones to the PCRHS guest network, thereby contributing to improved network performance on campus. The guest network password is available at the Tech Office / Counter for easy access.

Tech Office

The Tech Office is located in the Main Office and is your first and best resource for help when it relates to your iPad. You can also reach out to the Tech Office using the email support.

iPad Best Practices

- Charge your iPad every evening to ensure you are ready for the following day.
- From time to time restart your iPad by turning it off and then back on again.
- Occasionally wipe off the screen with a microfiber cloth to ensure a clean device.
- Keep your iPad safe and secure by applying a passcode and fingerprint lock.
- Do not leave your iPad unattended or let others borrow it.
- Do not let others use your charging cable and charging block.
- If your iPad becomes broken in any way DO NOT WAIT. If able send an email to the Tech Office or go to the Tech Office during its hours of operation for assistance.

All iPads come with AppleCare+, Apple's extended warranty that will cover their iPads through their Senior year at PCRHS.

Software and Hardware repairs needed to be sent out are covered under AppleCare+ at no charge to the students and families.

If a replacement of a charger or charging cable is needed students may have them replaced at the Tech Office. Replacements cost **\$25** a price or **\$50** for both.

Physical Damage such as bent enclosure, damage to the charging port, liquid, or broken screens are covered under a reduced cost to the student and families for **\$50**

Students are not allowed to have their iPads repaired by themselves or third-party vendors. Doing so voids the warranty and AppleCare+ and will require a full unit replacement.

Lost or Stolen iPads, although PCRHS will do all it can to assist in the location of a lost or stolen iPad, these are not covered by AppleCare+. Lost or stolen iPads will be at a full unit replacement of the iPad for a cost of **\$500**.

SEARCH AND SEIZURE POLICY

Students shall bring only items of personal property to school and work that are appropriate and consistent with the mission of PCRHS. While Providence Cristo Rey High School recognizes that students have a right to be free from unreasonable searches by school personnel, these rights will be interrupted if the administration deems it necessary to do so to enforce the law or school rules. In doing so, students shall be treated with dignity and respect. K-9 units, police or other authorities may be brought in to conduct random locker, bag, vehicle or school wide checks at any time as determined necessary by administration.

Search of Student's Person and Personal Belongings

A search of a student's person may also occur if reasonable grounds exist for the search; generally, with two (2) school officials present. A search of a student's person shall be limited to searching in pockets and possessions (i.e., purse, book bag, etc.) of the student and "pat down" of the student's clothing.

Search of Student Lockers

Indiana Law (IC20-8.1-5-7) indicates that a student using a locker on the premises of the school is presumed to have no expectation of privacy with regard to that locker or its contents. All lockers and storage spaces issued to students remain property of the school and may be searched at any time. K-9 units, police or other authorities may be brought in to conduct random locker checks at any time as determined by administration

Search of Motor Vehicle

Students that are driving themselves to school must register their vehicle with the school including their driver's license, insurance and car make and model. Vehicles parked on school premises without being registered are subject to being towed at the owner's expense. Students must consent to allow a search of any vehicle they drive to school when reasonable grounds for the search exist. This will be done in the presence of the student whose vehicle is being searched, if possible, and with two (2) or more school officials present.

STUDENT ACCUSED OF A NON-SCHOOL RELATED CRIMINAL ACT POLICY

PCRHS students shall live their lives in accordance with applicable local, state, and federal laws. Although the school does not assume responsibility for a student's conduct when the student is outside the school's jurisdiction, students must remember that they represent Providence Cristo Rey and what they do, wherever they are, is a reflection on themselves and the school. Administrators may extend the jurisdiction of the school in imposing sanctions to include off-campus activities. Additionally, the school reserves the right to investigate illegal behaviors that occur off-campus and impose sanctions if necessary. These sanctions could include, but are not limited to, placing a student on disciplinary probation or expulsion from school.

A student accused of a non-school related criminal act is presumed innocent until the student is proven guilty or admits guilt through the legal process, after which violations may incur disciplinary action in accordance with the Code of Conduct.

Some circumstances, such as a need to protect the safety and/or privacy of the student or others, may necessitate the student's removal from the normal academic setting, pending outcome of the civil law process. Although the wishes of the parent or legal guardian will be considered, the final decision regarding removal is the Administration's. Removal could range from separation from other students during the school day by placing the student in a full day of in-school suspension or out-of-school suspension.

STUDENT DRESS CODE

Our goal at PCRHS is for all students to provide the best first impression of themselves and our school throughout the community. Students meet business executives, donors, community leaders, other parents, teachers, and even prospective students nearly every day. A student never knows who they will meet, and those moments could present significant opportunities in the future. Uniforms project a positive self-image and say a lot about a student's professionalism and potential. The Providence Cristo Rey uniform serves to remind others that PCRHS students are college-bound achievers.

Unless specified by the school administration, students are expected to be compliant with the dress code by the first bell in the morning, at work (unless workplace safety regulations require a variation from this policy), to and from work, at special events, and on field trips. Expressing individuality should be done through one's character and positive performance at school and at the workplace, rather than through one's clothing. Hairstyles, make-up, and jewelry need to be moderate and conservative. Safety is priority and properly fitting clothes will help avoid potential mishaps/accidents with office machinery. Proper footwear and the absence of sensory distractions such as headphones help ensure one's safety. Personal hygiene is important to one's health and appearance. Each student is required to practice good hygiene.

Out of Dress Code

Being out of dress code is a Tier 1 infraction. It is the responsibility of students and parents/guardians to ensure that a student is in uniform prior to Period 1 and/or departure on the CWS bus. If a student arrives to school out of uniform, at the discretion of the administration, parent/guardian may be required to provide appropriate clothing before the student will be allowed into the classroom or workplace. If a student is out of uniform after the beginning of first period, a student will receive a lunch detention.

Students are expected to comply with the dress code when notified that they are out of uniform. The school reserves the right to determine what constitutes appropriate dress. Students **MUST** stay in the PCRHS uniform throughout the duration of the workday. Students are not permitted to change out of the school uniform on the way to and from work. Students are only permitted to wear Corporate Work Study Partner clothing approved by PCRHS. Students will be notified of approved dress down days.

Consequences for Accumulated Dress Code Violations (the following steps are taken):

Every time a student is out of uniform they will receive a lunch detention. Parents will be notified when students are out of dress code. **4 lunch detentions** will result in an afterschool detention. **2 afterschool detentions** will result in an In-School Suspension.

4th violation: Parent will be notified by the Behavior Support Team of number of incidences and reminded of next steps.

6th violation: Parent to be notified by the Behavior Support Team and student is assigned after-school detention.

10th violation: Parent/guardian must participate in a mandatory parent administrator conference (in person meeting or phone call) and/or student will serve a one-day suspension.

15th violation: Consequences to be determined by a Behavior Support Team (parent to be notified).

**In the case of specific extenuating circumstances, the administration reserves the right to amend this policy or alter consequences.*

STUDENT DRESS CODE

<p><u>Proper Attire for Young Men Shirts</u> Official PCRHS uniform long or short sleeve oxford shirt (white or blue) or uniform polo. All shirts must always be tucked in and completely buttoned except for the top button, which may be left unbuttoned. Undershirts must be solid white, opaque, and contain no visible words or graphics. (A small designer graphic/brand mark over right or left breast is acceptable.) Undershirts may be long sleeve but not visible at the cuffs under a long sleeve dress shirt, otherwise, undershirts must be short sleeved or sleeveless. May wear bowties or ties to school or CWS. Uniform Blazer may be worn.</p>	<p><u>Proper Attire for Young Ladies Shirts/Dresses/Skirts</u> Undershirts, camisoles, brassieres, and other undergarments must be a solid color, opaque (not see-through) and contain no visible words or graphics. (A small designer graphic/brand mark over right or left breast is acceptable.) Undershirts may be long sleeve but not visible at the cuffs under a long sleeve dress shirt, otherwise, undershirts must be short sleeved or sleeveless. Shirts must be loose fitting. Cleavage should never be visible. All dresses or skirts must be knee length, with the bottom of the skirt/dress touching the middle of the knee on all sides. Uniform Blazer may be worn</p>
<p><u>PCRHS Awarded T-Shirts</u> Shirts awarded for academic honors, and extracurricular success are only permitted to be worn on Spirit Fridays or days designated by administration.</p>	<p><u>Outerwear & Backpacks</u> Coats, raincoats, jackets and blankets may not be worn during the school day, or at work. Backpacks or backpack purses are not to be worn/carried during the academic school day.</p>

<p>School hoodies can ONLY be worn during spirit wear Fridays.</p>	<p>Ladies are permitted to carry a small 4x5 handbag if needed.</p>
<p><u>Sweaters</u> PCRHS uniform 1/4 zip, sweaters, cardigans or vests are the only sweaters/ jackets permitted. A collared shirt needs to be worn under all PCR uniform sweaters. No holes are allowed.</p>	<p><u>Non-Religious Head Coverings</u> Hats, hoods, bandanas, or do-rags are not to be worn in the school building at any time. Headbands are limited to 3 inches in width and must be a solid color. Neutral colored scarves and hair wraps can be worn in a professional manner.</p>
<p><u>Pants</u> Dress pants in navy or black are permissible. No other color of pants is allowed. Denim and cargo pants are not allowed. Skinny jeans or pants yoga pants, leggings, stretch pants, joggers, capris etc. are NOT allowed.</p>	<p><u>Jewelry</u> Male students may wear small (not larger than 5mm/1 carat) stud earrings. Students may wear small (not larger than 1mm/.005 carat) stud nose piercing. No other visible piercings are allowed. No excessive body jewelry is allowed (e.g. numerous necklaces, bracelets or earrings, no large hoop earrings). Necklaces or chains must not be visible on the outside of clothing.</p>
<p><u>Belt</u> A brown, black or navy belt (must be worn at all times if your pants have belt loops).</p>	<p><u>Body Art</u> All tattoos must be covered by clothing and/or make-up.</p>
<p><u>Socks</u> Matching, dress socks must be worn at all times underneath pant legs. Ladies- Matching, dark-colored dress socks or solid color (white or black) opaque tights or panty hose may be worn with PCRHS uniform skirts. Lace, patterned hoses or leg warmers aren't allowed.</p>	<p><u>Shoes</u> Dress shoes including canvas slip-on shoes are allowed ONLY. No fabric-soled moccasin, flip-flop, sandal, or slipper-like shoes allowed. Dress boots are permitted; construction boots or thick soled boots are not allowed. No tennis or athletics shoes are allowed. Ladies- Heels should be no more than 3.5 inches in height. Dress boots must not be higher than the bottom of the knee.</p>

<p><u>Make-up</u> Make-up is not allowed, except to cover a tattoo.</p> <p>Ladies- Make-up needs to be applied lightly and be of a natural color.</p>	<p><u>Nail Polish</u> Fingernails should be of an appropriate length that does not interfere with academics or work. Nail polish is only allowed for young ladies.</p>
<p><u>Hygiene</u> Take pride in your appearance and present yourself in a professional manner. Standard practices include showering, shaving, using deodorant, brushing teeth, combing hair, washing and ironing clothes, applying cologne sparingly.</p>	<p><u>Hair</u> Hair must be natural colors (blondes, reds, browns and blacks). Hair needs to be out of the eyes, and be professional, neat and clean. Facial hair needs to be clean and neatly trimmed.</p>

***The school uniform policy also applies to student’s workdays unless specific written permission is granted through the Corporate Work Study Office. Your job may be reassigned if you are not following any part of the professional PCRHS dress code.

***For special occasions, adjustments may be made to this dress code at the discretion of school leadership.

THEFT/FORGERY

Theft and forgery are Tier 3 infractions. Theft includes taking property belonging to another person, the school, or corporate work site without consent; identity theft; unapproved use of the school’s logo/brand/identity; embezzlement. Forgery is creating objects, documents (i.e., falsifying the Daily Timecard), or information with the intent to deceive. A violation will incur disciplinary action in accordance with the PCRHS Student Code of Conduct

TRANSPORTATION POLICIES/PROCEDURE

PCRHS Bus Service Option

Providence Cristo Rey High School can offer limited transportation to students who live within a specified radius of the school. Available bus stops are posted and updated regularly on the school website. PCR bus stops and routes are based on finding safe stops that are located centrally to groups of enrolled students within the specified radius of the school and may be updated on a semiannual basis due to groups of students moving into or out of a given area. Any families choosing to use the transportation provided by PCR communicate any address changes during the year directly with the transportation department.

Transportation is also provided from school to CWS and from CWS back to school on all workdays for all students. Students must arrive at school no later than 7:35 a.m. on their workday to ride the school bus to their CWS site. CSW buses depart PCR campus each morning at 7:55 sharp. If a student arrives late on their work day and misses the school bus they may be sent home and required to pay a \$100 fine or schedule a makeup day, or, if private transportation is available, the student may be transported to the CWS site and the cost of the transportation such as Uber or Lyft will be charged to the student's account to be paid by parents.

Due to scheduled transportation routes, bus drivers are unable to wait at a pick-up point for a student's delayed arrival. Once a bus has left the pick-up point, it is not permitted to stop until it reaches the next designated pick-up point. If a student misses the bus, the parent/guardian shall be responsible for transporting that student to school for arrival by 7:25am daily.

Buses depart from the school for the drop-off points at approximately 3:31 p.m. Due to rush hour traffic, periodically, buses may be delayed. Once the student exits the school bus at the designated drop off point, PCRHS and its transportation department bear no responsibility for the students; parents/guardians bear sole responsibility for their child/children.

Daily Drop-Off and Pick-Up Procedures

Students may be dropped off at school beginning at 7:25 a.m. daily at door 9. All cars must enter the front parking lot off of S. East Street using the second entrance to the lot. Once a student has been dropped off at the school, a student is not permitted to leave the school without prior written or verbal permission from the parent/guardian to the main office phone line at 317-860-1000.

Parents/guardians must pick up students at door 9 or 1 at the end of the school day. Students who do not ride the school-provided bus or public transportation must remain in the school building in a designated area until they are picked up. Students are not permitted to leave and return to the school. **The school closes daily at 4:30 p.m.** except for extracurricular activities (i.e., athletic practice).

If a parent/guardian requires entrance into the building, they should park their car in the guest parking spaces near the main entrance to the building at door 1. Entrance is gained by ringing the buzzer at door 1 and being admitted to the building.

Parents/guardians are ONLY permitted to pick up the student from work following approval by a member of the CWS staff, who will notify the student's CWS Career Mentor.

Emergency School Closure

On rare occasions, it may become necessary to end the school day before the regularly scheduled time. Emergency closure may occur due to severe weather, fire, disaster (natural or man-made), or mechanical facility failure. As the parent/guardian, you must provide an emergency contact to be notified in such an event.

Students who are at a work study job will be transported back to Providence Cristo Rey High School or designated emergency site. When all students are back in the building/emergency site, parent/guardian will be informed of the transportation procedure, including how to pick up their student at the school/emergency site. Students who use the PCRHS bus service to neighborhood drop-off points will be transported by bus to their normal drop-off points, unless parent/guardian request student to be held at the school/emergency site (request must be verified by a school administrator). Students who drive themselves to/from school will be released with parent/guardian permission (via email or phone call). Students who are normally picked up at the school will be held at the school/emergency site until they can be picked up or arrangements can be made to provide safe transportation home. In case of inclement weather, the school-provided transportation system does NOT provide drop-off service directly to students' homes.

Emergency Rides for Students

An individual employee should not transport an individual student in a personal vehicle; two PCRHS adult representatives in one vehicle may transport a student. In an emergency situation where this guideline cannot be met employees must immediately notify their supervisor.

If the parent/guardian is unable to pick up the student at the conclusion of the school day and/or from extracurricular activities within 30 minutes of the conclusion of school/extracurricular activity, and/or if parent/guardian/emergency contact cannot be reached, the school will arrange for transportation of the student. A reimbursable charge may be assessed within 30 days and will be invoiced by PCRHS' Business Office.

If a student becomes ill at work, the student should notify the supervisor and call the school (see Corporate Work Study Illness at Work policy on page 46).

It is expected that emergency rides will occur very rarely throughout the school year. Therefore, only in life-threatening emergency situations will an **individual** PCRHS staff member transport a student if ambulance service is not available. The expense to provide emergency transportation for a student is \$75.00 per occurrence. The expense of transportation must be reimbursed by the parent/guardian within 30 days and will be invoiced by PCRHS' Director of Finance.

Student Conduct

The school transportation vehicles are an extension of the classroom. The driver, as is a teacher in the classroom, is entrusted with the students' safety and welfare while they are in his/her charge (see **School Driver Responsibilities**). The following guidelines have been developed for school transportation to provide for the protection and safety of passengers.

Each Providence Cristo Rey student must be able to ride to and from school, work study, and school-related functions free from the fear of harassment, abuse, or discrimination. Any incident or suspicion of harassment, abuse, or discrimination should be filed according to reporting procedure as detailed in the Harassment Policy section.

All students riding school transportation shall abide by the following policies. Disruption on the school bus is defined as any misconduct or violation of the school Code of Conduct or bus safety rules, disrespect to the driver, or vandalism to the bus. Violation of these policies shall result in disciplinary action by the school in accordance with the Code of Conduct.

1. Students are to ride **ONLY** their assigned bus. If a student wishes to ride a bus which differs from their normal transportation, then they must submit a request in writing to

the school no less than 24 hours in advance. The note must be signed by a parent or guardian. For permission to be granted, seating must be available on the bus requested.

2. As the buses must adhere to a strict schedule to ensure safe and on-time delivery of students to their appointed destinations, students are expected to be at their designated pick-up points ten minutes before the scheduled pick up time.
3. Students are to remain off the road while waiting for the bus and behave in a manner that promotes both their safety as well as a positive image of Providence Cristo Rey High School.

4. **When Boarding the bus as student shall:**

- a. Wait back on the roadway, sidewalk etc. Until
- b. The bus has completely stopped
- c. The driver gives you the hand signal to board the bus
- d. Board the bus in a quiet and orderly manner

5. **While on the bus, a student shall:**

- a. Keep hands and head inside the vehicle at all times.
- b. Wear a seat belt (where applicable) at all times.
- c. Follow the directives of the driver.
- d. Refrain from throwing any objects inside or out of the bus.
- e. Not open, lower, or close windows unless the driver specifically gives permission.
- f. Raise a hand to speak to the driver, do not yell, or stand up/move out of seat
- g. Remain seated while the vehicle is in motion. Do NOT change seats or stand up unless otherwise directed by the driver.
- h. Keep voice level to a low conversational tone. Loud, boisterous language may distract the driver and therefore jeopardize the safety of the passengers.
- i. Refrain from fighting, arguing, or "horse play" with other riders or the driver
- j. Treat vehicle with respect. The student responsible shall pay for damage inflicted on a vehicle.
- k. Not leave trash on the bus.
- l. Observe all Providence Cristo Rey Code of Conduct policies as outlined by the Student Handbook.
- m. Obey and demonstrate respect to the driver at all times.

6. **When disembarking from a vehicle, a student shall:**

- a. Remove all trash from the vehicle and dispose of it in a proper receptacle.
- b. Wait until the bus is completely stopped and the driver has opened the door and then
- b. Walk away from the bus first and turn to face the driver
- c. Wait for the driver's hand signal before beginning to cross the road
- d. Cross the road at least 10 feet in front of the bus
- e. NEVER walk behind the rear of the bus. Always remain within sight of the driver.

Minor Infractions of Student Code of Conduct on school-provided transportation will normally result in the following:

- 1. 1st Offense – Warning and the Administration will notify parent/guardian.
- 2. 2nd Offense – Student will be assigned a detention and parents/guardians must participate in a mandatory conference with administrators (in-person meeting or over the phone).
- 3. 3rd Offense – Student will be assigned a full day of in-school suspension and parents/guardians must participate in a mandatory conference with administrators (in-person meeting or over the phone).
- 4. 4th Offense – Student will be suspended from using the school's transportation. The Administration will notify the parent/guardian of the duration of the suspension. Parent/guardian will need to arrange an alternative method of Transportation.

Major Infractions of the Student Code of Conduct on school-provided transportation may result in tier three consequences such as suspension from bus/school, or potential withdrawal.

Note: Providence Cristo Rey High School reserves the right to adjust the level of consequence depending on the severity of the infraction.

School Driver Responsibilities

1. Although everyone on board is responsible for ensuring proper behavior on the bus, the driver is ultimately responsible for the discipline on the vehicle.
2. In extreme cases, the driver may halt transportation and contact the police for assistance.
3. Drivers will refuse to transport additional students when the bus is at capacity.
4. Drivers will address students in a professional manner to resolve problems. Drivers have the right to expect the same respectful tone from students.
5. Drivers may assign students to particular seats on the vehicle.
6. Drivers will report any incident of harassment, threat, abuse, discrimination, or other violation of the Providence Cristo Rey Student Code of Conduct to school officials immediately.

VANDALISM

Vandalism is a Tier 3 infraction. Vandalism is destroying, defacing, or attempting to destroy or deface the school or corporate partner's personal property regardless of intent (willful, malicious, or accidental). Violations will result in disciplinary action in accordance with the Code of Conduct. Students or classes, which in the name of school spirit inappropriately decorate the building, grounds, or campus, could face disciplinary action in accordance with the Code of Conduct.

GENERAL POLICIES

Accidents – Illness During School

If a student is injured or becomes too ill to remain at school or work, the administration will immediately attempt to inform the parent or guardian. If a parent or guardian cannot be reached, the school will attempt to contact the emergency contact person listed on the emergency information card as an individual authorized to make a decision if the parent cannot be contacted.

In an extreme emergency, the school will not wait for parents to be contacted but take immediate treatment. To treat the student effectively, parents must ensure that the medical information cards contain complete and accurate information as this information will be given to the medical technicians and accompany the student to the hospital.

Appointments

Appointments for doctors, dentists, etc. should be scheduled during non-school/non-Corporate Work Study time if possible. Missing Corporate Work Study due to an appointment made on a workday may result in the missed time being made up.

Athletic Eligibility

To be eligible for participation in extracurricular activities, including athletic teams and practices, a student must be present at school or work by 9:30 am that day and must attend at least six full academic classes. Exceptions may be allowed at the discretion of the principal for a funeral, medical testing, etc. Student-athletes must maintain a current quarter GPA of 2.50 and be passing 80% of their current classes. Students who fall below this can regain eligibility by passing all current classes during that season. Fourth quarter grades determine fall eligibility for returning students.

Cafeteria and Vending

Providence Cristo Rey High School participates in the Federal Government's Free/Reduced Lunch Program. The school makes a light breakfast and lunch available to all students. Breakfast will be available at 7:25 a.m. daily. Students may also bring meals or snacks from home to eat during breakfast and lunch. Sack lunches are provided to work on the days students go to Corporate Work Study. Students are not allowed to order food to be delivered to school.

Students may eat only in the cafeteria or in other approved designated areas.

Students are required to observe the following cafeteria procedures:

- Students are to be respectful of one another and of the common space they share.
- Students are responsible for the cleanliness of their table and the floor around it.
- Students may not take opened packages of food or drink from the cafeteria.

- Students are to remain in the cafeteria until dismissed.
- Taking food without paying for it is theft.
- Students may not leave school at lunchtime or order food from the outside for delivery.

Students who do not abide by cafeteria procedures are subject to the PCRHS Code of Conduct policies.

Vending machines are in operation before school, during lunch periods, and after school. Food and drinks may not be consumed outside the cafeteria or designated areas. Vending machine access is a privilege. And access to vending machines may be restricted at any time.

Student clubs and organizations authorized by the principal to order food to be delivered to the school must make ordering and payment arrangements through the main office. Individual students are not allowed to order food to be delivered to school.

Change of Personal Information

A student and/or family is expected to notify the office promptly if there is any change in address, telephone number, parent or guardian occupation, or any other pertinent information.

Child Abuse Reporting

Indiana Law (IC 31-6-11-21) provides: "Any individual who has reason to believe that a child is a victim of child abuse or neglect is required by law to report the suspected abuse or neglect to the local child protection service or law enforcement agency. Failure to report suspected child abuse or neglect, when known, is a crime punishable by up to six months imprisonment." Any individual making such a report in good faith is immune from any civil or criminal liability and is presumed to have acted in good faith (IC 31-6-11-7). The Archdiocese of Indianapolis policy states:

"Indiana law requires that any individual who has reason to believe that a child is a victim of child abuse or neglect must report immediately to: (1) the local child protection service or (2) a local law enforcement agency. It is a felony not to make such a report. The reporting person is given legal immunity for making the report."

Reporting Suspected Child Abuse

All faculty and staff must read, sign and follow the Archdiocese's Code of Conduct policy for safeguarding children and youth (Safe Parish training has been replaced by "Safe & Sacred"). State law mandates that suspected child abuse be reported, and PCRHS expects all faculty and staff will comply with this mandate. If you suspect child abuse, report this to the principal or social worker immediately.

Upon receipt of a complaint of child abuse, PCRHS will contact the Indiana Department of Child Services (DCS). If the situation involves a PCRHS employee, we will begin an internal investigation in full cooperation with civil authorities.

Providence Cristo Rey High School abides by the Policies and Procedures, Standards of Behavior For the Protection of Minors and Others from Sexual Misconduct by Those Ministering on Behalf of the Archdiocese of Indianapolis.

All archdiocesan clergy, employees, and volunteers and religious working on behalf of the archdiocese shall comply with all pertinent reporting Indiana laws and archdiocesan reporting requirements: Clergy, religious, employees, and volunteers shall report any suspected instance of child abuse to two entities: Child Protective Services and the archdiocese. Indiana law requires reporting to Child Protective Services (Hotline: 800-800-5556) or to a local law enforcement agency.

Archdiocesan policy requires reporting all suspected or alleged incidents of sexual misconduct to the archdiocese's victim assistance coordinator (contact info: 317-236-1548, 800-382-9836, extension 1548, or chill@archindy.org), who serves as the archbishop's personal representative to victims and the faith communities in which sexual misconduct has occurred. A report can also be made online at www.archdioceseofindianapolis.ethicspoint.com. Please review the entirety of the policies, procedures and standards of behavior at www.archindy.org/abuse/policy.html.

Child abuse under the law includes but is not limited to the following:

- a. Failure to provide the child with necessary food, shelter, or medical care to cause physical or mental condition to be seriously impaired;
- b. Causing physical injury;
- c. Sexual abuse of a child;
- d. Allowing the child to endanger its own health or health of another.

- e. Depriving the child of education as required by law;

No one is exempt from the state law. A counseling or other professional relationship does not exempt the counselor or professional, even if a priest, except as bound by the seal of the confessional. In addition, if the reporting person is on the staff of a school, medical facility, or other agency, that person must immediately notify the Principal and/or designee, who will notify the proper authority. All faculty and/or staff who are aware of the allegation are legally responsible to ensure that a report is filed with CPS or IMPD in a timely manner (usually 24 hours), until they have been informed by the Principal and/or designee that a report has been filed.

Closed Campus

Providence Cristo Rey is a closed campus school. Permission is needed to be off campus from the moment the student arrives in the morning until they leave for home in the evening. Students leaving campus during school hours must provide written permission from their parent/guardian or be accompanied by their parents and sign out in the school office; failure to do will result in disciplinary action in accordance with the Code of Conduct.

Cohabitation

A student who chooses to marry or cohabit may be asked to withdraw from Providence Cristo Rey High School.

Dances/School-Sponsored Activities

Dances and other school-sponsored events are considered school activities. Students are sometimes permitted to bring one pre-registered guest. The student is responsible for the behavior of the guest. The following rules must be observed (other rules may be enforced as well):

1. Students must attend school for at least 6 academic periods on the day of the school-sponsored activity.
2. The student must be dressed in accordance with guidelines set by the school, and always with good taste and grooming. Soft drinks and food are allowed only in the cafeteria unless other
3. arrangements are made.

4. Smoking, use of vape device and/or use of alcoholic beverages or illegal drugs will not be tolerated. Violations will be dealt with according to the Student Handbook and Code of Conduct.
5. Students are not permitted to gather in the parking lot or sidewalks.
6. Students are not permitted to go to other parts of the building or campus during the dance.
7. Once students arrive at the dance/activity, they must remain until the dance is over or until a parent picks them up.
8. If a student leaves the dance/activity, they will not be permitted to return.

Distribution of Printed Materials

The approval of the Principal or the Principal's designee is needed before students may distribute or post materials or notices in the school. Appropriate adhesive must be used when placing printed materials on the walls and materials must be hung in designated areas only.

Driving and Parking Privileges

Any junior or senior at Providence Cristo Rey High School who is a licensed and insured driver may drive a motorized (car, truck, motorcycle, moped, etc.) vehicle to school. For security reasons, all students who drive a vehicle to school are asked to register the vehicle stating the make, model, color and license plate number with the office. Cars are parked at the owner's risk. The school assumes no liability for theft or damage. Parents should make sure they have complete car insurance coverage.

Students are not allowed to drive to the worksite unless preapproved by a representative from the Corporate Work Study department.

Students are to use extreme caution when entering or leaving the school parking lot and campus. The speed limit in the parking lot and in the school zone is 10 MPH. Students are not permitted to loiter in, on, or near parked cars during the school day or before or after school.

Indiana's Graduated Drivers Licensing Law states that a newly licensed teen driver may not have passengers for the first 180 days unless there is another licensed driver at least 25 years old, a certified driving instructor or parent/guardian over the age of 21 in the front seat, with exceptions of child, sibling or spouse. Students who drive to PCRHS may not allow other students in their cars or drive other students anywhere while PCRHS stands *in loco parentis* (while the student is under the care of PCRHS), unless there is specific parent/guardian permission on file in the PCRHS office.

Electronic Devices

- Cell phones are only permitted in the hallways during passing periods and in the cafeteria during lunch. If a student is using a cell phone during class time, mass, advisory period, or study hall, the cell phone will be confiscated until the conclusion of the school day (3:31 p.m.)
- Confiscated items will be logged, and an escalation of a 3rd confiscated device will result in a parent or guardian called to come to school to retrieve the confiscated device.
- Personal electronic devices such as, but not limited to, wearable devices such as headsets/headphones/earphones, laser pens and pointers, etc., may not be out during class, unless teacher specifically allows them to be between 7:25 a.m. and 3:31 p.m. These may be used during lunch period.
- Because Corporate Work Study is a learning experience and students receive course credit for their performance, **no personal electronic device is to be used on the job site**, such as, but not limited to cell phones, speakers, headsets, earphones, laser pens and pointers, etc.
- School provided laptops may be used only for academic purposes AND with the permission of the teachers.
- PCRHS assumes no responsibility or liability for personal electronic devices brought onto school property.
- School officials are not obligated to spend time investigating lost or stolen personal electronic devices.
- Parents are asked to contact their students through the school office if an emergency necessitates contact during the school day.

Emergency Procedures

Fire drills will be held monthly during the school year. Tornado drills will be held twice a year, once in the fall and once in the spring. Emergency bus evacuation drills are conducted once per semester. A safety drill is conducted twice per year. Safety drills prepare students and school personnel to implement protective procedures should the school be confronted with an emergency. Drills are conducted quietly and as quickly as possible. Teachers and staff will instruct students with specific procedures. Students are expected to participate in the drill and conduct themselves appropriately.

Field Trips

For Field Trips (co-curricular activities), a Student Field Trip & Travel Information & Permission Form must be completed and signed by student's parents/guardians and submitted to the Administration of Providence Cristo Rey High School prior to trip departure.

Student IDs

Students may be issued school IDs early in the first quarter. Students are to carry their school ID at all times. Students will also be required to carry their ID to work. If a student loses an ID, the student will need to purchase another ID for a charge of \$5.

Lockers

All lockers are property of Providence Cristo Rey High School and not of any individual. Student property and all school-issued property assigned to a student must be locked in his/her own locker when it is not in use. Each student is assigned a school locker. Students who take Physical Education may be assigned a PE locker by their teacher. Students are responsible for their assigned locker and its contents. **Lockers must be kept locked at all times.** Lockers must not be shared with another student. The outside of lockers may not be decorated without permission from school officials. Inside of lockers may be decorated with the following limitations:

1. Use only gummy tack material or magnets to attach pictures or decorations.
2. All materials attached to the inside of the locker must be removed at the end of the school year.

3. Pictures and decorations must be of an appropriate nature. Inappropriate pictures and decorations include, but are not limited, to the following:
 - a. Items or sayings that are suggestive, sexually explicit,
 - b. Items or images that promote gangs or gang related activity
 - c. Items that relate to the use of tobacco, alcohol, or illegal substances,
 - d. Items that are irreligious or blasphemous in nature,
 - e. Stickers and permanent markers.
4. Report any damaged or malfunctioning locker to the school office.

Students who damage lockers will be assessed a fine to cover the repair of damages.

Medication

All medications must be kept in the Main Office with the exception of prescribed inhalers or epi pens. Medications will be given only to students who have a medication form on file with the office signed by a parent or guardian. Prescription and non-prescription medication kept at the school must be stored in pharmacy-labeled containers or original manufacturer's packaging. Medications will not be stored over summer break, unless the student is attending summer school. At no time should a student share any medication, including Tylenol or aspirin, with another student.

Parental Consent

Research shows that students are most successful in school when their parents/guardians are integrally involved in the child's education. Thus, whether or not a student is 18 years of age, PCRHS still requires the parent(s)/guardian(s) to sign permission forms, help in decision-making, attend parent conferences, and assist in their child's education and in the life of the PCRHS community.

Pregnant Students

Decisions as to whether a pregnant student remains a Providence Cristo Rey student will be decided on an individual basis by the Leadership Team and Administrative Team. If the father of the baby is also a Providence Cristo Rey student, the decision as to whether he remains a Providence Cristo Rey student will also be made on an individual basis. Students who remain at Providence Cristo Rey will be required to undergo counseling with a licensed professional.

Publication of Education Data

Providence Cristo Rey High School reserves the right to publish education data, per FERPA policy.

Solicitations

Student solicitations (fundraisers, collections, etc.) are not permitted unless first approved by the principal.

Student Activities

Students are strongly encouraged to participate in activities, sports, and clubs. The purpose of any extracurricular activity, sport, or club is to complement and enhance each student's educational experience. Participation, however, is a privilege, not a right. All students involved in extracurricular activities will be required to meet eligibility requirements. For the good of the student's overall academic welfare, this privilege may be revoked. If a conflict arises between Corporate Work Study schedules and practices, games and activities, work responsibilities always take precedence over extracurricular activities. A student cannot ask their supervisor for time off to participate in extracurricular activities. Students participating in sports must have a report of a physical less than 365 days old on file with the school.

Visitors

All visitors to Providence Cristo Rey, including a parent or guardian, must report immediately to the school office to sign in and be issued a visitor name badge to permit access to any other part of the building if not accompanied at all times by a PCRHS employee. Any employee who sees an unauthorized person in the building or on school grounds should report the occurrence to school authorities.

Students who wish to bring a visitor to Providence Cristo Rey High School must first obtain the permission of the Admissions Department (or administrator, if the visit is not for admissions purposes). The parent of the visiting student must make arrangements with admissions personnel. Generally, only eighth grade and transfer student applicants may visit during the school day.

WITHDRAWAL PROCESS

STEP 1

Everyone must inform and share with the President, Principal, Vice Principal, Academic Counselor, and Registrar when one hears of student/s dealing with challenges that could cause the student/s to consider withdrawing from PCRHS or the parent request a withdrawal for any reason.

STEP 2:

Counselors/administration meets with student to assist the student. Faculty/PCRHS Corporate Work Study Associates/ Behavioral Support Specialist may be included in the meeting.

STEP 3:

If the student issue cannot be successfully addressed to support the student during the initial meeting, an administrator will contact the student's parent/guardian to discuss.

STEP 4:

If family expresses an interest in withdrawing from PCRHS, a meeting with the Principal or Vice Principal will be scheduled with the parent/guardian and student.

STEP 5:

If following the meeting with the Principal/Vice Principal, the family still desires to withdraw from PCRHS, the Principal/Vice Principal will notify the President and CWS Director and a meeting with the President may be required prior to an official withdrawal occurring.

STEP 6 (a):

The Registrar will confirm with the Principal if and when the withdrawal process will be completed.

STEP 6 (B):

Prior to the meeting with the Registrar, the PCRHS Student Exit Interview Form must be completed by all required department personnel, withdrawal is not complete until all balances are paid, technology is accounted for, and school property is returned.

During the exit interview, the Registrar or administrator will complete Indiana Code 20-33-2-9(c) Form that is signed by the student, parent/guardian and Registrar or administrator.

After the exit interview, and once all the paperwork is completed, the Registrar will officially process the withdrawal in Power School and notify all teachers and staff of the student's date of withdrawal and file the withdrawal paperwork in the student's cumulative file.

All students are required to stay in school at PCRHS throughout the stated withdrawal process to ensure students are in compliance with the Indiana Department of Education's graduation requirements that states, "A student must attain an attendance rate of 95% or better over the course of your high school experience (excused absences are not counted against your attendance)."

Additionally, the school desires to ensure students are not missing school during the withdrawal process that could result in the student becoming habitually truant per Indiana Department of Education's policy IC 20-20-8-8 which states, "Recently IC 20-20-8-8 was amended to define habitual truancy to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school."

Per IC 20-33-2-25, the School Administration or Representative is required to report the habitually truant student to an officer of juvenile court or Child Protective Services.

The Registrar or principal is the only person who can release official transcripts. Transcripts will only be released if all balances and technology are paid/accounted for and the corresponding personnel have signed off on the withdrawal form.

CAMPUS MINISTRY

Spiritual nourishment is an integral and indispensable part of the Cristo Rey experience. Just as a student matures socially, intellectually, and physically their relationship with God should mature to include a strong personal faith and active engagement in Christian service. Providence Cristo Rey combines theology courses with a program of worship, retreats, and Christian service. The office of Campus Ministry coordinates liturgies, retreats, and service, offering opportunities for students to grow in their faith and spirituality. Students and faculty are encouraged to be part of the planning and execution of liturgies and school-wide prayer.

Mass

PCRHS holds monthly all-school Masses. All students are expected to actively participate, to the best of their ability, during our monthly liturgies. Optional Masses are offered throughout the school year on feast days and Fridays.

Christian Service Expectations

Providence Cristo Rey High School wants to cultivate a consciousness of God's continual presence and a passion for justice by recognizing that God desires a life of happiness and peace for everyone. Jesus Christ is a model for serving others. Providence Cristo Rey challenges students to serve others through service-learning activities and a personal commitment to assisting those in need. All students are required to complete service-learning projects as part of their Theology course for every semester that they are enrolled at PCR.

Retreats

Each year, our students attend a retreat with their classmates to help them grow in their relationship with themselves, others, and God. Each retreat is focused on a different aspect of one's journey of faith. Retreats are a pivotal point of a student's formation as a member of Providence Cristo Rey and are key to their success as a student and a developing leader. Therefore, students are expected to attend the retreat offered for their class each year. If a student is not able to attend their class retreat, there will be separate required opportunities created by campus ministry to ensure the student receives formation that mirrors the retreat missed.

Theology teachers will be working in the campus ministry office one day a week. During this time, one of their responsibilities will be meeting with and guiding students who have missed their retreat to work through the required activities detailed below. During this meeting time, students and their campus ministry mentor will be completing:

- Weekly check-ins with assigned person in campus ministry
- Activities tracker to keep track of required activities
- Creating shared folders to keep track of progress

Following the model of growth in themselves, their relationships with others and God, students who missed their retreat are to complete one item from each of the following:

Campus Ministry:

1. Meet with a campus ministry staff member to discuss their absence from the retreat and create a plan to fulfill the formation opportunities to God, Others, and Self.

God:

1. Attend Praying with Peers before school ___5___ times with peer ministry students.

2. Lead prayer for Morning Meeting with a prayer written by the student
3. Participate in an All School Mass by reading the first reading, responsorial psalm, or petitions.

Others:

1. Meet with a teacher in the theology department, on days they are in campus ministry, to create a service project to be completed within the school building.

Self:

1. Write a specific goal that the student can work towards throughout the semester
 - a. *Academic - working with one of your teachers to create a goal for that class and discuss progress at the end of the quarter*
 - b. *Developmental - working with a staff member to write a leadership-related goal and discuss progress at the end of the quarter*
 - c. *Spiritual - working with someone in campus ministry or theology to create and discuss a goal regarding your relationship with God or spiritual life*
2. Create a list of affirmations for yourself (*during your campus ministry meeting with either Campus Minister or assigned Theology Teacher in campus ministry*) and place them on the inside of your locker for the school year
3. Complete small group and personal reflection activities/ revised versions that were done on the missed retreat while meeting with assigned person in campus ministry

As the retreat opportunity is vital to the full formation of a student, focusing on body, mind, and soul, this is a required part of the Theology curriculum. Attending the retreat will be integrated into the Theology grade of the semester that the retreat occurs as 5% of the grade for that semester. If a student does not attend the retreat, nor complete the required follow up activities that semester, then that 5% will be deducted from their overall Theology Grade.

COUNSELING

The counseling department at Providence Cristo Rey High School is committed to assisting all students and their families in meeting the demands of high school. Counselors assist students in understanding their abilities and interests, in formulating and achieving realistic goals, in

maintaining satisfactory personal and social adjustments, and in dealing with problems that may arise in school, at home, or in the neighborhood. A social worker is also available to students who may need assistance. Parents should contact their student's counselor if any concern arises that could impact their student's well-being or achievement.

CORPORATE WORK STUDY PROGRAM POLICIES

The Corporate Work Study program (CWS) is an integral part of students' educational experience at Providence Cristo Rey High School. It provides students with real world job experiences. Students gain valuable exposure to a variety of office environments in a professional atmosphere. Students are assigned to work at a partnering organization one day a week, generally without missing any instructional time. They earn income which is paid directly to the school in order to offset the full cost of tuition.

While the CWS program strives to create an environment for success for its students, the student must take personal responsibility to ensure individual success by projecting a positive attitude and behaving responsibly, professionally, and in a mature manner (like an adult) while on the job. Students will be held to high standards of honesty and integrity. Students may not use the CWS partner's telephone, office equipment, office services, or Internet unless it is directly related to the performance of their job.

For the purposes of behavior, the student's CWS worksite and transportation to and from the workplace are considered extensions of the school. All standards of conduct as defined within this handbook are fully applicable and enforceable. Likewise, the consequences for violating those standards of behavior are also in full effect.

Students are employees of the CWS program rather than employees of the CWS partners who arrange for employment opportunities with the school. Since the CWS program is the legal employer of the students, parents/guardians should not contact CWS partner Career Mentors directly.

Taxes and Employability

Per the Corporate Work Study Parent Student Agreement, all parties agree that 100% of the student's earnings for participating in the work study program, funded by the Corporate Work

Study partner, shall fund a portion of the student's tuition at PCRHS (to include the expense to participate in the CWS program). Students who work over breaks, for income not assigned to the school, will incur a tax responsibility and will receive a W-2 form for tax purposes every January. Every student is required to complete an IRS Form W-4, Intention to Employ A-1, Work Permit, and INS Form I-9 Students must be at least 14 years old to participate in the CWS program and have a valid Work Permit (see Work Permits section).

Work Permits

The CWS program issues a work permit to each student (minor) for their CWS job assignment. Per Indiana Department of Labor State Form 896, Intention to Employ/A1, the employer (PCRHS CWS program) must complete an Intention to Employ/A-1 card. The minor and the minor's parent must sign the card; the student must present that card along with an acceptable form of proof of age and place of birth (birth certificate, driver's license, passport, school records, etc.) to the CWS Staff at the school. After receiving all proper documentation, the CWS Staff will provide the student with a work permit.

Should a minor wish to hold employment outside of and in addition to their CWS job assignment, a minor will have to obtain an additional Work Permit from that additional employer. Per Indiana labor laws, the total hours of all jobs worked by a minor may not exceed daily and weekly hour limits. If the minor exceeds the hours allowed by law, the minor's Work Permit may be revoked.

Daily Work Schedule

On the day a student is assigned to work, they are expected to work a full day of approximately six (6) hours, based on where the student works. Students who are using approved alternate methods of transportation to and from their CWS job site must arrive at work by 8:30 a.m. and depart at 3 p.m. If a student driver abuses the privilege of driving to work because they arrive late or leave early, they will lose their driving privileges and will be required to come to school to be transported to work until the end of the school year. Alternate transportation must be approved by the Executive Director of CWS. All students using alternate transportation must email the corporate work study staff (CWS Executive Director &/or Relationship Managers) immediately after they arrive to work. Students using school transportation will arrive at work between 8:00 and 9:30 a.m. and depart between 2:00 and 3:10 p.m. Arrival and departure times will be communicated to Career Mentors and kept on file in the CWS office.

Students are responsible for arriving at their work site from the bus stop in a reasonable amount of time in the morning and for notifying Career Mentors when they must leave in the afternoon. Anticipated time to transfer to and from the bus stop to the work site is 5 to 10 minutes. Career Mentors monitor arrival and departure times. Any issues of regular tardiness or regular early departure from work is reported to the CWS Department and is considered a Tier 1 Infraction (see page 16). Students are not permitted to leave the worksite for lunch unless accompanied by 2 adults.

Absence from Work

Since each student works only once each week, missing a day of work is a serious event. Therefore, attendance at work is **mandatory**. Failure to comply is a Tier 2 Infraction. The work contract states that Providence Cristo Rey High School and its students will fulfill their CWS work responsibilities for an entire school year. Companies pay PCRHS CWS for students' work, and students receive financial credit toward the cost of their education. Students also receive Indiana Department of Education course credit for participation in the Corporate Work Study Program. If a student does not complete the required number of Corporate Work Study days, the student may not receive course credit and the school must recoup financial compensation from the student, parent, or guardian. Said funds may be returned to the Corporate Work Study Partners. All absences from work, whether Excused or Unexcused, or Exempted must be made up as soon as possible.

Missed CWS days between the start of work during semester 1 until the last day of school during semester 1, will need to be made up during 1st semester breaks:

- Fall Break
- employee retreat day
- Thanksgiving Break
- Christmas Break

Any missed CWS days during semester 1 not made up by the start of semester 2, will result in the student being billed a \$100.00 Work Absence Fee per missed workday, which may be used to reimburse the CWS company for lost wages.

Missed CWS days between the start of Semester 2 and the last day of school will need to be made up during 2nd semester breaks:

- Martin Luther King Day
- President's Day Break

- Spring Break
- Good Friday
- Designated Makeup Day/Teacher Inservice Day post Graduation

If a student arrives at school following the departure of CWS buses on their workday, their parent/guardian will be contacted and notified that the parent/guardian must deliver their child to work. If the parent is not able to take the student to work, a representative from Corporate Work Study will drive the student to work and a \$25 fee will be charged. Any missed CWS

days during the 2nd semester not made up by June 3rd, 2024, will result in the student being billed a \$100.00 Work Absence Fee per missed workday, which may be used to reimburse the CWS company for lost wages. This must be paid prior to the new school year, either in full or via an agreed upon payment plan.

PCRHS offers one scheduled CWS make-up day with transportation during the year-June 3rd , If a student cannot attend said CWS make-up day, the student is responsible for scheduling an alternate date with their Career Mentor, for notifying the CWS Office of arrangements and is responsible for their own transportation.

Missing a PCRHS scheduled make-up workday will be considered an additional absence that cannot be made up. The student then becomes responsible for paying the full \$100.00 Work Absence Fee due, plus a \$20.00 Work Absence Administrative Fee, in addition to a work-related assignment. If a student ends the school year with one or two work absences that are not made up, they will receive an incomplete (I) for the CWS credit until the workday(s) are made up. Students with 3 or more absences at the conclusion of the school year will receive an F in the respective CWS course and will not satisfy the PCRHS graduation requirements until securing a passing score in the CWS course. In the case of specific extenuating circumstances, the administration reserves the right to amend this policy and/or make exceptions.

See **Academic Probation** on page 5.

All fees must be paid before returning to Providence Cristo Rey High School the following school year. See **Failure to Make Payment** on page 18 and **Acquired Charges** on page 18. If a student withdraws from Providence Cristo Rey High School before all make-up days are completed, the Corporate Work Study grade will be listed as incomplete (I) and their tuition account will be assessed a \$100.00 Work Absence Fee for each workday missed.

Illness at Work

A student who legitimately feels sick should not attend school &/or Corporate Work Study. If a student becomes ill at work, the student should notify the Career Mentor and call the CWS Department. Parents/guardians will be notified by the school of their child's health condition. Parents/guardians are expected to pick up the student from the work site. For the safety of the student, the parent or guardian must verify their identity by presenting a valid picture identification (driver's license, state ID, military ID, etc.) to the student's work study host before the student will be released to their custody.

If the parent/guardian is unable to pick up the student from work or if parent/guardian or emergency contact cannot be reached, the school will arrange for transportation of the student back to school. The expense of transportation must be reimbursed by the parent/guardian within 30 days and will be invoiced by PCRHS' Director of Finance. Please review Emergency Rides for Students section of Transportation Policies on page 37.

If a student works less than half of the scheduled day, including an excused or exempt absence, they will be required to make up the day before the end of the semester or be subject to a \$100.00 Work Absence Fee.

School Break and Holiday Work

Students will not be required to work over school breaks and holidays; however, individual students may be invited by a CWS company to work over school breaks and holidays. Corporate partners are requested to consult with the CWS Department if they wish to hire their students during school breaks or holidays to determine if the student is eligible to work and to complete additional paperwork if the student is to be compensated for the work. It is the student's responsibility to ensure the required documentation is executed before the work begins.

The corporate partner, student, and parent/guardian must sign an agreement specifying the agreed upon dates/hours the student will work and the compensation. Said agreement must be submitted to the CWS Office before the requested work dates. If a student has outstanding work absences to be made up, and/or past due balances, the time worked over school breaks and holidays will count toward outstanding work absences and/or past due balances first, than the student will receive compensation for any days worked beyond the outstanding workday make-up requirement and/or past due balances.

In order to qualify to work at a CWS job during school breaks and holidays for compensation not applied towards tuition:

- The student shall have a C- in all courses and a 2.00 or better during the current semester, have no incomplete grades in the preceding quarter, and have no summer school obligations.
- The student shall be in good standing with both the school and CWS policies and guidelines.

Payment during School Breaks and Holidays

Students who work during breaks and holidays will receive \$9.00 per hour worked. Students must complete a time sheet and submit it to their Career Mentor, who will approve and send the time sheet to the PCRHS Corporate Work Study Department. The Business Office will issue payment to students within a week of timecard received. If a student goes to work at their CWS company and that company has not made arrangements with the CWS office, and/or if both the signed corporate partner contract and parent/student contract have not been submitted to the CWS office, then no payment will be made by PCRHS to the student for services rendered.

Transportation of Students During Vacations

It is the responsibility of the student and their parent or guardian to transport the student to and from work during school vacations and breaks. Should a student become ill at work during a break or vacation period, that student should contact their parent or guardian, not the CWS Office. The school provides no CWS transportation during breaks or vacations, except for designated make-up day.

Tuition Balances

Should there be a desire on the part of the student and/or parent or guardian to apply a portion of the student's earnings towards future tuition, those arrangements should be made with the Business Office prior to the upcoming school break or holiday. If the student or family owes tuition and/or fees to Providence Cristo Rey, the school will apply the student's wages towards the tuition and/or fees owed.

Daily Timecard

Students are expected to complete and turn in a Daily Timecard every workday as part of compliance per the Department of Labor. The Daily Timecard is part of the students overall score in CWS.

Performance Reviews

Students receive performance reviews twice a year. The review is to be completed by the student's immediate Career Mentor. Performance reviews range in ranking from "Unsatisfactory" to "Exceptional." A student's Corporate Work Study (CWS) grade is comprehensive of their performance, improvement in all skill sets evaluated during each semester of the academic year, and CWS course work/class assignments. Should a student receive a review indicating performance which is "Unsatisfactory" or "Needs Improvement" during the school year, they may be placed on a 30-day Performance Improvement Plan or may be terminated due to poor performance. This may be a Tier 1, 2, or 3 infraction (see page 22).

CWS Discipline Policies

Providence Cristo Rey and its corporate partners strive to provide a positive learning and work environment for students. Providence Cristo Rey students are expected to model mature, responsible Christian behavior at all times. Generally, behavior issues that occur at the CWS location are dealt with in accordance with corporate partners' work rules and PCRHS policies. Supervisors are requested to inform the PCRHS CWS staff of infractions of CWS partners' work rules. The CWS staff will enforce the Student Code of Conduct and implement an intervention process for workplace infractions. In the event a student is suspended from school, the student may be required to continue to attend scheduled work; to be determined by the Executive Director of Corporate Work Study. If the student is permitted to return to work while suspended, and fails to do so, they will be subject to the Absence from Work policy.

Dismissal from Work

As employees of the CWS program, students will be held to high standards of honesty and integrity. A student may be terminated for failure to meet the standards and expectations set forth by the CWS program, repeated violations of CWS partner policies, and/or for a single act of a serious nature. Reasons for dismissal include, but are not limited to:

- Sleeping on the job
- Poor Attitude or Poor Performance
- Unable to perform Duties as assigned by company
- Misuse of company property
- Vandalism or destruction of work site
- Insubordination
- Chronic absenteeism or tardiness
- Racial or sexual discrimination

- Gang membership or related behavior
- Threats
- Tampering with Fire equipment
- Intoxication or drug use
- Lewd behavior
- Theft, forgery
- Inability to meet CWS expectation following at PIP

Should a student be dismissed from their job, their parents may be required to come to school for a meeting with the CWS Executive Director, Principal and Behavior Support Specialist and/or Behavior Team Member. The student will then be required to undergo a retraining program. The student will be given 3 retraining days. Retraining programs are based upon the reason a student is dismissed and each program is unique to the student's needs. The student will be given a Performance Improvement Plan, if one is not already in place, which will outline the expectations for their retraining. At the conclusion of this retraining, it will be determined whether or not the student is capable of returning to another company. Should a student not successfully complete retraining, they may be dismissed from Providence Cristo Rey High School and receive an F on their transcript for the respective CWS course. A student is allowed only one firing during their tenure at Providence Cristo Rey High School. Upon a student's second firing, they may be dismissed from Providence Cristo Rey High School. A decision whether or not to allow a student to remain at Providence Cristo Rey High School due to repeated or serious violations of CWS policies will be made by the President, Executive Director of Corporate Work study and Principal with input from the Behavior Support team.

If a student is fired from one job and has absences that need to be made up, they will be required to make up those missed days at Providence Cristo Rey during the first week of summer vacation and complete a work-related assignment.

END OF HANDBOOK