



SAINT MARTIN DE PORRES

CLEVELAND'S CRISTO REY HIGH SCHOOL

— EST. 2003 —

Student Handbook

2026-2027

The Mission of Saint Martin de Porres High School

Inspired by the Gospel, Saint Martin de Porres High School is a Catholic college-preparatory high school that combines innovative academics with a unique work program preparing students of limited economic means to become men and women of faith, purpose and service.

Dear Student,

By choosing Saint Martin, you are not choosing the easiest path, but rather a challenging one with great opportunities. This path requires: a.) students who are willing and committed to being here, b.) faculty who are willing and committed to helping students reach their goals, and c.) parents and guardians who are willing and committed to supporting both. While the handbook lays out all of the school's expectations in detail, they can be summarized by the student pledge below.

Saint Martin Student Creed

I have chosen to WORK: I will explore diverse career opportunities, actively participate in my work study training, arrive to work on time, follow instructions and policies at my job, strive to exceed supervisor expectations, avoid distractions like cell phones and headphones, treat all co-workers & supervisors with respect and kindness, operate with honesty & integrity and ask for help when needed.

I have chosen to STUDY: I will arrive on time for every class ready to learn, avoid distractions like cell phones & headphones, work hard and engage in studies with my mind and heart to achieve academic excellence not just good enough, treat all classmates and faculty & staff with respect and kindness, submit work with honesty & integrity and ask for help when needed.

I have chosen to SERVE: I will offer care, compassion and help to my fellow students, co-workers and my family, care for the physical spaces we share, participate with enthusiasm in service opportunities, and seek social justice by engaging in broader community service opportunities both at school and on my own.

I have chosen to LEAD: I will be responsible and accountable for my behavior and actions, follow the Saint Martin student handbook, participate in extra-curricular activities, inspire others with a positive attitude and honesty & integrity, pull others up and not tear them down, and consider what is good for the community and not just for myself.

I have chosen to PRAY: God sees and loves me through and through; therefore, I can treat all others and myself with Love, Patience, Inclusion and Mercy, participating respectfully in prayer, retreats and service both in and outside of school while always respecting the religious beliefs of others. I go with God, and God goes with me.

SAINT MARTIN DE PORRES HIGH SCHOOL
6202 St. Clair Avenue, Cleveland, OH 44103

Phone: 216.881.1689

Fax: 216.881.8303

Website: www.saintmartincleveland.org

Accredited by: The Ohio Catholic School Accrediting Association (OCSAA) Recognized by: The State of Ohio
A Member of the Cristo Rey Network of Schools

Website: www.cristoreynetwork.org

2025-2026 STUDENT HANDBOOK
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INTRODUCTION AND SCHOOL INFORMATION

MISSION

Inspired by the Gospel, Saint Martin de Porres High School is a Catholic college-preparatory high school that combines innovative academics with a unique work program preparing students of limited economic means to become men and women of faith, purpose and service.

MOTTO

Work, Study, Serve, Lead, Pray

SCHOOL PRAYER

Each thought, each word, each deed of mine
shall be an act of love sublime.
And everything that I shall do,
shall be, my God, for the love of you.
St. Martin de Porres. Pray for us. Amen,

SCHOOL COLORS

Blue, Black and White

Black and white are in honor of Saint Martin de Porres who was a member of the religious order of Dominican priests and brothers whose colors are black and white. Blue is in honor of one of our founding supporters, the Sisters of the Humility of Mary.

NON-DISCRIMINATION STATEMENT

The governing board of Saint Martin de Porres High School, located at 6202 St. Clair Ave in Cleveland, Ohio 44103, has adopted the following nondiscriminatory policies. Saint Martin de Porres High School recruits and admits students of any race, color, ethnic origin, or disability to all its rights, privileges, programs, and activities. In addition, the school does not discriminate on the basis of race, color, national and ethnic origin, or disability in the administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school-administered programs. Saint Martin de Porres High School does not discriminate on the basis of race, color, ethnic origin, or disability in the hiring of its certified or non-certified personnel and makes reasonable accommodations for qualified individuals with disabilities in accordance with applicable law.

CAMPUS ENVIRONMENT

Saint Martin de Porres High School is unique in that it is a place that unites different sections of society in working toward a common mission and vision. Saint Martin de Porres High School provides an enriching environment for all, whether they are students, families or the larger community. For this reason, Saint Martin de Porres High School opens its doors and classrooms regularly to outside visitors with the hope that this generous spirit of openness and hospitality will extend beyond its walls in touching and engaging the lives of others.

Because of our philosophy of rejecting the environment of consumerism so prevalent in our world, Saint Martin de Porres High School purposely limits the obligation to spend money at the school. Therefore, we strive for the tuition paid by each family to include the following: books, academic field trips that occur during the school day, instruction, class retreats, graduation costs, and school dances. **Nothing may be sold on school grounds without the permission of the Principal.**

GRADUATE AT GRADUATION STATEMENT

A graduate of Saint Martin de Porres High School will be:

- Curious and open to continuous learning
- In possession of the tools of research and evaluation necessary to satisfy intellectual curiosity
- Able to generate questions to guide investigation and to solve problems
- Someone who applies previous knowledge and experience to evaluate, criticize or understand new situations or materials
- An effective communicator in a variety of media and genres for a variety of purposes and audiences
- A creative, innovative thinker, actor and communicator
- Spiritually conscious—developing a personal relationship with God
- An ethical thinker and actor
- Caring and responsible—conscious of and informed by the impact of her or his decisions and actions on the world around her or him.

RIGHTS AND RESPONSIBILITIES

As members of the Saint Martin de Porres High School Community, all of us have the fundamental right to be safe: physically, emotionally, intellectually and spiritually. Additionally, under this fundamental right, each community member has the following rights and responsibilities:

- **We all have the right** to be free from physical harm and from the fear of physical harm on school property.
We have the responsibility to be aware of building security, addressing all forms of intimidation and violence in proactive ways.
- **We all have the right** to our emotions.
We have the responsibility to express our emotions in an appropriate and constructive manner.
- **We all have the right** to our opinions, ideas, and learning perspectives.
We have the responsibility to be honest, express ourselves as clearly as possible, and to actively and respectfully listen to others' viewpoints.
- **We all have the right** to a school environment free of discrimination and harassment.
We have the responsibility of monitoring our own actions as well as reporting instances of discrimination and harassment perpetrated against others.
- **We all have the right** to our own spirituality and religion.
We have the responsibility to be tolerant of the beliefs of others and to meet the expectation to participate in all religious activities of the school.
- **We all have the right** to a challenging learning climate that will allow us to realize our academic potential.
We have the responsibility to come to each class on time and with the proper materials. We have the responsibility to protect each person's right to this learning climate.
- **We all have the right** to a clean and presentable school environment (this includes all equipment as well).

We have the personal responsibility to contribute to the cleanliness and attractiveness of the school environment.

Academic Honor Code

SAINT MARTIN DE PORRES HIGH SCHOOL, STUDENTS AGREE TO:

- Copying Be active, cooperative learners, who listen, ask and answer questions.
- Help establish and maintain an environment that fosters maximum learning and mutual respect.
- Pursue a college preparedness academic path that is challenging but filled with opportunities and resources for obtaining success.

PLAGIARISM

Copying homework, cheating on tests or quizzes, plagiarism (presenting the work of others as your own), and any other form of academic dishonesty are serious offenses and could result in an F for the assignment and for the entire class. Multiple violations could lead to dismissal.

AI Usage Policy for Completing Schoolwork

Purpose

This policy is designed to help students use Artificial Intelligence (AI) tools ethically and responsibly when completing schoolwork. AI can be a powerful educational support, but misuse may violate academic integrity guidelines.

Do's: Responsible AI Use

- Use AI for brainstorming ideas, organizing thoughts, or understanding difficult concepts.
- Use AI to improve grammar and clarity in your writing (e.g., grammar checkers or style suggestions).
- Use AI to ask questions and learn about a topic, just like using a tutor or research guide.
- Cite AI tools when they contribute significantly to your work, especially in formal assignments.
- Follow teacher guidance on when and how AI tools are allowed for specific assignments.

Don'ts: Misuse of AI

- Do not submit AI-generated work as your own without editing or adding your original thinking.
- Do not use AI to complete entire assignments (e.g., essays, projects, or problem sets) unless explicitly allowed.
- Do not use AI to bypass learning or copy/paste AI responses without understanding the content.
- Do not use AI to cheat on quizzes, tests, or any form of assessment.
- Do not rely on AI for factual accuracy, as AI can provide incorrect or outdated information.

Consequences

Misusing AI tools may result in academic consequences according to the school's academic integrity or honor code policy. This may include receiving a zero on the assignment, required resubmission, or further disciplinary action.

HONOR ROLL, MERIT ROLL, PERFECT ATTENDANCE

Honor Roll is posted at the end of the first and third quarters and at the end of each semester. It is based upon individual grade point averages for that grading period:

- High Honor Roll: 4.0 or higher
- Honor Roll: 3.5 – 3.99
- Merit Roll: 3.0-3.49
- Achievement Roll: Most improved GPA of at least 0.5
- Perfect Attendance

Anyone receiving an “F” in any course is not eligible for the Honor Roll regardless of her/his grade point average.

STUDENT EVALUATION

Students will receive eight different Academic Evaluations throughout the course of the year.

- Progress Reports/Mid Quarter – 4 times per year
- Quarterly Report Card – 4 times per year
- Semester Report Card – 2 times per year

TRACKING STUDENT ACADEMIC PROGRESS

The semester grades determine a student’s official transcript and GPA.

Parents/guardians are encouraged to contact the student’s teacher and/or counseling staff if they have questions about academic concerns.

Parents may track their child’s academic progress on an ongoing basis via PowerSchool, their student’s teachers, and especially at scheduled conferences.

ATHLETIC & ACTIVITIES - ELIGIBILITY

Participation in athletics or school extracurricular activities is encouraged by Saint Martin de Porres High School. However, students are reminded that such participation is a privilege and not a right. Students’ academic welfare takes precedence over their participation in a sport or an activity. This policy is meant to encourage students who are active in a sport or an activity to maintain their academic standing.

Eligibility testing will be performed on a regular basis. In addition, all State of Ohio eligibility standards apply.

For a student to be academically eligible to participate (this includes practices, games, and performances) for the following period (mid-quarter) at the specified period, students have a GPA equal to or greater than the following requirements:

<i>Mid-Quarter</i> Report Q1	GPA 2.0	<i>End of Quarter</i> Report Q1	GPA 2.0
<i>Mid-Quarter</i> Report Q2	GPA 2.0	<i>End of Quarter</i> Report Q2	GPA 2.0
<i>Mid-Quarter</i> Report Q3	GPA 2.0	<i>End of Quarter</i> Report Q3	GPA 2.0
<i>Mid-Quarter</i> Report Q4	GPA 2.0	<i>End of Quarter</i> Report Q4	GPA 2.0

PROMOTION

By choosing Saint Martin de Porres High School students agree to pass all courses from each year in order to be enrolled at Saint Martin de Porres High School the following year. Each quarter students’ GPAs will be calculated. A student will be placed on:

- **Academic Watch**
 - If he/she has a quarter GPA of 2.0 or below

- **Academic Probation**
 - If he/she has a quarter GPA of 1.5 or below
 - If he/she has 2 F's in one quarter

At the administration's discretion, standards for academic probation may be adjusted when a student is struggling in multiple areas in addition to their academic performance (i.e. attendance, behavior).

ACADEMIC PROBATION

9th- Grade Students who are placed on Academic Probation are required to:

- Possess no more than 4 semester F's in one full academic year
- Miss no more than 10 class days of a single class
- Miss no more than 18 full days of school
- Attend Mandatory office hours twice weekly
- Attend Mandatory Saturday Schools during probationary period from 8:30am-11am
- Check in with Academic Counseling/ or Assigned Administrator Bi-Weekly
- Any semester failure will require **credit recovery**

10th-Grade Students who are placed on Academic Probation are required to:

- Possess no more than 3 semester F's in one full academic year
- Miss no more than 10 class days of a single class
- Miss no more than 18 full days of school
- Attend Mandatory office hours twice weekly
- Attend Mandatory Saturday Schools during probationary period from 8:30am-11am
- Check in with Academic Counseling/ or Assigned Administrator Bi-Weekly
- Any semester failure will require **credit recovery**

11th-Grade Students who are placed on Academic Probation are required to:

- Possess no more than 2 semester F's in one full academic year
- Miss no more than 10 class days of a single class
- Miss no more than 18 full days of school
- Attend Mandatory office hours twice weekly
- Attend Mandatory Saturday Schools during probationary period from 8:30am-11am
- Check in with Academic Counseling/ or Assigned Administrator Bi-Weekly
- Any semester failure will require **credit recover**

12th Grade Students

NO Senior is eligible for credit recovery for second semester failures. They will **NOT graduate** from Saint Martin.

First Semester credit recovery must be completed by the end of the 3rd quarter to be eligible for graduation.

Seniors who are on Academic Probation are expected to follow all other protocols including:

- Office Hours twice weekly
- Miss no more than 10 days of a single class
- Attend Mandatory Saturday School from 8:30am -11:00am

No Senior with a second semester failure will graduate from Saint Martin.

Dismissal from Saint Martin de Porres High School may result if:

- A student has been on Academic Probation for 4 consecutive semesters
- A student has less than a 1.0 cumulative GPA at the end of the academic year

- A student fails more than the grade level allotted semester courses during an academic year
- A student fails an entire year of a core subject (Math, Science, Humanities, English)

CREDIT RECOVERY

No credit is awarded if a student receives a grade of F for a semester course. Any student receiving an F for a semester course must retake and pass that course in the summer immediately following the semester in which the F was received. No student will be promoted to the next grade until all credit recovery courses are successfully completed. Credit recovery grades are included in GPA and class rank calculations.

TRANSFER CREDITS

School Administration will use its own discretion in accepting credits from incoming transfer students. Transfer credits are noted with ** on official transcripts. Transfer credits are not included in GPA or class rank calculations.

CREDIT REQUIREMENTS FOR GRADUATION

Language Arts/English	4 Credits
Social Studies	4 Credits
Math	4 Credits
Science	4 Credits
Spanish	2 Credits
Fine Arts	1 Credit
Theology	1 Credit each year of attendance
College and Career Ready Program	1 Credit each year of attendance
Health/Physical Education	1 Credit (.5 of each)
Electives	2 Credits
Corporate Work Study Experience	1 Credit each year of attendance

Graduation from Saint Martin de Porres High School is contingent on fulfilling all academic, State of Ohio, college application, and retreat requirements.

GRADING SCALE

By choosing to attend Saint Martin de Porres High School students are agreeing to the following grading scale:

LETTER GRADE	PERCENTAGE	QUALITY POINTS
A+	98-100	4.3
A	95-97	4.0
A-	93-94	3.6
B+	90-92	3.3
B	87-89	3.0
B-	85-86	2.6
C+	82-84	2.3
C	79-81	2.0
C-	77-78	1.6
D+	75-76	1.3
D	72-74	1.0
D-	70-71	0.7
F	below 70	0.0

GRADING POLICY

PURPOSE: To create consistent and equitable grading practices across the school while preparing students for expectations in college. We believe grades should reflect student learning and mastery of on-grade-level content. Our grading policies are on a graduated scale from ninth through twelfth grade and reflect our desire to intentionally support students in becoming independent learners.

RATIONALE: As a college prep school, college late and missing work policies are more strict than high school. While we saw greater flexibility on turning in late work during the pandemic and the fact that there has been some opportunity for extensions when professors are provided advanced notification, the general rule is that missing assignments and late work are not allowed and should therefore be treated as an exception and not the rule for students at Saint Martin.

Saint Martin Grade Scale

Letter	Grade	Explanation
A	100 - 93%	Exceeds Expectations; Above proficient
B	92-85%	Proficient; Meets Grade-Level or AP Expectations
C	84-77%	Developing; but not yet fully at On-Grade-Level Expectations
D	76-70%	Emerging; meets Minimal Expectations but is not near grade-level expectations
F	60-69%	Fails to meet Minimal Expectations
	0	Missing Assignment

GradeBook Set Up & Assignment Types

Quarter grades will be made up of 2 grading categories; Mastery and Scholarship.

Category	MASTERY	SCHOLARSHIP
It is...	Anything that is graded for accuracy or understanding.	Anything that reflects effort and progress towards mastery by practicing the Study portion of the Saint Martin Creed.
It's not...	Completion or compliance grades	A behavior or "citizenship" grade (Kickboard)
All grades	60%	40%
Examples	- Graded Classwork (5 points) - Exit Tickets (5 points) (independent learning after other opportunities for practice/feedback OR a chance for revision)	- Formative Checks for Understanding: - Exit Ticket for feedback alone - White Board Checks, etc - Rough Drafts - Bellwork

Point values are suggested to indicate relative weights, not required	• Quizzes Discussions/Seminars (with clear success criteria; i.e., using evidence during an explanation) • Tests • Final Papers • Final Projects (labs)	• Homework that you're checking for completion • Discussion (simple participation) • Reflections • Collaboration • Note Taking
Minimum Expectations	Should include at least 4-5 assessments/ quarter (ideally biweekly) AVOID assigning large summative assessments on the last day of the quarter. Should include at least 10-12 assignments per quarter.	Should include at least 10-12 assignments per quarter.
**Timeliness (additional details below)	Large summative assessments (such as papers and projects) can be assessed a "lateness" penalty. As a general rule, students should receive a 10% penalty during the "late penalty window." Immediately following a late submission, 1. Students should receive a "0" to see the impact of failing to complete the assignment AND 2. Family contact should be made and documented in PowerSchool	
Category	MASTERY	SCHOLARSHIP
Late/Redo	Available for redo/ resubmission if turned in on time. For late assignments enter a "0" and flag as "Missing" in Powerschool. INCOMPLETE for final grade if missing at end of quarter; ineligible for resubmission if late 9/10: within 1 week 11/12: teacher discretion; max within 1 week	Unavailable Absences may be exempt (i.e., not impact students' grades) otherwise students should be provided at minimum an equal number of days they missed to make up a missing assignment in this category.

SAINT MARTIN SCHOOL SCHEDULES 2025-26

Bell Schedule: 8 50-Minute Periods (3-Minute Passing) MONDAY - THURSDAY

Lunch A			Lunch B			Lunch C		
	Start	Finish		Start	Finish		Start	Finish
Period 1	7:50 AM	8:40 AM	Period 1	7:50 AM	8:40 AM	Period 1	7:50 AM	8:40 AM
Prayer	8:40 AM	8:45 AM	Prayer	8:40 AM	8:45 AM	Prayer	8:40 AM	8:45 AM
Period 2	8:48 AM	9:38 AM	Period 2	8:48 AM	9:38 AM	Period 2	8:48 AM	9:38 AM
Period 3	9:41 AM	10:31 AM	Period 3	9:41 AM	10:31 AM	Period 3	9:41 AM	10:31 AM
Lunch A	10:34 AM	11:04 AM	Period 4	10:34 AM	11:24 AM	Period 4	10:34 AM	11:24 AM
Period 4	11:07 AM	11:57 PM	Lunch B	11:27 AM	11:57 AM	Period 5	11:27 AM	12:17 PM
Period 5	12:00 PM	12:50 PM	Period 5	12:00 PM	12:50 PM	Lunch C	12:20 PM	12:50 PM
Period 6	12:53 PM	1:43 PM	Period 6	12:53 PM	1:43 PM	Period 6	12:53 PM	1:43 PM
Period 7	1:46 PM	2:36 PM	Period 7	1:46 PM	2:36 PM	Period 7	1:46 PM	2:36 PM
Period 8	2:39 PM	3:29 PM	Period 8	2:39 PM	3:29 PM	Period 8	2:39 PM	3:29 PM
Office Hours	3:35 PM	4:35 PM	Office Hours	3:35 PM	4:35 PM	Office Hours	3:35 PM	4:35 PM

DAILY SCHEDULE—CLASS DAY

- Saint Martin de Porres High School's doors open at 7:00 a.m.
- Breakfast is served from 7-7:40 a.m, with a grab and go option (if available) accessible until 8:30 a.m..
- Access to floors begins at 7:35 a.m. & classrooms open at 7:40 a.m.
- Students should be seated in their 1st Period classrooms by 7:50 a.m.
- Students not seated in their assigned 1st Period classroom by 7:50 will be considered tardy.
- Every Friday follows the Friday Schedule above.
- Students are dismissed at 3:29 p.m. Students are not permitted to reenter the building after 4.30 p.m.
- Students who are staying after school must be with a faculty and/or staff member. All other students must be in the designated waiting area (cafeteria).
- The building will be closed and locked at 6 p.m. daily. Unless in an activity supervised by a faculty/staff member, all students should vacate the building.

ATTENDANCE POLICY

A student's presence is important for a quality education. Parents/guardians must be aware that all absences and tardiness, regardless of reason or excuse, have the potential to negatively affect both academic progress and continued enrollment at Saint Martin de Porres High School. Saint Martin complies with all state attendance reporting requirements for chartered nonpublic schools.

1. Attendance requirements for Course Credit

To receive credit for a course, students may not be absent (includes excused AND unexcused absences) for more than 10 class periods per semester and 18 full days in a school year. To receive course credit and promotion to the next grade, any class periods missed in excess of 10 per semester or 18 full school days must be made-up after school during office hours or during Saturday School before the end of the semester/year. Students who do not make up time by the end of the semester/year will automatically be enrolled in summer school for credit recovery. *Students who miss 18 or more days of school may be dismissed from Saint Martin.* In cases of prolonged absence due to medical reasons (doctor's note required), a student will be placed on an Academic Plan.

2. Attendance requirements for sports and extracurricular activities

Students must be marked present for all class periods on the same day of an extracurricular activity such as: sporting events, field trips, dance, etc. in order to participate.

3. Attendance Probation

Students who have missed more than 5 class periods in a semester or 9 full days will receive a warning letter and reminder of our Attendance Policy. Students who have missed 10 or more class periods or 9+ full school days (see section 1 above) will be placed on Attendance Probation. Families will be notified and students and guardians must agree to and sign the probation agreement.

ATTENDANCE PROCEDURES

1. Unforeseen Absences

Parents/guardians should contact the school at 216.881.1689 ext. 300 before 8:30 a.m. and briefly state the nature of the absence.

2. Anticipated Absences

- If a student is to be absent for three or more days, the parent/guardian must contact the Asst. Principal or designate.
- For an anticipated absence, the parent/guardian should contact the Assistant Principal at least one week in advance in order to notify the teachers.
Note: An anticipated absence is not necessarily an excused absence. Family travel should be planned during school breaks.
- Absence from finals will only be excused with a medical excuse or by special arrangement with the Asst. Principal.

3. Tardy to School

- Students arriving tardy to school must report to the front desk.
- Students must have a tardy slip from the front desk in order to enter class.
- While we always appreciate notification from our families, waking up late, missing the bus, car trouble, bad weather, childcare issues, etc. are not excused tardies.

4. Early Release

- If an unforeseen circumstance requires that a student leave school early, a phone call from a parent/guardian directly to the office is acceptable for Juniors and Seniors. Freshman and Sophomore students must be signed out by a parent or guardian in person at the front office desk.
- There is no early release from work.
- For their own protection, **all students (even 18 year olds)** must be signed/called out of school by their parent/guardian.
- Students can only be released to legal guardians or other adults noted on the Safe Form. Photo ID is required for all non-custodial adults.

5. Scheduling for Medical Appointments

Parents/guardians are requested to schedule medical and dental appointments during non-school and non-CWS hours. Vacations, appointments and other such activities should be scheduled after reviewing the school calendar so as not to conflict with school attendance or final/semester exams.

6. Extended Absence due to medical condition or special circumstance

Extended absence due to illness, injury, or special circumstance will be treated on an individual basis, and students will be placed on an Academic Plan to make up missed work. Parents/guardians must notify the school as soon as possible by speaking with the main office or a school counselor.

Absences due to medical conditions will require certification by a physician's note to the Main Office.

7. Reasons for Excused Absences

Possible reasons for excused absence include:

- Illness (please submit documentation from doctor's office)
- Death of a relative (please submit copy of funeral program)
- Absence approved by the Asst. Principal or designate

8. Holidays and CWS

Saint Martin de Porres High School does not support or encourage vacation outside of defined school breaks. Such absences may be considered unexcused. For example, if a family chooses to take a vacation that extends beyond the allotted Christmas break, the student will be subject to appropriate consequences as described in the attendance policy. The student is responsible for any work missed. Often, schools have holidays which businesses do not share. Students may be required to attend work even if there are no classes scheduled for a particular day. Early school dismissals and half-days do not apply to students who work on those days.

Students are expected to complete a full day of work regardless of any special school day scheduling. Students should assume that they have work every workday of the year unless they are notified otherwise.

COLLEGE PREPARATION

Saint Martin de Porres High School has purchased Naviance Succeed as part of its commitment to offer a world-class college counseling program that prepares all students for success in college and career. Naviance Succeed is an online college counseling platform created to collect, store, and report real-time data about students' goals, objectives, and outcomes related to planning for college and their careers.

As a member of the Cristo Rey Network, Saint Martin de Porres High School discloses aggregate college admissions for the purpose of benchmarking with other schools and to track the impact of Network university partnerships. This data also enables Cristo Rey Network schools to better advise students through the college search and application process. Personally identifiable information is only disclosed to the college counselors, counselors, school administration, and the Network's Director of Postsecondary Initiatives.

Saint Martin de Porres High School is committed to partnering with our families and students towards successful college completion. The decision to attend college is a life-changing one, and because of its importance, we promise to work diligently with students in achieving this goal.

All seniors are required to complete a college application to a minimum of three colleges. These colleges must include an in-state four-year public university, a community college or trade school, and a Cristo-Rey National or Supporting partner school.

GENERAL POLICIES

The policies outlined below represent a framework. This list is not exhaustive and should not be considered comprehensive of all Saint Martin de Porres High School policies. Statements in this Handbook are subject to amendment with notice. Saint Martin de Porres High School will attempt to keep parents/guardians informed of all changes as soon as is practical. Some changes might be made immediately due to unforeseen circumstances.

CAMPUS OF SAINT MARTIN DE PORRES HIGH SCHOOL

Saint Martin de Porres High School is a closed campus school.

- Permission is needed for students to be off campus between the hours of 7:50 a.m. and 3:30 p.m.
- Students leaving campus during school hours without permission may be subject to immediate suspension.
- No student may reenter the building after 3:30 p.m. with the exception of a scheduled school or CWS event or activity.

VISITORS

All guests to classes, including parents/guardians, must have approval from the Principal's Office prior to their visit.

- All visitors must report to the Main Office, through the Saint Clair Ave entrance to sign in and receive a visitor's pass to indicate their presence at school.
- The visitor's pass must be visible at all times while in the building.

CELL PHONE/ELECTRONIC DEVICES USE

The Saint Martin de Porres High School cell phone/electronic devices policy is to ensure student focus on academics.

- Students are not allowed to use cell phones, ipads, headphones or other electronic devices at work and only with permission in the classroom.
- If a cell phone or other electronic device is used without prior permission, any faculty or staff member may request a student to relinquish it. The device will be placed in the grade level lock box until the end of the school day.
- If a student refuses to turn over the cell phone/electronic device, it is no longer a cell phone issue. It is an issue of non-compliance, and will result in a referral to the OSS office.
- Headphones, AirPods, Earbuds are not to be worn in the hallways or classrooms.

HARASSMENT/BULLYING

Because we believe that all individuals are made in the image and likeness of God, Saint Martin de Porres High School seeks to create and to foster a Catholic school community in which all individuals are treated with dignity, integrity and respect. In light of this, every person has a human dignity, which Saint Martin de Porres High School is committed to enhance and protect. For these reasons, the Saint Martin de Porres High School community is one in which all faculty, students and staff are entitled to pursue their fullest spiritual, intellectual, physical, social and emotional potential. Harassment of any kind interferes with this development and therefore, will not be tolerated.

Harassment occurs when an individual is intimidated, teased, bullied, threatened or discriminated against because of race, religion, age, gender, physical appearance, disability, socioeconomic status or sexual orientation. Harassment creates an offensive, hostile and intimidating environment. It has the purpose or effect of unreasonably interfering with an individual's performance in school and otherwise adversely affects an individual's school experience.

Examples of harassing behavior include, but are not limited to, the following:

- Verbal Harassment: Derogatory or demeaning comments, jokes, threatening or intimidating words spoken to or about another person or group
- Physical Harassment: Unwanted physical contact, touch, impedance, blocking, assault, hazing or any intimidating interference with normal activity or movement
- Visual Harassment: Derogatory, demeaning or inflammatory drawings, written words (including on the Internet), cartoons, posters, gestures or photographs
- Sexual Harassment: Unwelcome insults and other verbal or physical conduct of a sexual nature
- Cyber Bullying: Derogatory or demeaning comments, jokes, threatening or intimidating words spoken to or about another person or group on the Internet or Social Media (e.g., KIK, Twitter, Snapchat, Instagram, Facebook, etc.) or cell phone texts.

Any student who believes that she/he has been the subject of sexual or any other form of harassment by anyone at Saint Martin de Porres High School or by any person who does business with Saint Martin de Porres High School, even a Corporate Sponsor, should bring the matter to the attention of a Saint Martin de Porres High School staff member, Human Resources staff at their CWS placement, Principal, or the President of Saint Martin de Porres High School. Upon notification of negative treatment at work, the student will be removed from her/his Sponsor site and will not return until the matter is resolved. A prompt and thorough investigation of any alleged incident will be conducted and appropriate corrective action taken if warranted. Employees or students who violate this policy against sexual and other forms of harassment will be subject to corrective action up to and including termination or expulsion.

To the extent possible, complaints of harassment will be treated as confidential. Saint Martin de Porres High School will not retaliate in any way against any current, potential or former student who, in good faith, reports harassment or participates in the investigation of such a complaint or report. Any attempt at such retaliation will not be tolerated and will itself be subject to appropriate corrective action up to and including termination or expulsion.

Our school will treat all allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. As members of the Saint Martin de Porres High School family, we trust that you will embrace and practice these principles both on our school campus and in your home.

HAZING

- Hazing is defined in Ohio Revised Code 2903.31 as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
- The statute does not require substantial risk of mental or physical harm. Therefore, any fear, embarrassment or pain caused by an act of hazing would be prohibited.
- Not only may the school discipline a student (or group of students) for hazing, they **MUST** take action to prevent such hazing, actively enforcing such policies against hazing. Hazing is one of the very few instances in which the Revised Code specifically creates civil liability for any administrator, employee, or faculty members "who knew and reasonably should have known of the hazing and who did not make

reasonable attempts to prevent it." In addition, hazing is one area which provides for criminal sanctions against both the participants and any school employee who recklessly permit its occurrence.

- Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organization, shall plan, encourage, or engage in any hazing.
- Administrators, faculty members, and all other employees of the school shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employees of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Principal.
- Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, which may include disciplinary probations, suspension and possible dismissal from team activity and or school, and may be liable for civil and criminal penalties in accordance with Ohio Revised Code 2903.31.

THREATS

Saint Martin de Porres High School adheres to these policies regarding student threats:

- Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
- Whoever hears the threat should report it immediately to the Principal or her designate.
- **If appropriate**, the police should be notified immediately by a member of the administrative team.
- If the police are notified, the student suspected of making the threat should be kept in the Principal's office under supervision.
- The parent/guardian of the student who has made the threat shall be notified immediately.
- Any adult or the parent/guardian of any students who have been mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
- The student should be emergency removed from classes/school and not considered for readmission to classes/school until a full investigation has been completed by the administrative team and the threat has been neutralized.
- If the threat involves harm to self or a member of the community, comprehensive mental health evaluation/risk assessment has been conducted by a mental health care professional. The evaluation shall comply with the provisions of Ohio Revised Code 2305.51.
- The Principal shall provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the Principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
- The Principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan or an "all clear" in accordance with ORC 2305.51 from the mental health care professional stating the basis (factual and risk factors and testing results) upon which she/he determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the Principal to the mental health care professional. The evaluation and report shall be made available to the Principal who will share them with legal and/or mental health care consultants and administration assisting the Principal in her decision regarding the readmission of the student to school. The mental health care professional shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school, and shall provide the Principal with a copy of the follow-up assessment and/or evaluation and shall inform the Principal if therapy, counseling and/or treatment will be needed and/or provided.

- Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
- Documentation from the mental health care professionals concerning any student is to be placed in a separate, confidential file with access only by the Principal and CWS Director and should not be a part of the student's academic/disciplinary file. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission, before being destroyed.

HEALTH SERVICES FOR STUDENTS

Saint Martin de Porres High School has a full time school nurse on site who oversees student health services. The primary role of the school nurse is to support student learning and to promote the health and safety of individual students and the school community.

Health services provided at St. Martin de Porres include: health screenings; assessment, planning, intervention, and evaluation of student health concerns; communicable disease prevention and management; administration of medication; and educational activities to promote health.

If a student becomes ill at school: the student should ask permission to see the nurse. If it is determined that the student should not remain at school a call will be made to the parent/guardian in order to release the student to their care. If a parent/guardian or emergency contact cannot be reached, the student will remain in the nurse's office either until the end of the day or until someone can be reached.

It is the responsibility of the parent/guardian to cooperate with the following policies and procedures:

- **EMERGENCY MEDICAL AUTHORIZATION (EMA)**

EMA forms must be completed for every student each year. Current addresses and phone numbers must be on file so that the school can contact parents/guardians in case of emergency. It is of utmost importance that the school be informed of students' health concerns. Please list any chronic medical conditions, life-threatening allergies, and/or medications the student is currently taking in the space provided on the form.

- **ILLNESS OR ACCIDENT DURING SCHOOL HOURS**

If an illness or accident requiring that the student be sent home occurs at school or work, the parent/guardian will be notified. If the parent/guardian cannot be reached, emergency contacts indicated on the EMA form will be contacted. The parent/guardian will be responsible for picking the student up from school or designating an authorized person to do so. Students may ride the bus or drive home with the permission of the parent/guardian provided the school nurse and/or other school personnel assess that the student is capable of doing so.

- **ILLNESS FOR WHICH TO KEEP A STUDENT HOME**

Keeping your child home in case of illness will: 1) allow your child to rest and regain health and 2) help prevent spreading germs to others in the school and work communities. It is important that we work together to keep each other healthy. Please contact the office to inform the school if your child will be absent due to illness. The following are symptoms for which a student should stay home from school or work:

- Has a fever of 100 degrees Fahrenheit or more, or has had a fever in the past 24 hours
- Has vomited within the past 24 hours
- Has had diarrhea within the past 24 hours

- Has a severe headache due to injury or fever
- Has a sore throat, difficulty swallowing
- Has severe cold symptoms
- Has a severe cough
- Has reddened, itchy eyes, especially if there is drainage or complaint of pain
- Has an undiagnosed skin rash that is itchy, spreading, or otherwise worsening
- Has live lice in hair
- Has scaly patches of baldness on the scalp
- Has a flat, ring-like rash on skin

Please contact the student's physician/healthcare provider if symptoms worsen, last three (3) days or longer, or any time before that, as needed. If a student has a contagious disease, a note from her or his physician/health care provider may be required to return to school. The provider will need to indicate the date on which it is safe for the student to return to school.

• **IMMUNIZATION REQUIREMENTS**

Ohio Law requires each student to have a completed immunization record on file to remain in school. This should be submitted at the time of registration. If the record has not been received by the fifteenth day of school, the student may, by Ohio Law, be excluded from school until the record is submitted. An immunization waiver form must be on file for any student whose parent/guardian declines immunization for personal or religious reasons, or if the student cannot be immunized for medical reasons.

BIOHAZARD EXPOSURE CONTROL PLAN

The school has on file an exposure control plan to promote safe practices and minimize the incidence of illness and injury. The exposure control plan particularly concerns exposure to blood-borne pathogens such as Hepatitis B and C and HIV. Student compliance with Ohio immunization requirements is part of this plan. The faculty and staff receive an in-service annually from the school nurse to review the exposure control plan.

Students should also be aware of the following universal precaution practices:

- All blood and body fluids are to be treated as potentially infectious.
- Gloves and cleaning equipment (safety glasses, dust-pan and broom, etc.) should be used to prevent contact with blood or other potentially infectious materials when clean-up is necessary. Students are not responsible for clean-up of potentially infectious materials in school.
- After any contact with potentially infectious material, hands and/or any exposed skin should be washed thoroughly with soap and water; exposed mucous membranes (mouth, eyes, etc.) should be flushed with water. Further medical evaluation will be advised as needed.
- The school will provide gloves, safety glasses, goggles, and face masks in areas where the risk of injury and exposure is increased (art room, science classrooms, cafeteria, etc.).

HEALTH SCREENINGS

The school nurse will offer vision, blood pressure, height/weight and Body Mass Index (BMI) screenings to 9th grade and other new students as needed for follow-up to the physical exam completed in the summer before entering school. Referrals to primary physician/health care providers or eye specialists will be sent home with students if the screening results indicate the need for further medical evaluation. It is expected that the parent/guardian will schedule the appropriate appointment and return the form, completed by the health provider, to the school nurse.

MEDICATION POLICY AND PROCEDURES

Ohio law and the Diocese of Cleveland/Office of Catholic Education require each school to adopt a policy and develop procedures regarding the administration of drugs prescribed by authorized prescribers. The Diocese and Saint Martin de Porres High School recognize that the administration of medication during the school day

may be necessary if failure to take such medication would jeopardize the health of the student or the student would not be able to attend school and participate in school activities. Those students who may require the administration of emergency non-oral medications will be assessed by the school nurse on an individual basis in order to meet the student's health needs and determine appropriate school placement as necessary.

MEDICATION ADMINISTRATION PROCEDURE

Before any medication may be administered to any pupil during school hours, two written requests shall be required: 1) a written request from a person with prescriptive authority in the state of Ohio and 2) a written request from the parent/guardian. The written request from the parent/guardian shall give permission for the administration of the specific medication and relieve the Diocese, Saint Martin de Porres High School, and their employees of any liability associated with the administration of such medication. Every effort should be made to have required medications given to the student before or after school hours. Only medicinal substances listed in the current year Physician's Desk Reference (PDR) shall be administered. In accordance with the policy of the Diocese, employees of Saint Martin de Porres should not administer medication unless absolutely necessary and shall not administer injections.

Parent/Guardian Responsibilities

Complete the parent/guardian written request section of the medication permission form including

1. Printed name
2. Signature
3. Date
4. Telephone numbers at which the parent/guardian can be reached in case of emergency.

Medication request forms are available in the nurse's office.

- Bring the medication to school with 2 containers (one with the medication, one extra for field trips or workplace) dispensed by the pharmacist with a fixed label including the name of the student, name of the prescriber, name of the medication, dosage instructions, and the date dispensed.
- Bring the completed medication request form to school with the medication.
- Bring only a one-month supply of the medication to school at a time.
- Supply any specialized equipment needed to administer the medication.
- If only a portion of a pill is to be given, the parent/guardian or pharmacist must split/cut the pills before they are brought to school. School personnel will not assume responsibility for splitting pills.
- Submit a new request form each school year.

Changes in Medication

- Submit a new medication request form, completed according to this policy, for any change in medication or dosage. The medication must be brought to school in a new container, dispensed and labeled by the pharmacist as above (#2), with the new request form.
- Submit written notification signed by the parent/guardian if the student will no longer be taking the medication in school. This must include the student's name, the name of the medication, parent/guardian signature, and the date of the request.
- Pick up any remaining medication when discontinued or at the end of the school year. Any medication that has not been picked up by the parent/guardian will be discarded.

Over-the-Counter (OTC) Medications

- OTC medications shall be administered according to the above policy.
- In addition, Standing Orders for a limited list of OTC medications shall be approved by a consulting physician each school year. These may be administered by school personnel and/or workplace

supervisor for minor health concerns only (e.g., headache, menstrual cramps) if the parent/guardian has given written permission.

- Written permission forms for OTC medications shall include the Standing Orders list, the opportunity for the parent/guardian to indicate which medications from the list school personnel may administer to the student and whether or not the parent/guardian would like to be contacted before administration.
- Parent/guardian written permission must include the name of the student, the signature of the parent/guardian, the date, and phone numbers at which the parent/guardian can be reached.
- The OTC permission form will be printed on the back of the Emergency Medical Authorization (EMA) form.

Self-Medication

- No student shall carry and/or self-administer medications in school or at the workplace except for inhalers or Epi-pens as noted below.
- Students needing inhalers for the treatment of asthma and/or Epi-pens for food, bee-sting, or other life-threatening allergies, shall be permitted to carry and/or administer their own medication at school if written permission has been received at school as outlined above. A separate request form for self-medication with inhalers should be used; an Allergy Action Plan form must be completed along with the written request for use of Epi-pens.
- All medications to be taken in school, with the exception of inhalers and Epi-pens, shall be administered in the school clinic.
- No student shall give medication to or accept medication from another student at school or in the workplace.

Medication on Field Trips

- Guidelines for the administration of medication during field trips will follow the procedures outlined above.
- If the school nurse accompanies students on a field trip, she/he will be responsible for administering medication.
- If the school nurse does not accompany students, the student's teacher, Principal, or other qualified faculty member designated by the Principal will be responsible for administering the medication.
- The faculty member leading the field trip will notify the school nurse two weeks in advance of upcoming field trips in order for the school nurse to coordinate the administration of medication for participating students.
- On the day of the field trip, the individual who routinely administers medication at school will provide the designated employee with the needed dose(s) in the extra labeled container dispensed from the pharmacy.
- Inhalers and Epi-pens may be carried by students if the appropriate forms are on file.
- Upon return to the school from the field trip, a medication that has been given will be recorded on the daily log sheet under the supervision of the individual who routinely administers medication at the school.

Medication in the Workplace

- OTC medications may be administered by the workplace supervisor, as designated by the Principal, according to the medication procedures.
- The school nurse will inform the workplace supervisor if a medication request form is received for a student requiring an inhalers and Epi-pens. Students will be allowed to carry and self-administer these medications in the workplace only if the completed request forms are on file.

- The administration of prescribed medications other than inhalers or Epi-pens at the workplace will be coordinated by the school nurse on an individual basis.

SEARCH AND SEIZURE

School authorities are allowed to inspect and search places such as lockers (which remain school property), desks, parking lots and other school property, as well as personal effects left in those areas by students without notice to or consent of students and without search warrants. Inappropriate items will be confiscated at the discretion of school officials.

LOCKS AND LOCKERS

All lockers made available for student use on the school premises are the property of Saint Martin de Porres High School. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student who uses a locker that is the property of Saint Martin de Porres High School is presumed to have no expectations of privacy in that locker or the locker's content.

The student's use of the locker does not diminish the school ownership or control of the locker. Saint Martin de Porres High School retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials such as weapons, illegal drugs or alcohol, or any other material forbidden by school rules.

1. **LOCKS.** Saint Martin de Porres High School will retain access to student lockers by keeping a master list of combinations or retaining a master key. All students are issued a locker and a lock by the school. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. **USE OF LOCKERS.** It is the students' responsibility to lock their lockers at all times. Students must not share their combinations or their lockers with another student. It is the student's responsibility to keep the locker assigned to them, locker exchange is strictly prohibited.
 - a. Lockers are to be used to store school supplies and personal items necessary for use at school.

FAILURE TO COMPLY WITH THESE RULES WILL RESULT IN BUT NOT LIMITED TO THE FOLLOWING CONSEQUENCES!

1. First Offense: Warning...
2. Second Offense: BehaviorFlip Event...
3. Third Offense: Referral to Dean of Students...

A random review of locker number, lock number and student name will occur periodically to enforce these rules.

3. **AUTHORITY TO INSPECT.** Saint Martin de Porres High School retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal, his/her designee, or a member of the administrative staff designated in writing by the principal.

PREGNANCY POLICY

Saint Martin supports Catholic teaching that sexuality becomes personal and truly human when it is integrated into the lifelong union of marriage. Therefore, outside the confines of marriage and in light of Catholic teaching, Saint Martin promotes abstinence as the morally acceptable approach to sexual expression. At the same time, however, Catholic tradition also embraces a compassionate attitude towards individuals who become pregnant or who are responsible for pregnancy outside of marriage. As a result, Saint Martin will

extend every effort to assist and support the student in her/his educational development as well as in her/his personal and social adjustment.

Once the school learns that a student is pregnant (or responsible for a pregnancy), a school counselor will meet with the student.

- The student will be encouraged to inform her/his parents if not previously done.
- If the student refuses to tell her/his parents within a limited period of time as determined by the school (one week or so), the counselor will intervene and notify the parents, whereupon a meeting will be held among the students, parents, and counselors.
- Immediately upon notifying parents, the student must meet with the Principal and the CWS Director to notify her/him. The school counselor will notify the student's teachers.
- Pregnant students (or young men expecting to become fathers) are allowed to remain at Saint Martin as long as they are in good academic standing, are behaving responsibly, and continue to live with their parents or legal guardians.
- Students are not permitted to live with their significant other, nor are they encouraged to get married as a response to the pregnancy. Those who decide to marry or cohabitate will not be allowed to continue at Saint Martin.

Once a student has been identified as a mother/father-to-be, they will be encouraged to receive the following services as necessary:

- Prenatal care at a local health center or agency immediately.
- Counseling (both mother and father-to-be) from a counselor at Saint Martin, or meet with a qualified individual in an outside agency.
- Both mother and father-to-be will take prenatal/parenting/health education classes through a local agency or health center.
- The student is to be provided with competent pastoral counseling through Saint Martin or a local church.
- A note from the student's physician should indicate how long the student can stay in school before the birth, and when she can return.
- If a student becomes a parent for the second time while attending Saint Martin, she/he may be asked to withdraw from Saint Martin.

Implications of Pregnancy Policy for Staff/Faculty

- All concerned are to respect the confidentiality of the student even when the pregnancy becomes public knowledge. Faculty and staff are to avoid discussing the details with anyone, in or out of the school setting.
- In general, there should be no activities on the school premises relating to the pregnancy (such as a baby shower); nor will the student be permitted to bring the child to school during regular class hours.
- Neither the male nor the female student is to be restricted from participating in the full academic or extracurricular program as a penalty for the pregnancy. This applies to all aspects of these programs, such as student government, competing for school honors, etc.
- No other discriminating judgments are to be made concerning full participation in school programs other than those judged harmful by the advice of the physician. These decisions are to be made for reasons of health, or the exigencies of effective school management, and not on any moral consideration of the circumstances of pregnancy.
- Students who have had an abortion are not, for that reason alone, to be deprived of participation in any school program or activity, whether academic or extracurricular. The focus of the school is to be on maintaining the atmosphere of a supportive Christian community with good morale and proper

discipline, and is not to be focused on passing judgment or imposing penalties on judgments of conscience.

SOLICITATIONS

Student solicitations (fundraisers, collections, etc.) of any kind are not permitted unless first approved by the Principal.

TECHNOLOGY: ACCEPTABLE AND UNACCEPTABLE USE

Saint Martin de Porres High School provides Internet access to students as a means to facilitate resource-sharing, skills acquisition, and communication. Information gathered from the Internet is viewed in the same manner as other reference material in the school; such resources enhance the learning environment.

School personnel provide guidance to the student in the use of the Internet and monitor usage to the best of their ability. Controlling all materials on a global network, however, is impossible, and an industrious user may discover inappropriate information or perform inappropriate actions in spite of adult supervision. We encourage parents/guardians to have a frank discussion with their children about Catholic Christian values and how those beliefs should guide student activities while using the Internet. Inappropriate use of the Internet is a serious matter. If a student receives an inappropriate message, faculty, staff member, or an appropriate CWS job-site supervisor should be notified immediately.

Files stored on the Saint Martin de Porres High School network are not private. Any computer files and/or e-mail that originate or reside on Saint Martin de Porres High School computers/servers may be monitored at any time without prior notice to the student. Saint Martin de Porres High School is not responsible for any damages the student may suffer, including the loss of data. The school is not responsible for the accuracy or quality of any information obtained through any school Internet connection.

The parent/guardian is responsible for any damage caused by the student's inappropriate use of the Internet system. The failure of any user to follow the terms of this policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use

Access to Saint Martin de Porres High School's Internet service must be for the purpose of education, research, or CWS job responsibilities and be consistent with the educational/work objectives of the school/CWS sponsor. School/CWS officials may monitor any use of the Internet.

Unacceptable Use

The user is responsible for her/his actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright laws or other contracts, or transmitting any material in violation of U.S. or State of Ohio regulations
- Unauthorized downloading of software
- Downloading copyrighted material for other than personal use
- Wastefully using resources, such as file space or paper
- Invading the privacy of individuals or using another user's account or password
- Posting material authored or created by another without her/his consent
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing or illegal material
- Any form of plagiarism, i.e., claiming another person's work through the Internet as one's own

- Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes using the Internet for unauthorized purchases
- Sending communications which contain confidential or proprietary information in violation of applicable school policies
- Using Internet access or one's email account without the authorization of a teacher, staff member or CWS job coordinators.

All students are expected to comply with the acceptable use policy issued through the school. The policy is intended to apply to student use of any technology provided by the school or any technological access.

RESTORATIVE PRACTICES

RESTORATIVE PRACTICES

Saint Martin de Porres High School is committed to the process of Restorative Practices as a way of building community. “Restorative practice is a relational approach to school life grounded in beliefs about equality, dignity, power and the potential of all people. The model focuses on building and maintaining positive relationships across the school community and offers the school staff best-practice tools and techniques to restore relationships when things go wrong.”

STUDENT RESPONSIBILITY

Students at Saint Martin de Porres High School have been admitted because they have expressed a strong desire to work hard and be responsible, thoughtful individuals.

When students fail to display a sense of maturity and responsibility through Restorative practices, or when those practices have been exhausted, unsuccessful, or deemed inappropriate for certain behaviors, the Dean of Students and/or other Staff/Faculty members may use the following practices, but not limited to:

- **Teacher Detention:** This type of consequence is used/facilitated by the teacher and served by the student at the discretion and convenience of the teacher. Failure to report may result in an office detention or suspension. Teachers may detain a student for up to 30 minutes after school the day of the violation.
- **Community Service:** This consequence is used according to the Catholic doctrine and is the act of helping others. Service hours may be specific and provided by the Dean of Students or his/her designee, or the student may be allowed to choose his/her own location and be required to obtain consent and bring back confirmation once complete.
- **Parent Conference:** The request to bring in a parent occurs when previous efforts have not been successful, or when the concerns warrant doing so. The goal of the parent conference is to discuss a student's progress at school and brainstorm ideas of how to rectify academic and/or behavior concerns in order for the student to remain enrolled.
- **Letter of Understanding/Disciplinary Probation:** This is a written agreement among the student, family and school addressing chronic, problematic behavior of the student in such areas as attendance, tardiness, excessive detentions, dress code, CWS performance, etc. The agreement outlines the specific expectations for continued attendance at Saint Martin de Porres High School and is signed by the student, parent/guardian and school officials. One copy will be kept on file and one copy will be given to the family. The agreement is meant as a final warning. A student who violates the terms of her/his agreement may face immediate expulsion or ask to leave the school. *Please note: The length of this letter will be determined by the administrator/designee.*
- **Social Suspension:** The act of a student being withheld from social privileges and activities at school. This can run short term (i.e. a one-day event like a field trip or dress down day), or long term such as a quarter or a semester. Social Suspension can be reviewed periodically and may be lifted at any time by the Dean of Students or his/her designee.
- **Temporary Removal from School:** This is used by the school in instances where a behavior is suspected of causing harm to the campus or school community. During an Temporary Removal from School, which may last no more than 3 days, the student is eligible to make-up missed mastery assignments, and their attendance will be counted as unexcused. During the student's absence, the school will conduct an investigation of the incident and use the results to determine the students'

eligibility for make-up time, make-up classwork/Scholarship assignments, the terms of their Letter of Understanding and any additional consequences including but not limited to suspension, and/or expulsion.

- **Suspension:** When the previous methods have been ineffective in changing a student's conduct, an offense has been committed that caused a situation which must be dealt with immediately, or the offense itself is serious enough, the student is liable for suspension. This suspension could be in the form of an out-of-school suspension, in-school suspension, or suspension from a particular class, classes, activity or sport. During this period, a student will not be permitted to attend classes or to participate in extracurricular activities. Students are required to make up assignments, quizzes or tests that were missed while suspended. The offense will be recorded in the student's permanent file.
- **Administrative Withdrawal:** Administrative withdrawal of a student from school is a serious matter and will only be used as a last resort or in the case of a serious incident of misconduct which jeopardizes the safety of the school community or compromises the aims of Saint Martin de Porres High School. Final decisions on administrative withdrawal are made by the President. A student's parent/guardian may ask the Principal and/or CWS Director for a Disciplinary Review Board Hearing to determine whether the student who is being recommended for involuntary withdrawal has received due process. The Board will include representatives from the teaching faculty, CWS, Campus Ministry, and one Saint Martin de Porres High School staff member selected by the student's family. The Disciplinary Review Board Hearing occurs at the discretion of the Principal, CWS Director and President. In some cases, the student's request for a Disciplinary Review Board Hearing may be denied. In addition, the school may deem an action by a student so severe that it would result in immediate involuntary withdrawal from school. If a student is involuntarily withdrawn, the offense will be recorded in the student's permanent record file. Students who withdraw or are withdrawn for disciplinary reasons may be asked not to return to the building for any reason without direct authorization from an administrator.

DISCIPLINARY POLICIES AND PROCEDURES

VIOLATIONS OF THE CODE OF CONDUCT

LEVEL ONE OFFENSES: Teacher/Classroom Managed Behaviors - Tracked with HighFive

Students may be subjected to teacher parent contact, seat reassignment, mandatory office hours.

- Cell phones/electronic devices seen, heard or used, without teacher or staff permission during school hours (7:50a-3:25p) may be confiscated. (This includes AirPods/headphones/earbuds)
- Excessive Horseplay
- Dress code violation
- Disruption of the learning environment/classroom
- Improper language/profanity
- Failure to follow directives of staff
- Eating or drinking inside of the classroom
- Failure to sign-in or sign-out when arriving late or leaving early. Also, with CWS staff on workdays.

LEVEL TWO OFFENSES: Office Managed Behaviors with Office Referrals

Students may be subject to Parent Contact, Restorative Workshop, Saturday School, Behavior Contract.

- Habitual infraction of a level one violation (i.e., Level 3 or higher in Behavior Flip)
- Cutting class
- Continuous disruption of classroom instruction
- Continuous failure to follow school rules
- Failure to report to the Dean of Students office when called
- Vandalism/graffiti of school property
- Cheating/forgery/plagiarism/academic dishonesty-Parental notification
- Dismissal from work, first offense
- Chronic absence or tardiness
- Failure to report to school or work
- Overt defiance/disruptive behavior towards a faculty or staff member

LEVEL THREE OFFENSES: Assistant Principal Managed Behaviors

Students will be subjected to an immediate temporary removal from school and not be permitted on campus or at any school activities until the conclusion of investigation of the event.

Families are required to attend a parent meeting and the student will be placed on an immediate Letter of Understanding (LOU).

Based on the outcome of the school's investigation, in addition to the LOU, the student may be suspended or dismissed..

- Gambling
- Off-campus violation
- Repeated disregard for school expectations
- Instigating
- Major vandalism/graffiti/destruction of school property (plus remuneration for replacement/repair costs)
- Leaving school grounds or work site without permission including being on campus without permission outside school hours.
- Threats (Also see "Threats" in GENERAL POLICIES)

- Cheating/plagiarism/Academic Dishonesty-Panel Presentation Required
- Using drugs, marijuana, or vapes including alcohol, tobacco, edibles or reporting to school under the influence of any kind.
- Inappropriate use of technology (e.g., threats, bullying, or sending obscene, nude, sexually explicit or suggestive pictures or language or using technology to engage in academic dishonesty)
- Hazing (Also see “Hazing” in GENERAL POLICIES)
- Sexual activity/Inappropriate physical contact on school grounds or at a school function (no intercourse)
- **BULLYING** (Also see “Harassment” in GENERAL POLICIES)
- Gang membership and/or gang related behavior on campus
- Possession of weapons. School officials may report weapons as such: brass knuckles, billy clubs, look-a-likes, mace, pepper spray, bats, pipes, sticks, explosives, laser pointers, etc.
- Accessing a restricted area for use other than its intended purpose
- Theft of any kind from school, other students, staff or faculty or knowingly receiving stolen property.

DISMISSIBLE OFFENSES:Principal/ Assistant Principal Managed Behaviors

Students will be subjected to an immediate temporary removal from school and not be permitted on campus or at any school activities until the conclusion of investigation of the event.

Families are required to attend a parent meeting and the student will be dismissed from Saint Martin or voluntarily withdrawn by parent/guardian.

- Fighting* Assault*
- Repeated disregard for school expectations (after behavior contract, revised contract, and LOU have been implemented)
- Habitual Cheating/plagiarism/Academic Dishonesty
- Sexual activity/Inappropriate physical contact on school grounds or at a school function (intercourse involved)
- Selling, providing or possessing drugs, marijuana, vapes including alcohol,tobacco, edibles
- Possession of weapons, firearms, or explosives. School officials may report weapons as such: knives, guns, brass knuckles, billy clubs, look-a-likes, mace, pepper spray, bats, pipes, sticks, explosives, laser pointers, etc. **if used or intended to be used to cause bodily harm.**
- Theft of any kind from the CWS job- other students, staff or faculty or knowingly receiving stolen property.
- Second firing/removal from CWS job placement

SAINT MARTIN DE PORRES DRESS CODE POLICY

OVERVIEW

The dress code policy ensures that every student will dress in a professional, modest, conservative and safe manner. Saint Martin de Porres High School's dress code policy corresponds to business attire and the image that we have determined is appropriate for young men and women representing the school community. When they go to work or school, students enter a professional work environment. Their dress should reflect a high standard of professionalism and self-respect.

Work environments are also adult environments. Parents/guardians must be sensitive to the fact that their daughters/sons might be assumed to be much older than their actual age. For both comfort and security, all students should dress modestly. Saint Martin de Porres High School wants to present a consistent image to the public. The dress code policy establishes a standard of dress that establishes a branded image that will be conveyed by all Saint Martin de Porres High School students regardless of the sponsoring company at which they work. Students are expected to follow the exact same dress code policy for work as they do for school, regardless of the dress code enforced at the workplace. ***Students MUST have approval from the appropriate CWS representative in order to be out of uniform at work.***

The safety of our students is a priority. A neat appearance and properly fitting clothes will help avoid potential mishaps and help prevent bodily injury. In addition, students walk to and from their bus stop and workplace. Proper footwear and the absence of sensory distractions such as headphones, etc., help ensure their safety.

- The school reserves the right to determine what constitutes appropriate dress. In all cases the school has the final say regarding what is allowable and permissible.
- The dress code style at Saint Martin de Porres High School is intended to allow each student to achieve her/his best, both in the academic world and professional world. Personal hygiene is very important to one's health and appearance; therefore, each student is expected to practice good hygiene.
- Students are expected to be in full dress code at all times while on school grounds, at work, to and from work, at special events, and during all field trips unless otherwise specified by the school.
- It has been observed that the more professionally a person dresses, the more professionally that person performs in her/his role and the more professionally others receive her/him. Expressing individuality should be done through hard work at school and at the workplace, and not through one's clothing.
- A student not dressed in full dress code and according to the rules may be provided with appropriate clothing from the school if available. Families may be contacted to provide the appropriate item or students may be sent home for non-compliance.
- Undergarments worn under clothing should not be visible.
- Arguing or continued verbal disputes about dress code infractions (including continued violation of the dress code) will not be tolerated and may result in being sent home or suspended.

- Interpretation and amendment of the Uniform Policy is at the discretion of the administration.

STANDARD UNIFORM REQUIRED DAILY FOR ALL STUDENTS

In Summary: Dress code options can be worn in any combination chosen by the student. School logoed item must be visible; collared shirts must be worn each day.

1. Shirt & Tie
 - a. Dress Shirt, collared, button-down, white or light blue
 - b. Neck or bow tie required for young men ONLY
2. Logo Item
 - a. Saint Martin logo item that is visible (i.e., cardigan, logo tie, logo shirt, or approved crewneck)
3. Bottoms & Shoes
 - a. Dress slacks, loose-fit, black or gray (no leggings or tights)
 - b. Plaid skirt from Schoolbelles is an option for young women (solid black or gray skirts from Schoolbelles are not allowed)
 - c. All Black, closed-toe, all black including the sole (**NO UGG SLIDES, CROCS, FOAM BASED SHOES ALLOWED**)

Young Men

- **Dress Pants.** Pants should be black or gray dress pants only. Pants should not be, jeans, pants with rivets, shorts, running/jogging pants or any pants that would be considered lounge wear or sportswear. Pants should not taper at the ankle, slouch or be too loose in the waist. Pants should be worn to the waistline. Shorts are not permitted as school dress. Chino style pants are acceptable.
- **Collared Shirts.** Shirts should be white or light blue, oxford style, button, collared shirts. Shirts can be short-sleeved or long-sleeved, but should not be three button polo style, knit or of any varying color than what is stated. Shirts should be clean and neatly tucked into pants at all times. Plain white undershirts must be worn.
- **Tie/Bow-Tie & Belt.** Tie or bow-tie and belt must be worn every day at all times. Ties and bowties can be of any color. They must not have inappropriate designs, images or logos. **Belts must be worn appropriately at all times during the day. Belts must be worn.**
- **Shoes.** Shoes must be professional black dress shoes. Loafer and tie-up styles are preferred. **House shoes, sandals, crocs, slides, Ugg slippers/slippers, and foam based shoes are NOT permitted.** Black boots are allowed from Thanksgiving to Easter due to inclement weather. Uggs or Ugg-like Boots **are** permitted in the winter months only.
- **Logo Item.** Students must wear a Saint Martin logo that is visible and that has been purchased through the school or school's vendor. Logo items are available for purchase on a variety of clothing items. Wearing a logo is a requirement for all students and must be worn daily. These outer items should be neat and clean. The collar of the shirt and knot of tie must show above any crewneck. Shirt and tie are required under the approved crewneck or cardigan.
- **Coats and outerwear.** Coats, bubble vests or other outerwear **may NOT be worn** inside the school building, or at the job assignment. .
- **Hair, Hair color, Hair Style and Facial Hair.** Conservative hairstyles and a neat appearance are expected. Hair should be combed, brushed and well groomed. No dyeing hair an unnatural color.

Students with unnatural hair colors will not be permitted to go to work and must complete a make-up day. Four absences from work will result in a termination. **Students will be given a seven day grace period to meet hair color expectations.** Facial hair must be neatly groomed at all times. Religious and/or cultural hair accessories are permitted (ex hijabs, african style headwraps), but they must be professional in nature. **No protective hair coverings (ex.durags or bonnets) are permitted during the school day or at any jobsite.**

- **Facial Piercings, Tattoos, Hats, additional accessories.** Subtle nose piercings are the only facial piercings allowed. All tattoos **MUST** be covered by clothing. Sunglasses, hats, sun visors, and bandanas may not be worn inside the school building or at the job assignment.

Young Women

- **Dress Pants.** Pants should be black or gray dress pants only. Pants should not be jeans, pants with rivets, legging/jegging pants, shorts, running pants or any pants that would be considered lounge wear or sportswear. Pants should not taper at the ankle, slouch or be too loose in the waist. Pants should be worn to the waistline. Shorts are not permitted as school dress. Chino style pants are acceptable.
- **Skirts.** Skirts worn **MUST BE PURCHASED THROUGH SCHOOLBELLES, in the SCHOOL PLAID ONLY.** Solid black and gray skirts bought at schoolbelles are not allowed. These school-approved skirts are uniquely measured for each young woman and is fitted specifically for her body measurements. Skirt should be at least fingertip length, may not be tight fitting, rolled at the waist or have a loose hem. Skirts should be worn with solid colored or patterned tights/stockings, and/or knee socks.
- **Collared Shirts.** Shirts should be short sleeve or long sleeve, white or sky blue, oxford style, button, collared shirts. Shirts should be tucked, modest and professional, exposing no cleavage, midriff or lower back. Shirts should not be polo/polo style*, knit or of any varying color than what is stated. Shirts should not be fitted at the waist with elastic, wrap style or tunic. Shirts should be clean and neatly tucked into pants at all times. **Tank tops or camisoles should not be visible. Halter tops and tube tops are not permitted.**
- **Tie or Bow-Tie.** Tie or bow-tie are optional for young women. Women choosing this style must adhere to the following: Ties and bowties can be of any color. They must not have inappropriate designs, images or logos.
- **Shoes.** Shoes must be professional black dress shoes. Loafer and tie-up styles are preferred. Heels of modest height (1-2 inches) are allowed. Shoes should not be stilettos or open-toe. **House shoes, sandals, crocs, slides, UGGslippers/slippers, and foam based shoes are NOT permitted.** Black winter boots are allowed from Thanksgiving to Easter due to inclement weather. UGG boots **ARE** allowed during winter months.
- **Logo Item.** Students must wear a Saint Martin logo that is visible and that has been purchased through the school or school's vendor. Logo items are available for purchase on a variety of clothing items. Wearing a logo is a requirement for all students and must be worn daily. These outer items should be neat and clean. The collar of the shirt must show above any crewneck. Shirts are required under any crewneck or cardigan.
- **Coats and outerwear.** Coats, bubble vests or other outerwear **may NOT be worn** inside the school building, or at the job assignment.

- **Hair, Hair color, Hair Style and Facial Hair.** Conservative hairstyles and a neat appearance are expected. Hair should be combed, brushed and well groomed. No dyeing hair an unnatural color. Students with unnatural hair colors will not be permitted to go to work and must complete a make-up day. Four absences from work will result in a termination. **Students will be given a seven day grace period to meet hair color expectations.** Facial hair must be neatly groomed at all times. Religious and/or cultural hair accessories are permitted (ex hijabs, african style headwraps), but they must be professional in nature. **No protective hair coverings (ex.durags or bonnets) are permitted during the school day or at any jobsite.**
- **Facial Piercings, Tattoos, Hats, additional accessories.** Subtle nose piercings are the only facial piercings allowed. No other facial piercings will be tolerated. All tattoos **MUST** be covered by clothing. Sunglasses, hats, sun visors, and bandanas may not be worn inside the school building or at the job assignment.
- **Jewelry.** No excessive jewelry should be worn. Subtle earrings are permitted. Two earrings in each ear lobe is acceptable. No large hoop or dangle earrings exceeding one inch are allowed.

PHYSICAL EDUCATION/GYM ATTIRE

All students enrolled in Physical Education classes must be dressed properly for class. Students should be in the required school gym attire and non-marking athletic shoes. Young women should be modest in their gym attire and purchase the appropriate undergarments (sports bra in particular) that will help make the playing of sports safe and comfortable. Inappropriate attire may earn a student a zero for the day. Students not in the proper Saint Martin gym uniform or who have lost their gym uniform will be charged for any replacement.

Required Tops

- ANY unaltered Saint Martin T-Shirt

Prohibited Tops

- Any top that exposes shoulders, midribs, and cleavage, all areas should be covered
- No crop-tops, see-through, spaghetti straps, tube tops, and no undergarments showing

Required Bottoms

- ANY unaltered Saint Martin Shorts, Yoga, or Sweatpants
 - Shorts should fall at the knee
- Non-Saint Martin sweatpants, yoga pants, shorts are allowed to be worn with approval from the PE teacher.

Prohibited Bottoms

- Jeans, leggings, and skirts are not allowed (rips/tears in pants are not allowed)

Shoes & Accessories

- ANY Athletic Shoe that is closed-toed
 - No open-toed shoes, flip flops, slide-ins, house shoes, crocs, foam based shoes etc.

NON-UNIFORM GUIDELINES "Friday Spirit Day" & "I GOT IN" ATTIRE

Saint Martin spirit days where any school-issued apparel is acceptable. (This includes items from athletics or extra-curricular activities and/or items available in the Lion's Den such as: t-shirts, sweatpants, hoodies, polos, etc.) On Friday Saint Martin Spirit Wear days, a student must have at least one significant item of school spirit wear on (t-shirts, sweatshirts, sweatpants, polo, etc. (**Hats, buttons, scarves, ties, stickers, etc do not count as a significant spirit wear item**)).

Tops

- Saint Martin Gear
- Shoulders, midriffs, and cleavage should be covered
- No crop-tops, see-through, spaghetti straps, tube tops, and no undergarments showing

Bottoms

- Saint Martin Gear
- Jeans & sweatpants are acceptable
 - Rips/tears in jeans should fall at the knee or below
 - Skirts are acceptable but must fall at the knee or below
 - **ABSOLUTELY NO SHORTS!**

Shoes & Accessories

- Tennis shoes, Toms, boots, and loafers are all acceptable.
- No hats or sunglasses of any kind

"I GOT IN" follows these same guidelines but is a SENIORS ONLY PRIVILEGE and the only acceptable shirt is the I GOT IN shirt.

The school reserves the right to determine what constitutes appropriate dress. Students may be refused admission to the dance or activity if clothing is deemed inappropriate.

NON-UNIFORM GUIDELINES: “DRESS UP” ATTIRE

Saint Martin days where the occasion or event calls for a step above our traditional professional uniform attire.

Young Men ● Oxford dress shirts (any color) ● Dress slacks ○ No jeans, joggers, or athletic apparel ● Dress shoes & dress socks ○ No flip flops, slides, Crocs, foam based shoes, UGG slides. ● Tie or bow-tie preferred ● Suit, suit jacket, or sport coat	Young Women ● Blouses/dress shirts (any color) ● Dress slacks ○ No jeans, jeggings, leggings, joggers, spandex, or athletic apparel ● Dress shoes only; heels of a modest height. ○ No flip flops, slides, Crocs, foam based shoes, UGG slides. ● Hosiery preferred ● Dresses and skirts that fall at least fingertip-length ● Shoulders, midribs, and cleavage should be covered. ● No crop-tops, see-through, spaghetti straps, tube tops, and no undergarments showing
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The school reserves the right to determine what constitutes appropriate dress. Students may be refused admission to the dance or activity if clothing is deemed inappropriate.

GUESTS FOR SCHOOL DANCES

In order to ensure the safety of each member and guest of the Saint Martin de Porres High School community, all students who wish to bring a guest to a school dance must accept the following guidelines. All guests must receive approval from the Dean of Students to attend the dance.

1. All students and guests must abide by the rules outlined in the handbook of Saint Martin de Porres High School.
2. Saint Martin de Porres High School students who bring a guest are responsible for the actions of the guest and will be held accountable if the guest violates any school rules.
3. Any student who wishes to bring a guest must submit a Guest Registration Form, completed and signed by all parties, and submit to the Director of Student Life's mailbox by the last Wednesday before the dance.
4. Upon arrival at the dance, the guest must submit an official photo ID, such as a school ID or driver's license. The ID will be held by a school staff member until the guest leaves the dance.
5. All guests must pay \$10 to enter the dance.
6. All guests must be enrolled in high school and/or not older than 20 years old. This must be verified by an administrator from the high school attended by the guest and recorded on the Guest Registration form. All guests must be approved by the Director of Student Life.
7. Any student that has withdrawn from Saint Martin de Porres High School may or may not attend the dance at the discretion of school administration.
8. A Saint Martin de Porres High School student may bring one guest to a dance. The Guest Registration form must be completed for each guest and the guest must receive final approval from the Director of Student Life.
9. The school reserves the right to determine what constitutes appropriate dress. Students and/or guests may be denied admittance to the dance if clothing is deemed inappropriate.

CORPORATE WORK STUDY POLICIES & EXPECTATIONS

Our Mission: The Saint Martin Corporate Work Study program strives to instill pride and empower students for a lifetime of professional success.

**Students are employees of Corporate Work Study
and not employees of the companies.
For any concerns, contact CWS at 216-346-7896 or cws@stmdphs.org**

PROGRAM OVERVIEW

All Saint Martin students participate in Corporate Work Study (CWS). Each partner company who employs a student pays a fee towards the cost of the student's education. Students are assigned to work at a partnering organization four full days each month without missing any classroom instructional time.

CWS provides students with real world job experiences and allows students to earn a portion of the cost of their education. It is an integral part of their educational experience at Saint Martin de Porres High School. A positive attitude and a commitment to high standards of responsibility and behavior are required.

While CWS strives to create a positive environment for its students, the student must take personal responsibility to ensure individual success by projecting a positive attitude, behaving in a mature and professional manner while participating in the program. All students and parents/guardians are expected to read and follow the rules set forth in this Handbook as part of their agreement with Saint Martin de Porres a Cristo Rey Corporate Work Study High School. Since Saint Martin de Porres High School is the legal employer of the students, parents/guardians should not contact companies directly.

COST BREAKDOWN FOR CWS-COMPANIES AND STUDENTS

Company Contribution	Student Tuition
\$9,250	\$28,400

CORPORATE WORK STUDY CONTACT

Please contact CWS directly for all work study related matters.

CWS Hotline	216-346-7896	cws@stmdphs.org
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WEEKLY STUDENT WORK SCHEDULE

Monday	Tuesday	Wednesday	Thursday
9th Grade Workday 8:00am - 4:00pm	10th Grade Workday 8:00am - 4:00pm	11th Grade Workday 8:00am - 4:00pm	12th Grade Workday 8:00am - 4:00pm

WORKPLACE STANDARDS

4 A's of Accountability in CWS

Attendance  • Be on time • Submit your timecard • Complete make-up time by end of the current semester	Attitude  • Communicate • Be physically & mentally ready to work • Be open to trying new things & take initiative
Attention  • Ask questions • Complete ALL assigned tasks at work • Keep your phone away • Complete all CWS projects and assignments	Attire  • Dressed for a professional environment • Wear your full Saint Martin Uniform • Practice good personal hygiene

- **Use Work Tools Responsibly:** Only use phones, computers, internet, or any office equipment for work tasks and only if your supervisor gives permission. Using these tools without approval is considered misuse and is a serious issue.

- **No Personal Devices:** Cell phones, earbuds, smartwatches, and other personal tech should be kept away during work hours unless your supervisor says otherwise. Stay focused and professional.
- **Internet & AI Use:** Don't use the internet or AI tools at work unless your supervisor specifically allows it.
- **Company Perks:** Don't assume you can access employee benefits (like food, discounts, or services). Only use these if your supervisor tells you it's okay.
- **Respect & Safety:** Saint Martin is committed to a safe, respectful, and discrimination-free workplace. Harassment of any kind will not be tolerated.
- **Check In Right Away:** When you arrive at work, report directly to your assigned area and check in with your supervisor (or their designee).
- **Job Pre-Employment Requirements:** If you don't meet the specified pre-employment requirements within the defined timeline stated, Saint Martin may reassign your worksite.
- **Time Cards:** Time cards are automatically sent by notifications@workstudyforce.org to your school email by 1:00pm on your work day and are required to be completed and submitted within 24 hours of receipt.

CWS ATTENDANCE POLICY

- **No Excused Absences:** There are *no excused absences* from work. If you miss a workday for *any reason*, you must make up the time.
- **Be There Every Workday:** You're expected to show up every day you're scheduled. You only work four days a month, missing one is a big deal.
- **You Signed a Contract:** Remember - you signed a contract (Parent/Student Agreement). You and Saint Martin are promising your company that you'll show up and do your part all year long.
- **Pre-Employment Requirements:** Some jobs require you to complete paperwork or screenings before you can start. If you miss the deadline, you can't go to work and will need to make up the missed time or may lose that job placement.
- **Temporary Removal:** If you're temporarily removed from work, you will report to CWS on your work day. If you're temporarily removed from school, you must go straight to/from work, if unable to provide your own transportation, you will be required to make up your missed work days.
- **Plan Ahead:** Try to schedule appointments and personal things on days you're not working so you avoid makeup time.
- **Workdays Are School Days:** Your CWS workday is a required part of your school week, just like being in class.

DEFINITION OF MISSED WORK TIME

- *Any hour or day not worked on the student's scheduled workday (Hours and half days of missed work will accrue and are included in the student's total absences).*
 - o Students are responsible for full day make-up time when missing 50% of expected work time.
 - o Students are responsible for half day make-up time when missing any hours up to 50% of expected work time.
- ***If a student will be absent on a workday, parents/guardians must call the CWS Hotline at 216-346-7896 before 8:00 AM.***

CWS CONSEQUENCES FOR UNCOMPLETED OR UNMADE-UP WORK

Number of Work Absences	Follow-up Action from CWS
<i>The number of absences that accumulate toward follow-up action is based on OUTSTANDING make-up time, not total absence. Students are required to complete their make-up time as soon as possible to avoid follow-up action.</i>	
1	No action
2	Warning letter for student and call home to parent/guardian
3	Student and parent/guardian meeting and a written Letter of Understanding
4	Attendance Termination: Student and parent/guardian meeting and written Termination Letter
5	No action
6	Student and parent/guardian meeting, attendance probation training, and reassignment of CWS job placement
7	Student and parent/guardian meeting
8	Second Attendance Termination and dismissal from Saint Martin

ILLNESS AT WORK

- Students should not report to work if they are ill to ensure the health and safety of all co-workers. Missed time will require make-up day(s).
- If a student becomes ill at work, the student should notify their work supervisor who will call the CWS hotline and then parent/guardian will be contacted. Missed time will require make-up day(s).
- CWS will arrange for transportation back to Saint Martin if necessary.
- If a parent/guardian or emergency contact cannot be reached, the student will remain in the nurse's office at Saint Martin de Porres until a parent/guardian can be reached or the end of the school day.

MAKE-UP TIME

Students need to make-up all missed time and professional development trainings at the first available opportunity.

- **All Missed Time Must Be Made Up:** Any missed work hours or required professional development training **must be made up as soon as possible.**
- **Requesting a Make-Up Day:** On the day you're absent, you'll get an email with a link to request your make-up day from notifications@workstudyforce.org . **Your workplace supervisor must approve your request** before it's official.
- **Missed Scheduled Make-Up Day:** Any student who does not attend scheduled make-up day without communicating absences will receive a negative kickboard and will be required to reschedule and complete the make-up day.
- **Transportation for Make-Up Days:** You're responsible for getting to work on your make-up day. CWS may offer limited transportation during some holiday breaks.
- **Missed Van Fee:** If you schedule a ride with CWS and you are late or don't show up, a **\$30 Tardy Missed Van Fee will be charged to your student account.**
- **Check-In on Make-Up Days:** You must text the CWS Hotline when you arrive at your workplace (no later than 9:00 AM) on a make-up day.
- **No Work Site Opportunity:** If a Partner's schedule offers no opportunity for the student to make-up an absence, the student will be required to complete makeup time through a CWS-approved opportunity.
- **Attendance Probation Training Consequences:** Students may be prohibited from participating in student activities and athletics while in attendance probation training.

INCOMPLETE MAKE-UP TIME

- Failure to make up your missed time by July 1st will result in a fine of **\$250 per day** and may result in an Incomplete Make Up Time termination.

INTERVENTIONS

Below are samples of interventions that may be used to improve performance at work. Parent/Guardian communication and support are key to making the interventions successful:

- Student Meeting
- Parent/Guardian Phone Call
- Parent/Guardian Meeting
- Performance Improvement Plan
- Job Coaching
- Saturday School Training
- Afterschool Office Hours with CWS
- Refresh Day in CWS
- CWS Letter of Understanding
- Probation Training
- Attendance Probation Training
- Retraining
- Termination (Attendance & Performance or Behavioral) from CWS Placement

TERMINATION POLICY

In some cases, a student may be removed from their Corporate Work Study (CWS) job. This is called **termination**, and it can happen for several reasons:

- **Performance or Behavior Termination:** If you're not meeting expectations at work, *or* while on an active PIP, *or* in probation training—whether it's your attitude, actions, or how you do your job—you will be removed and terminated by either your company or CWS staff.
- **Attendance Termination:** If you have **four or more outstanding make-up days**, you will receive an attendance termination, even if you're doing well at work.
- **Incomplete Make-Up Time Termination:** If you don't complete all your make-up time by **July 1st**, you may be terminated from your placement.

RETRAINING

After a student is terminated for performance or behavior, they will participate in a restorative retraining process that, upon successful completion, will allow them to earn a new job placement.

Here's what to expect:

- **Retraining Is Required:** You must successfully complete retraining to be eligible for a new job placement. The goal is to help you grow in the areas that may have caused challenges at your previous

worksite.

- **Important Paperwork:** Before starting retraining, a parent/guardian meeting will occur, student and parent/guardian will sign a **Termination Letter of Understanding**. Once retraining is complete, students and parent/guardian will also sign a **Completion Letter** and attend a parent/guardian meeting to move forward.
- **No Activities During Retraining:** While you're in retraining and probation, you can't participate in sports, clubs, or performance-related activities.
- **Successful Completion:** If you do not successfully finish the retraining process, this will result in a second termination, and you will be **dismissed from Saint Martin de Porres High School**.

CWS DISMISSAL FROM SAINT MARTIN DE PORRES HIGH SCHOOL

Recommendations for dismissal from Saint Martin for CWS reasons include:

- **Two CWS terminations within four years.**
- Dismissible Offenses at work, as described in the Code of Conduct (i.e. theft of any kind).

STUDENT ASSOCIATE PERFORMANCE REVIEWS

- **Reviews Twice a Year:** Your supervisor will complete a performance review (or survey) about how you're doing at work **twice a year**—once for midterms and once for finals.
- **Counts Toward Your Grade:** These reviews make up **60% of your overall CWS grade**, so take your work performance seriously.
- **If You're Terminated:**
 - If you're **terminated at the end of a semester** and there's not enough time for retraining or a new job, you'll automatically get an **80%** on your review.
 - If you're **terminated mid-semester**, complete retraining, and start a new job, your grade will be the **average of an 80% and your new supervisor's review**.

GRADES

Students will receive a Corporate Work Study grade based on work performance in their CWS workday, which includes attendance, completion of CWS workday assignments (i.e. Timecards), and compliance with CWS standards and procedures.

A passing grade in CWS is a graduation requirement.

CWS GRADES	
<i>CWS GRADE IS GPA BEARING</i>	
Daily Timecards	20%
CWS Presentation Day	20%
Student Associate Performance Review/Survey	60%

CWS UNIFORM POLICY

Workday Uniform Expectations

- **Uniform Required:** You must be in full **Saint Martin uniform** on every workday—no exceptions.
- **If You're Out of Uniform:** If you're not dressed correctly, the school may provide appropriate clothing for the day.
- **Can't Fix It?** If you can't fix your uniform before leaving for work, you'll stay at school to participate in professional development and be required to complete a make-up day.
- **Alternate Uniforms:** In rare instances, a student is required to wear an alternate uniform at their CWS job. **This must be approved by CWS.**

TRANSPORTATION AND CWS

- **CWS Provides Transportation:** Saint Martin provides rides to your worksite.
- **Rules Still Apply:** All school rules and expectations apply while you're in the van or on your way to and from work.
- **Not Riding the Van? Let Us Know:** If you don't need a ride on a workday, a **parent or guardian must call the CWS Hotline (216-346-7896):**
 - **By 8:00 AM** if you don't need a **morning ride**
 - **By 1:00 PM** if you don't need an **afternoon ride**
- **Late PM Cancellation Fee:** If CWS is not notified by 1:00 PM of van cancelation, than the following conditions apply:

CWS MISSED VAN POLICY

Missed Van & Late Cancellations	Follow Up Action
1	Warning & Parent call
2	\$30 fee and Letter
3	\$30 fee and Parent meeting
4+	Possible reassignment of CWS job placement

- **Other Transportation Options:** Some jobs require students to use **RTA** or get picked up by a parent. If you take the bus in the afternoon, you'll get a **bus ticket** during morning check-in.
- **Early Pickup:** CWS is unable to provide early transportation pickup for students needing to return to school for any reason.

WAIVERS

- **Opting Out of CWS Vans:** If you don't need a ride to and/or from work, you can **fill out a Transportation Waiver** to let CWS know you'll be getting there another way.
- **Check In When You Arrive:** If you have a waiver, you **must text the CWS Hotline** as soon as you arrive at work (no later than 9:00 AM).
- **Waiver Must Be Signed First:** You and your parent/guardian must **complete and sign the waiver form** before it goes into effect. No form = no waiver.
- **Waiver Removal:** CWS reserves the right to remove a student's waiver.

EMPLOYMENT OVER SCHOOL BREAKS

- **Make-Up Time Comes First:** If you still owe **make-up time** or need to complete **credit recovery**, you **can't work for pay** over breaks until that's done.
- **Paid Break Work:** Some companies may offer you the chance to **work for pay** during school breaks (like summer). This is up to the company—not guaranteed.
- **Pay Rate:** You'll be paid an **hourly rate set by the company**.
- **Returning Next Year:** If you work over the summer, you'll be expected to **return to that same job** in the fall.

To get paid, you **must**:

- ✓ Get approval from your supervisor
- ✓ Sign up through CWS
- ✓ Submit all required paperwork

TAXES AND EMPLOYABILITY

Students earn real income through the Corporate Work Study program. In their contracts, students and parents/guardians agree to assign this income to Saint Martin de Porres High School to help offset the cost of their education.

Because of the tax responsibility created by the program, every student is required to complete an IRS Form W-4 and an INS Form I-9. Students must be at least 14 years old to participate in CWS. Students under 18 years of age must complete a State of Ohio work permit form in addition to other employment forms. Students are required to abide by the work restrictions set forth on the work permit form. These restrictions may affect a student's ability to work at a job outside of CWS.

Taxes & Job Eligibility

- **Real Pay, Real Responsibility:** Through CWS, you earn real income, but that money goes directly to Saint Martin to help pay for your education. You and your family agreed to this when you signed your CWS Parent/Student Agreement.
- **Tax Forms Required:** Every student must fill out **tax and employment forms** to work:
 - **IRS Form W-4** (for taxes)
 - **INS Form I-9** (to prove you're eligible to work)
- **Minimum Age:** You must be **at least 14 years old** to participate in CWS.
- **Work Permit for Minors:** If you're under 18, you'll also need to complete a **State of Ohio work permit**. This form includes **rules about how much and when you can work**, which could affect any jobs you have outside of school.

STUDENT SPIRITUAL DEVELOPMENT THROUGH CAMPUS MINISTRY

Saint Martin de Porres is a Catholic high school that welcomes students of all religious traditions. Inspired by the Gospel and participating in Jesus Christ's mission of proclaiming the Good News to the world, the school places a high value on the ongoing faith and spiritual development of its students. Faith is not an object to be obtained, but it is a continual journey toward closer union with God. To foster that growth, Campus Ministry offers a variety of faith experiences open to all students, which encourage each individual to live the school's motto of "Work, Study, Serve, Lead, Pray."

EXPECTATIONS/REQUIREMENTS

Spiritual development at the school is an integral and indispensable part of the Saint Martin de Porres experience. Just as a student matures socially, intellectually, and physically, her/his relationship with God should mature to include a strong personal faith and an active Christian response as an adult. Therefore, it is essential and expected that all students participate in school liturgies, retreats, and service experiences. Graduation from Saint Martin de Porres High School is contingent upon fulfilling all academic, retreat, and service requirements.

LITURGIES AND PRAYER

Acknowledging the importance of an active faith life of prayer and reflection, the school community gathers in celebration at school Masses and Prayer Services. Students are encouraged to engage in the planning and execution of these events as they participate in various ministries: Praise Dance, Gospel Choir, Lectors, Gift Bearers, Altar Servers, etc. Recognizing the call to pray as a community of faith, all members of Saint Martin de Porres are expected to attend and participate at these events. Members of the Junior and Senior classes are also recognized and celebrated in special liturgies during the spring semester. Junior and Senior students are required/expected to attend. Family members are also encouraged to attend these liturgies.

RETREATS

Each year, Saint Martin de Porres High School students have the opportunity to participate in retreats through Campus Ministry. The purpose of the retreat is to provide students with the opportunity to reflect on their relationship with God and others by taking part in a variety of engaging activities that are both relaxing and interactive. **ALL STUDENTS** are required to participate in a daylong retreat. Students must complete at least one Campus Ministry experience (retreat) for all four years of attendance at Saint Martin. In addition, Campus Ministry offers other optional retreats, including Kairos.

SERVICE

Saint Martin de Porres High School invites its students to use their God-given talents and gifts for the purpose of serving others. Jesus Christ is the model for this service. Members of Saint Martin de Porres, seeking to find Christ in every individual, participate in various service experiences both at school and in the wider community. While such a notion of self-gift is contrary to much of the contemporary understanding of success, Saint Martin de Porres High School believes it allows the student to engage in a loving dialogue with the world upon graduation. Students are invited to engage in service immersion experiences as well as regular voluntary service in the local community. **ALL STUDENTS** are required to complete 8 hours of community service for each year of attendance at Saint Martin.

SERVICE IMMERSION

Saint Martin de Porres High School provides the opportunity for students to participate in service immersion experiences. Whether in Cleveland, West Virginia, New Orleans, New York City or elsewhere, Saint Martin students concretize the value of care which permeates the curriculum by participating in longer and more intense periods of service to others. Through these experiences, they learn about various social issues. Together with fellow students and chaperones, the students partner with other social service and charitable organizations in their mission of care. The students learn solidarity with others by working with those in need. The immersion experience also includes reflection on the causes of need in particular segments of the population. This reflection leads the students to see the social structures and broader influences that impact the people in need. These immersions motivate students' participation in their community and allow them to emerge as leaders to transform the world. In addition, they become advocates for those whom they have met.

VOLUNTEER SERVICE

Service to others is an integral part of the school's philosophy of "Work, Study, Serve, Lead, Pray." As the Saint Martin de Porres student continues to develop, she/he will attain a deep appreciation for the value of voluntary service. To foster that appreciation, Saint Martin de Porres has developed a volunteer service program. Campus Ministry recruit student volunteers on a regular basis to serve with local partners, for example, St. Philip Neri Hot Meal Program, Joseph House Clothing Bank, Cuyahoga County Board of Developmental Disabilities, United Cerebral Palsy, St. Clair Superior Development Corporation, and others. In addition to Campus Ministry, other clubs and organizations in the school include a service component in their activities. In addition to school-sponsored service, students may also be personally engaged in service to the community.

ALL STUDENTS are required to complete **8 hours** of community service for each year of attendance at Saint Martin. The Campus Ministry Department tracks the service hours of all students. As students participate in volunteer service opportunities, they accumulate Christian Service hours and then submit those hours to the Campus Ministry office. Campus Ministry recognizes the achievements of Saint Martin de Porres students in their efforts of Christian Service on a quarterly basis.

Please be aware that all volunteer service activities must be completed at a nonprofit organization (e.g., charities, community organizations, churches and hospitals) or through a school-sponsored volunteer service that has been Campus Ministry approved.

TUITION AND OTHER FINANCIAL INFORMATION

Saint Martin de Porres High School provides an affordable means of education for deserving young people and their families. By attending Saint Martin de Porres High School, students automatically receive a sizable amount of financial assistance. Our innovative Corporate Work Study Program and the fundraising efforts of our Development Office enable us to provide a very competitive education at a fraction of the total cost.

CORPORATE WORK STUDY EARNINGS

When a student enrolls at Saint Martin de Porres High School, she/he becomes an employee of the Corporate Work Study and is assigned a Corporate Sponsor. By working five full days a month throughout the school year, each student generates more than \$5,000 towards her/his education.

FAMILY CONTRIBUTION PAYMENT PLAN

Although the cost of educating a Saint Martin student is more than \$20,000, no family contribution for the school year shall exceed \$2,000.00. The family contribution should be paid in 2 equal installments (due on August 15 and January 15).

OTHER CHARGES

Any additional charges/fees assigned to your account (aside from tuition) must be paid immediately (including corporate work study fines, lost book fees, summer school, etc.).

LATE FEES

A \$25 late fee may be applied for each month that an account is past due.

PAYMENT METHODS

- Payments may be made in person, by mail or over the phone. Payments must be paid with check, money order or credit card. Cash is not accepted.
- Checks or money orders should be made payable to Saint Martin de Porres High School and must indicate the name of the student for whom the payment is made.

FAILURE TO MAKE PAYMENT

Communication with the Business Office is vital. The school will make every effort to work with families to manage the payment of their tuition. If phone calls and letters from the office go unanswered, Saint Martin has the right to keep the student from class, social activities and/or athletic activities.

- If there are very special circumstances that prohibit you from making your payment on time, you must make an appointment with the Business Office at 216.361.0099 to discuss your situation.
- Families of withdrawing students must pay all of the tuition due and other balances through the end of the month in which the student officially withdraws from school. No official records will be released until all money owed to the school is paid in full.
- Unresolved tuition issues with families may result in a student not being hired to work over breaks.

RETURNED CHECKS (NSF, invalid signature, account closed, etc.)

- A \$30 fee will be applied to any check returned to the Business Office.
- Persons writing an NSF check may not be allowed to make future payments with personal checks.

ADDITIONAL FINANCIAL ASSISTANCE

Saint Martin de Porres High School does not want financial difficulty to be an impediment to a student attending. If you need to discuss your financial responsibility, please contact the Business Office (216.361-0099).

WITHDRAWAL/TRANSFER POLICY

A student may be asked to leave Saint Martin de Porres High School for reasons related to her/his academic, discipline or CWS performance.

A family wishing to withdraw their child must contact the school office and complete a withdrawal packet.

- The name and address of the entering school will be required to transfer a student from Saint Martin de Porres High School.
- The Business Office must approve the release of academic records after full tuition and balances have been paid.
- The Administration reserves the right to discuss with the student reasons leading to the decision to withdraw.

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

As a member of the Cristo Rey Network, Saint Martin de Porres High School participates in programs in which students' personally identifiable information, such as social security numbers, are disclosed to school officials for purposes of tracking alumni throughout college. This data enables Cristo Rey Network schools to better serve their alumni and informs discussions that take place at each school about curriculum and instruction.

The release of student information is made pursuant to The Family Educational Rights and Privacy Act (FERPA), which affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Saint Martin de Porres High School, "a Cristo Rey Network school," is obligated to inform students and parents of their rights under this law. The following explains the rights of parents and students over 18 under FERPA:

- You have a right to inspect and review your education records within 45 days of making a written request of the specific records you wish to inspect to your school Principal. Parents or eligible students should submit to the Principal of the Cristo Rey Network school a written request that identifies the record(s) they wish to inspect. The Cristo Rey Network school officials will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- You have the right to request an amendment or change of your education records if you believe them to be inaccurate. The request should be in writing and should specify the part of the record you want changed. Parents or eligible students may ask the Cristo Rey Network school to amend a record that they believe is inaccurate. They should write to the Principal of the Cristo Rey Network school and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Cristo Rey Network school decides not to amend the record as requested by the parent or eligible student, the Cristo Rey Network school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- You have the right to consent to disclosure of personally identifiable information contained in the student's education records, except FERPA does permit disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the Cristo Rey Network school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Cristo Rey Network school's Board; a person or company with whom the Cristo Rey Network school has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or a company providing degree verification services to the Cristo Rey Network school; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

You have a right to file a complaint with the U.S. Department of Education concerning alleged failures by a Cristo Rey Network school to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-5901

Notification of Designation of Directory Information

In fulfillment of the Cristo Rey Network school's obligations to parents and eligible students pursuant to the Family Educational Rights and Privacy Act ("FERPA" or "the Act"), notice is hereby given of the Cristo Rey Network school's FERPA policy and parents' and eligible students' rights under the Act.

FERPA is a Federal law that protects the privacy of student education records. The law applies to all institutions that receive funds under an applicable program of the U.S. Department of Education. FERPA was designated to protect the privacy of educational records, to establish the rights of parents and eligible students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Parents and eligible students also have the right to file a complaint concerning any alleged failure of a Cristo Rey Network school to comply with the Act. Complaints may be addressed to:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-5901

Designation of Directory Information. Parents and eligible students are advised that notwithstanding the above, the Cristo Rey Network school has designated certain information contained in the education records of its students as "Directory Information" for purposes of FERPA. Directory Information may include, but is not limited to, information such as the student's name, addresses (including e-mail addresses), telephone number, date of birth, year of school, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs (including identification pictures), videos depicting and/or concerning life at the Cristo Rey Network school, degrees and awards received, and previous educational institution(s) attended.

Parents' and Eligible Students' Right to Prevent Disclosure of Directory Information. Any parent or eligible student wishing to prevent disclosure of directory information must file a written notification to this effect with the proper school official. A parent or eligible student may initiate a hold on the release of directory information at any time. This may be done in writing to the Principal. If the parent or eligible student submits the request to the Principal, it becomes effective on the day it is entered by the Principal. Parents and eligible students are advised that previously printed documents (or documents already prepared and/or sent for publication prior to the parent or eligible student initiated hold) may contain directory information as it was consented to before the request for limited disclosure. Once the parent or eligible student places a hold on the release of directory information, the restriction remains in effect permanently, unless rescinded by the parent or eligible student. For this reason, parents and eligible students are encouraged to review their demographic data period