



# SAINT MARTIN DE PORRES

## CLEVELAND'S CRISTO REY HIGH SCHOOL

### **Saint Martin de Porres Ethics & Compliance Reporting**

#### **Confidentiality Statement**

All Ethics and Compliance Reports will be handled in a confidential manner; however, when a student is involved, because Saint Martin is a mandated reporting institution, information may be shared with external agencies as deemed necessary and for the safety of our students.

Confidential reports are made to individuals who, because of their professional status, are prohibited by law from revealing a reporting person's identity or facts of a conversation, unless an imminent threat to the individual or others exists. Saint Martin has a number of confidential reporting sources available to members of our community, including Counseling and Wellness Services for students, Human Resources for employees or the Saint Martin Employee Assistance Program (must be enrolled in healthcare plan to use this service). These reporting sources can discuss and seek a resolution to your matter confidentially.

#### **Investigation Process**

##### **Step 1: Notification**

Upon submission, the report is sent automatically by email to these members of the Leadership Team to lead the investigation:

- Mr. Adam Trifiro, Principal
- Mrs. Shameka Jones Taylor, Vice-president for CWSP
- Ms. Quiana Barhams, Director of Human Resources

##### **Step 2: Confirmation**

If you shared your contact information in your report, a Leadership Team member will be in touch with you to confirm receipt of the report and/or to give or request additional information about its content. We are unable to confirm receipt of reports that are submitted anonymously.

##### **Step 3: Investigation**

Responsibility for your report will be assigned to the most appropriate Leadership Team member (complaints involving faculty, students or parents, for example, will generally be handled by Mr. Trifiro; complaints involving Corporate Work Study will generally be handled by Mrs. Jones Taylor, etc.)

A thorough investigation will take place and parents/guardians may be included in communications and meetings according to our established policies after conferring with involved Saint Martin students.

#### **Step 4: Resolution**

The Leadership Team will work with others in the community to resolve the complaint.

The complaint may be addressed in multiple ways with a clear emphasis on Restorative Practices. Some ways in which reports may be addressed include:

- Disciplinary action (in cases of clear violations of law or school policy)
- Educational conversations
- Individual or small group mediation
- Targeted communications
- Meetings or community gatherings
- Revisions to existing policies
- Campus programming
- Consciousness-raising activities

The Ethics and Compliance Reporting Process does not replace any existing grievance structures or disciplinary procedures.

If the report is investigated and determined not to be an ethics or compliance violation, generally no action will be taken.