Handbook Disclaimer

Holy Family Cristo Rey Catholic High School reserves the right to determine policy should the need arise. In order to ensure the health and safety of our scholars and staff, the policies and procedures of the handbook are subject to change. Deviations from or amendments to this handbook may be made at any time with administrative approval.
Dear Scholars and Parents,

Welcome to the Holy Family Cristo Rey Catholic High School 2022-2023 school year! We are excited and ready for a productive academic year. Holy Family Cristo Rey Catholic High School is a unique school offering a corporate work study program and a challenging college preparatory curriculum in a Christian environment. We are committed to developing scholars socially, intellectually, and spiritually.

The Scholar and Parent Handbook explains the policies and procedures for Holy Family Cristo Rey Catholic High School. Please read the handbook and sign the forms located on the last three pages. Once the format has been signed, please return them to the Director of Student Relations.

You may come by anytime to meet with us if you have any questions or concerns. We look forward to a blessed 2022-2023 school year.

School Administration
# Table of Contents

**Mission Statement** 10
- Priorities 10

**Rights and Responsibilities** 11

**Catholic Social Teaching Guiding Principles** 12
- Principles of Catholic Social Teaching 12

**Spiritual Life** 13
- Weekly Prayer (Mass, Examens, Breaking Open the Word, Lectio Divina, etc.) 13
- Prayer 13
- Celebrations 13
- Christian Service Program 14

**Section I: Academics General Policies & Procedures** 15
- Admission Policy 15
- 2023 Graduation Requirements for HFCRCHS 15
- Course Offerings 16
- Failure of Credit 16
- Christian Service Program 16
- Grading Procedures 16
- Grading System 16
- Honors/Recognition 17
- The Honor Code 18
- Semester and Final Exams 19
- Academic Probation 19
- Homework/Study Time 19
- College Counselor 20
- Transcripts of Academic Records 20

**Section II: Corporate Work Study Program** 21
- Program Philosophy 21
- Expectations of Scholars 21
- Cristo Rey Leadership Academy 21
- Scholar Work Eligibility 22
- Scholar Work Schedules 22
- Weekly Work Schedules 22
- Daily Work Schedules 22
Section III: Extracurricular Programs

Eligibility to Participate
Reinstatement of Eligibility and Privileges in Extracurricular Activities
Honor Societies
Athletics
Fine Arts
Departmental and Special Interest Clubs
Student Government Association
Student Ambassadors
Field Trips
Outside Activities/Events at Other Schools

Section IV: Discipline Policies and Code of Conduct

Statement of Disciplinary Policy
The Seven “P’s”
Disciplinary System
Conduct Violations 38
Classroom Behavior and Requirements 39
School-Wide Discipline Action Steps 39
Disciplinary Actions 40
Sexual Harassment 41
Public Displays of Affection (PDA) 41
Bullying, Harassment, and Intimidation 41
Alcohol, Drug, and Tobacco Use Policy 42
Use of Personal Smart Devices 43
Eating and Drinking 44
Gum Chewing 44

Section V: Attendance Policies & Regulations 45
Absence Policies 45
Tardiness 46
Truancy 47

Section VI: Health Policies 49
Sickness During the Day 49
Emergency Information 49
Prescription/ Non-Prescription Medications 49

Section VII: Wellness Policy 50
Wellness Goals 50
Nutrition Standards 50
Nutrition Guidelines 50
Unpaid Meal Policy 51
Physical Activities Guidelines 51

Section VIII: Attire & Dress Code 52
Dress Code Overview 52
Dress Code Requirements for Boys 52
Dress Code Requirements for Girls 53

Section IX: Specific Campus Areas and Regulations 55
Campus 55
Before School 55
After School 55
Cafeteria 55
Lockers 55
Locker Periods 56
Lost and Found 56
Parking/Parking Lot

Section X: General Campus Regulations & Procedures
- Communicating with School Personnel
- Use of School Symbols
- Photographs
- Emergency Preparedness
- Fire Alarm System
- ID Cards
- Hall Pass
- Personal Property
- Signs Posted In School
- Visitors
- Weather Related Closings

Section XI: Financial/Service Obligations
- 2022-2023 Fees
- Textbook Policy
- Delinquency in Financial Obligations
- Other Financial Information
- Corporate Work Study Program Financial Policies

Section XII: Technology Acceptable Use Policy
- Definitions
- Introduction
- Network and Equipment Use and Access
- Social Media and Cyberbullying

Diocese of Birmingham Child and Youth Protection Information
- Code of Conduct
- General Principles
- Standards

Holy Family Cristo Rey Scholar & Parent Handbook Addendum for Virtual Learning
- Virtual Learning Code of Conduct:
- Academic Integrity Policy for Virtual Learning
- Consequences for Virtual Learning Behavior Infractions

Technology Acceptable Use Agreement
- Scholar Agreement
- Parent/Guardian Agreement

Acknowledgement of Receipt of Child and Youth Protection Policy Information
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Acknowledgment</td>
<td>72</td>
</tr>
<tr>
<td>Parent or Guardian Acknowledgment</td>
<td>72</td>
</tr>
<tr>
<td><strong>Media Release</strong></td>
<td>73</td>
</tr>
<tr>
<td><strong>Statement of Agreement</strong></td>
<td>74</td>
</tr>
<tr>
<td>Student Acknowledgment</td>
<td>74</td>
</tr>
<tr>
<td>Parent or Guardian Acknowledgment</td>
<td>74</td>
</tr>
</tbody>
</table>
Holy Family Cristo Rey Catholic High School

Administrative Staff

Interim President & Director of Finance & Administration                    Ms. Desireé Page
Principal                                                                Mrs. Bethany Knighten
Director of Corporate Work Study Program (CWSP)                           Mrs. Melissa Oates
Director of Student Recruitment & Admissions                             Ms. Shequita Malone
Director of Mission Advancement                                          Ms. Constance O’Brien
Director of Communications & Information Technology                     Mrs. Ashley Vann
Director of Campus Ministry and Formation                                 Mr. Matt Smith

Assistant Principal                                                        Mr. Yihsrael Vélez
College Counselor                                                          Mrs. Ania Hardison
Alumni Success Coordinator                                                  Mrs. Emily LaRussa
Social Worker                                                              Mrs. Chrysanthea Thomas
Registrar                                                                  Mr. Franklin Ball
Office Manager                                                             Mrs. Cheryl Matthews

CWSP Coordinator                                                           Mr. James Thornton, ‘17
CWSP Coordinator                                                           Mrs. Tra’Vonna Heard

Student Recruitment Coordinator                                            Mrs. JacQuese Smith

Accountant                                                                Mrs. Judi Bailey
Accountant                                                                Mrs. Katie Price
Child Nutrition Program Manager                                            Ms. Carmen Miles

Facilities Manager                                                         Mr. Anthony Jones
Assistant Facilities Manager                                              Mr. Travis Sanders

Board of Directors

Daniel Sansone, Chairman
Carrie Alexander, M.D.
Steven Barry
Lavon Beard
Katie Boyd, ‘10
John Bragg
Brooke Coleman
Margaret Dubose
C. Burton Dunn
Edmund Fay
Gaile Pugh Gratton
Denise Gregory, Ph.D.
Joseph Guillaume

Darren Hicks
Melanie Hill
Kimberly Jackson
Alesia Jones
Michael Khoury
C. Seth Landefeld, M.D.
Michael D. Luce
C. Matthew Lusco
Barvette Patterson
Fr. Phil Paxton, C.P.
Jacquelyn Shaia, J.D., Ph.D.
Yolanda Sullivan
Kecia Thomas, Ph.D.
Mission Statement

Holy Family Cristo Rey Catholic High School in Birmingham, Alabama integrates college preparatory academics and a corporate work-study program to empower students from economically challenged families to graduate high school prepared to persist in college and flourish in life.

Priorities

1. Develop a student community reflective of mission and fully engaged with opportunity.
2. Maintain a college preparatory academic curriculum that offers both skill development and opportunities for students to stretch, nurture, and discern their interests.
3. Sustain a community of faith in the Catholic tradition focused on the whole person for both students and staff.
4. Graduate students prepared for college persistence and work success through counseling, mentoring, and transformative experiences.
5. Accompany our community & families with educational and programmatic engagement that develops personal, familial, and communal gumption.

Our faith instills hope.
Our academics prepare lifelong learners.
Our Corporate Work Study Program shares the cultures of success.
Our community builds gumption.
Rights and Responsibilities

As members of the Holy Family Cristo Rey Catholic High School Community, all of us have the fundamental right to be safe: physically, emotionally, intellectually, and spiritually.

1. We all have the right to be free from physical harm and from the fear of physical harm on school property. We have a responsibility to be aware of building security, addressing all forms of intimidation and violence in proactive ways.

   *We will NOT tolerate:* threats, fights, intimidation, and/or corporal punishment.

2. We all have the right to our emotions. We have a responsibility to express our emotions in an appropriate and constructive manner.

   *We will NOT tolerate:* verbal abuse, physical and/or public displays of affection, inappropriate language, and/or inappropriate gesturing.

3. We all have the right to our opinions, ideas, and learning perspectives. We have a responsibility to be honest, to express ourselves as clearly as possible, and to actively and respectfully listen to others’ viewpoints.

   *We will NOT tolerate:* verbal harassment and/or ridicule.

4. We all have the right to a school environment free of all forms of discrimination and harassment. We have the responsibility to monitor our own actions as well as report instances of discrimination and harassment perpetrated against others.

   *We will NOT tolerate:* conduct that belittles or shows hostility towards an individual.

5. We all have the right to our own spirituality and religion. We have the responsibility to be tolerant of the beliefs of others and the expectation to participate in all religious activities of the school.

   *We will NOT tolerate:* beliefs and practices that compromise the human dignity of others.

6. We all have the right to a challenging learning climate that will allow us to realize our academic potential. We have a responsibility to come to each class on time with the proper materials, and to be prepared mentally and to display a good attitude to learn each day. We have a responsibility to protect each person’s right to this learning climate.

   *We will NOT tolerate:* tardiness, lack of materials, continual absences, and unfulfilled academic expectations.

7. We all have the right to a clean and presentable school environment (including all equipment). We have the personal responsibility to contribute to the cleanliness and attractiveness of the school environment.

   *We will NOT tolerate:* spitting, chewing gum, eating, littering, and defacing/destroying school property.
Catholic Social Teaching Guiding Principles

Principles of Catholic Social Teaching

As a Catholic institution, we strive to match our actions to the Gospel of Jesus Christ. Because the modern world has changed substantially from the cultural context of sacred scriptures, the Church offers teaching about how we express the Gospel commands in our day and time. Taken as a whole, these are understood as Catholic Social Teaching.

At HFCRCHS we strive to make decisions about individual and common concern in accord with Catholic Social Teaching. At the heart of the living out of these principles is the concept of subsidiarity, wherein decisions are made at the simplest organizational level.

Life and Dignity of the Human Person: Humans, created in the image of God, have dignity and a claim on membership in the community. Every person is precious, people are more important than things, and the measure of every institution is whether it threatens or enhances the life and dignity of the human person.

Call to Family, Community, and Participation: The person is both sacred and social. Each person has the right and duty to participate in society. People have a right and a duty to participate in society, seeking together the common good and well-being of all, especially the poor and vulnerable.

Rights and Responsibilities: Every person has a fundamental right to life and a right to those things required for human decency. Corresponding to these rights are duties and responsibilities—to one another, to our families, and to the larger society.

Option for the Poor and Vulnerable: A basic moral test of a society is how our most vulnerable members are faring. In a society marred by deepening divisions between economically rich and poor, our tradition instructs us to put the needs of the poor and vulnerable first.

The Dignity of Work and the Rights of Workers: The economy must serve people, not the other way around. Work is more than a way to make a living; it is a form of continuing participation in God’s creation. If the dignity of work is to be protected, then the basic rights of workers must be respected.

Principle of Solidarity: We are one human family whatever our national, racial, ethnic, economic, and ideological differences. We are our brothers’ and sisters’ keepers, wherever they may be. Loving our neighbor has global dimensions in a shrinking world. At the core of the virtue of solidarity is the pursuit of justice and peace.

Care for God’s Creation: We are managers, not owners of creation. We show our respect for the Creator by our stewardship of creation. Care for the earth is a requirement of our faith. We are called to protect people and the planet, living our faith in relationship with all of God’s creation.

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1 These principles are adapted from how the United States Conference of Catholic Bishops has described them on the following webpage:
Spiritual Life

Holy Family Cristo Rey Catholic High School (HFCRCHS) is committed to educating each scholar in a Christ-centered environment. In order to honor this commitment, scholars take theology classes each year. In addition to regularly scheduled theology classes, there are many opportunities for each scholar to deepen his or her relationship with Christ and to strengthen the bond which unites all in the family of God. The school places a high value on the ongoing faith development of its scholars—a continuous journey toward spiritual growth.

Holy Family Cristo Rey Catholic High School welcomes scholars of all religious traditions. Campus Ministry offers a variety of Catholic faith experiences open to all students, which encourage each individual to live the school’s values of faith, love, justice, responsible conduct, and learning. The campus minister is available to offer spiritual guidance and to coordinate liturgical and social outreach activities. Scholars have the option of participating in organizations including but not limited to the Praise Dance Ministry, peer ministry, and the Golden Voices of Praise Choir.

Weekly Prayer (Mass, Examens, Breaking Open the Word, Lectio Divina, etc.)

All scholars and teachers are required to attend school liturgies. The entire student body attends these services weekly. Parents are welcome to attend these celebrations.

Prayer

Daily prayer: Each day at Holy Family Cristo Rey Catholic High School begins with prayer during the morning announcements.

Classroom Prayer: Each class begins with a short prayer or moment of silence. This moment may be teacher-led or student-led.

Retreats: Each grade level will participate in a half-day or whole day retreat every year. Some retreats are off-site.

Celebrations

Seasonal celebrations: Each liturgical season is celebrated in appropriate ways. For example during Advent there is a focus on the theme of hope; during Lent there is emphasis placed on returning to God through prayer, fasting, and giving of one’s time, talent, and treasures.

Reconciliation: Scholars participate in a reconciliation service at least once during the year, typically during Lent.

Special observances and events: Some events warrant a full school assembly and will be organized.

All scholars are required to participate in weekly liturgical celebrations, special programs, and annual class retreats.
Christian Service Program

Participation in the Holy Family Cristo Rey Catholic High School Christian Service Program is a requirement for graduation. Scholars need to complete an average of 10 service hours per year for a total of 40 hours. Reporting of hours is completed by each scholar through an online form.

A detailed description of the Christian Service Program will be distributed annually by the Campus Minister. Service opportunities are announced to the scholars throughout the school year. A list of suggested service sites is available from a religion teacher or the campus minister.
Section I: Academics General Policies & Procedures

Admission Policy

Students who qualify academically (minimum 2.0 GPA), successful participants in the unique Corporate Work Study Program, and are committed to attending college may be considered for admission to HFCRCHS. Entrance test scores, previous and current year final report cards, attendance records, disciplinary records, teacher recommendations, student/parent interviews, and space availability are measures in accepting students. Families must meet the financial eligibility of low to medium income.

Holy Family Cristo Rey Catholic High School does not unlawfully discriminate on the basis of race, color, gender, sexual orientation, religion, or national or ethnic origin in its student admission process, faculty or staff hiring practices, educational policies, scholarships, athletics, or other school administered programs.

Re-Admission Policy: Scholars who withdraw from HFCRCHS in good standing may reapply for admission. Scholars must follow the admission process and must be on grade level to be readmitted. Scholars are not invited to return due to disciplinary infractions, poor CWSP performance and/or academic issues.

Invitation to Return: Each year until graduation, scholars are extended an invitation to return for the next school year. Scholars in good academic standing, successful CWSP performance and conduct are extended an invitation to return.

2023 Graduation Requirements for HFCRCHS

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Credits Required</th>
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<tbody>
<tr>
<td>English</td>
<td>4 Credits</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4 Credits</td>
</tr>
<tr>
<td>Science</td>
<td>4 Credits</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4 Credits</td>
</tr>
<tr>
<td>Religious Education</td>
<td>4 Credits</td>
</tr>
<tr>
<td>Corporate Work Study Program</td>
<td>4 Credits</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3 Credits</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1 Credit</td>
</tr>
<tr>
<td>Christian Service Program</td>
<td>1 Credit</td>
</tr>
<tr>
<td>SAT Prep</td>
<td>1 Credit</td>
</tr>
<tr>
<td>College Counseling</td>
<td>1 Credit</td>
</tr>
<tr>
<td>Health</td>
<td>0.5 Credit</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>0.5 Credit</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>32 Credits</strong></td>
</tr>
</tbody>
</table>
**Course Offerings**

In order to provide a rigorous college preparatory education to a diverse student body, HFCRCHS determines the course taken by all scholars, with the ultimate objective of providing the skills and the content knowledge that scholars will need to succeed at the college level. Courses designated as Honors or AP have higher student expectations.

**Advanced Placement Courses:** Scholars who register for AP courses will be required to take the corresponding AP exam. There will be a fee for all exams taken. Most colleges and universities offer course credit based on the AP exam score. Students in AP earn higher quality points than scholars in regular courses. Scholars must earn a B or better in the prerequisite class for the AP class and have a teacher recommendation to qualify for the AP class.

**Failure of Credit**

Scholars who fail a class or classes during the school year must make arrangements to earn the necessary credits through Summer School. Scholars must be on grade level to remain enrolled at HFCRCHS. Therefore, any scholar who fails 3 or more classes will not be invited to return to HFCRCHS. Seniors who fail any course(s) required to fulfill graduation requirements will not be permitted to participate in Commencement Exercises and will not receive a diploma until the failed course(s) is completed successfully.

**Christian Service Program**

An average of ten (10) Christian service hours per academic year (40 hours total by end of senior year) is a requirement for graduation from Holy Family Cristo Rey Catholic High School. Upon completion of each 10-hour block, scholars earn 0.25 credits.

Scholars who do not complete the required forty (40) service hours by the end of their senior year will not receive academic credit and will, thus, be ineligible to graduate until the service hours are completed.

**Grading Procedures**

Grade reports for each scholar are issued to the parents at the conclusion of each nine-week quarter. Parents are notified by email that report cards will be issued. Scholars also receive a progress report every 4.5 weeks through a nine-week period.

**Grading System**

Grades in a course are given to reflect the achievement of a scholar in that course during each quarter of the school year.

The semester grade for a course is determined by weighting each quarter’s grade at 40% each plus the semester exam at 20%. Each semester of coursework is worth 0.5 credits.
It is important to note that a TEACHER issues a classroom grade. If a scholar has a dispute with that grade, the scholar must discuss it with the teacher. Ethically, ADMINISTRATORS CAN NOT CHANGE A TEACHER’S GRADES.

The numerical grades below constitute the levels of the grading system used by HFCRCHS:

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>Letter Grade</th>
<th>GPA Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 – 90</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>89 – 80</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>79 – 70</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>69 – 60</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>59 and below</td>
<td>F</td>
<td>0.0</td>
</tr>
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</table>

The Grade of “A”: The “A” range is a high honors grade; work that receives this range is rated as excellent in the subject area, showing independence, initiative, resourcefulness, and content that exceeds the assigned requirements.

The Grade of “B”: The “B” grade range indicates the scholar’s work is above average in quality, and that the scholar’s scholarship is accurate and complete.

The Grade of “C”: This grade range indicates average work, and is the minimum college-caliber grade range. If a scholar’s work consistently falls in this “C” range, the scholar may have difficulty receiving a college recommendation or acceptance.

The Grade of “D”: This is a minimum passing grade range, and indicates that the scholar’s work is below average in quality. College acceptance could be difficult.

The Grade of “F”: This is a failing grade range, and remains on a scholar’s permanent record even if the course is made up in summer school.

The Grade of “I”: An incomplete grade on a report card is assigned to scholars who are unable to complete required course work at the end of the grading quarter. The grade is revised when the work is completed. If the work is not completed by the end of the school year, then the scholar must complete the work during summer school. If the work is not completed by the end of summer school, then the “I” will be changed to an “F”.

Honors/Recognition

Holy Family Cristo Rey Catholic High School seeks to honor each quarter those scholars who have completed their course work with honors. We identify the following levels of honors and the qualifications are as follows:

- President’s List: All A’s for the grading period
- Principal’s Honor Roll: All A’s and B’s for the grading period
The Honor Code

Holy Family Cristo Rey Catholic High School believes that a constructive Christian community cannot function without honor and trust. The Honor Code is an expression of this belief and seeks to instill and remind each member of the Holy Family community of the principles of decency and self-discipline. These, along with honesty, integrity, and respect, are the Gospel values that should permeate the entire learning process in accordance with the ideals shown to us by Christ.

“On my honor, as a Holy Family Cristo Rey Catholic High School Scholar, I pledge that this work assessment/assignment/project/quiz is solely my own.”

Any and all reports of the Honor Code violations are strictly confidential. All parties involved will be summoned discreetly and/or questioned privately by the Principal, Director of Student Relations, and/or Social worker. Violators of the Honor Code, as determined by the Principal, are subject to the disciplinary actions outlined in this handbook.

Maintaining the Honor Code: All scholars enrolled at Holy Family Cristo Rey Catholic High School are automatically subject to the Honor Code. It will be the responsibility of each scholar to:

1. Uphold the honor and integrity of the student body of Holy Family Cristo Rey Catholic High School.
2. Promote a Christian atmosphere where fellow scholars can develop character, scholarship, citizenship, and an understanding of the value of hard work.
3. Report any violations of the Honor Code to any Faculty member and/or subsequently Principal.
4. Write and sign the Honor Code pledge statement for any assignment/project/quiz/etc. as required by their instructors.

Breaking the Honor Code: It is understood that the scholars and faculty have a Christian moral obligation to themselves and to the members of the Holy Family Cristo Rey Catholic High School community to report any violations of the Honor Code of which they are aware.

The following are examples of Honor Code violations:

- Leaving books or notebooks open during a test;
- Writing answers on desktops, hands, legs, arms or any part of the body
- Copying another student’s homework, or giving one’s homework to another student for the purpose of copying;
- Looking at another student’s test or quiz;
- Copying answers from another student when tests are being handed in;
- Giving and/or receiving answers during examinations, tests, or quizzes using unauthorized technology including cell phones and programmable calculators;
- Turning in a paper/project that has been composed or created by another student;
- Submitting a paper or assignment in class that has been translated by another person or any electronic device (internet websites, pocket translators, etc.).
Taking a copy of a quiz, test, or exam without the teacher’s knowledge or express permission is a serious offense. It will automatically be considered a more serious infraction.

Plagiarism: Plagiarism is a violation of academic honesty at HFCRCHS. It is intentional or unintentional appropriation of information, ideas, or the language of other persons or writers as the submission of one’s own. Such instances of plagiarism include:

- Papers or passages of papers that are copied verbatim from primary and/or secondary sources
- Papers that are copies of a fellow or former student’s work

Both the complete documentation (a bibliography of sources) and the specific documentation (citation/footnote) are essential to avoid plagiarism. If a scholar quotes a source word-for-word, he or she must attribute the quote to its source by identifying the author, work, publisher, date, and location of the quote through documentation (e.g. by internal citation or footnote).

Semester and Final Exams

Semester and final examinations are given to all scholars. All exams are cumulative in nature and are designed to last two hours. Exams count 20% of each semester grade. All scholars take all semester exams.

Academic Probation

A scholar whose academic average in all classes drops below a 70 and/or receives two or more failing grades is placed on academic probation. Academic probation includes additional tutoring requirements and ineligibility to participate in extracurricular activities. Failure to attend mandatory tutoring can result in dismissal from HFCRCHS. At the next grading period, the scholar will then be eligible for a review to be removed from academic probation.

Homework/Study Time

Homework is given so scholars have the daily opportunity to review, reinforce, and increase their ability in a certain subject or skill. All scholars will receive homework assignments from their teachers throughout the school year. Scholars are expected to complete all assignments by the assigned due date. Scholars will be held accountable for missed homework. Scholars failing to complete homework assignments may not receive class credit or may experience other consequences administered by their teachers.

Scholars are expected to complete their homework every night including the night before and after work days. In addition to written work, homework may include reading, reviewing class notes, studying for tests and quizzes, etc. Scholars are expected to use all available resources to enhance their education, including their teachers, tutors, and the public library. Scholars should expect homework in each subject and should expect to spend minimally $\frac{1}{2}$ hour per course each night.
College Counselor

The College Counselor and the alumni advisor plays an essential role in ensuring that all Holy Family Cristo Rey scholars are on track to enroll and succeed in college. The College Counselor implements a comprehensive four-year college counseling program which includes guiding and assisting scholars through the entire college and financial aid process. The College Counselor builds and celebrates a school-wide college-going culture. The College Counselor ensures that parents and scholars understand the different application requirements, admissions policies, and financial aid applications associated with different colleges. The College Counselor assists with the coordination and implementation of the ACT/SAT assessments (PSAT, SAT, ACT).

Transcripts of Academic Records

The school maintains a transcript for each scholar enrolled. Information on the transcript includes the scholar’s name, directory information, courses taken, semester grades, credits earned, and GPA. The student transcript is a permanent, confidential record of the school and is kept in the school office. HFCRCHS faculty and staff members have access to their scholars’ transcripts, if necessary. A scholar’s transcript may be released to the scholar’s parents or guardians, a third party at the written request of the parents, or to the scholar at age 18.

There are two types of transcripts:

1. **Official**: these transcripts bear an official school seal and are sent directly to a college or employer. In no case will an official transcript be sent to a scholar.

2. **Unofficial**: These transcripts do not bear the official seal and can be sent directly to the scholar.

A fee of $5.00 is charged for each transcript. Payment must accompany the request. No request will be honored if any previous fee or tuition is outstanding. All financial obligations must have been met before the transcript release is authorized.
Section II: Corporate Work Study Program

Program Philosophy

The objective of the Corporate Work Study Program (CWSP) of Holy Family Cristo Rey Catholic High School is to help scholars envision a future that includes a college degree and a successful professional career and to equip themselves with the knowledge and skills needed to realize that vision. This is accomplished through a deliberate plan of on-the-job learning that increases in responsibility and accomplishment as scholars progress through high school.

The policies and procedures of the CWSP follow, as much as possible, standard business practices and customs. Holy Family Cristo Rey Catholic High School reserves the right to change or alter these policies and procedures at any time. Changes or modifications to this handbook are made in writing and communicated to the appropriate stakeholders. Requests for clarification of any part of the policies and procedures of the CWSP should be addressed to Melissa Oates, Director.

Expectations of Scholars

All scholars are required to work at their assigned job in order to continue enrollment at the school. **Daily on-time attendance** is extremely important for both the scholar's success and for the success of the school’s CWSP. Scholars are expected to conduct themselves in a mature manner consistent with the expectations of the Corporate Partners’ workplace, as well as Holy Family Cristo Rey Catholic High School’s Code of Conduct.

Specific Requirements:

- Scholars must attend work on their assigned day in order to continue enrollment at the school.
- Scholars must be on time for transportation to and from work.
- Scholars must make up missed work hours.
- Students must abide by Holy Family Cristo Rey Catholic High School’s Code of Conduct and dress at all times, including wearing school uniforms to the workplace.
- Scholars must abide by the specific rules and regulations of the company where the scholar works.
- Scholars are expected to demonstrate motivation, an interest in learning and a positive approach to work through their behavior and performance.
- Scholars must communicate with their onsite supervisor - ask questions, express greetings (hello, good morning, etc), check-in upon arrival to work to obtain daily tasks, check-out before leaving work for the day.

Cristo Rey Leadership Academy

The Cristo Rey Leadership Academy is a program that prepares scholars to be successful in school and in the workplace. It is designed to introduce all incoming scholars to workplace skills and provide academic enrichment in mathematics and language arts. All incoming
scholars are required to participate in this program prior to being placed with a Corporate Partner.

**Scholar Work Eligibility**

All Holy Family Cristo Rey Catholic High School scholars are employed by the CWSP and must be at least fourteen years old. The CWSP and scholars must comply with all State and Federal Department of Labor Laws, including mandatory completion of the Federal I-9 Form on the first day of work. The Cristo Rey Network abides by Federal Department of Labor requirements by requiring that all scholars, their families and the CWSP sign a “Student/Parent Work Agreement” explaining and acknowledging terms and conditions of the CWSP prior to a scholar beginning work.

Each year, CWSP representatives and staff members must conduct regularly scheduled site visits for all locations in which the school has student workers. These site visits are necessary to ensure that all scholars are employed in compliance with the applicable child labor and minimum wage provisions of the Fair Labor Standards Act.

**Scholar Work Schedules**

The work year begins on August 15, 2022, and ends on May 19, 2023.

**Weekly Work Schedules**

Each scholar works at least one day per week. On Mondays of each week the scholars rotate, such that every four weeks all scholars work five total days. A typical monthly work schedule may look as follows:

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Senior</td>
<td>Senior</td>
<td>Junior</td>
<td>Sophomore</td>
<td>Freshman</td>
</tr>
<tr>
<td>2</td>
<td>Junior</td>
<td>Senior</td>
<td>Junior</td>
<td>Sophomore</td>
<td>Freshman</td>
</tr>
<tr>
<td>3</td>
<td>Sophomore</td>
<td>Senior</td>
<td>Junior</td>
<td>Sophomore</td>
<td>Freshman</td>
</tr>
<tr>
<td>4</td>
<td>Freshman</td>
<td>Senior</td>
<td>Junior</td>
<td>Sophomore</td>
<td>Freshman</td>
</tr>
</tbody>
</table>

Please be aware, however, that due to days off and other anomalies, there will be times when the schedule will shift, particularly on Mondays, in order to balance the work/school day responsibilities of each scholar.

**Daily Work Schedules**

All scholars are required to be prompt. Absences from work are very serious and will carry penalties - point deductions and fines assessed to student accounts. A pattern of absence or lateness is cause for termination of the scholar from the job. Scholars are expected to work a
full day, approximately 6 to 7 hours, on the respective day of the week to which they are assigned to work.

**Transportation Guidelines**

The CWSP is responsible for transporting scholars to and from the workplace. For safety and communication purposes during assigned workdays, scholars are required to provide current cell phone numbers to the CWSP.

**Work Study Check-In**

Prior to scholars’ departure for work, attendance will be taken, and uniforms will be checked. Points will be deducted for non-compliance with the school dress code. If dress or appearance is deemed inappropriate for work and cannot be made satisfactory prior to transportation departure, the scholar will be kept at school and will be considered absent from work that day. If a scholar is not present when the transportation departs for work, the scholar will be kept at school and will be considered absent from work that day.

From time to time, Corporate Partners may require scholars to wear a company uniform, which must be approved in advance by the CWSP Office. Scholars will change into their company uniform upon arrival to work. The CWSP does not allow scholars to participate in Company “Dress-Down” days.

**Daily Transportation to Work**

Transportation to work will depart from school according to the transportation schedule, which will be established by the CWSP, which may be adjusted from time to time. Scholars are required to arrive at school on time to load their designated bus. Scholars must show the utmost respect to the bus driver at all times.

Scholars are required to abide by the Code of Conduct throughout daily CWSP transportation. Student drop off to the workplace will occur between approximately 8:30 AM and 9:30 AM and pick up between approximately 3:15 PM and 4:15 PM. Scholars are responsible for getting to the Corporate Partner’s office from the transportation drop-off location and for returning there for pick-up each workday. Scholars are responsible for monitoring their own time to ensure that they are on time for CWSP transportation.

**Timecards**

Scholars are required to complete an electronic timecard at the end of each workday. Supervisors are requested to approve the scholar’s timecard. Supervisors should rate scholar performance and include comments on the scholar’s work habits, on a daily basis. Each scholar’s work schedule will be verified and documented in order to track the number of hours worked and ongoing, historical student job performance.
Please see a CWSP Staff Member with any questions or concerns about timecards. A scholar’s failure to submit the electronic timecard will result in grade point deductions.

**Scholar Performance Evaluations**

Corporate Work Study is an important component of each scholar’s education. In December and May, CWSP staff will work with supervisors to complete a brief scholar performance evaluation form. When a scholar does not meet expectations (i.e. receives a score of “1” or “2” in any area), Corporate Work Study staff responds with a targeted remediation plan to ensure that (1) the scholar receives the training/supports he or she needs in order to succeed at work and (2) the Corporate Partner’s concerns, related to the scholar’s performance, are resolved.

Conferences are scheduled with the scholar and Corporate Partner to gather information about specific performance concerns. Parent or guardian contact is part of this process. Using the specific goals set from the conferences, the scholar will work to extinguish problematic behaviors and work to improve in competencies. If satisfactory improvement has not been displayed prior to the end of the work year, then additional retraining may be required during the summer.

**CWSP Attendance Policy**

Each scholar is expected to attend work each and every workday they are assigned. Personal appointments should not be scheduled on an assigned workday.

If a scholar is tardy to work, the Corporate Partner is asked to notify the CWSP Office, and the subject will be addressed with the student worker by the CWSP Office and coordinated with the Corporate Partner. Patterns of lateness or absence can be cause for termination of a scholar from the job.

If a scholar will miss work:

- Prior to the start of the school day, the parent/guardian or scholar should notify the CWSP that the scholar will be absent.
- The scholar should schedule a date with her or his supervisor to make-up for any missed day(s), as soon as possible, when he or she returns to work.

The CWSP Office will notify the Corporate Partner when a scholar will be absent from work.

Like any job, time missed means that the scholar should not get paid. Scholars will be assessed a **$135.00 fee** for every missed day of work **regardless of the reason**. Scholars have the opportunity to receive reimbursement of the fee assessment by making up the time missed from work. Failure to make up missed work time will also affect the scholar’s CWSP grade. Scholars are allowed 1 excused late arrival (arriving after 8:00 am) each semester. After this, each late arrival will incur a **$25 late transportation fee**.

CWSP monitors workday attendance closely. If a scholar has excessive tardies or absences, the scholar’s parent or guardian will be notified and may be asked to meet with school
administration. Scholars exceeding three missed work days prompts CWSP to consider the scholar’s employment eligibility.

**CWSP Absence Make-Up Days**

Scholars are expected to make-up any missed work days prior to the end of the same semester in which they occurred. Holy Family Cristo Rey Catholic High School holidays and breaks will be the most likely time when scholars will make-up missed workdays.

**There are no excused absences from the CWSP for any reason.** Corporate Partners pay a fee in return for work hours, so an absence from work must be made-up to fulfill the CWSP’s commitment to Corporate Partners.

Make-up days will be scheduled at the convenience of supervisors and will be coordinated and approved by CWSP staff. The scholars are responsible for filling out an Absence Make-Up Form with the supervisor and returning it to a member of the CWSP Office for approval. The scholar is responsible for obtaining signatures from the supervisor, the parent or guardian, and the CWSP. If a scholar misses make-up days two times during the work year, the scholar may be terminated from work.

**Illness at Work**

If a scholar becomes ill at work, the scholar should immediately notify his/her supervisor of the situation. If the supervisor is not available, the scholar should contact the CWSP Office by phone. The supervisor is asked to call CWSP Staff, who will work to determine the severity of the ailment and contact parents or guardians to arrange for pick-up. Scholars are not permitted to leave the workplace until the end of the workday unless a special pick-up plan is confirmed with the CWSP Office. The policies and procedures of the school will also be observed during workdays. If the parent cannot pick the student worker up, the school will arrange transportation, based on availability.

**CWSP Dress Code**

All scholars are required to arrive at work in complete school uniform. Prior to departing from school for work in the morning, CWSP Staff will be responsible for evaluating the scholars’ attire and general compliance with the Code of Conduct to ensure a neat and professional appearance.

Supervisors are instructed to notify the CWSP Office if a scholar is not dressed appropriately, and CWSP will address the issue with the scholar as a violation of the school’s Code of Conduct. The Dress Code and Code of Conduct policies of the school will also be observed during workdays.

Supervisors are not required to enforce the dress code; however, Supervisors are asked to notify CWSP if a scholar arrives for work in clothes, accessories, or in a physical condition that the Supervisor deems unprofessional or inappropriate for the workplace.
The school reserves the right to determine what constitutes appropriate dress. In all cases, the school has the final say.

Corporate Partner Requirements

Scholar Background Checks: Sometimes background checks are required on scholars by Corporate Partners. The scholar and the scholar’s parent(s) or guardian(s) are expected to cooperate and provide any needed information and signatures to comply with internal background checks conducted by the Corporate Partner. The CWSP Office will assist in completion of such agreements.

Scholar Drug Tests: Some Corporate Partners may require drug testing of scholars. If the Corporate Partner would like to perform its own testing, scholars and parent(s) or guardian(s) are expected to cooperate with such a request and sign the proper permission from parent(s) or guardian(s). The CWSP Office will assist in completion of such agreements.

Scholar Medical Requirements: Scholars may be asked to submit to medical screenings, TB testing, flu shots, COVID-19 vaccination, etc. as a condition of their placement at a Corporate Partner. Scholars and parent(s) or guardian(s) are expected to comply with all reasonable and necessary requests for medical testing. If a parent or guardian does not want his/her scholar to participate in the medical screening required for the placement, please notify CWSP as soon as possible. There is no guarantee that another work placement will be immediately available.

Non-Disclosure & Confidentiality Agreements: Some Corporate Partners require scholars to complete standard confidentiality, nondisclosure and intellectual property agreements. Scholars, parent(s) or guardian(s) are expected to cooperate with the signing of any such agreements/documents that are required by Corporate Partners in connection with a scholar's job at the company. The CWSP Office will assist in completion of such agreements.

Holidays: School

The CWSP and Holy Family Cristo Rey Catholic High School will follow the same calendar of holidays during the school year. Scholars will not report to school or to work on school holidays unless it’s on a pre-approved Work Study Make-Up Day.

Holidays: Corporate Partner

Scholars will not report to work on a Corporate Partner holiday. Scholars will remain at school to complete professional development training with the CWSP staff.

Inclement Weather and other Emergencies

CWSP will notify Corporate Partners if scholars will be absent for inclement weather or other emergencies.
Summer Work Request

Some CWSP Partners request that one or more of their scholars continue to work for them during the summer, which is encouraged by the school. The scholar will be permitted to keep the income earned less taxes and processing fees, and transportation to and from the work site must be provided by the scholar. Scholars are required to follow the behavioral expectations that are consistent with CWSP rules and regulations during any summer work, including the school’s Code of Conduct. Scholars must be in good academic standing to work during the summer.

Unsatisfactory Job Performance

This section addresses incidents of unsatisfactory job performance and misconduct by scholars. The CWSP has a vested interest in both the continued satisfaction of its Corporate Partners and the continued success of its scholars. The CWSP Office will act as mediator in difficult situations between the Corporate Partner and the scholar.

Misconduct

Corporate Partners are requested to notify the CWSP Office as soon as possible regarding any incident of misconduct involving a scholar. The CWSP expects scholars to conduct themselves in a mature, professional manner. Incidents of misbehavior by scholars in the workplace are treated very seriously. Scholar behavioral problems occurring at work will be dealt with on an individual basis.

Termination

If a Corporate Partner requires that a scholar be removed from a job, then the CWSP will comply with the Corporate Partner’s request and promptly remove the scholar from the job. The CWSP may choose to remove a scholar from the workplace at any time if it reasonably deems a scholar unable to fulfill the work required by the Corporate Partner satisfactorily. If a scholar is removed from a job then CWSP will endeavor to replace the scholar with a new scholar as soon as possible.

After a scholar is removed from their job due to non-performance, they will receive Job Retraining in preparation for returning to work at an alternate CWSP placement. Should a scholar be terminated twice from a job during their enrollment at Holy Family Cristo Rey Catholic High School, he or she can be withdrawn from the school.

Sexual Harassment

The CWSP requires and expects that all Corporate Partners treat scholars with respect. For the safety of its student workers, and in conjunction with the Corporate Partner’s own policies, the program is very sensitive to matters involving sexual harassment, discrimination or other inequitable treatment of student workers based on gender, race, culture or religious
beliefs and reserves the right to remove scholars if necessary.

Scholars have very specific and clear procedures for reporting incidents of inappropriate behavior at the school and at work. If a student worker reports any incident, the CWSP Office will contact the Corporate Partner to evaluate and discuss the situation. If there is a question of sexual harassment on the part of a scholar, the supervisor should contact the CWSP Office immediately.

Additional Corporate Work Study Program Policies

Parents/Guardians: Since CWSP is the legal employer of the students, parent(s) or guardian(s) should direct all work-related questions or comments to the CWSP Office. Our Corporate Partners have agreed to partner with CWSP with the understanding that their only point of contact will be CWSP employees or agents. Parent(s) or guardian(s) may not visit scholar work sites.

Social Media & Student Images: Corporate Partners may require student photos for social media, newsletters, PR or marketing purposes. As part of the agreement signed with the CWSP office, parents and scholars consent to the use of the image, likeness, name and/or work product in whole or in part, of the scholar, in any and all media for purposes of advertising and promoting without additional compensation. Holy Family Cristo Rey Catholic High School and all Corporate Partners are released from any liability or claims arising out of the use of any such materials. For the safety and privacy of the scholar, we recommend that Corporate Partners use scholars’ first names only when posting to social media sites.

Items Required at the Workplace: Corporate Partners may require scholars to carry a security badge, a card, or a key with them to work on their workday. Generally, the Corporate Partner issues such security items and scholars have the responsibility to safeguard them from loss. If a security item is lost by the scholar, he or she shall comply with the Corporate Partner’s policy for the replacement of such item. If there is a cost associated with replacement, this cost will be added to the family’s contribution bill unless it is paid directly to the Corporate Partner by the scholar.

Items Prohibited at the Workplace: Scholar use of personal electronic devices and accessories (examples: cell phones, video games, tablets, headphones, earbuds) are specifically and strictly prohibited at the worksite. Corporate Partners are asked to help to enforce this policy. The Corporate Partner will inform the CWSP Office of scholar use of any of the aforementioned items.

Notwithstanding the rule above, with their supervisor’s prior approval, scholars may use personal cell phones during the workday to contact the CWSP Office regarding transportation or concerning a problem or issue at the workplace (e.g., scholar illness, etc.). Scholars are held to high standards of honesty and integrity by the CWSP. The CWSP has instructed scholars that the use of a Corporate Partner’s telephone, Internet, office equipment, office services or materials for purposes other than the completion of their job duties is prohibited.

Internet Policy: Internet usage at the workplace may be necessary for scholars to accomplish tasks given to them by their supervisors. Social media websites such as Facebook, Twitter, Instagram and SnapChat, etc. are not to be accessed during the workday, except as
specifically required in connection with the scholar’s work duties. Only websites approved by the supervisor may be accessed at the workplace.

Corporate Partners will track scholars’ Internet usage in accordance with the company’s Internet policy. Improper Internet usage by student workers may be cause for termination of the scholar from the job.

Remote Work: If assigned to remote work, the scholar will be under the direct, in-person supervision of CWSP staff and/or school employees.

Job Placements

The CWSP determines all job assignments for scholars based upon Corporate Partner needs and the scholars’ interests and skill sets. If necessary, from time to time, the CWSP may find it necessary to make changes in scholar work assignments with best efforts toward providing consistent service for the Corporate Partners. Changes will only be made after consultation and agreement with the Corporate Partners. Scholars are expected to accept their work assignment and to complete the daily work responsibilities of their job to the best of their ability. While the CWSP will take the scholar’s preference into account, the assignment of a job is the sole discretion of the CWSP.

CWSP Lunch Policy

Scholars are allowed to take lunchtime and other breaks according to the Corporate Partner’s preference and schedule. Corporate Partners are encouraged to instruct scholars about the lunch schedule on the first day of work. The CWSP expects that most student workers will take a lunch break at some point between 11:00 AM and 1:00 PM. Generally, scholars will take 30-60 minutes for a lunch break. Scholars are not permitted to leave the worksite for lunch or any other reason unless that scholar has obtained advance authorization from both a CWSP staff member and his/her supervisor. Scholars may not make arrangements to miss lunch intentionally in order to leave work early. If a student worker abuses the schedule to the dissatisfaction of the Corporate Partner, the Corporate Partner is requested to notify the CWSP Office as soon as possible. Scholars who do not comply with CWSP Lunch Policy are subject to disciplinary action at school. Successive violations may result in a scholar’s removal from his or her job placement.

Medication at Work

Corporate Partners do not administer medication at work. All medications, (E.g. Tylenol®, Advil®, acetaminophen, ibuprofen) must be approved by parents or guardians and by the school.

Office Parties and Gifts to Students

Some Corporate Partners request that scholars participate in office parties or celebrations. The CWSP office will work with individual Corporate Partners to determine scholar availability.
Additionally, scholars may not, under any circumstance, attend any office gatherings that include alcoholic beverages. Appreciation for a job well done can be recognized through scholar evaluations and student worker recognition programs of the CWSP. *Any gifts or special recognition is optional and at the sole discretion of the Corporate Partner.*
Section III: Extracurricular Programs

Extracurricular activities—sports, clubs, and other activities—are extended to the scholars of Holy Family Cristo Rey Catholic High School as a privilege, not a right. All scholars are encouraged to find activities that they will enjoy, that will broaden their talents and horizons, and that will help them to work with peers and faculty and staff in different contexts. In this way, extracurricular activities can be important components of the scholar’s education, adding depth and breadth to the scholar’s experience and to the quality of the school community’s life. Nonetheless, these activities remain precisely extra and they will not be allowed to interfere with a scholar’s core tasks as a student—the completion of the academic and CWSP curricula in preparation for college and for life beyond.

Eligibility to Participate

In order for a scholar to retain the privilege of participating in extracurricular activities, the scholar must maintain a status of eligibility. There are three kinds of eligibility:

Academic Eligibility: A scholar is academically eligible to participate in all extracurricular activities who has marking period grades of “C” or higher in all subjects. Academic eligibility will be reviewed and may be withdrawn by the Principal for a single marking period grade of “D” or lower in any course. A failing grade in two marking periods in any course will necessitate the withdrawal of eligibility.

- Grading period grades of “C” or higher – the scholar is academically eligible;
- One (1) grading period grade of “D” or lower – eligibility is reviewed and may be withdrawn;
- Two (2) failing grading period grades – eligibility is withdrawn.

Disciplinary Eligibility: A scholar is eligible to participate in all extracurricular activities that have a clean disciplinary record both in school and at the scholar’s CWSP work site. Eligibility may be reviewed for various causes including, but not limited to:

- Serious disciplinary incidents
- Excessive numbers of disciplinary incidents
- Excessive absences or tardiness
- Unsatisfactory reports from the CWSP site
- Unresolved disciplinary penalties such as probations or suspensions
- Other unresolved issues that School Administration deem serious

Financial Eligibility: Financial responsibility is an important aspect of learning as a Holy Family Cristo Rey Family. In order for scholars to participate in extracurricular activities such as sports, dance team, and similar programs the scholar’s financial account with the school must be up to date prior to beginning participation. As always, if special circumstances exist, parents should contact the finance office.

*No scholar will be deemed eligible for athletic extracurricular activities that does not have the necessary health forms filed with the school offices.*
Reinstatement of Eligibility and Privileges in Extracurricular Activities

A scholar may petition for reinstatement after a period of twenty (20) days. At this time the scholar’s whole profile will be reviewed, including all grades and teacher reports, CWSP reports, and disciplinary records. In order to earn reinstatement the scholar must:

- Be passing all courses with each teacher’s full confidence
- Have positive job reviews to the satisfaction of the CWSP Director
- Have resolved all disciplinary issues to the satisfaction of the Director of Student Relations
- Have resolved any other serious issues to the satisfaction of School Administration.

If the scholar’s petition for reinstatement is declined, the scholar’s status will be automatically reviewed at the end of the marking period.

Honor Societies

National Honor Society

The National Honor Society is a society that recognizes academic excellence and encourages other characteristics considered essential to citizens of democracy. Membership in the National Honor Society is both an honor and responsibility. No scholar has a right to be selected for membership in the National Honor Society.

The following procedures for the selection of members in the National Honor Society are in compliance with the National Constitution of the National Honor Society.

1. Membership in the National Honor Society is open to all qualified juniors, and seniors. Transfer students may qualify for membership after they have completed one semester of classes.
2. The academic requirement of the Holy Family Cristo Rey Catholic High School Chapter of the National Honor Society is a minimum average of 3.5 GPA or above. Scholars meeting the scholastic criteria are then eligible for consideration on the basis of service, leadership, and character.
3. Scholars will be reviewed for scholastic eligibility at the end of each semester.
4. Faculty members teaching juniors and seniors will be invited to make comments on the National Honor Society candidates. The actual selection of new members will be made by the academic committee.
5. Scholars chosen for membership by the faculty council will be “tapped” by the current National Honor Society Chapter members.

Criteria for Selection for National Honor Society: The following guidelines found in the National Honor Society Handbook will help candidates and members of the faculty council in the definition of leadership, service, and character.

LEADERSHIP: The scholar who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions and promotes positive school spirit;
- Exercises influence on peers in upholding the mission of the school;
• Is a leader in the classroom, at work, and in school or community activities;
• Is thoroughly dependable in any responsibility accepted.

**SERVICE:** The scholar who serves:

• Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance;
• Works well with others and is willing to take on difficult or inconspicuous responsibilities.

**CHARACTER:** The scholar of character:

• Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability);
• Upholds principles of morality and ethics;
• Demonstrates the highest standards of honesty and reliability and respect;
• Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies;
• Actively helps rid the school of bad influences or environment.

**Mu Alpha Theta: National Honor Society in Mathematics**

Mu Alpha Theta is a nationally recognized organization recognizing outstanding academic achievement in Mathematics for high school and two-year college students. Scholars seeking membership in this society must have completed four semesters of mathematics and maintained a B average throughout those four semesters.

**Rho Kappa: National Social Studies Honor Society**

Rho Kappa is a nationally recognized organization recognizing outstanding achievement in Social Studies for high school students.

**Criteria for Selection for Rho Kappa:**

• Have been in attendance at the school for the equivalent of one semester (If a special or unique circumstance merits, the high school administration may waive the semester requirement.)
• Have completed two core social studies courses and be prepared to complete at least three courses. The minimum grade point average for these courses is an unweighted 3.25 or the numerical equivalent.
• Have an overall cumulative GPA of 3.25 or the numerical equivalent.
• Have participated in activities that demonstrate civic engagement in their school or community.
• Provide a letter of recommendation from a teacher or community peer.

**National English Honor Society**

The National English Honor Society is a nationally recognized organization recognizing outstanding achievement in English for high school students.
Criteria for Selection for National English Honor Society:

- Have been in attendance at the school for the equivalent of one semester (If a special or unique circumstance merits, the high school administration may waive the semester requirement.)
- Have completed two core English courses and be prepared to complete at least three courses. The minimum grade point average for these courses is an unweighted 3.25 or the numerical equivalent.
- Have an overall cumulative GPA of 3.25 or the numerical equivalent.
- Have participated in activities that demonstrate civic engagement in their school or community.
- Provide a letter of recommendation from a teacher or community peer.

Athletics

Holy Family Cristo Rey Catholic High School offers boys’ and girls’ basketball; girls’ volleyball; boys’ and girls’ track, boys’ baseball, girls’ softball, and boys’ and girls’ soccer. Other sports may be offered as scholars’ interest is expressed.

Athletics Requirements (from the AHSAA guidelines):

- Students entering the 10th, 11th, and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units\(^2\) with a minimum numerical average of 70 in those six units.
- Four core curriculum courses must be included in those units passed and averaged.
- Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the school year and be eligible as long as the student remains on track for graduation with his or her class.

Athletics Guidelines:

- Eligibility will be determined before the start of each new school year. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned. **Note:** Holy Family Cristo Rey Catholic High School has the requirement that a scholar must pass at least five classes during the first semester to be eligible for athletic teams that begin competition in the second semester.
- Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester by meeting the academic requirements listed above during their last two semesters in attendance and summer school, if applicable. The restored eligibility of any student must be determined no later than the fifth day of the second semester.
- A maximum of two units (or subjects) earned in an approved summer school program may be counted. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the composite grade average.
- An accredited correspondence course may be accepted by a school, but must be

\(^2\) A new unit is one that has not been previously passed. A semester is half of a school year, as defined by the local school system.
completed before the school year starts.

- Only one unit of physical education per year may be counted. Any questions concerning eligibility should be referred to the athletic director.

Fine Arts

Holy Family Cristo Rey Catholic High School offers scholars opportunities to participate in its Fine Arts program, Choir, Band/Music, Dance and Art Club.

Departmental and Special Interest Clubs

A list of clubs offered by faculty, staff, and volunteers will be posted once school has begun and updated periodically as new opportunities arise.

Student Government Association

A student council will be elected by the student body during the fall semester and will function according to the Student Council by-laws.

Student Ambassadors

Student Ambassadors are a small group of student leaders (10th, 11th, and 12th graders) dedicated to the positive promotion of Holy Family Cristo Rey Catholic High School. They exhibit academic excellence and a strong commitment to community service. The Student Ambassadors serve as frontline representatives of Holy Family Cristo Rey to prospective families, specifically prospective students and work on a volunteer basis.

Student Ambassadors will be chosen based on merit and character. Ambassadors will be utilized at school functions both in and outside of school representing HFCRCHS.

**Qualifications for Student Ambassadors:**

- Currently enrolled in the 10th, 11th or 12th grade at Holy Family Cristo Rey
- Minimum of 3.0 GPA
- Student in good disciplinary status
- Strong work ethic and responsibility
- Enthusiastic and positive attitude
- Willingness to develop and improve communication and leadership skills
- Ability to balance academics, extracurricular activities and community service
- Able to speak about HFCRCHS with an honest and positive perspective
- Possess a sincere desire to help HFCRCHS foster the school’s positive reputation
Field Trips

Field trips are school-sponsored functions and are regulated by the general code of conduct. Unless otherwise specified, the regular school dress code will apply for field trips. When on a school field trip, the scholar must remember he/she represents the school and must act accordingly. Any breach of conduct will be reported to School Administration and will be dealt with through the normal disciplinary process.

Outside Activities/Events at Other Schools

Scholars and their guests (if applicable) are reminded to act as ladies and gentlemen with deportment reflective of the HFCRCHS spirit at all activities away from the campus.

Misbehavior at activities away from school may result in immediate dismissal from school.
Section IV: Discipline Policies and Code of Conduct

The faculty, staff, and administration are responsible for maintaining discipline and order in the school as well as overseeing the general conduct of the scholars. Administrators supervise attendance and disciplinary records and interview scholars and parents when a scholar is in disciplinary or attendance difficulty.

Statement of Disciplinary Policy

Holy Family Cristo Rey Catholic High School, as a Catholic Christian school, is dedicated to educating human beings to develop sound values toward themselves and others, toward society and the institutions which serve society, and toward God. We believe that discipline rooted in the respect for others and for one’s self expresses the Christian spirit.

Holy Family Cristo Rey cultivates an environment that implements Restorative Justice practices that incorporate strategies to end repeated negative behavior. Restorative Justice is a theory of justice that focuses on mediation and agreement rather than punishment. Offenders must accept responsibility and must reconcile with victims. Restorative Justice is specific to each situation but can include behavior management plans and peer discussion groups.

Consistent with our Catholic teaching, there is no tolerance at Holy Family Cristo Rey Catholic High School for behavior or language that is in any way derogatory or demeaning of any individual or group.

The Seven “P’s”

Classroom management requires scholars to adhere to the seven P’s. For every class period:

1. Prayer
2. Promptness
3. Participation
4. Politeness
5. Preparation
6. Productivity
7. Positivity

Disciplinary System

The discipline policies of Holy Family Cristo Rey Catholic High School attempt to foster an environment that promotes the total Christian education of the scholar. This goal is realized through mature, self-discipline.

Unacceptable behavior, disobeying rules and regulations of the school, showing disrespect for teachers, and other acts of discourtesy will not be tolerated. Parents will be notified of
serious violations. The administration believes very strongly that parents, teachers, and scholars should work together to achieve these common goals.

**Conduct Violations**

The following behaviors are subject to immediate disciplinary action to include automatic suspension or expulsion from school:

1. Possessing dangerous weapons. **Results in Automatic Expulsion.**

2. Possessing sale, and/or using legal or illegal drugs and/or alcohol. **Results in Automatic Expulsion.** *(See Alcohol, Drug, and Tobacco Policy, pages 38-39)*

3. Commission of any offense, on- or off-campus, prohibited by local, state, or federal law. **Results in Automatic Expulsion**

4. Fighting – provoking or participating in a fight. First offense will result in suspension. **Second offense will result in Automatic Expulsion.**

5. Harassment—sexual or otherwise.

6. Engaging in discriminatory activities on the basis of age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, migratory status or veteran status.

7. Displaying conduct suggestive of obscenity and/or demoralizing character (e.g., public display of affection, disrespecting personal space, hazing, mocking, name-calling, and indecent exposure, disrobing, sexual acts).

8. Safety violation- initiating, causing or contributing to any false report, warning or threat of fire, explosion or other emergency

9. Violation of the Honor Code including but not limited to slander, stealing, lying, or cheating. Anyone who cheats or plagiarizes will be assigned an “F” or “0” for the assignment or examination in question. Repeated violations will be referred to the Principal and incur suspension or expulsion after a parent conference.

10. Smoking any substance or the use of any tobacco product on campus, field trips, during activities or on sponsored transportation.

11. Repeated cutting class or leaving school campus during school hours without permission.

12. Failure to comply with rules regarding using abusive language, profanity (written or verbal), or disrespecting any member of the school community including all “Social Media”.

13. Making threats, bullying, or intimidating any member of the school community.

14. Insubordination, disruptive and defiant behavior/or repeated violations of school policies in the classroom, cafeteria, hallways, field trips and during mass or other assemblies.

15. Willful destruction/vandalism of school or other properties (desks, lockers, books, walls,
16. Excessive tardiness to school or class (see Tardiness Policy, page 43).

17. Forging notes/signatures from parents/guardians, teachers, staff or scholars.

18. Furnishing false information, including false identification, or failure to provide information to the school or any authority acting in good faith on behalf of the school.

19. Any other offense (use or possession of cell phones and other electronic devices, truancy, littering swearing/cursing trespassing in authorized areas, gambling, chewing gum, plagiarism, inciting a riot, stalking) that the School Administration may reasonably deem to fall within this category.

Classroom Behavior and Requirements

Scholars are expected to come to class with a positive attitude and strong desire to learn. Scholars must maintain behavior that contributes to a learning atmosphere and gives witness to a Christian and civic attitude. Scholars are required to be prepared for their classes by having the required materials, including paper, a writing instrument, necessary notebooks, textbooks, and any other materials required by the teacher. Scholars are also expected to act in a manner that fosters the classroom learning experience by showing respect to the teacher and other scholars. For example, scholars should utilize the skill of active listening when a teacher or another scholar is speaking. When scholars are redirected (corrected for misbehavior), the response required of them is to conform to the expectations of the teacher without argumentation or justification. Class time is not to be wasted challenging a teacher’s disciplinary action. In class, we expect scholars to be active, cooperative learners who listen, ask, and answer questions.

Courtesy in the halls as well as in the classroom is expected. All non-academic behaviors such as eating, chewing gum, sleeping, lack of attention, head down in class, dress code violations, and lack of materials will be addressed.

School-Wide Discipline Action Steps

Teachers will follow and include the following steps in their individual Classroom Management Plan:

1. First warning: Verbal or written at the discretion of the teacher and parent may be called.
2. Second warning: Written warning (give a copy to the Director of Student Relations and scholar). The parent/guardian will be called and the scholar will be given a restorative assignment. The administration will be notified of this action.
3. Third warning: Three or more written warnings will result in In-School Suspension (ISS). A parent conference will take place before a scholar is allowed to return to class.
4. Fourth warning: The scholar will be in danger of being suspended. The Discipline Committee will review the scholar’s actions and a final decision will be made by the
Principal. The parent/guardian will be notified and a letter will be sent home.

5. Any scholar that uses profanity towards an authority figure or threatens an authority figure will be suspended until the parents hold a conference with the discipline committee.

**Disciplinary Actions**

**Corporal Punishment:** Corporal punishment shall not be administered to any scholar at any time. We also ask parent(s)/guardians(s) not to administer corporal punishment on school grounds.

**Restorative Intervention Conference:** Conferences will be held after school between 3:45 PM and 4:45 PM. Scholars should report to designated areas whenever a School Administrator or faculty/staff member assigns them a restorative task. Tardiness or failure to do so might result in academic failure.

**Suspension:** When it becomes necessary to suspend a scholar because of a disciplinary problem or a violation of a major school regulation, the appropriate school authority will notify the scholar’s and parents immediately by telephone and in writing within three school days.

**Expulsion:** For serious disciplinary reasons and/or violations of major school regulations of scholars will be expelled from school. In certain circumstances, the following may be grounds for expulsion as determined by the School Administration:

- Willful destruction of school property
- Being under the influence or having possession of drugs or alcoholic beverages (or look-alikes) at school or school-related activities, including those held off campus
- Drug trafficking
- Possession of flammables/explosives
- Possession of weapons, on campus or at a school function held on or off campus
- Possession of look-alike weapons that may be capable of inflicting serious harm
- Arrest and final conviction by civil authorities for criminal action
- Behavior that affects the status of the school and/or causes unfavorable publicity or criticism of the school
- Any other behavior deemed not in keeping with the mission statement and philosophy of Holy Family Cristo Rey Catholic High School

Before a scholar is expelled, the incident is investigated and discussed with the Disciplinary Committee. Afterwards, a meeting will be held with school administration, parents, and the scholar. Scholars who are asked to withdraw or are expelled may not attend any major school event after the withdrawal date, and are not to be present on the campus at any time. The scholar and/or parents may schedule a conference with the School Administration to present additional evidence concerning the expulsion. The School Administration’s decision is final.

The following behavioral interventions are implemented before an expulsion meeting is held unless the offense qualifies as an automatic expulsion:
• **Parent/Student/Teacher/Administrator conferences**: Tier I (classroom level) interventions are discussed to be implemented and monitored.
• **Parent/Student/Grade Level Team/Administrator conferences**: Tier 2 (support team level) interventions are discussed to be implemented and monitored.
• **Parent/Student/School Administration conferences**: Data from the previously implemented interventions are reviewed and further interventions are discussed based on intervention monitoring data.

**Sexual Harassment**

Sexual harassment is a violation of school policy as well as federal law. Sexual harassment is defined as “unwanted and unwelcome behavior of a sexual nature which interferes with a scholar’s life, i.e., right to learn, study, work, achieve, or participate in school activities in a comfortable supportive atmosphere.” Such misconduct creates an unsafe and unwelcoming environment.

All allegations must be reported to the School Administration who will review the matter. This can result in expulsion.

**Public Displays of Affection (PDA)**

Public displays of affection are believed to be distracting to a school setting, on HFCRCHS shuttles or CWSP worksites. PDA acts include hugging, kissing, and inappropriate touching of body parts or taking part in sexual activities. PDA is not accepted in the school setting because of the negative effects it has on the school’s and scholar’s reputation. HFCRCHS says no to PDA. Any scholar failing to adhere to this may be subject to disciplinary action by the Director of Student Relations.

**Bullying, Harassment, and Intimidation**

If fear and anxiety are the norm, scholars can’t achieve their goals nor reach their potential. Therefore, Holy Family Cristo Rey Catholic High School takes these instances very seriously.

Any form of bullying, harassment, hazing, and intimidation is strictly prohibited. Such conduct shall include any demeaning treatment or forced activity which is likely to adversely affect the physical or mental health or safety of any scholar. Finding that a scholar is in violation of this rule may result in immediate suspension or expulsion from Holy Family Cristo Rey Catholic High School.

For the purpose of this Code of Conduct, bullying, harassment, hazing, or intimidation is the intentional use by one or more scholars of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target (person) that:

- causes physical or emotional harm to the target or damage to the target’s property;
- places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
• creates a hostile environment at school for the targeted person;
• infringes on the rights of the targeted person at school;
• materially and substantially disrupts the education process or the orderly operation of school.

Scholars who are observed to exhibit bully-like behavior will be required to complete Bullying Intervention Sessions.

Forms of Bullying: These acts include, but are not limited to:

- Physical: hitting, kicking, punching, shoving, and spitting.
- Verbal: using racial or sexual comments, name-calling, teasing, taunting, and threatening.
- Non-verbal: obscene gestures, stalking.
- Physical: getting another person to assault someone.
- Verbal: spreading rumors, gossip, racial slurs.

Cyber Bullying: Cyber bullying is a particularly insidious form of bullying and deserves particular attention. This happens when a scholar(s) sends or posts text and/or images intended to hurt or embarrass another scholar(s) by the use of electronic devices through means of email, instant messaging, text messages, blogs, mobile phones, telephones, social websites (Snapchat, Facebook, Instagram, GroupMe, Twitter, etc.), or through the use of YouTube video, or any other electronic means. Please see Section XII: Acceptable Use Policy for more information on cyberbullying.

Bullying Intervention Session: The Bully Intervention Course is for scholars who have exhibited bully-like behavior. The goal of this course is to create an environment where all scholars feel safe. In this course, participants will review the research on the causes and effects of bullying. This course is taught by the school social worker. The social worker will also meet individually with each scholar and assess the underlying needs of each participant in efforts to prevent further incidents of bullying. Scholars will learn proper coping skills to utilize during heightened frustration, while also exploring decreased feelings of self-worth which oftentimes causes bullying behavior.

Alcohol, Drug, and Tobacco Use Policy

The constant teaching and traditions of the Catholic Church upholds the sanctity of life and the dignity of the human person. Catholics believe men and women are made in the image and likeness of God. We believe our bodies are temples. The Fifth Commandment, Thou shall not kill, forbids the abuse of alcohol, tobacco, and drugs that alter our consciousness and harm our bodies. This profound and overarching belief in the dignity of the human person and the sanctity of life is the foundation of the following Diocesan Policy (May, 2009) pertaining to alcohol, tobacco and drugs:

It is strictly forbidden for any student to use, possess, or distribute alcohol, tobacco and drugs on school premises, in a school-owned vehicle, or during any school-sponsored trip or activity. This includes, but is not limited to, alcohol, tobacco, marijuana, stimulants, depressants, hallucinogens, opiates, inhalants, mind-altering substances, drug paraphernalia,
or controlled substances as defined by federal and state law for which the student has no prescription from a duly recognized medical authority or use of another person’s prescription. Scholars found using or possessing alcohol, tobacco or drugs on their persons, in their personal effects or in their vehicles shall be subject to disciplinary action as outlined by the school’s policies and regulations.

Disciplinary Regulations: The consequence for violation of this policy is referral for suspension and/or expulsion. In each instance, the administrator’s final disciplinary decision will be based on an investigation, evidence and consultation with the student and parents. Prescribed medications and other necessary medicines are distributed by the school in accordance with school procedures.

If a school official suspects that a student has violated the policy or may be associated with anyone who has, the school administrator will respond appropriately. For possession, use and/or distribution of a controlled substance, the school has the legal responsibility to notify appropriate law enforcement personnel. School administrators may:

- Search a student locker, personal belongings and/or vehicle;
- Require medical evaluation at a designated facility at the school’s expense;
- Require additional medical evaluations at the parents’ expense if the initial evaluation is positive;
- Require individual and/or family counseling, as needed.

In an effort to maintain a safe school environment, the school administrator may authorize random searches (by school personnel or local authorities) of students, their personal belongings, lockers, and personal vehicles. The administration may also authorize random medical evaluations at the school’s expense.

Use of Personal Smart Devices

Scholars may not use a cell phone, smart watch, or any personal smart device for any reason during instructional time and school hours unless specified otherwise by a staff member.

Cell phone usage during lunch is allowed. Please understand that it is a privilege and can be revoked. If it is abused at any time, then school leadership has the right to update this policy.

Scholars who violate the personal smart device policy will have their devices confiscated for the day and returned after school is dismissed.

*Teachers will determine when the use of the cell phone is inappropriate.

Consequences for Personal Smart Device Policy Violation:

- First Offense: Personal smart device(s) will be taken up and returned at the end of the day.
- Second Offense: Personal smart device(s) will be stored with a school administrator during school hours for two consecutive school days. The cell phone will be returned at the conclusion of each school day.
Third Offense: Personal smart device(s) will be stored with a school administrator during school hours for three consecutive school days. The personal smart device(s) will only be returned when a parent conference has been held.

The school will NOT be held responsible for any lost, stolen, or damaged personal smart device(s).

Parents are asked to refrain from calling the school to request that messages be delivered to scholars except in cases of unforeseen circumstances. The office staff cannot be expected to deliver non-essential messages. Information such as after school pick-up times should be clarified between parents and scholars before the scholar arrives at school in the morning.

Telephones are available in the office for student use as needed.

**Eating and Drinking**

Eating and drinking are NOT allowed outside of the cafeteria during school hours. This policy excludes water unless it is prohibited by specific classroom rules. After school, scholars may have food and drinks outside. Scholars are expected to throw trash and drink containers in the trash receptacles provided.

Occasionally, the Principal may grant permission for scholars/teachers to have food in classrooms.

Glass containers are never allowed on school property.

No commercially prepared food may be delivered to scholars at the school or cafeteria.

**Gum Chewing**

Gum chewing is not allowed on campus property.
Section V: Attendance Policies & Regulations

Absence Policies

Because attendance at school is necessary for most scholars to achieve academically, Holy Family Cristo Rey Catholic High School has set a maximum number of days which can be missed. A scholar may not accumulate more than three (3) unexcused absences for any semester course.

Absences will be considered excused for the following reasons: illness of the student, death in the immediate family, quarantine, court summons, or school sanctioned off campus activity. After three consecutive (3) days of absences in a semester, proper supporting documentation will be required if any further absences in that semester are to be excused. Administration will review documentation for excused absence approval.

A scholar may make up school work missed during an excused absence. If a scholar misses school for any other reason other than the reasons listed above, then the absence will be unexcused and the scholar will not be allowed to make-up missed work. Should a scholar’s absence take place without his/her parent’s knowledge, the scholar will be considered truant and will receive consequences according to the HFCRCHS Scholar and Parent Handbook.

Early Dismissals from school will be counted as absences: leaving before 11:30 AM will be counted as a full day absence; leaving between 11:30 AM and 2:30 PM will be considered a half-day absence.

Scholars who are absent during the school day will not be allowed to participate in extracurricular activities on the day of their absence. This applies to clubs, organizations, and sports activities, whether practices or games.

Parents/Guardians must call the school prior to 8:00 AM on the day of the absence to inform the school of the reason for the absence. A note explaining the reason for the absence must be submitted to the Main Office the day the scholar returns to school.

The school does not recognize or condone a “senior skip day”. Absence for this reason is considered unexcused and is dealt with as truancy.

Consequences for Excessive Absences:

1. 3 days absent: The scholar will be required to participate in the mandatory Excessive Absences Intervention Workshop. A parent conference will be held and a letter will be sent home to the parent/guardian.

2. 5 days absent: The scholar will be required to attend additional mandatory intervention session(s). A second parent conference will be held and a letter will be sent home to the parent/guardian.

3. 7 days absent: The scholar will be required to attend intervention session(s). A third parent conference will be held and a letter will be sent home to the parent/guardian. Should a scholar accumulate seven (7) unexcused absences during the school year a
complaint/petition will be filed with Family Court.

4. If a scholar continues to accumulate absences, then the scholar will be in danger of expulsion. His/her actions will be reviewed by the Discipline Committee and a final decision will be made by the Principal.

Make–Up of School Work Missed Because of Absence: Scholars who have an excused absence from class have as many days as they were absent to make up missed assignments or tests. (If a scholar is absent for two days, he/she has two school days to see his/her teachers and make up school work missed during the absence.)

It is the scholar’s responsibility to ask his/her teachers what assignments were missed during the absence; this includes class work, assignments, tests. Individual syllabi clarify policies for each course, and scholars should be familiar with those expectations. Teachers are not responsible to seek out scholars to inform them of the work they need to complete. Scholars missing a semester or final exam due to suspension or an absence will receive a grade of “zero”.

Extended Absence for School-Approved/Sponsored Activities: All extended absences must take into consideration a scholar’s Corporate Work Study Program schedule and ALL CWSP attendance regulations remain in effect regardless of the academic permission to miss classes.

A scholar who plans to participate in a school-approved/sponsored extracurricular activity that will require his/her absence from classes for two (2) or more consecutive days, must secure signatures from his/her teachers granting permission for him/her to miss class. If a teacher does not feel that the scholar should miss class and refuses to sign, the scholar will not be allowed to participate in the activity.

Extended Absence for Non-School-Sponsored Activities: Parents (not scholars) must request permission for an extended absence (excused or unexcused) for non-school-sponsored activities, in writing, at least one week in advance (for both regular school days and exam days) to the Main Office. **Scholars will not be excused from classes or given exams early until the extended absence has been approved by school administration.**

College Fairs and College Visits: College fairs are typically held during school hours on school days and during the day on the weekends. Scholars are encouraged to attend these sessions so that time from school will not be missed. **Scholars will not be allowed an excused absence for college fair attendance during regular school time unless it is a school-sponsored college visit.** If a scholar must visit a college during regular school time, parents must inform the school immediately when the visit will take place and follow up with a letter requesting permission for absence prior to the college visit. The visit will be counted as an excused absence. Scholars are limited to three (3) days of excused absences for college visits.
Tardiness

**Tardiness to class:** A scholar who arrives late to class must present a tardy slip to the teacher so that the teacher knows upon arrival if the tardiness is to be excused. This means that a scholar who knows he/she will not be on time has the responsibility of obtaining a tardy slip from the teacher, counselor, or administrator with whom he/she has been talking. Teachers will document when scholars arrive late for class and have no valid tardy slip. **A scholar may not come to the office staff for a tardy slip unless he/she had been detained on office business.** For unexcused tardies, the teachers will code them on the computer with absentees. A scholar is not permitted to have more than (5) excused or unexcused tardies per semester for a full credit course.

**Tardiness to school:** When the bell rings at 8:00 AM, a scholar must be in the classroom and ready for the morning prayer. This means that the scholar must already have visited his/her locker to drop off his/her jacket or coat, personal smart devices and to pick up the books and school supplies he/she will need for morning classes.

All scholars arriving after 8:00 AM are considered tardy and **MUST** report to the Main Office for a tardy slip regardless of whether it is a class change time or the scholar has study hall or lunch. A tardy slip must be obtained from the Main Office in order for a scholar to be admitted to the building or allowed to go to class.

If a scholar arrives after 9:30 AM, his/her late arrival will be considered a half-day absence from school. If he/she arrives after 12:10 PM, it will be considered a full-day absence, and the scholar will not be eligible to participate in any extra-curricular activities that day. A scholar is not permitted to have more than (10) ten excused or unexcused tardies per semester for a full credit course.

**Consequences for Excessive Tardiness:**

1. **3-5 Tardies during a 9 Week Period:** The scholar will be required to serve one day in ISS and a letter sent home to the parent/guardian.

2. **10 Tardies during a semester:** The scholar will be required to attend mandatory intervention sessions. A parent conference will be held and a letter will be sent home to the parent/guardian.

3. **More than 10 tardies:** The scholar is in danger of being suspended. The Discipline Committee will meet to review the scholar’s actions. A final decision will be made by the Principal.

4. **Continued Accumulation of Tardies:** The scholar is in danger of being expelled. The Discipline Committee will meet to review the scholar’s actions. A final decision will be made by the Principal.

**Early Dismissal:** All early dismissal requests **must be made in writing** by means of a note from a parent or guardian presented to the Office before the first period on the day of the early dismissal. **Early dismissal may not be requested by phone.** Only early dismissal requests for medical or dental appointments or for emergencies will be honored.
Truancy

After arriving on Holy Family Cristo Rey Catholic High School campus, no scholar is allowed to leave school property during the school day unless he/she has received an early dismissal approval. Being absent from school, class, or supervision without authorization is defined as truancy. Truancy for an entire day will result in suspension, parent conference and can result in expulsion.

The Alabama State Department of Education (SDE) requires school districts to inform you that every child between the ages of 7 and 16 must attend a public school, private school, church school, or be instructed by a SDE certificated private tutor. The following laws and requirements apply to all students enrolled in school regardless of age.

The parent or guardian shall explain in writing the cause of any and every absence of the student no later than three (3) school days following return to school. A failure to furnish an acceptable explanation shall be evidence of the student being truant each day he/she is absent. Should a student accumulate five (5) unexcused absences during a school year he/she will be referred to the School Administration. The parent will be required to participate in the Early Warning Program provided by the Juvenile Court System and/or attend a Student Attendance meeting with the School Administration. Should a student accumulate seven (7) unexcused absences during the school year a complaint/petition will be filed at Family Court.
Section VI: Health Policies

Sickness During the Day

Any scholar becoming ill during the school day should request a pass from his/her teacher and then report directly to the Main Office. The office personnel will notify a parent if the scholar is too ill to remain in school. Scholars may not call a parent to request a dismissal for illness; the office personnel are responsible for obtaining parental permission for an illness dismissal. The school reserves the right to require that a parent or guardian pick up a sick scholar. Any scholar who fails to follow these procedures and who leaves school without permission will be considered truant.

Emergency Information

An Emergency Information form will be sent home via email with registration forms. In case a scholar is ill or needs to leave early, he/she will only be released to the person designated on the Emergency Information form. Emergency information should be updated whenever changes occur by contacting the Main Office of the school at (205) 787-9937 or by submitting the Student Information Update Form.

Prescription/ Non-Prescription Medications

Scholars are asked not to bring any sort of medication to school. If it is absolutely necessary for a scholar to take a prescription or non-prescription drug during the school day, he/she must have a Physician’s Medication Authorization form on file in the Main Office. The medication should be kept in the Main Office and will be dispensed by the Office personnel as prescribed by the doctor.
Section VII: Wellness Policy

The mission of HFCRCHS wellness policy is to promote a healthy lifestyle for scholars, parents and staff which will lead to lifelong maintenance of healthy habits. We will incorporate nutrition education and standards, physical activity and any other school related activities.

Wellness Goals

- HFCRCHS will educate, encourage and support healthy eating by all scholars.
- HFCRCHS will provide opportunities for scholars to maintain physical fitness.
- HFCRCHS will adopt or exceed the state standards for physical activity.
- HFCRCHS will create a total school environment that is conducive to being physically active.

Nutrition Standards

HFCRCHS will comply with the current USDA Dietary Guidelines for Americans, Alabama Public School Nutrition Policy as well as adhere to the following restrictions:

- A la carte
- Vending machines
- Fundraisers
- Class parties
- Others

Nutrition Guidelines

- School will promote fruits, vegetables, whole grains, low fat & fat free dairy, healthy food preparation and health enhancing nutrition practices.
- Nutrition Education will be part of not only health education classes, but also classroom instruction in subjects such as Math, Science, Language Arts, Social Studies and elective subjects.
- The school cafeteria serves as a “Learning Lab” to all scholars to apply critical thinking skills taught in the classroom.
- Nutrition Education will involve sharing information with families and the broader community to positively impact scholars and the health of the community.
- School will promote enjoyable, developmentally and culturally appropriate participatory activities.
- School will offer nutrition education at each grade level as a part of a sequential, comprehensive, standards based program designed to provide scholars with the knowledge and skills necessary to promote and protect their health.
- The staff responsible for nutrition education will be adequately prepared and participate regularly in professional development activities to effectively deliver an accurate nutrition education program as planned.
Unpaid Meal Policy

HFCRCHS participates in the Child Nutrition Program for its student body. This program will begin during the school year. Families will be encouraged to participate in the advance purchase of school meals periodically throughout the year. Our goal is to keep cash out of the cafeteria. Each scholar will have a unique code assigned to them whether they are on the Free and Reduced Program or paying full price. The code will be recorded with the purchase of each meal. Bills will be sent to families for any charges made by scholars. Seniors will not be allowed to charge meals after April. If a family is unable to pay charges related to their lunch bills, they must either apply for the Free and Reduced Lunch Program or request a waiver in writing to the school stating the reason for not paying their meal bill. Waivers will be reviewed monthly and granted as funds are available to the school to support student nutrition.

Physical Activities Guidelines

HFCRCHS will provide opportunities for scholars to regularly participate in physical activity and maintain physical fitness.

- School will follow State of Alabama guidelines on physical education requirements for high school students.
- School will encourage scholars to participate in extracurricular athletic activities to encourage health and maintain an active lifestyle.
Section VIII: Attire & Dress Code

Dress Code Overview

The intent of the HFCRCHS Dress Code is to ensure that every scholar will dress in a professional, modest, conservative, and safe manner. HFCRCHS wants to present a consistent image to the public, and the school uniform standardizes the image conveyed by all HFCRCHS scholars. When our scholars attend classes or go to work, they enter professional environments. Their dress should reflect our high standard of professionalism.

Scholars are expected to be in full uniform at all times while on school grounds, at work, to and from work, at special events and field trips unless otherwise specified by the school. Scholars need to be mindful that technical compliance with the dress code while maintaining a sloppy appearance is not keeping with the expectation of professionalism at HFCRCHS.

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

Attire at all school events must be gender appropriate.

Dress Code Requirements for Boys

Shirts: The uniform shirt is a white, light blue and light gray Oxford cloth button down collared shirt that bears the HFCRCHS logo in short or long sleeves. Short sleeved white, light blue and light gray polo shirts bearing the HFCRCHS logo may also be worn. All shirts must be tucked in at all times. Plain white t-shirts may be worn under the uniform shirt.

Slacks: The uniform slacks are navy or black twill pants and must be worn with a belt. Work pants, cargo pants, and jeans and jean-like fabric pants are not allowed. No tight pants are allowed.

Tie: The only tie that may be worn is a navy blue and gold HFCRCHS tie purchased from the uniform vendors. A school tie must be worn on mass days.

Sweaters: Boys are permitted to wear a navy or gold V-neck cardigan with the HFCRCHS emblem, a navy V-neck pullover with the HFCRCHS emblem, a navy V-neck sweater vest with the HFCRCHS emblem. No other sweaters are permitted.

Outerwear: Scholars are permitted to wear a navy blazer with the HFCRCHS emblem. School-sponsored athletic jackets, sweatshirts, and only authorized hoodies may be worn (but never in church). Solid navy jackets/coats may be worn inside the building. All non-uniform or non-navy blue outerwear must be removed upon entering the building and placed in the locker for the entire school day. No unauthorized hoodies. No blankets. No scarves. Sport attire is not permitted during Instructional time.

Belt: A solid brown or black belt with a small, plain buckle must be worn at all times.
**Socks**: Solid black, navy, tan, brown, or white socks must be worn at all times. No other colors and no designs may be on socks.

**Shoes**: Solid colored casual shoes are permitted. Navy blue, black or brown solid colored shoes are permitted. Examples are Vans, Chuck Taylors, and Keds. No crocs allowed.

**Jewelry**: No jewelry. No earrings. No facial hair. No necklace visible outside of clothing. No visible tattoos.

**Make-up**: No makeup. No nail polish.

**Hair**: Hair is to be neat, clean, of modest and professional style, and a natural color. Highlights and two-toned colors are not permitted. Hair should be above the collar, above the ears, and above the eyebrows. No mohawks, ponytails, buns, parts or designs are permitted. No extreme hairstyles or extreme hair color will be permitted.

**Facial Hair**: Facial hair must be neatly groomed.

**Hygiene**: Scholars are expected to maintain a neat and clean appearance. Attention should be paid to bathing, shaving, using deodorant, brushing teeth, combing hair, ironing clothes, etc.

**Glasses**: Sunglasses may not be worn inside the building or at the work site. Only prescription glasses may be worn.

**Hats**: Hats may not be worn inside the building or at the work site.

**Mass Attire**: Long-sleeved or short-sleeved white oxford cloth shirt, sleeves rolled down and buttoned; school tie; sweater (optional), no sports team jackets, no sweatshirts, no outerwear that is not solid navy blue. No school athletic attire may be worn to Mass except for on game days.

**Dress Code Requirements for Girls**

**Shirts**: The uniform blouse is a white, light blue and light gray oxford cloth button down collared shirt that bears the HFCRCHS logo in short or long sleeves. Short sleeved white, light blue and light gray polo shirts bearing the HFCRCHS logo may also be worn however, polo style shirts are not permitted on Mass Attire days. All shirts/blouses must be tucked in at all times. Blouses should be modest and professional, should fit correctly, not be tight, and not reveal cleavage. Plain, white t-shirts may be worn under the uniform shirt.

**Slacks**: The uniform slacks are navy or black twill uniform pants and must be worn with a belt. Workout pants, cargo pants, Capri pants, jean-like fabric pants, leggings and jeans are not allowed. No tight pants, stretchy or spandex pants allowed.

**Skirt**: Solid navy and school designated plaid skirts and jumpers are permitted. Skirts and jumpers that are shorter than 1 inch above the knee will not be permitted.
**Sweaters:** Girls are permitted to wear a navy or gold V-neck cardigan with the HFCRCHS emblem, a navy V-neck pullover with the HFCRCHS emblem, a navy V-neck sweater vest with the HFCRCHS emblem. No other sweaters are permitted.

**Outerwear:** Scholars are permitted to wear a navy blazer with the HFCRCHS emblem. School-sponsored athletic jackets, sweatshirts, and authorized hoodies may be worn (but never in church). Solid navy jackets/coats may be worn inside the building. All non-uniform or non-navy blue outerwear must be removed upon entering the building and placed in the locker for the entire school day. No hoodies. No blankets. No scarves.

**Belt:** A solid brown or black belt with a small, plain buckle must be worn at all times.

**Socks:** Solid black, navy, tan, brown, or white socks must be worn at all times. No other colors and no designs may be on socks.

**Shoes:** Solid colored casual shoes are permitted. Navy blue, black, or brown solid colored shoes are permitted. Examples are Vans, Chuck Taylors, and Keds, etc.

**Jewelry:** Earrings are permitted but no other piercings. No nose piercings. Only one earring in each ear is permitted. No large hoop or dangle earrings are permitted. No distracting necklace visible outside. No visible tattoos.

**Make-up:** Less is better. Conservative styles and colors are appropriate. Fingernails must be of moderate length. No black nail polish, extreme colors, or extreme treatments.

**Hair:** Hair is to be neat, clean, of modest and professional style, and a natural color. Conservative hairstyles and a neat appearance are expected. No unnatural hair colors. No designs in hair. No hair jewelry. Braids and hair extensions may not be longer than mid back length placed in a bun or ponytail is not permitted. Girls may wear navy blue, brown, gray, or black headbands that are not wider than 2 inches.

**Hygiene:** Scholars are expected to maintain a neat and clean appearance. Attention should be paid to bathing, using deodorant, brushing teeth, combing hair, ironing clothes, etc.

**Glasses:** Sunglasses may not be worn inside the building or at the work site. Only prescription glasses may be worn.

**Hats:** Hats may not be worn inside the building or at the work site.

**Mass Attire:** Long-sleeved or short-sleeved white Oxford cloth shirt; sleeves rolled down and buttoned; uniform slacks with belt; school sweater (optional); uniform skirt; no sports team jackets, no sweatshirts, no outerwear that is not solid navy blue. No school athletic attire may be worn to Mass except for on game days.
Section IX: Specific Campus Areas and Regulations

Campus

Students are not just students during class time and in classrooms. Their responsibility as learners and their potential for growth remain active throughout the day, everywhere on campus and beyond.

Thus scholars are expected to behave not only as responsible young men and women but as scholars everywhere on campus.

Holy Family Cristo Rey Catholic High School maintains a closed campus. The campus is described as Holy Family Cristo Rey Catholic High School’s buildings and property and any property leased by Holy Family Cristo Rey Catholic High School for school purposes.

Scholars are reminded that school rules may be enforced anytime a scholar is on the school campus.

Before School

Scholars are not encouraged to arrive at school early. Scholars should not report to campus before 7:30 AM. Scholars arriving before school starts must go directly to the school gymnasium. Scholars cannot be in the halls or classrooms before school starts. Scholars should follow the newly revised staggered schedule to help meet safety guidelines.

After School

Classes end at 3:45 PM. Scholars should go to their designated area of the building at that time and are not permitted to loiter anywhere in the building after the hallways close at 4:00 PM. Scholars must be monitored by staff at all times. On most days, a study hall will be open for scholars after school until 4:30 PM. After school, scholars may not leave and return to campus.

School rules and regulations remain in effect as long as scholars remain on the school campus.

At times when classes are not in session, scholars are not allowed in the school building or on school property unless under the direct supervision of a faculty member.

The right to attend after school study hall may be revoked if a scholar has a discipline problem or repeatedly is not picked up by 4:30 PM.

Cafeteria

Scholars may purchase lunch from the school cafeteria or may bring their own lunch. Scholars may not order carryout food delivered to the school at any time or bring glass containers into the school. Whether they bring or purchase their lunch, all scholars must go
to the school cafeteria during the lunch break. Scholars must remain in the cafeteria for the entire lunch period. Each scholar has the responsibility for keeping the cafeteria clean.

Lockers

All hall lockers are equipped with built-in combination locks. Scholars must use their lockers to keep their personal items safe and to keep from misplacing their school work and supplies. It is the responsibility of the scholar to be sure his/her locker lock is securely locked at all times. A locker is intended for use solely by the scholar to whom it is assigned. **Under no circumstances should lock combinations or lockers be shared.**

The school is not responsible for the contents in school lockers. The school reserves the right to open and inspect scholar lockers at any time.

Locker Periods

Scholars may go to their lockers before school, at the end of second period, before and after lunch and after school.

Lost and Found

Lost and Found items should be taken to the office and given to the office manager. Scholars looking for lost items will speak with the office manager to see if anything has been turned in.

All scholars are expected to respect and care for their own personal belongings as well as those of others.

Parking/Parking Lot

Student parking on the Holy Family Cristo Rey Catholic High School campus is severely limited; thus all student drivers parking on campus must register any vehicle they drive with the office prior to parking and receive permission/or permit to park on campus. Parking permission will be assigned by the administration. Scholars must park in the assigned area. Scholars are not allowed to park in visitor spaces, handicapped spaces, or areas designated for faculty and staff. Unauthorized parking will result in disciplinary action.

During the school day, no scholar should be in the parking lot or in any of the parked cars.

Common sense and good judgment must be exercised by any scholar driving to school. Speeding, tire spinning, or any other action that endangers persons or property will not be tolerated. No loud music or other distracting sounds. Violations will result in immediate disciplinary action.

*The school reserves the right to inspect, tow, or impound any vehicle that is parked on school property.*

Holy Family Cristo Rey Catholic High School regrets that it cannot assume liability for
personal possessions lost or damaged on its property, including vehicles or items within vehicles.
Section X: General Campus Regulations & Procedures

Communicating with School Personnel

To communicate with School Administration or request a telephone call from a faculty or staff member, parents may call the main school number at (205) 787-9937. An email directory is available on the school’s web site: www.hfcristorey.org/faculty-staff

Use of School Symbols

The Holy Family Cristo Rey Catholic High School name, logo, and motto is property of the school and the school alone, and should not be misused in any way, shape, or form. No one may use the school name, logo, or motto on any type of social media (Facebook, Twitter, Instagram, etc.), other internet site or communication or in any other way (e.g., putting the school name on t-shirts) without the explicit consent of the school administration.

Photographs

Holy Family Cristo Rey Catholic High School Catholic High School reserves the right to use photographs, videos, and names of scholars in publications, news releases or on the web unless otherwise notified in writing by a parent or guardian. See the full Media Release on page 64.

Scholars are not allowed to take photographs or make video or audio recordings at school without permission of teacher or staff member. Additionally, the person who is photographed or recorded must give permission for his/her image/voice to be made public or published in any format (including online publication). Violations may result in disciplinary consequences.

Emergency Preparedness

In case of sudden emergencies beyond the control of the school, the school will make reasonable efforts to provide physical protection for every scholar. Hurricanes, tornadoes, earthquakes, floods, blizzards, fire, and explosions are all threats to be reckoned with throughout Jefferson County.

Fire Alarm System

During an actual fire or a fire drill, scholars are expected to remain quiet and orderly. No talking is permitted during a fire drill.

Pulling a fire alarm is a serious violation of safety regulations and endangers the lives of others. Any scholar caught pulling a false fire alarm will be immediately expelled. Likewise, any scholar caught setting a fire in the school will be immediately expelled.
Scholars are also reminded that turning in a false alarm is a crime and that the person is liable for prosecution.

ID Cards

Each scholar will be issued an ID card. If a scholar loses his/her ID card, he/she must immediately report this to the office and arrangements will be made to replace it. The first time a scholar loses his/her ID card it will be considered a warning. The second time and any future times a fee of $5.00 will be charged for replacement ID cards. ID cards are required for admittance to ACT testing and a variety of school-sponsored activities.

Hall Pass

No scholar is to be outside his/her designated area during any of the class periods, lunch, or before and after school unless he/she is supervised by a staff member.

Personal Property

Security for personal property remains primarily the responsibility of the scholar. The school cannot take responsibility for a scholar’s personal belongings. There will be no lockers issued for the 2022-2023 school year.

Any property that has been stolen (or misplaced) should be reported as soon as possible to the Director of Student Relations. A scholar caught stealing is subject to expulsion.

Signs Posted In School

Signs and posters should be attached to tile or glass surfaces only—not to painted surfaces. Signs and posters must be removed within 24 hours of the completion of the activities to which they refer by the person who posted them. All student signs and posters must be authorized by the Director of Communications or designee before it can be posted.

Visitors

Visitors arriving at Holy Family Cristo Rey Catholic High School during school hours should report directly to the main office to pick-up a visitor’s pass.

Friends and family members are not permitted to arrive at HFCRCHS unannounced with the intention of speaking with scholars while school is in session. In the event of an emergency, family members should contact the school by phone prior to their arrival.

Weather Related Closings

In the event of inclement weather, Holy Family Cristo Rey Catholic High School will notify parents by phone and text message through the School Messenger system. Every effort will
be made to place timely announcements on T.V., the school’s website, and the school’s social media pages.
Section XI: Financial/Service Obligations

2022-2023 Fees

Holy Family Cristo Rey Catholic High School’s total tuition amount for the current academic year is $9,760.00. All families receive substantial financial aid based on income and family size. The one time registration fee is $25.00 and the annual technology fee is $100.00.

There is a mandatory $100.00 fee for Juniors for the prom. The Senior fee for graduation expenses is $200.00

Family Contribution/Payment Plan: The family contribution for the school year is based on a third party evaluation of the family income. The maximum family contribution toward tuition for the 2022-2023 year is $2,250.00.

Checks: All checks for any Holy Family Cristo Rey Catholic High School sponsored activity must be written payable to: Holy Family Cristo Rey Catholic High School. No checks should be written payable to a teacher, moderator, coach, or company.

A fee of $35.00 will be charged for all checks returned to HFCRCHS for insufficient funds.

Refund Policy: Registration Fees are NOT refundable. Tuition payments are NOT refundable.

Textbook Policy

Every scholar will be loaned the textbooks they need for class.

The school is not responsible for books lost or stolen. Missing textbooks should be reported immediately to the teacher. Every reasonable attempt will be made to recover missing textbooks. The school will not loan a second textbook. If a book is missing, that book must be paid for before a replacement can be issued.

Textbooks which are badly damaged or disfigured by graffiti, or otherwise rendered unserviceable will not be accepted for return and must be paid for by the scholar. Fines will be charged for serviceable books that have been damaged.

Delinquency in Financial Obligations

Scholars cannot attend first semester classes unless current year tuition/fees are up-to-date, and all books/school fees have been paid and any amounts owed from the previous year have been satisfied by payment in full or written arrangement with the Finance Department.

Scholars cannot attend second semester classes unless tuition/fees are up-to-date. Neither report cards nor records will be released until all financial obligations have been fulfilled.

Scholars may not participate in athletic teams if tuition and fees are not current.
Scholars with outstanding financial obligations to Holy Family Cristo Rey Catholic High School will not receive report cards, grade transcripts, diplomas nor will any other official school records be released until these obligations are met.

Payment must be in cash, credit card, cashier’s check or money order if requesting records (report cards, transcripts) on the day of payment.

Other Financial Information

Holy Family Cristo Rey Catholic High School provides an affordable means of education for qualified young people and their families. The maximum family contribution for tuition for the 2022-2023 school year is $2,250.00. Scholars attending Holy Family Cristo Rey Catholic High School receive a sizable amount of financial assistance.

Holy Family Cristo Rey Catholic High School does not offer athletic scholarships.

Families contribute $2,250.00 or less of the total cost of tuition for each scholar. Our innovative Corporate Work Study Program and the fundraising efforts of our Development Office fill the tuition gap making a HFCRCHS education accessible for families meeting the school’s income guidelines.

Corporate Work Study Program Financial Policies

Like any job, time missed means that the scholar should not get paid. Scholars will be assessed a $135.00 fee for every missed day of work, regardless of the reason. Scholars have the opportunity to receive reimbursement of the fee assessment by making up the time missed from work. Failure to make up missed work time will also affect the scholar’s CWSP grade. Scholars are allowed 1 excused late arrival (arriving after 8:00 am) each semester. After this, each late arrival will incur a $25 late transportation fee.
Section XII: Technology Acceptable Use Policy

This policy governs the use of computers, mobile devices, internet access, Google Apps for Education Suite, and other internet applications while on school property and on all school-owned/managed devices, regardless of physical location.

Definitions

- “User” includes anyone, including scholars, faculty, staff, and guests, using HFCR technology, including but not limited to computers, networks, Internet applications, email, and other forms of technology services and products.
- “Network” refers to the wired and wireless technology networks provided and managed by the school, including but not limited to the “HFStaff” and “HFStudent” wifi networks and school-owned mobile hotspots.
- “Equipment” includes cell phones and smartphones (e.g., iPhones), smart watches, MP3 players, tablets (e.g., iPads), and computers, such as laptops, Chromebooks, and desktops, as well as portable storage devices (e.g., flash drives).

Introduction

Technology is essential to facilitate the creative problem solving, information fluency, critical thinking skills, and collaboration that we see in today’s world. The internet provides scholars and teachers with unique and powerful ways to enrich learning. Holy Family Cristo Rey Catholic High School supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer Users access to its Network and Equipment so that they can access school-supplied technology to enhance learning at any time of day.

It is one of the technology goals of the school to ensure that each User’s interactions with technology contribute positively to the learning environment, both at school and in the community. Negative use of technology through the HFCR Network or on HFCR-owned Equipment, whether inside or outside the school, which degrades or defames other Users or members of our community is unacceptable. HFCR also recognizes that Users have widespread access to both technology and the Internet beyond the Network and Equipment provided by the school; therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Policy.

Access to HFCR’s Network is a privilege, not a right. The use of technology, whether owned by HFCR or devices supplied by the Users, entails personal responsibility. It is expected that Users will comply with HFCR rules, act in a responsible manner, and will honor the terms and conditions set by classroom teachers, staff, and administrators at HFCR. Failure to comply may result in temporary or permanent loss of access, as well as other disciplinary or legal action as necessary. In particular, scholars will be held accountable for their actions, and are encouraged to report any accidental unacceptable use to a teacher or school administrator.
Network and Equipment Use and Access

HFCR provides internet access and other technology to its scholars, faculty, staff, and guests as a research tool and means to communicate. Information gathered from the internet is understood as another reference material in school. All HFCR-owned Equipment and the HFCR Network, as well as all information transmitted by, received from, or stored on them, are school property and are intended for school use. The HFCR on-site wired and wireless Networks provides content filtering controls for scholar access to the internet. Scholars will be held accountable for any deliberate attempt to circumvent HFCR technology security and supervision.

HFCR reserves the right to monitor Users’ online activities and to access, review, copy, and store or delete any electronic communications or files, and to disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of any HFCR Equipment, Network, internet access or files, including email.

HFCR expects Users to utilize technology and conduct themselves on the Internet in safe, responsible, and legal ways, and in a manner appropriate to Holy Family Cristo Rey Catholic High School. The following are considered acceptable and responsible uses of HFCR Equipment, the Network, and school-provided or -managed applications/technologies:

1. Completing school assignments through applications such as Google Apps for Education Suite (including Classroom, Drive, Docs, Sheets, and Slides), NoRedInk, Kahoot, Khan Academy, and others, as assigned by teachers or administrators.

2. Communicating respectfully and responsibly with faculty, staff, and fellow scholars regarding academics, the Corporate Work Study Program, college applications, school-sponsored activities (e.g., sports and clubs), and opportunities for community involvement.

3. Accessing information or videos related to academics, the Corporate Work Study Program, college applications, school-sponsored activities (e.g., sports and clubs), and opportunities for community involvement.

4. Protecting the safety of self and others, by refraining from publishing personal or contact details for any User, by keeping passwords and other log-in credentials confidential, and by reporting abuse and any inappropriate materials or communication.

5. Respecting the dignity of self and others, by refraining from teasing or bullying others and by observing online etiquette.

The following are considered unacceptable uses of HFCR Equipment, the Network, and school-provided or -managed applications/technologies, and may result in temporary or permanent loss of access, as well as other disciplinary or legal action as necessary:

1. Using the Network or Equipment for non-school related activities during class time or work, including but not limited to, streaming or downloading movies or TV shows, playing video games, or accessing social media sites (e.g., Facebook, Instagram, Snapchat, TikTok, etc.) without explicit permission.

2. Using the Network or Equipment for inappropriate and/or illegal activities, including but
not limited to gambling, playing violent or adult video games, sending or retrieving explicit/pornographic, violent, or otherwise inappropriate material, or illegally downloading (pirating) movies or TV shows.

3. Accessing information or sites that would be offensive to scholars, faculty, staff, parents, or guardians due to: pornographic content; racial, ethnic, sexual, gender, orientation, or minority disparagement or other forms of discrimination; advocacy of violence and/or illegal activity; or any other illicit/illegal content.

4. Destroying or vandalizing Equipment, or intentionally deleting school-owned resources (such as software/applications or files).

5. Sharing personal information, including addresses, phone numbers, passwords, or schedules.

6. Violating the privacy of others by posting personal information (e.g., full names, addresses, phone numbers, passwords, or schedules) that would jeopardize the safety of a fellow scholar, a faculty or staff member, or a community member.

7. Sharing or publicly posting links (including to Zoom meetings, Google Classrooms, Google Docs/Sheets/Slides, or private videos) intended only for a particular class or school group.

8. Impersonating another User, disguising one’s identity, or accessing, deleting, copying, modifying, or forging another User’s name, emails, files, data, or account(s).

9. Using abusive language or profanity.

10. Installing unauthorized software, freeware, or shareware on school Equipment without prior approval from school administrators, or knowingly distributing computer viruses, malware, or spam.

11. Using any HFCR Equipment or Network to pursue “hacking,” internal or external to HFCR, or attempting to access information protected by privacy laws, including.

12. Using anonymous proxies or VPNs in order to get around content filtering.

13. Posting others’ material as one’s own, plagiarizing internet resources, or copying, downloading, or sharing copyrighted material without the creator/owner’s permission.

14. Filming or taking pictures of faculty and staff without proper permission.

Social Media and Cyberbullying

Online communications between Holy Family Cristo Rey Catholic High School scholars, or Holy Family Cristo Rey Catholic High School scholars and others, are a matter of concern to the HFCR community. Inappropriate online behaviors such as bullying, threatening, the posting of inappropriate material, etc., will be subject to the school’s sanction and may affect a scholar’s standing, even leading to expulsion from the school. These things having been said, it is hoped that all members of the Holy Family Cristo Rey Catholic High School community will develop worthwhile, constructive, and creative ways of using the extraordinary opportunities and access that the internet and social media provide.

Any User whose behavior on the Internet demonstrates either a serious disregard for the dignity of self or others, or for the reputation of Holy Family Cristo Rey Catholic High School, may be subject to disciplinary action. Users will be held responsible for material posted on the Internet (including but not limited to blogs, webpages, Facebook, Twitter, Instagram, and Snapchat) or shared via text message, regardless of whether the User used school-owned Equipment, the school-managed Network, or another device or network or when the material was posted.
All Users are reminded that personal posting may have long-term consequences, not only in the context of the school community at present, but within the larger context of the poster’s future and reputation.

If a User receives an inappropriate message from an HFCR scholar, the Director of Student Relations should be notified immediately. If a User receives an inappropriate message from a faculty or staff member or another adult, a school administrator should be notified immediately.
Diocese of Birmingham Child and Youth Protection Information

Code of Conduct

Clergy, religious, employees and volunteers must, at all times, be aware of the responsibilities that accompany their service to young people and their families. They must also know that God’s goodness and grace support them in their faithful service.

Responsibility for adherence to this policy rests with each individual. Anyone who fails to comply is subject to remedial action. Appropriate action may take a variety of forms, from verbal reproach to removal from service. Specific action is dependent on the nature and circumstances of the offense and the extent of harm.

General Principles

The following fundamental principles, shall apply to the behavior of all those who have either regular contact with minors or have a reasonable chance of being alone with a minor:

- They will strive to exhibit the highest Christian moral standards and personal integrity in their work and personal lives; supporting the teaching, and tradition of the Catholic Church.
- They will be qualified and trained adults.
- They will strive to conduct themselves in a respectful manner toward all people.
- They will protect the confidentiality of all sensitive information to which they have access.
- They will not take unfair advantage of relationships made through church involvement.
- They will not physically, sexually or emotionally abuse or exploit anyone.
- They will not neglect a minor who is in their care.

The policy is not intended to address all possible situations. Rather, it is to shape the behavior of all those who serve young people in the name of the Church.

Standards

Programs and institutions under the supervision of the Superintendent of Catholic Schools are subject to the policies and standard operating procedures of the Catholic Schools Office, Diocese of Birmingham that governs the training of all adult leaders, travel and transportation, two-deep leadership, parental permission, counseling, and mandatory reporting.
Holy Family Cristo Rey Scholar & Parent Handbook Addendum for Virtual Learning

This HFCRCHS Scholar and Parent Handbook Addendum supplements the current HFCRCHS discipline policies and the HFCRCHS Code of Conduct by providing guidelines and expectations for virtual learning along with consequences for virtual instruction behavioral infractions. Unless specifically addressed by this HFCRCHS Scholar and Parent Handbook Addendum, HFCRCHS discipline policies and the HFCRCHS Code of Conduct are applicable.

Virtual Learning Code of Conduct:

- Scholars are logged in on time for classes.
- Scholars who log in after five minutes will be considered tardy.
- Scholars are wearing their HF Cristo Rey shirt and prepared for class with materials.
- Scholars will have all devices charged for every class.
- Scholars will create a space for learning with good lighting and lack of distractions.
- Scholars will be mentally and physically present for classes. They will be engaged and participate in lessons.
- Scholars will type questions or comments in the chat during class or use the “raise hand” function.
- Scholars must keep their cameras on during the entire live class unless there is an emergency.
- Please refrain from eating during live classes. Scholars will have scheduled breaks for snacks or meals.
- Scholars may not be permitted to live classes if they arrive late.
- Scholars are not permitted to log out of class unless they have made prior arrangements with the teacher.
- Do not cut, copy, or plagiarize Internet content or the work of your online classmates. Teachers do utilize technologies to check for authenticity. Copying, knowingly allowing others to copy from you, and/or misusing Internet content will result in disciplinary action.
- Remote Learning correspondence is not private. Never say, write, or record anything that will earn you a consequence.
Academic Integrity Policy for Virtual Learning

What is academic integrity? Academic integrity is an ethical code, whereby the scholar guarantees that all work submitted is the scholar’s own work.

Why is academic integrity important? When scholars submit an assignment that is not their own original work, there are two issues involved:

- Scholars are earning credit for learning material for which they have not demonstrated mastery.
- They may be violating the policies of the school.

What are some examples of academic integrity violations? There are two kinds of academic integrity violations. One is “plagiarism” and the other is “cheating.”

- Plagiarism
  - To steal and pass off (the ideas or words of another) as one’s own: use (another’s production) without crediting the source.
  - Some examples are, but not limited to the following:
    - Copying and pasting a report from the Internet and representing it as your own work
    - Copying any other work and not properly citing authorship

- Cheating:
  - To influence or lead by deceit, trick, or artifice
  - To practice fraud or trickery to violate rules dishonestly
  - Some examples are, but not limited to the following:
    - Providing questions/answers/work to another scholar
    - Receiving questions/answers/work from another scholar

Consequences for Virtual Learning Behavior Infractions

Teachers will follow and include the following steps in their individual Classroom Management Plan:

1. First warning: Verbal or written at the discretion of the teacher and parent may be called.
2. Second warning: Written warning (copy given to the Director of Student Relations and scholar). The parent/guardian will be called.
3. Third warning: Three or more written warnings will result in a parent conference. The scholar will be placed on academic probation.
4. Fourth warning: The scholar will be in danger of being suspended. The Discipline Committee will review the scholar’s actions and a final decision will be made by the Principal. The parent/guardian will be notified and a letter will be sent home.
Please sign the following pages and return to the Director of Student Relations.
Technology Acceptable Use Agreement

Scholar Agreement

I have read, understand, and will abide by the Technology Acceptable Use Policy. I understand that the school Network, Equipment, and email accounts are owned by Holy Family Cristo Rey Catholic High School, and that Holy Family Cristo Rey has the right to access any of the information accessed, sent, or used through these mediums at any time. I further understand that any violation of these regulations is unethical and may in some cases constitute a criminal offense. I understand that if I break this agreement, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action initiated.

Student Signature: _______________________________ Date: ________________

Printed Student Name: _______________________________________________________________

Parent/Guardian Agreement

As the parent/guardian of the above-named scholar, I have read the Technology Acceptable Use Policy. I hereby give permission for my child to use the school’s technology resources and certify that I have reviewed this information with my child. I understand that access to the HFCR Network and Equipment is designed for educational purposes, and will support my child in adhering to this Acceptable Use Policy. I understand that the school Network, Equipment, and email accounts are owned by Holy Family Cristo Rey Catholic High School, and that Holy Family Cristo Rey has the right to access any of the information accessed, sent, or used by my child through these mediums at any time. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired by my child during use of the Network or Equipment. Further, I accept full responsibility for supervision if and when my child’s use of school technology resources is not in a school setting. I am aware that if my child breaks this agreement, the consequences may include access privileges being revoked, school disciplinary action being taken, and/or appropriate legal action initiated.

Parent/Guardian Signature: _______________________________ Date: ________________

Printed Parent/Guardian Name: _______________________________________________________

PLEASE SIGN AND RETURN
Acknowledgement of Receipt of Child and Youth Protection Policy Information

Student Acknowledgment

I have received and understand the Diocese of Birmingham Child and Youth Protection Policy Information. I further understand that adherence to this policy is the responsibility of each individual and if there are any violations of this policy, I will report it immediately to school authorities.

Student Signature: ________________________________ Date: __________________

Printed Student Name: ________________________________________________________

Parent or Guardian Acknowledgment

As the parent/guardian of this student, I certify that I have reviewed the Diocese of Birmingham Child and Youth Protection Policy Information. I understand that this policy outlines the responsibility of qualified adult school personnel and agents acting on behalf of the school to maintain a safe environment for my child. I am aware that I am responsible for granting permission for my child to participate in school sponsored activities. I accept full responsibility for the behavior of my child and will discuss any concerns I may have with the appropriate school authorities.

Parent/Guardian Signature: ________________________________ Date: __________________

Printed Parent/Guardian Name: ________________________________________________________
Media Release

I give my consent for my child’s name, image, photograph, video, audio, or any other form of recording of my child to be used in any and all print materials, social media, videos, and/or any other print or electronic media venues for the promotion of Holy Family Cristo Rey and/or for organizations that help support the mission of the school or provide scholarships for students at this school. I also understand that if my child is assigned to a sponsor or receives a scholarship from a foundation, an individual, or a scholarship granting organization, that my child’s name, image, photograph, video, audio, or other form of recording of my child may be given to the sponsor, foundation, individual, or scholarship granting organization to directly or indirectly support the mission of those organizations.

I also give the school permission to publish any quality work my child produces for the purpose of using it as an example of what this school is accomplishing with its students.

Printed Student Name: __________________________________________________________

Parent/Guardian Signature: _________________________ Date: ________________________

Printed Parent/Guardian Name: __________________________________________________
Statement of Agreement

Failure to read the material contained in this fact does not excuse the scholar from observing the information and regulations stated. The School Administration retains the right to amend the Student and Parent Handbook if necessary. If this occurs, the parent(s) or guardian(s) will receive written notice.

Student Acknowledgment

I have read the Student and Parent Handbook for the 2022-23 school year. I understand the rules and will cooperate with the school in this regard.

Student Signature:__________________________________________ Date: __________________

Printed Student Name: _______________________________________________________________

Parent or Guardian Acknowledgment

I am the legal parent or guardian of the scholar signed. I have received a copy of the Student and Parent Handbook to use as a reference at home. I understand the rules and will work with the school to support these policies.

Additionally, I hereby give my permission and grant all rights necessary on behalf of my daughter or son to Holy Family Cristo Rey Catholic High School, the Cristo Rey Work Study Program, their respective agents and anyone authorized by them for the following:

Please initial each:

_____ Take my daughter or son to and from work on their scheduled days on school-provided transportation;
_____ Allow my daughter or son to be interviewed or participate in surveys or written/verbal tests generally related to either work or school;
_____ Take my daughter or son to and from retreats, class trips, service opportunities, athletic/extracurricular events, and physical education classes off campus on their scheduled days on school-provided transportation.
_____ I also understand that I will be required to execute the CWSP Parent Student Agreement.

Parent/Guardian Signature: ________________________________ Date: ____________________

Printed Parent/Guardian Name: ______________________________________________________