



HOLY FAMILY  
**CRISTO REY**  
CATHOLIC HIGH SCHOOL



# Scholar & Parent Handbook 2025-2026

## **Holy Family Cristo Rey Catholic High School**

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*Handbook Disclaimer: Holy Family Cristo Rey Catholic High School (HFCR) reserves the right to determine and amend policies as needed to ensure the health and safety of scholars and staff. Deviations from or amendments to this handbook may be made at any time with administrative approval.*

***Revised August 2025***

# Introduction

Welcome to Holy Family Cristo Rey Catholic High School! We are excited and ready for a productive academic year. Holy Family Cristo Rey Catholic High School offers a unique educational experience, integrating a corporate work study program with a challenging college preparatory curriculum in a Christian environment. We are committed to developing scholars socially, intellectually, and spiritually. This handbook explains the policies and procedures for the school, and we ask that you read it and sign the required forms on the last few pages.

## 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. Our faith instills hope, our academics prepare lifelong learners, our Corporate Work Study Program shares the cultures of success, and our community builds character.

## Priorities

Our priorities include developing a student community reflective of our mission, maintaining a challenging college preparatory academic curriculum, sustaining a faith community focused on the whole person, graduating students prepared for college persistence and work success, and accompanying our community and families with educational engagement that develops personal, familial, and community responsibility. These priorities align with the broader goals of Cristo Rey schools to form young men and women for others who succeed in college and lead their communities.

## Spiritual Life

HFCR is committed to nurturing each scholar in a Christ-centered environment. We welcome scholars of all religious traditions and invite every individual to deepen their relationship with God and pursue the good according to their own tradition, ensuring everyone feels unconditionally welcomed and supported in their spiritual journey. We are committed to sharing God's profound love for every person, working to remove obstacles to receiving love and achieving success, and building a community and a world that reflects the Kingdom of God.

## **Faith in Action**

- **Daily and Classroom Prayer:** Each day at HFCR begins with a “Morning Meditation” during first block. This daily practice encourages students and faculty alike to cultivate a

habit of prayer through reading and reflecting on the Scriptures, particularly the Gospels. Each class also begins with a short prayer or moment of silence.

- **Regular Prayer Services:** All scholars and teachers participate in school Masses and other prayer events on a regular basis, at least bi-weekly. Parents and guardians are always welcome to attend these celebrations. These experiences are central to our Catholic Christian identity and spiritual life, designed to be representative of and accessible to all.
- **School-Wide Small Groups:** Students participate in bi-weekly small group meetings that serve as a dedicated space to encounter God and one another, deepen faith, and foster a strong sense of belonging. Student feedback highlights these groups as a "safe space" where they "feel like a big family".
- **Annual Retreats:** Each grade level participates in annual retreat. These retreats are off-site and participation is mandatory. The retreats are carefully planned to help students deepen their relationship with Christ, offer time for prayer, reflection, and play, and strengthen community bonds. Make-up activities are offered for excused absences to ensure all students may participate.
- **Christian Service Program:** Participation in our Christian Service Program is a graduation requirement, with an average of 10 service hours per year, totaling 40 hours by senior year. These hours are dedicated to benefiting others without monetary compensation and are reported through the MobileServe app. This program empowers students to use their gifts to share Christ's love and contribute to "transformational change" in the world, embodying our mission to pursue social justice.
- **Seasonal Celebrations & Reconciliation:** As a school community, we celebrate liturgical seasons, such as Advent/Christmas and Lent/Easter. Scholars participate in a reconciliation service at least once a year, typically during Advent and/or Lent.

# Section I: Academics General Policies & Procedures

## Admission Policy

Students who qualify academically (minimum 2.0 GPA), are successful participants in the Corporate Work Study Program, and are committed to attending college may be considered for admission. Entrance test scores, previous and current year final report cards, attendance records, disciplinary records, teacher recommendations, student/parent interviews, and space availability are all factors in accepting students. Families must also meet low to medium income financial eligibility. HFCR does not unlawfully discriminate on the basis of race, color, gender, sexual orientation, religion, or national or ethnic origin in its admission process.

## Graduation Requirements

HFCR Scholars must earn 30 credits to graduate, including:

Subject Area	Required Credits
English	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies	4 credits
Theology	4 credits
Corporate Work Study Program	4 credits
Foreign Language	2 credits
Physical Education	1 credit
Christian Service Program	1 credit
College Counseling	1 credit
Health	.5 credit
Fine Art/Career Preparedness	.5 credit

## Course Offerings

HFCR offers a rigorous college preparatory education. Scholars take courses determined by the school to provide skills and knowledge for college success. Advanced Placement (AP) courses are offered, requiring scholars to take the corresponding AP exam and earning higher

quality points. Scholars must earn a B or better in prerequisite classes and have a teacher recommendation to qualify for AP courses.

### Failure of Credit

Scholars who fail classes must earn necessary credits through Summer School. Scholars must be on grade level to remain enrolled. Any scholar who fails the same subject twice or more will not be invited to return to HFCR. Seniors failing required graduation courses will not participate in Commencement Exercises or receive a diploma until courses are successfully completed.

### Grading Procedures & System

Grade reports are issued quarterly via mail. Progress reports are given every 4.5 weeks. The semester grade is 40% for each quarter's grade plus 20% for the semester exam. Each semester is worth 0.5 credits. The grading system is as follows:

<b>Numerical Grade</b>	<b>Letter Grade</b>	<b>GPA Points</b>	<b>Description</b>
100-90	A	4.0	Excellent, showing independence, initiative, resourcefulness
89-80	B	3.0	Above average, accurate and complete scholarship
79-70	C	2.0	Average, minimum college-caliber grade. Consistent C-range may make college recommendation/acceptance difficult
69-60	D	1.0	Minimum passing grade, below average. College acceptance could be difficult
<59	F	0.0	Failing grade, remains on permanent record even if made up
----	I (Incomplete)	---	Assigned for incomplete coursework, revised upon completion. If not completed by end of summer school, it becomes an F

Administrators do not change a teacher's grades.

## The Honor Code

HFCR believes in a constructive Christian community built on honor and trust, instilling decency, self-discipline, honesty, integrity, and respect. The Honor Code pledge states,

"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."

Scholars are responsible for upholding honor, promoting a Christian atmosphere, reporting violations, and signing the pledge.

Violations are strictly confidential and dealt with by administration. Examples of violations include:

- Using unauthorized aids during tests.
- Copying or giving homework for copying.
- Turning in work composed by another or translated electronically.
- Taking copies of tests without permission (a serious offense)
- Plagiarism
  - Plagiarism is also a disciplinary violation and defined as intentional or unintentional appropriation of others' information, ideas, or language. Proper citation is essential to avoid plagiarism.

## Artificial Intelligence (AI) Policy

Our school is committed to preparing your children for the future while ensuring their safety, academic growth, and well-being remain our top priorities. We recognize that artificial intelligence (AI) is becoming an increasingly important part of our world, and we believe in teaching students to use this technology responsibly and effectively. Our comprehensive AI policy creates a balanced approach that protects students while helping them develop essential skills for their future. Teachers will carefully guide students in using AI as a learning tool - similar to how we've traditionally used calculators or research databases - while maintaining strict oversight to prevent misuse and ensure academic integrity. We've implemented strong safeguards for student privacy and data protection, and we'll only allow AI use in specific, teacher-approved situations that enhance learning without replacing critical thinking or creativity. Through this approach, we're helping students develop AI literacy and responsible tech usage habits while maintaining the human connections and personal growth that are central to education. We believe this balanced approach will give your children the skills they need to thrive in a world where AI is increasingly prevalent while ensuring they develop the fundamental skills and knowledge they need for success.

## Guiding Principles for AI

- **Human-Centered Education:** Students and educators are at the heart of the learning process. AI should enhance, not replace, human interaction and relationships, which are essential for critical thinking, creativity, and social-emotional development. AI should be an aid to educators and not a replacement.
- **Evidence-Based Practices:** AI tools should be adopted based on evidence of their effectiveness and alignment with high-quality teaching and learning standards. Decisions about AI should be made with the understanding that AI is not flawless and requires human oversight. Educators should be involved in the assessment of AI tools.
- **Ethical and Transparent Use:** AI must be used ethically, with attention to data privacy, intellectual property rights, and the potential for bias. There must be transparency about how AI systems work and how decisions are reached. Educators, students, and families should be aware of how AI tools are used.
- **Equitable Access and Use:** All students and educators should have equitable access to AI tools and the necessary support to use them effectively. AI should be used in ways that promote active learning and critical thinking for all students, regardless of their background or learning style, and not relegate some students to rote memorization or standardized assessment.
- **AI Literacy and Agency:** Students and educators must develop AI literacy, including an understanding of AI's benefits, risks, and ethical implications. This should include awareness of algorithmic bias and the environmental impact of AI. Educators should be positioned to lead professional learning about the use of AI tools.
- **Continuous Learning and Adaptation:** We will regularly reassess AI tools to ensure they continue to meet their intended goals and haven't created unexpected problems. The policy should be adaptable to the rapid evolution of AI technology.

## Semester and Final Exams

Exams are cumulative, two hours long, and count for 20% of the semester grade. All scholars must take all semester exams, unless exempted by administration. Scholars missing an exam due to suspension or absence will receive a grade of "zero".

## Academic Probation

A scholar with an academic average below 70 and/or two or more failing grades is placed on academic probation. This includes additional tutoring requirements and ineligibility for extracurricular activities.

## Homework/Study Time

In most cases, homework is given daily for review, reinforcement, and skill increase. Scholars are expected to complete all assignments by the due date and are held accountable for missed homework. Scholars should expect homework in each subject and spend at least 30 minutes per course each night.

## College Counselor

The College Counselor plays an essential role in ensuring scholars are on track for college enrollment and success. They implement a four-year college counseling program, guiding scholars through applications and financial aid.

## Transcripts of Academic Records

The school maintains permanent, confidential transcripts including scholar's name, courses, grades, and GPA. Official transcripts bearing a school seal are sent directly to colleges or employers, not to scholars. Unofficial transcripts can be sent to scholars. A \$5.00 fee is charged per transcript, and all financial obligations must be met before release.



## Section II: Corporate Work Study Program

### Program Overview

The Corporate Work Study Program (CWSP) is a core part of every scholar's education at Holy Family Cristo Rey and participation in the program is a requirement of continued enrollment. CWSP co-manages the work experience alongside supervisors and stays in contact with families when needed to ensure scholar success.

#### **Through this opportunity, scholars:**

- Build early career skills and professional habits
- Develop relationships that grow their network
- Earn income that helps offset the cost of their education

#### **CWSP staff actively support scholars and partners through:**

- Daily timecard reviews
- Regular check-ins and site visits
- Twice-yearly performance evaluations

CWSP policies align with professional business standards and may be updated at the discretion of Holy Family Cristo Rey. Any changes will be communicated in writing. Questions should be directed to Berkan Ciger, CWSP Director.

### Expectations of Scholars

While the program provides strong support, **scholars are expected to take ownership of their growth by:**

- Bringing a positive attitude and curiosity to learn
- Showing professionalism, reliability, and a strong work ethic
- Building respectful relationships with supervisors and coworkers

Working your assigned job is a required part of your enrollment at Holy Family Cristo Rey.

#### **Scholars must:**

- Report to work on time and prepared
- Follow professional behavior standards at the job site
- Uphold both CWSP expectations and the school's Code of Conduct

Job assignments are made by CWSP staff based on Corporate Partner needs and scholar skills or interests. Scholar preferences are considered but placements are not negotiable.

Some job sites may require pre-employment steps that the CWSP will help guide the scholar through. If a parent or guardian declines a required pre-employment step, the scholar may be removed from consideration for that placement. Alternate assignments are not guaranteed.

**To remain enrolled at Holy Family Cristo Rey and in good standing with CWSP, scholars must:**

- **Attend work** on their assigned day each week
- **Complete all pre-employment requirements** as needed by the Corporate Partner
- **Be on time** for transportation to and from the job site
- **Make up missed work hours** when absent
- **Remain at the worksite** the entire day unless approved by the CWSP Director
- **Follow the school's Code of Conduct and wear the full school uniform** unless otherwise approved
- **Respect workplace policies** set by the assigned Corporate Partner
- **Show motivation and professionalism** through attitude, behavior, and performance
- **Communicate** with supervisors by:
  - Greeting them professionally
  - Checking in for assignments upon arrival
  - Checking out before leaving for the day
  - Asking questions when clarification is needed

### Scholar Work Eligibility

**To participate in CWSP, scholars must:**

- Be at least **14 years old**
- Be employed **directly by CWSP**, not the Corporate Partner
- Complete all **state and federal employment requirements**, including the I-9 Form

Each scholar and their parent/guardian must sign a **Student/Parent Work Agreement** and the **CWSP Syllabus** before starting the job. These agreement outlines the terms and conditions of CWSP employment, in line with federal labor laws.

Since CWSP is the legal employer, all questions or concerns about a scholar's job should be directed to **CWSP staff**, not the Corporate Partner.

### Scholar Work Schedules

Each scholar works one full day per week on a rotating schedule by grade level:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Freshmen	Sophomores	Juniors	Seniors	No CWSP (School Day)

## Timecards

At the end of each workday, scholars must complete an electronic timecard, which is sent to their HFCR email at 2:00 PM.

Completing timecards on time and accurately is required to remain in good standing with the program.

## CWSP Dress Code

Before leaving for work, CWSP staff will check each scholar's attire to ensure it meets dress code and professional standards.

**Scholars must wear full HFCR business attire:**

- White, long-sleeved **oxford shirt** with cuffs buttoned
- **School tie**
- **Uniform pants or skirt**
- **Uniform socks and shoes**
- **No hoodies** allowed on the job site

If a scholar's attire is not appropriate and cannot be corrected before departure, the scholar will remain at school and be marked **absent from work**.

CWSP and the school reserve the right to determine what is appropriate. In all cases, the school has the final say.

## Transportation Guidelines

CWSP provides **all transportation** to and from the workplace. For liability reasons, scholars may not drive themselves or be driven by a parent or guardian.

- Scholars must arrive at school by **7:45 AM** for CWSP check-in
- Buses depart at **8:10 AM**
- Arrival after **8:00 AM** is **tardy**; after **8:10 AM** is **late and may result in a missed workday**

For safety and communication, scholars must provide CWSP with an **up-to-date cell phone number**.

## CWSP Attendance Policy

Scholars are expected to **attend work every assigned day**. There are **no excused absences** from CWSP. Personal appointments must be scheduled outside of workdays.

Corporate Partners pay for scholar support, so **missed work must be made up**.

### **If absent:**

- Notify CWSP **at least 24 hours in advance**
- Contact the **CWSP Operations Coordinator** to schedule a make-up day
- Scholars must take initiative to make up the missed time promptly

### **Fees & Penalties:**

- A **\$175 fee** is assessed for each missed workday
- This fee is waived only if the day is made up
- **Failure to make up time** affects the scholar's CWSP grade
- One **excused late arrival** is allowed per semester
- Additional late arrivals will incur a **\$25 transportation fee**

### **Consequences of Frequent Absence:**

- Patterns of lateness or absence may result in **job removal**
- Families will be contacted and may be asked to meet with school leadership
- **Excessive missed workdays** will trigger a review of the scholar's CWSP eligibility
- CWSP absences also count toward **school-wide attendance policies**

### **CWSP Lunch Policy**

CWSP provides each scholar with a **sack lunch** before departure from school, unless the scholar brings their own. Scholars are **not allowed to leave the worksite** for lunch or any other reason unless they have prior approval from **both the CWSP Director and their supervisor**

### **Policy Violations:**

- Violating the lunch policy may result in **school-based disciplinary action**
- Repeated violations may lead to **removal from the CWSP job placement**

### **Illness at Work**

If a scholar becomes sick during the workday, they must **immediately notify CWSP staff**. CWSP and the Corporate Partner will decide the appropriate next steps.

CWSP will contact the scholar's **parent, guardian, or emergency contact** to share the situation and plan of action.

### **Scholar Conduct and Work Assessment**

Scholars are expected to behave in a **mature and professional manner** at all times while at work.

Professionalism is part of every scholar's work assessment and plays a key role in maintaining good standing with CWSP.

## Termination

If a **Corporate Partner requests a scholar's removal**, CWSP will honor the request and remove the scholar promptly.

CWSP may also remove a scholar from a job if the scholar is **unable to meet performance expectations** or follow workplace guidelines.

### **In the event of removal:**

- CWSP will work to **reassign the scholar** as soon as possible
- The scholar will complete **Job Retraining** before starting a new placement

If a scholar is **removed from two placements** due to performance during their time at Holy Family Cristo Rey, school leadership will **review the scholar's eligibility for continued CWSP participation**, which may affect enrollment at the school.

*More detail and other CWSP policies can be found in both the CWSP Student/Parent Work Agreement and the CWSP Syllabus.*

## Section III: Extracurricular Programs and Athletics

Extracurricular activities (sports, clubs, etc.) are a privilege, not a right. They are encouraged to broaden talents and horizons, adding depth to the scholar's education, but they will not interfere with a scholar's core tasks as a student.

### Eligibility to Participate

Scholars must maintain eligibility in three areas:

- **Academic Eligibility:** Scholars must have marking period grades of "C" or higher in all subjects. A single "D" or lower may lead to review and withdrawal of eligibility. Academic probation also results in ineligibility.
- **Disciplinary Eligibility:** A clean disciplinary record at school and CWSP worksite is required. Eligibility may be reviewed for serious or excessive disciplinary incidents, excessive absences/tardiness, unsatisfactory CWSP reports, or unresolved disciplinary penalties.
- **Financial Eligibility:** Scholar's financial account with the school must be up to date before participation.

### Health Forms

Necessary health forms must be filed for athletic activities. HFCR requires a certified birth certificate and physical form for athletic participation. Scholars must also have all required documentation uploaded into the DragonFly app.

### Reinstatement of Eligibility and Privileges

To be reinstated, the scholar must be passing all courses with teacher confidence, have positive job reviews, and have resolved all disciplinary issues.

### Honor Societies

HFCR recognizes several honor societies:

- National Honor Society
- Mu Alpha Theta: National Honor Society in Mathematics
- Rho Kappa: National Social Studies Honor Society
- National English Honor Society
- Sociedad Honoraria Hispánica (Spanish Honor Society)

## Athletics

HFCR offers boys' and girls' basketball, girls' volleyball, girls' softball, esports, bowling, and boys' and girls' soccer. Additional sports may be offered based on scholar interest.

### **Requirements (AHSAA guidelines):**

Students entering 10th-12th grades must have passed at least six new Carnegie units with a minimum 70 average in the last two semesters and summer school, including four core curriculum courses.

### **Eligibility Determination:**

Eligibility is determined at the start of each school year and generally remains for the year. However, HFCR requires passing at least five classes in the first semester for eligibility in second-semester sports. Ineligible students may regain eligibility at the end of the first semester. Maximum of two summer school units count.

### **Participation on Days of Absence:**

Scholars absent during the school day cannot participate in extracurricular activities, including practices or games.

## Student Government Association

The Holy Family Cristo Rey Student Government Association (HFCR-SGA) serves as the central platform for student voices, focused on addressing concerns and sharing ideas. The SGA works alongside administration to support a safe, fun, and unified school culture through spirit days, assemblies, rallies, and peer-led initiatives. It's all about building Tornado Pride and making sure every student feels heard and represented.

## Student Ambassadors

This is a small group of 10th-12th grade student leaders promoting HFCR, exhibiting academic excellence, and commitment to community service. Qualifications include a minimum 3.0 GPA, good disciplinary status, strong work ethic, positive attitude, and communication skills.

## Field Trips

Field trips are school-sponsored functions subject to the general code of conduct and regular school dress code unless specified otherwise. Scholars represent the school and must act accordingly; breaches of conduct will result in disciplinary action. Permission forms signed by parents/guardians are required.

## Section V: Disciplinary Module

All major disciplinary factors will be assessed by the Disciplinary Committee.

HFCR promotes a respectful, disciplined learning environment using a restorative justice model focused on root-cause solutions, virtues-based values, and natural consequences.

### Yondr Pouches

Designed for a phone-free environment, students lock phones in a Yondr pouch upon arrival and unlock at the end of day. Phones remain locked during school hours and are only unlocked at designated stations or for emergencies under staff supervision.

Students are responsible for pouch care; damage/loss may result in a replacement fee. Non-compliance or tampering leads to disciplinary action. Scholars may take pouches home or leave in lockers if not responsible enough to return each day.

### Violations and Consequences Policy

#### **Device Violations**

Examples include:

- Using a personal device (phone, smart watch, etc.) during unauthorized times
- Recording or photographing others without permission
- Accessing inappropriate content or bypassing school filters

#### **Behavior Violations**

Examples include:

- Disrespect toward staff or peers
- Disruptive conduct in class or common areas
- Non-compliance with school rules (e.g., refusal to turn in a device)

#### **Consequences for Behavior & Device Violations**

Offense	Consequence
First Offense	<ul style="list-style-type: none"><li>• Device confiscated until end of day (for device violations)</li><li>• Discussion with Director of Student Relations or designated staff</li><li>• Parent/guardian notified</li></ul>



Second Offense	<ul style="list-style-type: none"> <li>• Device confiscated until end of day (for device violations)</li> <li>• After-school detention</li> <li>• Discussion with administration</li> <li>• Parent/guardian notified</li> </ul>
Third Offense	<ul style="list-style-type: none"> <li>• Device confiscated until picked up by a parent/guardian (for device violations)</li> <li>• Student prohibited from bringing devices for two weeks (for device violations)</li> <li>• After-school detention</li> <li>• Discussion with administration</li> <li>• Parent/guardian notified</li> </ul>

Continued violations will result in a **Behavior Contract**.

## **Section V: Attendance Policies & Regulations**

Regular attendance is essential, with no more than five unexcused absences allowed per semester and strict documentation required for excused absences.

Excessive absences or tardies lead to escalating consequences, including intervention workshops, parent conferences, suspension, and possible expulsion. Truancy and skipping school without permission are taken seriously and may result in court referral.

Scholars must arrive on time, attend the full school day to participate in extracurricular, and follow all attendance procedures, including proper early dismissal protocols.

### **Consequences for Excessive Absences**

5 Days of unexcused absences will result in a parent conference as well as 3 or more tardies. Our goal is to be proactive and make sure all scholars are at school and ready.

5 or more unexcused absences and tardies per semester may result in an overall administrative meeting. Consequences will be to the discretion of the principal.

### **Excused Reasons:**

Illness of the student, death in the immediate family, quarantine, court summons, or school-sanctioned off-campus activity. After three consecutive days of absence, proper supporting documentation is required. Documentation must be submitted within 1 week of absence.

### **Unexcused Absences:**

Absences for reasons other than those listed are unexcused, and scholars cannot make up missed work. If an absence occurs without parent knowledge, it is considered truancy.

### **Extracurricular Participation:**

Scholars absent during the school day cannot participate in extracurricular activities that day.

### **"Senior Skip Day":**

Not recognized; considered unexcused and dealt with as an absence.

## Make-Up of School Work:

Scholars with excused absences have as many days as they were absent to make up missed assignments or tests. It is the scholar's responsibility to ask teachers for missed assignments. Scholars missing semester or final exams due to suspension or absence receive a "zero", unless they receive administrative permission or have a valid doctor's excuse.

## College Fairs and College Visits:

Scholars are encouraged to attend sessions not during school hours. Excused absences for college visits are limited to three days if parents inform the school and request permission.

## Tardiness

### **Tardy to School**

Arriving after 8:10 AM is considered tardy. Scholars MUST report to the Main Office for a tardy slip to be admitted to class. Scholars must be in the classroom by 8:10.

### **Tardy to Class**

Scholars arriving late must present a tardy slip. Teachers document unexcused tardies.

### **Consequences for Excessive Tardiness:**

- 3–5 Tardies (per semester): Parents will be notified, and the scholar will serve after-school detention.
- 6 or More Tardies (per semester): Parents will be notified again. In addition to after-school detention, a parent meeting will be scheduled with the Director of Student Relations to discuss a Tardy Agreement and support plan.
- More than 10 Tardies (per semester): A formal meeting with administration will be held to review the scholar's attendance and discuss next steps. The principal will make the final decision regarding further actions.

## Early Dismissal:

Requests must be in writing (notification in writing from parent/guardian) presented to the Office before the first period on the day of dismissal. Only medical/dental appointments or emergencies are honored. Phone requests are not accepted.

## Truancy

Leaving school property during the school day without approval is truancy. Truancy for an entire day results in suspension, parent conference, and can lead to expulsion. Parents must explain absences in writing within three school days, otherwise the absence is unexcused. Five unexcused absences lead to referral to School Administration.

## **Section VI: Health Policies**

### Sickness During the Day

Scholars who become ill must report to the Main Office. Office personnel notify parents for dismissal. Scholars may not call parents themselves. The school reserves the right to require a parent/guardian pick-up. Leaving without permission is truancy.

### Emergency Information

An Emergency Information form is sent with registration forms. Scholars are only released to designated persons. Changes should be updated with the Main Office.

### Prescription/Non-Prescription Medications

Scholars are asked not to bring medication to school. If necessary, a Physician's Medication Authorization form must be on file, and medication is kept in the Main Office and dispensed by personnel.

# Section VIII: Attire & Uniform Code

## Uniform Code Overview

HFCR's uniform policy promotes respect, pride, and professionalism, requiring scholars to wear the designated school uniform daily, including at CWSP worksites. Scholars must come to school dressed in proper attire at all times including CWSP days, exams and any function during school hours.

## Key Uniform Items:

### **Top:**

- All shirts must be white or navy collared, have the HFCR logo, and be tucked in.
- Short-sleeve polo-style (white or navy blue) is acceptable on non-CWSP/Mass days.

### **Bottom:**

- Navy twill fabric pants, or school plaid skirts
  - Skirts no more than 2" above the knee and not rolled.
  - Belts should be plain black or brown without large buckles.
- **Jeans, jeggings, and leggings are not acceptable.**

### **Tie:**

- Navy and gold striped or solid necktie or bowtie; mandatory on CWSP and Mass days.

### **Outerwear:**

- Navy or gold V-neck cardigan, navy fleece jacket, or navy V-neck sweater vest.
- **Hoodies are not allowed.**

### **Socks:**

- Black or navy socks or tights, worn every day.

### **Shoes:**

- Solid black, brown, or white casual shoes or loafers (e.g., Sperrys).
- **Crocs or Ugg Boots are not allowed**

### **Hair:**

- Neat, clean, groomed; subtle natural highlights acceptable; no rainbow/neon colors.
- Girls' long hair should not touch the waistband.
- Boys' hair neat, out of eyes, collected in a hairband if touching shoulders; facial hair short and well-groomed.

### **Jewelry:**

- Modest earrings for girls (2 inch hoop), small unadorned stud or loop nose/septum piercings for girls
- Small unadorned stud earrings for boys.

**Makeup and Nails (Girls):**

- Makeup natural application, softer/natural lipstick.
- Nails less than 1" length, minimal adornment, not constricting daily activities.

**Tattoos:**

- Forearm tattoos must be covered out of the building by long-sleeve shirts with buttoned cuffs.

**Lanyard:**

- HFCR lanyard or one college lanyard worn at all times (chest area) with ID card.

**Other:**

- Clear and prescription glasses only in building/work-site; hats outside only; bonnets not acceptable.

**Business Attire Dress Code:**

- White Oxford cloth shirt embroidered with the school logo (sleeves rolled down, cuffs buttoned)
  - Girls may instead wear a white or navy polo shirt, tucked in underneath a navy blue cardigan; shirt and cardigan must be embroidered with the school logo
- School tie (required for boys)
- Uniform pants or skirt
- Uniform socks and shoes

**Consequences for Uniform Violations:**

**First Violation:** Parental notification, letter sent home for signature.

**Second Violation:** Lunch detention, parental notification, second letter for signature.

**Third Violation:** After school detention and other restorative practices at the discretion of the Director of Student Relations.

## **Section IX: Specific Campus Areas and Regulations**

Campus Scholars are expected to behave as responsible young men and women everywhere on campus and beyond. HFCR maintains a closed campus, meaning scholars are not allowed to leave school property during the school day without approval. School rules are enforced anytime a scholar is on campus.

### **Before School**

Scholars should not report to campus before 7:30 AM. Scholars arriving early must go directly to the lunchroom. They cannot be in halls or classrooms before school starts.

### **After School**

Classes end at 3:30 PM. Scholars should go to their designated area and are not permitted to loiter after school. A study hall is open until 4:30 PM on most days. Scholars may not leave and return to campus after school. School rules remain in effect as long as scholars are on campus. Scholars are not allowed in the building or on property when classes are not in session unless supervised by a faculty member. The right to attend after-school study hall may be revoked for discipline problems or repeated late pick-ups.

### **Cafeteria**

All scholars have access to a free breakfast and lunch. No carryout food delivery (DoorDash, Uber Eats, etc.) is allowed. All scholars must go to the cafeteria during lunch and remain for the entire period, unless given prior permission. Scholars are responsible for keeping the cafeteria clean.

### **Lockers**

Hall lockers have built-in combination locks. Scholars are responsible for keeping lockers securely locked. Lock combinations and lockers should not be shared. The school is not responsible for contents. The school reserves the right to open and inspect lockers at any time.

### **Lost and Found**

Lost and Found items are taken to the office manager. Scholars should respect and care for personal belongings. Stealing is subject to expulsion.



## Parking/Parking Lot

Student parking is severely limited and requires registration and a permit. Scholars must park in assigned areas. Unauthorized parking results in disciplinary action. Scholars should not be in the parking lot or parked cars during school hours. Speeding, tire spinning, and endangering actions are not tolerated. The school reserves the right to inspect, tow, or impound any vehicle parked on school property. HFCR is not liable for lost or damaged personal possessions, including vehicles.

## **Section X: General Campus Regulations & Procedures**

### **Communicating with School Personnel:**

Parents can call the main school number or use the email directory on the website to communicate with staff.

### **Use of School Symbols:**

The HFCR name, logo, and motto are school property and should not be misused, especially on social media, without explicit consent.

### **Photographs, Videos, and Recordings**

Holy Family Cristo Rey Catholic High School regularly shares photos, videos, and other recordings to celebrate student achievements, promote our mission, and showcase school life across print materials, social media, the school website, and in communications with donors, corporate partners, and scholarship organizations.

All families are asked to sign the school's Media Release Form, which grants permission for the school to include students in photography and videography for these purposes. Without a signed release, the school will make every effort to exclude the student from photos and videos shared publicly; please note that failure to sign the Media Release Form may prevent your child from being publicly recognized for their achievements.

Students may not take photos or record videos/audio during the school day or at school-sponsored events without staff permission. Additionally, any individuals recorded must give explicit permission before the content is shared publicly. Violations of this policy may result in disciplinary consequences.

### **Emergency Preparedness:**

The school makes reasonable efforts to protect scholars during emergencies like hurricanes, tornadoes, fires, etc. Drills are conducted regularly; scholars must remain quiet and orderly and follow procedures. Pulling a false fire alarm or setting a fire is a serious violation resulting in immediate expulsion and potential criminal prosecution.

### Hall Pass:

Scholars are not to be outside their designated area during class periods, lunch, or before/after school unless supervised by staff.

### Personal Property:

Security for personal property is primarily the scholar's responsibility; the school does not take responsibility. Stolen property should be reported to the Director of Student Relations. A scholar caught stealing is subject to expulsion.

### Visitors:

Visitors during school hours must report to the main office for a pass. Friends and family are not permitted to arrive unannounced to speak with scholars during school. In emergencies, family members should contact the school by phone.

## **Section XI: Financial/Service Obligations**

The total tuition for 2025-2026 is \$11,625.00 with substantial financial aid based on income and family size. The maximum family contribution toward tuition is \$2,500.00. Students will no longer have to pay a registration fee, prom fee, or graduation fee, but instead will pay an annual \$250 activity fee.

### **Textbook Policy:**

Scholars are loaned textbooks. The school is not responsible for lost or stolen books. Missing books must be paid for before replacement. Badly damaged books must be paid for.

### **Delinquency in Financial Obligations:**

Report cards and records will not be released until all financial obligations are fulfilled. Scholars cannot participate in athletic teams if tuition and fees are not current.

## **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 “HFCR-Staff” and “HFCR-Student” 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. 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

Inappropriate online behaviors (bullying, threatening, inappropriate material) among scholars or between scholars and others are a concern. Users are responsible for material posted online (blogs, webpages, Facebook, Twitter, Instagram, Snapchat, Tiktok) or shared via text message,

regardless of device or network used, or time of posting. Users are reminded that personal posting has long-term consequences for their future and reputation. Inappropriate messages from HFCR scholars should be reported to the Director of Student Relations.



# **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.

# 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: \_\_\_\_\_

Printed Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

## 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: \_\_\_\_\_

Printed Parent/Guardian Name: \_\_\_\_\_

Date: \_\_\_\_\_

# **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: \_\_\_\_\_

Printed Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **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: \_\_\_\_\_

Printed Parent/Guardian Name: \_\_\_\_\_

Date: \_\_\_\_\_

## 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: \_\_\_\_\_

Printed Parent/Guardian Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Statement of Agreement

Failure to read the material contained in this handbook 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 notice on the school website in the Tornado HQ section.

## Student Acknowledgment

I have read the Student and Parent Handbook for the 2025-2026 school year. I understand the rules and will cooperate with the school in this regard.

Student Signature: \_\_\_\_\_

Printed Student Name: \_\_\_\_\_

Date: \_\_\_\_\_