

**HOLY CROSS HIGH SCHOOL**  
**SCHOOL HANDBOOK CONTRACT AGREEMENT**

By enrolling your child in Holy Cross High School, you agree to be governed by the policies and regulations stated in the 2019-2020 handbook. The school reserves the right to review individual performance to determine if the student and the school can continue to benefit by the student's continued presence. Your cooperation and support will help ensure the education of your student and the smooth operation of our school.

All parents/guardians, along with their student, must sign this agreement acknowledging the receipt and the understanding of the policies in the  
2019-2020 Parent/Student Handbook.

I have received and read the Holy Cross High School 2019-2020 Parent/Student Handbook. I understand the policies stated in this handbook and I agree to be governed by these policies and regulations.

*Print Name* \_\_\_\_\_ *Student*  
*of Student:* \_\_\_\_\_ *Signature:* \_\_\_\_\_  
*Print Name of Parent/Guardian:* \_\_\_\_\_  
*Parent/Guardian Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Students:** Please return this signed form by Friday, August 23rd to your GAB Advisor.

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## STUDENT HANDBOOK 2019-2020

### **ABOUT THE SCHOOL**

Holy Cross High School was founded in 1984. Preceded by the all-female Angela Merici High School and the all-male Bishop David High School, Holy Cross joins the best of these traditions in a Catholic Coeducational high school, the only one of its kind in Jefferson County. The school occupies twenty-three acres of land at 5144 Dixie Highway in southwest Jefferson County. The main school building is fully equipped with wireless infrastructure to support our 1:1 student tablet program and consists of classrooms, technology center, administrative offices, locker rooms for both men and women, an art room, four science labs and a media room. The main building also houses a cafeteria, gymnasium and chapel. Tennis courts, a field house equipped with weight training facilities and locker space, a softball/baseball complex, a football field, and a track complete the present campus.

### **STATEMENT OF PHILOSOPHY**

Holy Cross High School embraces the goal of developing the intellectual, spiritual, social, and physical growth of adolescents within an environment reflective of the teaching of Christ. Holy Cross, as a Catholic institution, is guided by the belief in each individual's worth as a child of God. A primary focus, therefore is the cultivation of formal religious formation coupled with the propagation of Christian moral and spiritual values. Holy Cross, as an academic institution, seeks to provide challenging and stimulating academic opportunities commensurate with the individual student's abilities and interests. The academic requirements and curriculum offerings reflect a strong belief in a general liberal education as being the best preparation for either further academic study or direct entry into society's work force.

### **MISSION STATEMENT**

Holy Cross High School, in the tradition of Angela Merici and Bishop David and sponsored by the Archdiocese of Louisville, is a Catholic college preparatory school committed to spiritual, academic, social, physical and emotional growth for every student. Together, young men and women from diverse backgrounds are prepared to become faith-filled, visionary, and inspirational leaders in service to their community, the Church, and the world, now and in the future.

### **FIGHT SONG** (to the tune of "*Hail to the Victors*")

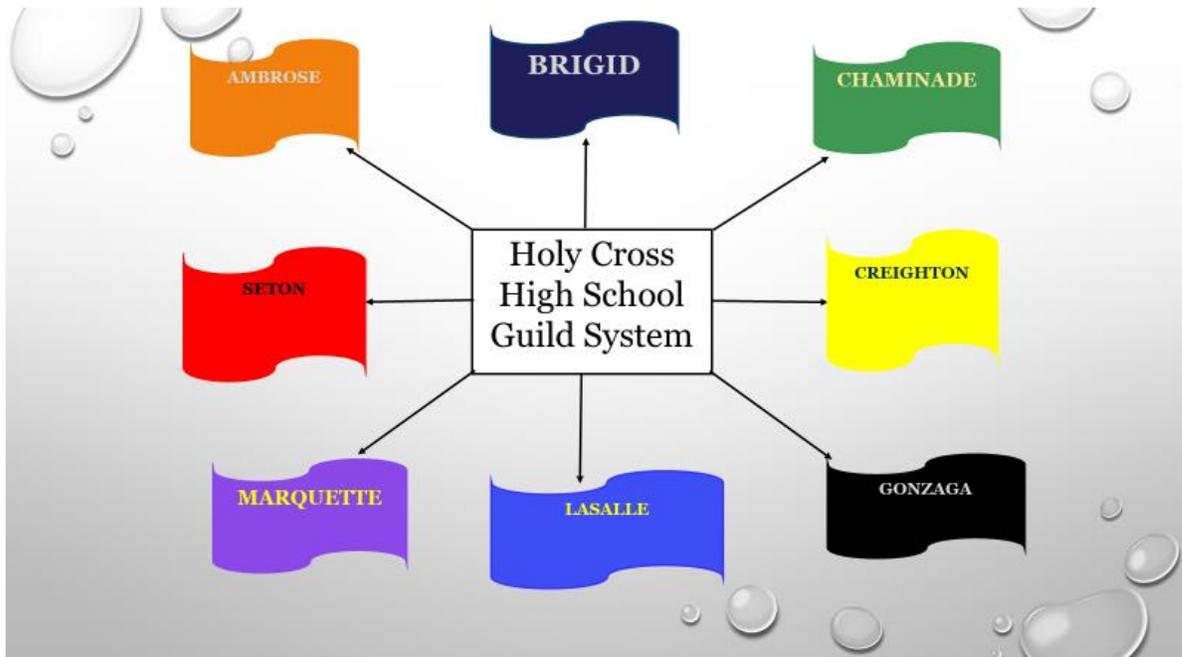
We are the awesome Cougars,  
Proud, bold, determined Cougars  
Fight, Fight for Holy Cross  
Cougars all the way  
Victory is ours today  
We'll win, Maroon and Grey  
Yes, yes, we are the best  
We're the Cougars of Holy Cross High!

**This agenda belongs to:** \_\_\_\_\_



## Holy Cross Philosophy PP Slide

**STREAM pdf**



### **Holy Cross Guild System Mission**

The Holy Cross Guild System is an organizational framework that fosters and promotes the overall mission of Holy Cross High School by:

- Supporting a greater sense of community
- Promoting high character, ethical conduct and responsibility.
- Encouraging stewardship through the sharing of God's gifts.
- Fulfilling full academic potential in all students.

### **Pillars of the Holy Cross Guild System**

Involvement  
Attendance  
Discipline  
Academics

## Service

### “THE COAT OF ARMS”



In developing this coat-of-arms, it was intended to keep it synonymous, to a degree, with the official school logo. Thus, the logo is a prominent part of the crest. The Holy Cross coat-of-arms is divided “per pale”, i.e., in the terms of heraldy, it has both a male and a female half. Traditionally, husbands and wives “impaled” their crests in order to signify the importance of their family unit. As “family” is an integral concept of the Holy Cross philosophy, our crest is divided in this manner. In color, these two halves will be maroon and gray, respectively. By impaling our coat-of-arms, we also allude to the fact we are coeducational.

- (1) As indicated previously, the most prominent part of this coat-of-arms is the CROSS itself. As the name of our community, it will remain the one symbol, which will serve to remind us of where we have traveled to get where we are. It will encourage us to strive always to live cheerfully the life that God give us. In times of despair, the Cross will be a sign of strength. In time of happiness, it will call us forth into deeper communion with God and each other, through Jesus. It is truly the Holy Cross of Jesus that binds us as one, and which gives our lives meaning. Without our death, we cannot have a deeper, fuller life.
- (2) In the top left corner of the shield rest the CROWN AND STARS, symbol of the Assumption. This insignia identifies Holy Cross as a school within the Archdiocese of Louisville, whose cathedral takes its name from the Assumption.
- (3) In the top right corner of the shield lies the FLEUR-DE-LIS, traditional symbol of the City of Louisville, the seat of this Archdiocese and the city with which Holy Cross is identified. (In the media, we are referred to as Louisville Holy Cross.)
- (4) Between the symbols representing the Archdiocese and the City of Louisville, is found the RIBBON with the inscription, “In Hoc Signo Vincis.” This traditional quote, “By This Sign, Conquer”, brought moral strength and conviction to Constantine, the first Christian Emperor. At Holy Cross, we, too, receive great strength and conviction from our belief in Jesus Christ, the Son of God, by whose Cross we are given new life. “By this sign”, we shall also conquer: academic pursuits, spiritual decisions, athletic competitions, and life’s problems.
- (5) Behind the Cross lie the bishop’s CROSIER and the shepherd’s WALKING STAFF. The first represents the Bishop David community and traditions; the latter, Angela Merici’s. Bishop David, having been raised to the episcopacy, and Angela Merici, constant pilgrimage maker, solidify the two communities which are the background to the formation of Holy Cross. Thus, their overlapping positions behind the Cross.
- (6) At the base of the Cross stays the FLAME. It has a threefold meaning: (a) as the flame of the Holy Spirit, it demonstrates God’s presence and guidance in our endeavors, our spiritual aspects; (b) as the flame of Wisdom, it represents our high academic goals; (c) as the Olympic flame, it stands for our excellent athletic program which strives to develop our physical well-being.
- (7) Entwined at the base of the shield are OLIVE BRANCHES, traditional Church signs of Peace and Justice. Just as Jesus said, “I am the vine, you are the branches”, we are daily reminded at Holy Cross of our Christian obligation to work for Peace and Justice in the building up of God’s kingdom.
- (8) Surrounding the base of the coat-of-arms is a banner which proclaims: “I Glory in the Cross of Jesus.” Taken from the letter of St. Paul to the Galatians, this quote signifies a certain motto for Holy Cross High School. Everything else that is depicted on the crest may be summed up by this one quote, for it is through the Cross of Jesus that our lives find meaning. This quote will serve in years to come as an invitation to the entire Holy Cross community to give glory to God by accepting the Cross of Jesus, His Son.

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***NOTICE OF NONDISCRIMINATION POLICY AS TO STUDENTS: Admission to Holy Cross High School, is determined on a yearly basis. Holy Cross High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, or athletic and other school-administered programs.***

## I. ACADEMICS

### A. SCHOLASTIC REQUIREMENTS

The program of studies at Holy Cross is designed to make it possible for students to acquire a common body of knowledge and skills characteristic of the educated Catholic and at the same time, through carefully selected elective subjects, develop their special aptitudes.

Student schedules are constructed cooperatively between administration, teachers and students. Final schedules are posted in Sycamore in July prior to the school year. Any changes to a student's schedule must be made within the first week of the semester and have written parent permission. No schedule changes (unless teacher recommended) will be made after this time.

All students are required to be enrolled in Theology and six other classes per semester. To qualify for promotion, a student should have earned units of credit according to the following schedule:

**Entering Sophomore Year - 7 credits    Entering Junior Year- 14 credits**  
**Entering Senior Year - 21 credits**

To qualify for graduation a student must successfully complete a minimum of 28 credits. All students must complete 100 hours of Christian Service including successful completion of Senior Service Capstone in order to qualify for graduation.

**The candidate for graduation is required to include the following constants among the courses offered:**

Theology	4 credits
English	4 credits
Mathematics	4 credits (Alg I, Geo, Alg II)
Social Sciences	3 credits (United States & World History)
Science	4 credits (Biology I & Chemistry)
Health and P.E.	1 credit
STREAM & Humanities	1 credit
Frosh Academy & Technology	1 credit
Language	2 credits
Corporate Internship	2 credits
Electives	2 credits
Christian Service	100 hours

*These requirements exceed the Pre-College Curriculum Requirements for the State of Kentucky.*

Any student who fails a course must make up this credit at an Administration-Approved summer school program. If the failed course is offered at Holy Cross' Summer School Program, it must be made up at Holy Cross. Any exceptions must be approved by the Administration. In order to return to Holy Cross, a student must make up any failed course. An "Incomplete" must be made up by the middle of the next grading period. If not, the grade will be recorded as a failing grade. Any first

semester exams which are missed must be completed by **January 11, 2019**. Any second semester exams that are missed must be completed by **May 24, 2019**. In the case of extended illness, the student must request a meeting with each teacher to develop a plan for completion of work. This plan must be approved by the Administration.

## **B. SENIOR GRADUATION**

A senior who is behind one credit or less will be allowed to participate in all graduation exercises; a diploma will be conferred upon completion of the credit.

A senior who is more than one credit behind of total graduation requirements at the end of the year will **not** be allowed to participate in the graduation commencement ceremony; however, may participate in the Baccalaureate Liturgy. All students will be required to complete 100 hours of Christian Service in order to qualify for the graduation commencement ceremony. Students must attend Baccalaureate and Graduation practice in order to participate in these events. The Baccalaureate Liturgy is mandatory for participation in the graduation commencement ceremony.

Upon graduation, the Office of Youth and Young Adult Ministry, along with the Archdiocese of Louisville, work with Newman Connection to implement a High School Outreach Program. They use a referral system to connect graduating high school students to their Catholic campus ministry, allowing campus ministers to contact their incoming students and inviting them in before they arrive on campus, regardless of which dioceses they come from. The Newman Connection uses a database with student information (full name, college/university and location) to connect with the graduates. Graduating senior families must notify the Holy Cross office if they do not want to participate in this program.

## **C. REPORT CARDS**

An official report on the scholastic progress of each student is made to the parents at the end of each semester. Numerical grades are used for individual marking periods and exams.

For the purpose of calculating a student's grade point average, the following is used:

Standard Classes: (A 90+ = 4.0), (B+ 89-87 = 3.9), (B 86-85 = 3.5), (B- 84-83 = 3.25), (C+ 82-81 = 2.9), (C 80-79 = 2.5), (C- 78-76 = 2.25), (D+ 75-74 = 1.9), (D 73-72 = 1.5), (D- 71-70 = 1.25), (69 and below = 0.0).

Excel Classes: (A 90+ = 4.5), (B+ 89-87 = 4.4), (B 86-85 = 4.0), (B- 84-83 = 3.75), (C+ 82-81 = 3.4), (C 80-79 = 3.0), (C- 78-76 = 2.75), (D+ 75-74 = 2.4), (D 73-72 = 2.0), (D- 71-70 = 1.75), (69 and below = 0.0).

AP Classes: (A 90+ = 5.0), (B+ 89-87 = 4.9), (B 86-85 = 4.5), (B- 84-83 = 4.0), (C+ 82-81 = 3.9), (C 80-79 = 3.5), (C- 78-76 = 3.0), (D+ 75-74 = 2.9), (D 73-72 = 2.5), (D- 71-70 = 2.0), (69 and below = 0.0).

1. AP Course Placements are based on recommendations from faculty.
2. Students have the option to take the final AP exam. Students who choose to take the AP exam will not take the regular course final exam.
3. Students who choose to take the AP exam will have the AP designation for that course listed on his/her transcripts.
4. Students are required to pay the cost of each AP exam they choose to take.

5. Students choosing to NOT take the AP exam will be required to take the regular course final test regardless of his/her grade.
6. Students choosing to NOT take the AP exam will not have the AP designation for that course listed on his/her transcripts.
7. The decision to take the AP exam or not take the AP exam must be submitted in writing and signed by a parent in each AP class no later than March 1<sup>st</sup>, at which time, payment will be required.

Success in AP Classes will require additional time outside of class to best prepare for the AP Exam. Questions regarding the AP Program can be directed to the AP teacher, as well as the AP Coordinator.

Grades for credit recovery are entered as a 70% on transcripts, and will NOT be calculated in the student's GPA.

Diplomas, final report cards and transcripts are not released if a student has outstanding debts, including tuition, lunch account, class fees, athletic uniforms/equipment, lock, retreat fees, tablet, tablet accessories, etc.

#### **D. TRANSCRIPTS & PORTFOLIOS**

A record (transcript) of high school courses, credits and standardized test scores is required when a student applies for college. The first transcript requested prior to graduation will be sent by the school at no charge. Subsequent transcripts requiring mail service are \$3.00 each. Transcripts should be requested from the college counselor. Transcripts will not be released until all financial obligations have been met, including obligations beyond tuition (retreat fees, lunch account, athletic uniforms/equipment, locks, tablet, tablet accessories, etc.). Unofficial transcripts will only be released to requesting schools.

#### **E. STUDENT PROGRESS**

Students' grades are updated using *Sycamore*. Teachers are required to post to *Sycamore* a minimum of every two weeks. Parents are encouraged to check student progress using *Sycamore*.

#### **F. HONOR ROLLS**

The honor roll is calculated at the end of each semester according to the GPA and is reported as follows:

- Principal's List: 4.0 GPA
- First Honors (Maroon List): 3.8 GPA and above
- Second Honors (Gray List): 3.6 GPA and above

#### **G. FINAL GRADE**

Holy Cross High School grants credit on a semester basis. A student's semester grade is determined in the following manner:

Semester Coursework Grade	80%
Semester Exam Grade	20%

As an institution (which) believes that education is a continuous process, Holy Cross High School also seeks to recognize the improvement a student has made throughout the year. Therefore, the policy of granting credit for a year-long course will reflect the following: If a student fails the first semester, but passes the second semester with a grade of not less than 80 and with a margin great enough to allow for a 70 average, the student's grades will be changed to reflect that average. However, a student's grade will not be changed if the student should pass the first semester and fail the second semester even though the grades could be averaged to reflect a passing grade.

## **H. ACADEMIC LETTER**

Beginning with the Class of 2020 a student may earn an academic letter by accumulating a total of 8 points based on Honor Roll designation. Each time a student is listed on the Principal's List, the student earns: 4 points; First Honors (Maroon List): 3 points; and Second Honors (Grey List): 2 points.

## **I. CLASS EXPECTATIONS AND PROCEDURES**

Each teacher will post on the class *Sycamore* page a copy of classroom expectations and policies. Students are expected to abide by the policies. These policies shall include, but not be limited to, grading policies, and materials for the course, homework expectations, classroom behavior procedures, policies on cheating, and policies on absences.

## **J. ACADEMIC INTEGRITY**

Holy Cross High School is a community of learners committed to the pursuit of Truth. We strive toward this end by honor, a virtue that falls forth from us all a deep measure of honesty, trust worthiness, fairness, and respect for the human dignity of all persons. Academic integrity is the foundation of teaching and learning at Holy Cross High School and each student in this community shares with the faculty, staff and administration a common responsibility for the cultivation of a climate of integrity.

Some practices that undermined the pursuit of truth and integrity, include but are not limited to plagiarism, cheating on tests and exams, falsification, and unapproved collaboration on projects or assignments.

Plagiarism: Plagiarism occurs when a student attempts to present as his/her own what has come from another source; e.g., using the ideas of another person paraphrased or not, without giving credit to that source; rewriting borrowed material through minor word or sentence adjustments; presenting as one's own a paper, project, or assignment that has been partially or completely prepared by another person.

Cheating: Cheating occurs when a student uses course materials, information, devices (programmable calculators, smart phones, etc.) in an unauthorized or prohibited manner; e.g., having or using unauthorized materials, information, or devices, during an exam, test, or quiz; copying from another student during an exam, tests, or quiz; permitting another student to copy from your assignment, test, exam, quiz, or project; obtaining and or using in an unauthorized manner an answer key or an exam, test, or quiz prior to its administration.

Falsification: Falsification occurs when a student makes false statement or offers false information that misleads others; e.g., the manipulations or falsification of data for an academic assignment; the creation of a false or misleading source citation; initially obstructing or interfering with another student's academic work.

Double-dipping: A student may not submit the same project, paper, or other assignment for more than one course without the expressed permission of all faculty members involved.

Individual classroom teachers have the authority to prescribe consequences in the written expectations provided to students.

## **K. CHRISTIAN SERVICE PROGRAM**

The Holy Cross Service Program expresses the philosophy of our school and our Christian faith. Hence, all students will be required to participate in the Service Program to varying degrees as described in their Theology class expectations and procedures. Participation will be incorporated in the Theology class grade. All service hours and service assignments must be posted accurately to the service website, MobileServe, each quarter in accordance with the service calendar. These deadlines are listed in the school agenda. Any hours submitted after this day but before the end of the grading period will result in a maximum credit of 60%. Any hours submitted after the grading period will not be given credit for the grade; however, these hours will count toward the graduation requirement. Students who are behind in earning service hours at the end of each term will be ineligible from extra-curricular activities until these hours are completed. Any service hours that are falsely entered on the service website will automatically be reported by the service coordinator; grades for service that term will be counted as zero and the student will receive disciplinary action. No service hours may be completed during regular school hours. Any hours completed during school will not be counted and students will receive an unexcused absence. Freshmen, sophomores and juniors may accumulate a maximum of 3 hours during the summer to apply toward 1st quarter service requirements. If a student participates in a mission trip they must meet with the service coordinator to discuss applicable hours. All students will be required to complete 100 hours of Christian Service in order to qualify for graduation, including the successful completion of the Senior Service Story. Correspondence regarding service will be communicated through the Service Coordinator in conjunction with the Theology department.

- **Freshmen- 12 total hours (3 per quarter)**
- **Sophomores- 16 total hours (4 hours per quarter)**
- **Juniors- 24 total hours (6 hours per quarter)**
- **Seniors- 48 total hours (6 hours summer, 6 hrs. 1st quarter, 12 hrs. each in the 2nd, 3rd & 4th quarters)**

The Holy Cross Guild Service Day is an integral part of the overall mission to service. Guild Service Day is a mandatory event for all Holy Cross students, faculty and staff. Students who do not participate will receive a mandatory assignment to learn about the agency he/she was assigned to serve. Guild Service Day or any other required club/activity service hours do not count toward a student's expected accumulated Christian Service hours for graduation.

## **L. RETREATS**

As part of our spiritual formation program, Holy Cross offers a four-year retreat program that aims at giving students a time and space for reflection and prayer. In the Gospel, Jesus' time apart renewed and energized him for his Mission. Following this example, our retreat program provides an opportunity for each student to come to know God, him/her self, and others in a new or deeper way. Each retreat is both content and person centered and based on a different theme with varying numbers of days. There will be opportunities for discussion, activities, listening to talks, prayer and Liturgy. Each retreat is led by a team of teachers, seniors, and alumni (depending on the level). This is a mandatory experience for Freshmen through Junior year and a highly recommended one for Senior year. The cost for Freshmen through Junior retreats is included in school fees while there is an additional fee required for senior retreat. Correspondence regarding retreats will be communicated through the Campus Minister in conjunction with the Theology department.

## **M. TRANSFER POLICY**

All requests to transfer to Holy Cross from another high school will be carefully evaluated. Criteria for transferring stresses the following:

- The student is leaving their previous school in good standing academically and behaviorally.
- The student and his/her parents will be interviewed by Administration.
- Grades from the previous school must be made available.
- There should not be personal circumstances that would hinder the student's success at Holy Cross or jeopardize the reputation of the school.
- The student must have a strong desire to attend Holy Cross.
- Acceptance will be on a semester probationary status.
- No senior transfer accepted after first day of school.

Transferring from one school to another can be a difficult experience and assistance will be available from a school counselor to help with the student's adjustment.

## **N. STUDENT RE-ADMITTANCE POLICY**

All infractions of school rules that cause a student to be dismissed or withdrawn are serious offenses. Re-admittance to the school will be on a case by case basis. Requests for re-admittance will be reviewed by Administration. The review will include but not be limited to the following:

1. The infraction of the school rules that caused the dismissal or withdrawal.
2. The student demonstrates that he/she has learned from the separation and it will benefit him/her and the school if he/she is re-admitted to Holy Cross.
3. The student has attended a different school, in a traditional classroom setting, for one year.
4. The improvement of academic performance and conduct as evidenced by the past and current records of the student.
5. The student and parents (or guardian) meet with the committee and the student demonstrates a strong desire to return to Holy Cross and commits to following the rules and policies of the school.
6. The student will provide two letters of recommendation, one from a teacher and one from an administrator.
7. The student will return on a probationary status for six months.
8. The final decision will be at the direction of the President.

## **II. CO-CURRICULAR ACTIVITIES**

There are many opportunities for students to develop a positive sense of social awareness through the many clubs, activities, and sports offered at HCHS. Students who truly represent the value of Holy Cross High School have earned the privilege of representing the school in clubs, offices, and sports. When deemed appropriate by the Administration, this privilege may be suspended/revoked at any time, in accordance with national by-laws, if applicable.

### **A. ORGANIZATIONS / ACTIVITIES**

Big Brother/Sister Program

Cougars for Christ

Pep Club

Drama Club

Dances

Retreats

Guild Council

Holy Cross Ambassadors

Mathematics Team

National Art Honor Society

Robotics

National Honor Society

Powder Puff

Powerlifting

Y-Club (KUNA & KYA)

Academic Team

## B. INTERSCHOLASTIC ATHLETICS

<u>Boys/Girls</u>		<u>Girls</u>	<u>Boys</u>
Basketball	Swimming	Field Hockey	Baseball
Bowling	Tennis	Softball	Football
Cheerleading	Track		Powerlifting
Cross Country	Volleyball		Wrestling
Golf	Archery		
Soccer	Bass Fishing		

## C. ELIGIBILITY

### 1. Academic

As part of Holy Cross High School's eligibility requirements, students must maintain a certain level of academic success during the semester and earn a specific number of credits from one semester to the next. Students are expected to earn credits at a rate that will keep them on schedule for graduation. Any student who is 2 credits or more behind is declared ineligible. Teachers report current failing grades to the administration on Friday mornings. A report is generated on Friday afternoon for student eligibility. If a student is failing (below 70%) more than one class, he/she is declared ineligible. This ineligibility begins on the following Monday and will continue through Sunday. When a student is declared ineligible, it means that the student is unable to participate in extra-curricular activities for the school. **This includes all games, practices, conditioning, clubs, activities and field trips. Curriculum based field trips will be decided at the discretion of Administration.**

### 2. Conduct/Behavior

In order to maintain quality representation, the following policy has been implemented in addition to the rules regarding academic eligibility:

#### Weekly Grade/Conduct Report

Conduct grades are a very important part of the eligibility process. Conduct will be monitored on a weekly basis the same as academics. Students who receive three or more demerits in one week will be placed on the Weekly Grade/Conduct Report and will be ineligible for the following week. Once a student has accumulated his/her 3<sup>rd</sup> demerit within a one week period he/she immediately becomes ineligible for one week. The Administration will identify those students who are conduct ineligible and will make all final determinations on weekly conduct grades. When a student is declared ineligible, it means that the student is unable to participate in extra-curricular activities for the school. **This includes all games, practices, conditioning, clubs, activities and field trips. Curriculum based field trips will be decided at the discretion of Administration.**

Conduct Codes - given at each grading period.

The conduct grades listed below are used in each class, as well as the GAB period at Holy Cross:

(E) Excellent - The student is to be commended for his/her behavior and serves as a role model to others.

(S) Satisfactory - The student's conduct is acceptable. The student is cooperative and is willing to change when necessary.

(N) Needs Improvement – The student frequently needs to be corrected. Continued improvement is still expected.

(U) Unsatisfactory - The student frequently needs to be corrected. He/she is not cooperative and deliberately ignores any correction. There is no sign of improved behavior.

#### Conduct Procedures

Cooperative behavior is expected from anyone who represents Holy Cross in any way or represents any segment of the student body. Any student receiving two Unsatisfactory (U) conduct grades in any one term will be put on ineligible status. At the beginning of the ineligible period, the Administration will notify the student and parents of his/her status

This ineligibility status lasts for a three week period, beginning on the 1<sup>st</sup> day of the next term. During this three-week period, the student is not allowed to participate in extra-curricular activities. When the designated period has expired, the Administration will contact the student's teachers who have issued a conduct grade of "U", in order to update the information on the student's behavior. The information obtained will then be reviewed. If the student's conduct has not improved, the student's conduct will be evaluated on a weekly basis. Should a change in status occur, the Administration will then notify the student, parents and faculty. If ineligibility continues more than one term, the student will also be removed from any elected office. Conduct grades in the fourth term will place students on conduct probation for the next school year.

Any serious violation of school rules or policy resulting in suspension may also involve dismissal from any office, club, or sport at the time of suspension. Dismissal will become effective when the student is notified by the Administration.

#### **D. USE OF SCHOOL FACILITIES**

Student's use of school facilities requires the presence of a faculty member, coach or sponsor. This applies to the tech center, gym, locker rooms, field houses, track, cafeteria, and classrooms. Only tennis and basketball shoes are to be worn on the gym floor. No cleats may be worn in the building. Only regulation smooth-soled shoes may be worn on the tennis courts. No metal spikes/cleats may be worn on the track.

#### **E. FAN BEHAVIOR AT ATHLETIC EVENTS**

Whether at home or away, all members of the Holy Cross community, including students, parents, faculty/staff, and alumni, are expected to support our athletic teams in a manner that reflects the values of our Catholic Christian identity. Verbal and/or physical taunting and/or harassment of another school's players, cheerleaders, or coaches, derogatory remarks about another school or the officials either directly or through cheers or chants are not acceptable behavior. Persons who engage in such unacceptable behaviors are subject to removal from the premises with no refund of any admission charge. Repeat offenders may be banned from attendance at future athletic contests.

### ***III. DISCIPLINE***

The goals of the discipline policies of Holy Cross High School stem from the school's philosophy: "Holy Cross High School embraces the mission of developing the intellectual, spiritual, social, and physical growth of adolescent youth within an environment reflective of the teaching of Christ." As a Catholic school, HCHS is marked by an atmosphere of self-respect, respect for all persons and a respect for property.

To and from school, during the day, online, at athletic, social or other places of assembly, students are expected to conduct themselves as Christians. **All students will be accountable for their behavior in and out of school.** Any action taken by students which would offend the rights and/or sensitivities of others or which are detrimental to the reputation or image of the school will not be tolerated and may result in dismissal.

Respect for self, others and property, and self-discipline are qualities expected of Holy Cross students in and out of school. It is the responsibility of all members of the Holy Cross community to see that this climate is created and observed. Final authority in matters of discipline rests with the President. Students required to leave Holy Cross are not allowed to attend any Holy Cross sponsored event without prior administrative approval.

## **A. DISCIPLINE ADVISORY COMMITTEE**

The role of the Discipline Advisory Committee is to review and discuss behavioral concerns and make recommendations. The committee is chaired by the Administration and comprised of selected faculty members. The committee will convene upon the needed review of students who have failed to demonstrate a commitment to academic study through poor behavior and conduct. The committee makes recommendations regarding student discipline to the President.

## **B. GENERAL CONDUCT - Standards of behavior for student conduct include, but are not necessarily limited to, the following:**

1. Tobacco products, alcohol and drugs are not permitted on school property at any time. This includes e-cigarettes and/or vaping devices and substances associated with them. Lighters and matches are not allowed on school property.
2. Students are not permitted to bring food or drinks outside the cafeteria unless approved by the administration.
3. All students are expected to keep the campus and school buildings clean. Defacement or abuse of the personal property of another student or of school property will be paid for by the student responsible and could also result in other disciplinary action.
4. To and from school, at games and other places of assembly, students must conduct themselves as young ladies and gentlemen. Serious misconduct at such times is cause for dismissal or other disciplinary action from the school. Students are accountable to school authorities for any conduct which involves the reputation or image of the school, whether on or off campus.
5. When Holy Cross is not in session, no student is allowed to visit another school.
6. Running inside the school is not permitted at any time.
7. There is to be no snowball throwing at any time on school property.
8. Acts of common courtesy (opening doors for others, helping others, etc.) are to be observed by each student.
9. During lunch periods, students are reminded that "cutting in line" is not permitted. Allowing teachers to be served before students is a sign of respect. No more than 8 students at a table. When weather permits, students may eat in the picnic table areas. Students may not move the picnic tables and must remain in the courtyard area. "Please" and "thank you" to the people who serve you, cleaning up after yourself, table washing, and observing generally accepted rules of behavior for dining rooms promote a warm, friendly atmosphere conducive to an enjoyable time for all and should be upheld by all students.
10. Lockers are school property. A student may go to his/her assigned locker only before school (after 7:40 a.m.), between classes, and after school. The locker must have a school-issued lock. Any other lock will be cut off and the school will not be responsible for the personal belongings of the students. The administration reserves the right to search any locker and/or seize any contents of lockers at any time. It is the student's responsibility to keep his/her locker locked at all times. Students are not allowed to share their lockers/combinations with others. Any damage incurred to the locker during the school year will result in payment to repair the property. Students must use school issued lockers to store athletic/extracurricular items. Students may not store athletic/extracurricular items in classrooms or offices.
11. Students will not be allowed to carry bookbags, back packs, or athletic bags during the academic day. Purses must be smaller than 15"W x 10"H. **All backpacks and purses must be under the student desk at all times during class.**

12. Only clear, refillable, thermos, water containers no larger than 24 ounces may be used during the school day.
13. For all school sponsored field trips, students must use transportation as mandated by Holy Cross. This includes all sporting events held off campus during the school day. When a student from Holy Cross attends a curricular or extracurricular activity at another school, he/she is expected to abide by the policies of that school and to represent the spirit of Holy Cross. Any violation of the host school's policies is considered a violation of the policies of Holy Cross and will be treated according to the student policies of Holy Cross. Administrators of other schools have been invited to contact Holy Cross when any such violation occurs.
14. Periodically, assemblies will be scheduled to add a dimension for the student otherwise unavailable in the curriculum. Since school time is being used, all assemblies are mandatory except when announced by the administration. Students are to give proper attention and respect to all speakers. Talking, side comments, or "horsing around" is unmannerly and will not be tolerated. Students are expected to sit up and be attentive for the duration of the assembly. Students must have all personal property in locked classrooms during assemblies.
15. Parking at school is a privilege, not a right. Those who drive to school are expected to register their vehicles, display their Holy Cross permit in their vehicles, show respect for safety rules and be considerate of others. **The speed limit on school property is 10 mph.** Driving on school property in a reckless or careless manner will result in forfeiture of driving and parking privileges. Repeated offenses of non-compliance of not registering a vehicle may result in demerits and/or the vehicle may be towed. No student is permitted to go to the parking lot while school is in session, to do so is a serious offense and could result in suspension. **Students are not allowed to sit in their cars before school, once parked they must enter the school building. Loitering around cars is prohibited.** The school is not responsible for cars or their contents while parked on property. The administration reserves the right to disable a vehicle, if necessary, search any car and/or seize contents therein while parked on property. Drivers are not allowed to use cell phones (talking or texting) while driving. Any student who drives a motorcycle/moped on campus must have the vehicle registered and wear a helmet at all times.
16. Students must conform to the norms of conduct expectations established by the teacher for his/her classroom. Teachers will generate their own disciplinary actions for students who fail to abide by classroom rules. Teacher generated consequences can be: serving detention after school (with that teacher), writing assignments, doing extra schoolwork or doing cleaning in the classroom after school. Detentions supersede all other activities, e.g. practices, games, or activities. A one day delay is allowed in the case of detentions so as not to create a family transportation hardship. Demerits are not issued for violations of classroom rules unless the student has not complied with the teacher generated discipline. A teacher may dismiss a student from class for flagrant violations of classroom rules. The student will be sent to the office and referred to the Administration.
17. A student must have his/her school-assigned agenda, signed by a teacher, in order to be in the hallways at times other than between classes.
18. If there is ever a time when a teacher is not present in the classroom, students are expected to notify the office immediately.
19. Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of 5 years in prison and a ten thousand dollar fine. Any student possessing a weapon on school property or at a school function will be expelled.
20. Articles lost or found should be reported or taken to the Main Office immediately. Students are expected to be honest and responsible. Students are expected to be responsible for the care of their personal belongings. All personal property should be identified, if possible. Items of extreme value should not be brought to school. All valuables should be locked in the student's assigned locker. Purses, wallets, books, clothing, as well as other items left unattended present opportunities for theft.

### **C. USE OF ELECTRONIC EQUIPMENT**

Students are not allowed to have in use cellphones, gaming systems, *iPods*, cameras, or other electronic devices on campus or at school functions at any time during the school day. During assessments Smartwatches, must be given to the classroom teacher and locked in the teacher desk. Students are not allowed to have lasers of any kind. All confiscated equipment will be returned to a parent or guardian at the conclusion of the school day. For a first offense, the student will receive 1 demerit, for the second offense 2 demerits and for the third offense 3 demerits which would make a student conduct ineligible. In addition, students using cell phones or other electronic technology at any time in restrooms or locker rooms are subject to more serious disciplinary procedures. Videotaping, audio recording and photography (without teacher approval) during school hours is not allowed. **Students are not allowed to have cell phones in use or visible at any time during the school day (from 7:50-3:00).**

### **D. DEMERIT POLICY**

The demerit policy consists of demerits given for disciplinary infractions as outlined under Penalties for Accumulated Demerits. Teachers may impose other penalties as they apply to all minor offenses which disrupt the class or school day. If a student receives demerits and feels they were not warranted, the student must first see the person who issued them. After this initial conference, if a student is not satisfied, he/she may request the Administration who will help to mediate between the student and the person issuing the demerits.

### **E. PENALTIES FOR ACCUMULATED DEMERITS**

The number of demerits is based on one academic year total. Each demerit is followed by written notification to the parent via *Sycamore* the day the demerit is issued. If a student receives the following number of demerits during an academic year (first day of class through the last day of summer vacation), they will receive the corresponding penalty.

- After receiving 6 demerits, Administration will contact the parent/guardian using email.
- After receiving 9 demerits, the student will receive a one day out of school suspension. A parent conference with the Administration will be required at this time to set up terms of probation.
- After receiving 12 demerits, the student will receive a two day out-of-school suspension and the student will be placed on probationary status. The terms of the probation will be determined by the Administration.
- After receiving 15 demerits, the student may be withdrawn/expelled from Holy Cross.

**Demerits will be issued according to the following (including but not limited to):**

#### **One demerit offenses**

Up to five minutes late for school (failure to serve detention for this offense)  
Not in conformity to the dress code (failure to serve detention for this offense)  
Up to five minutes late for class  
Disruptive behavior in the cafeteria/gym/hallways/assemblies/liturgies  
Eating or drinking in class or hallways  
Cheating on minor quizzes or assignments (also a zero for assignment)  
Profane language or vulgarity  
Failure to return required forms with parent signature  
Failure to show for a teacher imposed compensatory session  
Illegal parking in the school lot

In hallways without agenda or hall pass  
Cafeteria problem  
Disrespect  
Using cell phone or other electronic device (first offense)  
Being in an unauthorized area  
Sleeping in class  
Tablet charging neglect  
Student on a non-class related website  
Student disconnects tablet from WIFI monitoring  
Student tablet unattended  
Falsifying documents

**Two demerit offenses**

More than five minutes late for class  
Being asked to leave class for disciplinary reasons  
Defiance of authority  
Possession of tobacco products  
Cheating on regularly scheduled tests or assignments (also receives a zero)  
Parking in adjoining properties during a school day  
Cutting class  
Blatant disrespect  
Excessive tablet charging neglect  
Using cell phone or other electronic device (second offense)

**Three demerit offenses**

Cheating on major tests, assignments or exams (also receives a zero)  
Lying to a faculty/staff member  
Plagiarism (also receives a zero)  
Possession and/or use of tobacco products on school grounds or while in any Holy Cross uniform  
Gambling on school property (cards, dice, chips, etc.) or during school functions.  
Using cell phone or other electronic device (third offense)

**Five demerit offense**

Any student showing up at school or any school function under the influence of alcohol/drugs, or with alcohol and/or drugs will receive a one week out of school suspension, mandatory student assistance program, and five demerits, plus any other administrative penalties deemed necessary.

**Three to fifteen demerit offenses (penalty would depend on severity of offense)**  
***Administration reserves the right to determine demerits upon review.***

Threatening a teacher, student or staff member  
Harassment (Sexual, Verbal, Physical, or Visual)  
Serious vandalism

Conduct detrimental to reputation of school  
Fighting (or instigating a fight)  
Forgery/falsifying signatures  
Stealing from school, teachers, students or staff members  
Inappropriate behavior  
Reckless driving on school property or at school activities at any time  
Leaving the campus without permission  
Possession of weapon on school grounds

## **F. DETENTION POLICY**

Holy Cross recognizes that there are sometimes circumstances that a student may be late for school, out of dress code or fail to charge his/her tablet. Because of this, the following detention procedure for such instances is as follows:

Detention may be served for demerits issued for dress code violation, morning tardy violation, and tablet charging violation. After a student has acquired 10 dress code violations in a semester he/she will forfeit the privilege of "out of uniform" days for the remainder of the semester.

Detention may be served after a student has exhausted his/her five-free morning tardies.

Detention may be served after a student has exhausted his/her 3 charge passes per semester.

- Detention is conducted as follows:
  - Monday and Wednesday from 3:10 p.m. – 3:40 p.m. The door will be shut and locked at 3:00 p.m. and no student will be admitted late.
  - When a demerit is issued students have two detention days to serve this detention.
- Parents will be sent an email when a dress code, tablet charging, or morning tardy demerit is issued in order for parents to make transportation arrangements for detention.
- Students must be in full dress code to serve detention.
- Tablets are not permitted to be used during detention. Tablets will be checked in to the detention monitor upon arrival.
- If a student does not complete the written assignment, attempts to sleep, or talks during detention the given demerit will be issued.
- No food/drink allowed.
- Detentions are not rescheduled for athletics, extra-curricular activities, or teacher meetings.

## **G. PROBATION**

Probation is the final warning to a student that their behavior and/or academic progress must be corrected in order to remain part of the Holy Cross community. The length of a probation may last anywhere from a term up to an entire school year. As part of probation, a student may be required to meet with a school counselor for guidance and assessment. Follow-up may be required and this will be at the parents' expense. When put on probation, a written agreement will be developed that clearly states the expectations of the student. Failure to abide by the conditions of the probation agreement will result in the stated consequences. A student can be placed on probation at any time for misconduct, poor academic performance, or poor attendance. Students who are on probation at the end of the year may be placed on probation for the following school term. The Administration will monitor and review a student's progress while he/she on probation.

## **H. CONDUCT PROBATION**

When a student receives 10 or more demerits in a given school year, the student will be placed on Conduct Probation for the following school year. The terms of Conduct Probation are as follows: 1) The student shall not receive more than five demerits in either the First or the Second Semester of the school year, and 2) If the student exceeds the number of demerits allowed in a given semester, it will be considered a violation of the probation and may result in dismissal from Holy Cross High School.

## **I. OUT OF SCHOOL SUSPENSION**

The student is excluded from school and all school activities for a period of time determined necessary by the Administration and will be counted as absent during that time. The student is only allowed to make up major tests, projects, etc. that are missed due to the suspension. Normal assignments may not be made up. Once a student receives an out-of-school suspension he/she is placed on conduct ineligibility for the week. Suspensions will be avoided on Academy and Internship days.

## **J. DISMISSAL**

The student is separated from school membership. Students dismissed from Holy Cross are not allowed to attend any Holy Cross sponsored event, or to be in the building or on the premises without prior administrative approval.

## **K. WEAPONS/DANGEROUS INSTRUMENTS**

No Holy Cross student shall knowingly be in possession of or involved in the transfer, storage, or use of a firearm, explosive device, weapon, or dangerous instrument. Holy Cross High School adheres to the rules stated in the Archdiocese of Louisville Handbook for Catholic Schools.

## **L. CRIMINAL GANG-LIKE ACTIVITY**

Criminal gang-like activity (defined as any on-going organization, or group of three or more persons, whether formal or informal having as one of its primary activities the commission of one or more criminal acts) will not be tolerated at Holy Cross High School or at any school-sponsored activity. Students will not wear/display explicit gang-like symbols. Violation may result in suspension and/or other appropriate action as deemed by the administration.

## **M. HARASSMENT**

Holy Cross, a Catholic school, believes strongly in the dignity, and equality of each person. **Any form of harassment or racial discrimination**, whether subtle or overt, is contrary to the mission and purpose of Holy Cross. This type of behavior is totally unacceptable for any student or employee of the school. Harassing behavior is subject to the penalties outlined as follows:

**1. Sexual harassment** includes unwelcome sexual advances. Requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly; (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile or offensive learning environment.

**2. Verbal harassment** includes derogatory comments, jokes or slurs. It can include belligerent or threatening words spoken and/or written to another individual.

**3. Physical harassment** includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.

**4. Visual harassment** includes derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, novelties or gestures.

**5. Cyber harassment**, also known as “cyber bullying”, includes online threats and insults intended to embarrass, harass, or terrify. This includes, but is not limited to, posts made on: *Facebook, Twitter, Instagram, SnapChat, Vine or any other social media.*

**6. Text messaging harassment** includes text messaging threats and insults intended to embarrass, harass, or terrify.

**7. Sexting** the act of sending sexually explicated messages from phone, social media or email are strictly prohibited. Students receiving such messages must report them directly and immediately to the administration. Students also distributing such messages will receive consequences and may be subject to felony charges in Kentucky.

## **N. THREATENING BEHAVIOR**

Any behavior deemed threatening is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as statements, gestures or actions intended to cause harm to another and/or damage to property.

Behaviors deemed threatening are to be addressed in the following manner:

- Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel. Any incident of fighting warrant any involved persons to be dismissed from school immediately for a minimum of one day.
- Student’s parent/guardian is notified, as well as any other agencies if needed.
- Student is suspended from school pending the results of a mental health assessment conducted by an appropriately credentialed professional. Administration may consult with the Family Counseling Office for assistance in determining an adequate mental health assessment.
- Student may not attend school, any school activity, or be present on school grounds pending the results of the mental health assessment and a final placement decision.
- Mental health assessment results and recommendations are shared with the principal who makes a final placement decision that may include conditions for reinstatement and follow up. In making the final placement decision, the principal considers the results of the mental health assessment, any history of problematic behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. If a student engages in threatening behavior a second time, the student may be dismissed from school.

## **O. HOMICIDAL THREATS**

If a homicidal threat is made, the above steps are to be followed, and the police are to be contacted. The student(s) who have been threatened, as well as their parents, are to be notified as soon as possible.

# **IV. PROCEDURES**

## **A. DAILY SCHOOL PROCEDURES**

1. School doors open at 7:15 a.m. No student is to arrive on campus earlier than 7:15 a.m. Classrooms open 10 minutes before first block (7:40 a.m.). There is to be no loitering or unnecessary noise in the hallways or classrooms before the opening bell. Students must wait in the cafeteria if they arrive prior to 7:40 a.m. and are expected to sit quietly and study. Students must not leave campus once they arrive at school. On Tuesdays and Thursdays, upperclassmen must arrive no later than 7:15 a.m.

2. Students are encouraged to use restroom facilities during the change of classes. Use of restrooms and other facilities during class is not allowed without permission from the teacher, and the student must have his/her signed agenda to be released during class time
3. During the school day students may not leave the school grounds without prior written permission of a legal guardian and the Administration. Students granted permission must exit and reenter through the front doors of the school.
4. When a student changes address, telephone number, or parish, a parent/guardian must report it to the Main Office in writing. The student's emergency information must also be on file in the Main Office.
5. If a student feels ill, the student should report to the Main Office to contact a parent/guardian. Students are not allowed to text parents while in school. The student will remain in the office until a parent is contacted. No student may drive him or herself off campus in the event of an illness. A parent must sign a student out.
6. Students may not use the school phones without permission.
7. Holy Cross is equipped with an elevator for the convenience of visitors, the elderly, and physically challenged or injured students. Students are not to use the elevator without written permission from the Main Office.
8. Students are responsible for the regulations in this book and for the information contained in the daily announcements. All daily announcements are read at the beginning and/or end of the day.
9. No special deliveries (flowers, candy, pizza, etc.) to a student will be permitted during school hours.
10. **Students must vacate the grounds at dismissal unless under the direct supervision of a faculty/staff member, coach or sponsor.** The building is locked at 3:30 and students are not allowed to re-enter without approval.
11. When a student inadvertently leaves an item at home or a parent needs to give a student a message, this item or message may be left with the main office staff to be given at an appropriate time that does not interrupt instruction. Students will not be called out of class for these items or messages to be delivered.
12. Students are not allowed to have headphones/earbuds in use unless it is during a class for instructional purposes. Headphones/earbuds are not permitted in the hallways, lunch, etc.

## **B. STUDENT PROCEDURE FOR LATE ARRIVAL SCHEDULE DAY**

When school is on Late Arrival Schedule, students are encouraged not to come on campus prior to 8:30 a.m. In the event where transportation cannot be arranged and the student must arrive earlier than this time, the following procedure must be followed:

- Once the student arrives on campus, the student must enter the cafeteria. No loitering will be tolerated. Students must not leave campus once they arrive to school.
- Students must remain in the cafeteria until the first warning bell at 8:40 a.m..
- If a student is arriving early, he/she must bring homework/materials to work on during this time.
- Students are to utilize this time as a study hall.

## **C. STUDENT PROCEDURE FOR ONLINE SNOW DAY**

- The first two snow days will run as true "snow days" with no school and no expectations for teachers/students.
- On the third snow day (and subsequent 5), Holy Cross High School will put into place "Online School" that would be counted as regular school days and would not need to be made-up.

- Classes that would normally meet on this day will be required to “run as usual” in the online classroom using the *Sycamore* Learning System platform.
- Teachers are required to post the class agenda/instructions in the Sycamore class page by 10:00 am in the “News” section. Administrators will verify all courses at 10:00 am and assist with any complications/issues.
- Teachers will create an online class that would be the same expectations (rigor and time) that the normal class would require. The use of online technology such as online articles, videos, discussion boards, *Socrative*, *Edmodo*, OneNote etc. are highly recommended for the online class.
- Teachers must have at least one assessment for the online course that will be counted in the gradebook.
- Students must log-in to their Sycamore account and visit each class home page between 10:00 am and 11:00 to begin working on assignments. Attendance will be taken in each class by means of the timestamp with a student’s log-in to Sycamore on the class page. Students who do not login between the hours of 10:00 am-11:00 am and complete the work will be counted as absent/tardy for the day. Teachers will be available for questions regarding assignments using the Pass-A-Note system and/or email from 10:00 am-4:00 pm.
- Students must complete all classwork by 8:00 am of the following school day to receive credit for the day’s assignments (school work is due on Monday if the snow day occurs on a Friday). **If a student is having difficulty with the internet and is not able to log in to Sycamore or email the teacher**, the student will need to call 447-4363. The student will then need to leave his/her name; specific issue he/she is having; and a number to return the call. A Holy Cross staff member will return the call. In the event that a student does not have internet access during that particular day, the Administration will determine validity and will communicate with his/her teachers for extension of deadlines for these assignments.

#### **D.ATTENDANCE**

Regular school attendance is essential for students to obtain full benefit of instruction offered at Holy Cross. Parents/guardians are asked to refrain from scheduling trips, vacations, or other activities other than religious obligations that require a student to be absent from school and are in conflict with the published school calendar.

Absence or tardiness is a handicap to the student and a distraction to the teacher and other members of the class. Furthermore, parents and students should bear in mind that the attendance record is a part of each student’s permanent record. Chronic absenteeism makes success in the classroom difficult and improbable.

**Students are counted absent for ½ day if they arrive after 9:30 a.m. or leave before 1:30 p.m. Students who have outside appointments and who are away from school more than 2 hours will be counted absent for ½ day. Half day absences result in ineligibility for extracurricular activities on that day.**

**Students who are absent from school due to illness or who are ½ absent may not participate in any athletic, social, or school event until the next scheduled school day without approval of the administration.**

- Absence from school due to vacation, non-school related sports competitions, etc. will be considered unexcused absences. Missed assignments may not be made up, only major tests and only with prior administrative approval shall an exception be made.
- Absences that precede a special event such as Prom, spring break, etc. require a doctor’s note for an excused absence. Students who have an unexcused absence the day before

Prom are not allowed to attend the Prom and will not be refunded. Students who have an unexcused absence the day before spring break will not be allowed to make up any work.

- If parents are aware that a student will be absent for an extended period of time (three days or longer) the parents should inform the Main Office. The Administration will decide if this is an excused or unexcused absence.
- When an illness or emergency requires a student to be absent or tardy from school, the parent must notify the school by telephone 447-4363 before 8:30 a.m. When a student returns to school after **any** absence, the student must present a written excuse signed by a parent or doctor in order to be re-admitted to class excused. **E-mail is not considered a written excuse.** The excuse must be presented to the Main Office before school. If a student forgets to bring an excuse or no telephone call has been received, the student will be marked unexcused. If the situation is not cleared the following day, the student is subject to further disciplinary action.
- For the first 9 absences, a parent note can be counted toward the excused absence. After the 9<sup>th</sup> absence only a doctor's note will be counted as an excused absence.
- If a student becomes ill to the point where he/she must leave school, a parent or someone from the emergency information list will be contacted. A parent or someone from the emergency information list may sign out and pick up the student. Students may not drive themselves off campus in the event of an illness or for a scheduled appointment without a signed note submitted prior.
- Holy Cross does not participate in "take your child to work" day, but encourages its students to utilize days off from school to have such experience.
- If a student is absent on a day immediately preceding or immediately following a scheduled holiday and has not received the administration's prior approval, a doctor's note must be presented upon the student's return to school. Failure to do so will result in that day being treated as an "unexcused" absence. This includes Spring Break and prom.
- **It is always the student's responsibility to see the teacher after an absence to determine a program for completing work missed. Students must be available after school to take make-up assignments, exams, etc. Work missed due to unexcused absence will not be allowed to be made up.**

**WHETHER EXCUSED OR UNEXCUSED, ANY STUDENT WHO MISSES 10 OR MORE CLASS SESSIONS PER SEMESTER (2 DAYS/10 HOURS FOR CORPORATE INTERNSHIP) WILL BE REPORTED TO THE ADMINISTRATION. UPON CONSULTATION BETWEEN THE ADMINISTRATION AND THE CLASSROOM TEACHER, CREDIT *MAY* or *MAY NOT* BE ISSUED.**

#### **E. NO PASS/NO DRIVE LAW**

Kentucky State Law results in the denial or revocation of a student's driver's license for two different reasons: Academic Deficiency and/or "Dropping Out" of School (Excessive Absences, or Traditional Dropout). The law states that academically a student must be passing (5 out of 7) of their courses (per semester). "Dropping Out" is the term used for a student with nine or more unexcused absences in a semester (absences due to suspension are considered unexcused), or the student has dropped out of school. Whether it be an Academic Deficiency and/or "Dropping Out" of school (excessive absences, or Traditional Dropout), the name of the student is reported to the Division of Driver Licensing. ***Only doctor's note excused absences will be counted as excused absences for this law.*** The law requires the student be in compliance the following semester in order to be removed from the list.

#### **F. COLLEGE VISIT**

Seniors are allowed two excused absence per year for a college visit. In order to qualify, the college must be outside Jefferson County. All college visits must have prior administrative

approval. **The procedure:** Bring a parent note at least two days before the visit. The note is given to the College Counselor who will give the student a form for teachers' signatures. After securing these signatures, the student returns the form to the College Counselor. ALL classwork must be made up. Verification from University after returning must be presented to the College Counselor. Failure to comply with the procedures will result in the day being considered an unexcused absence and work may not be made up. Visits may not be taken on the day preceding or following a school holiday without prior Administration approval.

## **G. PERFECT ATTENDANCE**

Holy Cross High School recognizes students who maintain a perfect attendance record throughout each/all of their four years. In order to qualify for this recognition, students must attend class daily. **Early dismissal, late arrivals and suspensions will disqualify students from perfect attendance recognition.** The only exception which will be considered is attendance at a funeral of an immediate family member or grandparent. If a student acquires 5 or more tardies in a given school year, he/she is ineligible for perfect attendance.

## **H. TARDINESS**

After the bell has sounded for the beginning of school or class, no student will be admitted to class without a late slip from the attendance office. The school is aware that circumstances will upon occasion make it impossible for a student to be on time. The nature of the excuse will dictate the action taken. Once at school the only excuse for being tardy is being detained by a faculty member. Students will be admitted to the class only if they have a signed note from the faculty member who detained them or a note from the Main Office.

**Students are allowed 5 “free” tardies (late arrival to school) without demerit penalties. When the student exceeds the “free” tardy limit, he/she must serve detention. After 15 tardies, a parent/guardian conference will be required with the Administration.**

## **I. DOCTOR/DENTIST APPOINTMENTS**

Doctor and/or dentist appointments should be made for hours outside the regular school day or on days when school is not in session. If some extenuating circumstance makes it necessary to see a doctor/dentist during school time, a note must be turned in to the Main Office at least one day in advance.

## **J. MEDICATIONS**

Students are not allowed to self-dispense nor have in their possession any medications, including prescribed and/or over-the-counter medicines, during the school day. Students should take any necessary medications at home under parental supervision. When it is necessary for a student to receive any medication at school, either prescribed or over-the-counter medicines, the following procedures must be followed:

1. Parent/guardian and prescribing physician must complete a prescription form which is kept on file in the school office and on the HCHS website.
2. Only prescriptions/medicines sent to school in the original container with the original prescription label attached will be dispensed.
3. Prescriptions/medicines will be kept in a secure location in the school office and dispensed only by authorized school personnel.
4. A log will be kept of the medicine dispensed.
5. Students with asthma may carry prescribed inhalers for use when necessary, while observing procedure 1.

Written notification is required so that the school can respond appropriately in the event of an emergency.

## **K. UNEXCUSED ABSENCES**

An "unexcused" absence/truancy is considered "cutting". On these days, students are not allowed to make up any work missed. This constitutes grounds for further disciplinary actions. (See Demerit Policy)

## **L. CAFETERIA SERVICE**

Holy Cross maintains a cafeteria program, serving lunch Monday-Friday, unless the school schedule requires a closure. Families will be notified should the cafeteria be closed. Lunch consists of an entrée, vegetable, fruit, milk, and small salad. Specific menus are posted in Sycamore. Lunch is not included in the tuition, but families can put money on a family account using Sycamore. The cost of a lunch, and any lunch item is listed below:

Full lunch            \$4.00 (includes entrée, vegetable, fruit, milk, small salad)

Entrée only        \$2.00

Side item           \$1.00

Bottled drink     \$1.00

Chips, Rice Krispie Treat, Pop-tart, Fruit Snacks, Donuts, Ice Cream Cups, Cookies \$1.00 each

Other Ice Creams \$2.00

Fresh water is available at no charge each day for the students to enjoy.

Families can maintain their cafeteria balance by depositing money to their cafeteria accounts digitally on Sycamore or by check or cash to the Cafeteria Manager. Families will be notified weekly when your child's account gets below \$5.00.

### **How to check my child's lunch account:**

#### **Login into Sycamore**

- My Accounting
  - Cafeteria
  - Account
    - 1<sup>st</sup> column identifies if this was a deposit or withdraw on the account
    - 2<sup>nd</sup> column identifies which student (if you have more than one child at HC)
    - 3<sup>rd</sup> column indicates the HC staff person who initiated the transaction
    - 4<sup>th</sup> column indicates the amount of the transaction
    - 5<sup>th</sup> column gives the current balance

**Students may not carry a balance over \$10.00 dollars. Should they reach a balance over \$10 dollars, students will be served a cheese sandwich lunch.**

**Should students ignore their negative lunch account balances, they will lose access to their Sycamore accounts, and they may not be able to sit for exams and or receive transcripts.**

## M. LUNCH PERIODS

When the bell sounds students must go to their lockers and place all unnecessary items in it. Students must proceed moderately and quietly to the cafeteria. Being late to lunch is the same as being late to a class. Once in the cafeteria, students are not allowed to go to another part of the building without permission from the moderator. Prior to the bell ending lunch students are to clean their areas, wash the lunch tables and use the restroom. Once the bell sounds students are to move quietly to their next class.

## N. DISMISSAL

When the bell for dismissal sounds, students must proceed in good order to their locker and leave the building by the Student Entrance/Exit on the side of the building. Students must wait for rides on the front steps of the building and may not wait on the interior steps or at the end of the hallways. Crosswalks are to be used at all times in moving from one place to another on the school grounds. The front door is not an exit.

## O. WITHDRAWAL PROCEDURE

If parents wish to withdraw a student from Holy Cross, they must first notify the Administration to discuss the reason for withdrawal. The parents must then obtain and complete a Withdrawal Form provided by the school's Registrar. This form must also be signed by other official offices of the school to insure that all obligations have been met (see Tuition Payment Policy). This form must be completed and all obligations met before grades can be forwarded to another school. An official transcript will only be released to the requesting school once the withdrawal forms have been completed and all financial obligations have been met (See Tuition Payment Policy).

## V. DRESS CODE

The details listed below are expected to be sufficient to establish the intent of HCHS that the students exemplify neatness, self-respect, and modesty. Students are expected to comply with these regulations while on school property. **The Administration of HCHS retains the right of determining compliance in all areas of the dress code. Also, moderators and coaches may require more stringent guidelines for participation in co-curricular activities.**

### A. YOUNG WOMEN

**1. Blouse:** An oxford dress shirt with Holy Cross logo, short or long sleeve, white or maroon, are the only acceptable shirts. The buttons on the collar must be buttoned. Only top button can be unbuttoned. *Any shirt or undergarment worn beneath a girl's shirt must be solid white and cannot be long sleeve when wearing a short sleeve uniform shirt. Students who come to school without a proper dress shirt will be sent to the office and will be provided with a "loaner" dress shirt for the day but will still receive a dress code violation.*

**2. Slacks:** ***Slacks can be worn all year, but must be worn in the months of November, December, January and February.*** Slacks must be navy or true khaki and true uniform style slacks. ***They must be true dress straight-leg pants with no exterior pockets.*** They must not have any alterations from the original state (i.e. split cuffs). *No corduroys, jeans, cargo, carpenter, hip huggers or flair bottoms are allowed. No faded khaki, campus khaki, mustard or stone colored pants are allowed.* The waistband and belt must be visible at all times. Sagging is not allowed.

**3. Uniform Skirt: *Skirts are only worn in the months of August, September, October, March, April and May.*** Skirts must be purchased from Coffman's. Skirts may be gray, maroon or plaid, and should be proper and modest in length (no more than 3 inches above the knee and must exceed the fingertips when arms are to the side). Waistband must be visible at all times. Skirts must be buttoned at all times. Skirts may not be rolled up at the waist.

**4. Shorts: *Shorts are only worn in the months of August, September, October, March, April and May.*** Shorts must be true uniform style shorts (length must be no more than 1 inch above the knee) and purchased from Coffman's. They must not have any alterations from the original state (i.e. split cuffs). No corduroys, jeans, cargo, carpenter, or hip huggers are allowed. No faded khaki or stone colored shorts are allowed. The waistband and belt must be visible at all times. Sagging is not allowed.

**5. Belt:** A plain or braided belt must be worn. **No metal eyelets or studs are allowed on the belt.** The only buckle allowed is the original buckle – **no large metal buckles are allowed.** Belts must be visible at all times. Belts must be solid in color.

**6. Uniform V-neck Sweaters (Maroon or Gray) or Sweatshirts (Gray):** Uniform sweaters and sweatshirts may be worn. They must be purchased from the Cougar Den. A white or maroon oxford shirt must be worn under the sweater or sweatshirt and the collar must be visible at all times. Seniors may wear "special" half zip pullovers but must wear Holy Cross uniform shirt underneath.

**7. Socks:** Socks must be worn at all times, cover the ankle and must be visible. Socks must be solid maroon, white, navy, black, or gray in color. No commercial logos can appear on the socks. No nylon stockings or no-show socks of any kind are allowed. Cotton or wool tights must be white, navy, gray or maroon.

**8. Shoes:** Dress or athletic shoes must be worn. All foot apparel must be in neat and clean condition. They must be tied, buckled or fastened. **Sandals, Crocs and backless shoes may not be worn. Boots may only be worn with pants and may not have pants tucked inside of the boots. House shoes, slippers or cloth bottom shoes are not allowed.**

**9. Jewelry and Make-up:** All jewelry and make-up must be in moderation and good taste. Body piercing is not allowed including nose, eyebrows, etc. Spacers are not allowed. Gauging of the earlobes is not allowed. Visible tattoos are not allowed. Lanyards or keys are not to be visible.

**10. Hair:** Hair must be neat, clean and not covering the eyes/face. No extreme hairstyles or unnatural colors (pink, green, blue, etc.) are permitted (including mohawks). No head coverings or head bands wider than 1 ½ inches are allowed.

## **B. YOUNG MEN**

**1. Shirts:** An oxford dress shirt with Holy Cross logo, short or long sleeve, white or maroon, are the only acceptable shirts. The buttons on the collar must be buttoned. Only top button can be unbuttoned. *Any shirt or undergarment worn beneath a boy's shirt must be solid white and cannot be long sleeve when wearing a short sleeve uniform shirt. Students who come to school without a proper dress shirt will be sent to the office and will be provided with a "loaner" dress shirt for the day but will still receive a dress code violation.*

**2. Ties:** Dress ties may be worn and must be in good taste (bow ties are acceptable); shirt collars must be buttoned.

**3. Slacks:** Slacks must be navy or khaki and true uniform style slacks. They must not have any alterations from the original state (i.e. split cuffs). **They must be true dress straight-leg pants with no exterior pockets.** *No corduroys, jeans, cargo, carpenter, hip huggers or flair bottoms are allowed. No faded khaki, campus khaki, mustard or stone colored pants are allowed.* Waistband and belts must be visible at all times. Sagging is not allowed.

**4. Uniform V-neck Sweaters (Maroon or Gray) or Sweatshirts (Gray):** Uniform sweaters and sweatshirts may be worn. They must be purchased from the Cougar Den. A white or maroon oxford shirt must be worn under the sweater or sweatshirt and the collar must be visible at all

times. Seniors may wear their half-zip pullovers but must wear Holy Cross uniform shirt underneath.

**5. Shorts:** *Shorts are only worn in the months of August, September, October, March, April and May.* Shorts must be purchased from Coffman's and may be khaki or navy; shorts may not be rolled up. They must not have any alterations from the original state (i.e. split cuffs). No corduroys, jeans, cargo, carpenter or hip huggers are allowed. No faded khaki or stone colored pants are allowed. The waistband and belt must be visible at all times. Sagging is not allowed.

**6. Belt:** A plain or braided belt must be worn. **No metal eyelets or studs are allowed on the belt.** The only buckle allowed is the original buckle – **no large metal buckles are allowed.** Belts must be visible at all times. . Belts must be solid in color.

**7. Socks:** Socks must be worn at all times, cover the ankle and must be visible. Socks must be solid maroon, white, navy, black, or gray in color. No commercial logos can appear on the socks. No nylon stockings or no-show socks of any kind are allowed.

**8. Shoes:** Dress or athletic shoes must be worn. All foot apparel must be in neat and clean condition. They must be tied, buckled or fastened. **Sandals, Crocs and backless shoes may not be worn. Boots may only be worn with pants and may not have pants tucked inside of the boots. House shoes, slippers or cloth bottom shoes are not allowed.**

**9. Jewelry:** All jewelry must be in moderation and good taste. Body piercing is not allowed including ears, nose, eyebrows, etc. Spacers are not allowed. Gauging of the earlobes is not allowed. Visible tattoos are not allowed. Lanyards or keys are not to be visible.

**10. Hair:** Hair must be neat and clean. No extreme hairstyles or unnatural colors (pink, blue, green, etc.) are permitted (including mohawks). No ponytails or hair accessories are allowed. Hair should be such that it does not cover the eyes nor completely cover the ears and should not exceed the bottom of the shirt collar. Boys are expected to be neatly shaven. Beards and mustaches must be short & trimmed. Athletic teams may require players to be clean shaven.

### **C. HOLY CROSS SPIRIT DAYS**

Spirit Days are on Fridays during the school year. On these days, all students may wear a Holy Cross spirit shirt with their school uniform bottoms. The shirts must state "Holy Cross" or "Cougars". Jackets, windbreakers and shirts from team camps are not allowed. On Mondays of the school year, seniors are allowed to wear their senior sweatshirts/t-shirts with their school uniform bottoms (including belts).

### **D. JEANS DAYS/DRESS DOWN DAYS**

Jeans of any color may be worn. No cut or torn jeans may be worn. Sweatpants or flannel pants in neat and clean condition are permitted. No yoga pants or spandex (form fitting) pants may be worn. No lettering on the backside of pants. Athletic/dress shoes and socks must be worn. A Holy Cross Spirit shirt must be worn on these days (see Spirit Day above). T-shirts do not have to be tucked in. Hats and caps may not be worn in the school building. In the warm dress code months (August, September, October, March, April, May) students are allowed to wear knee length basketball/cargo shorts.

### **E. SPECIAL EVENTS DRESS REGULATIONS**

The dress code for formal events such as National Honor Society Induction, Baccalaureate, Graduation, Awards Celebration, Ring Ceremony, etc. must be clean, neat and appropriate. Female students may not wear dresses with bra-like tops, plunging necklines, bare midriffs or lowered waistlines. Dresses/shirts must be appropriate length. Male students should dress appropriately. Collared shirts, dress slacks, sweaters, jackets, and ties are expected. Male students are not allowed to wear earrings. For all students: visible tattoos, facial piercing and/or

spacers are not allowed. All decisions regarding dress will be made by the administrator in charge and are final.

## **VI. HOLY CROSS COMMUNITY ASSISTANCE**

In its commitment to its mission, Holy Cross High School strives to provide opportunities for the development of the whole person. The following services are provided to help facilitate this process.

### **COMMUNITY ASSISTANCE PERSONNEL**

#### **A. COUNSELING PROGRAM**

The counselors help monitor personal progress as needed which could include help with family, alcohol or drug use and/or other mental health problems. Individual, group and family counseling is also available. Students, parents, teachers or administrators may generate referrals. Confidentiality is adhered to and information shared by a student or family will be kept confidential, as long as the information does not create a life, health or safety issue.

#### **B. LEARNING CONSULTANTS**

The Learning Consultants provide special services for students with diagnosed learning differences, as well as for students experiencing academic difficulties. An appropriate plan is developed and shared with the classroom teachers to insure that these young people have the opportunity to reach their academic potential.

#### **C. COLLEGE CONSULTANT**

This individual provides assistance in choosing colleges, finishing applications, providing information about scholarship opportunities and final transcript submission. He or she also closely monitors student's yearly credits to insure progress toward graduation.

#### **D. GAB ADVISOR**

This individual serves as an advisor for the student during his/her entire career at Holy Cross. The GAB advisor seeks to create a small learning community within the GAB as well as foster a mentor relationship with each member.

### **COMMUNITY ASSISTANCE POLICIES**

#### **E. PREGNANCY POLICY**

Holy Cross High School actively supports the moral teaching of the Catholic Church including the unacceptability of premarital sexual relationships. If a student pregnancy does occur, Holy Cross will offer support and avenues of guidance to both female and/or male students.

As soon as possible, the student and his/her parents are required to inform the Administration of the pregnancy. The Administration will set up a counseling program with the parents. After the initial meeting, the Administration requires a statement from the student's doctor indicating her physical condition will allow her to remain at Holy Cross for her classes. The parents and student must sign a statement releasing Holy Cross from any liability in regards to the pregnancy

and agree to continue with prenatal care while attending Holy Cross. A female in the final trimester of pregnancy must have a written doctor's approval and Administrative approval in order to participate in school related activities, including graduation. During the time the female is not attending classes, the male must have Administrative approval in order to participate in school activities, including graduation. Married students may NOT attend Holy Cross. The Holy Cross student may not bring his/her child to school events.

## **F. POLICY AND PROCEDURES FOR CHEMICAL ABUSE AND DEPENDENCY**

**Possession of drug paraphernalia and behavior indicative of drug/alcohol use:** Holy Cross recognizes that behavior and attitudes that indicate and condone drug/alcohol use by the student body are a problem in and of themselves and are not acceptable in the school community. Behaviors such as possession of drug paraphernalia, talking with peers about the use or purchase of marijuana or other drugs, or bragging about a recent incident of weekend drunkenness are inappropriate and indicate a possible drug/alcohol problem on the part of the student(s) involved.

Whenever such behavior or reported incidents come to the attention of faculty/staff, either directly or indirectly, or when there is a reasonable suspicion that a student is engaging in unhealthy behavior, the following steps will be taken:

1. Students will be held accountable for any inappropriate behavior observed in school.
2. Students will be referred to the Counseling Program.
3. Recommendations of the Counseling Program must be addressed by the Administration, students and parents.

**Possession of, Under the Influence of, and/or Using Alcohol and/or Other Unauthorized Chemical(s):** When a student is found, for the first time, in possession of, evidence in vehicle of, under the influence of and/or using alcohol and/or other unauthorized chemical(s), on the way to or from school, at school, or before, during or after a school sponsored event, the unauthorized substance will be taken away from the student and the following process will take place:

- Student meets with administration and counselor. Authorities may be called.
- Parents are contacted and must attend a conference. Dates are established for drug/alcohol assessments. Student must go home with parent.
- Drug/alcohol assessment results submitted to counselor.
- One week suspension (unexcused absences)
- Once student returns to school, he/she must meet with counselor.
- Subsequent drug/alcohol assessment results submitted to counselor – if positive, student may be expelled.
- Student must maintain ongoing meetings with school counselor.

Families who choose not to agree with the recommendations in conjunction with administrative approval, will be required to withdraw their son or daughter from Holy Cross High School.

**Repeated Incidents:** After a first incident, the unauthorized substance will be taken away from the student. The parents will be called to take the student home and, when necessary, legal authorities will be notified in accordance with Kentucky State Law. A conference with the student, parents, and the school administration will follow such an incident. For repeated offenses, all of the above will take place; however, disciplinary measures will be more strict and expulsion could result.

**Trafficking:** If a student is caught at school, or at a school sponsored function, with the intent of distributing alcohol and/or unauthorized chemicals, the unauthorized substance and/or paraphernalia will be confiscated and the parents will be called to take the student home.

The legal authorities will be notified in accordance with the Kentucky State Law. A conference with school Administration, parents, and student will follow such an incident and the student will be withdrawn at this time.

## **VII. DANCE REGULATIONS**

Holy Cross sponsors many dances/event throughout the year. The following are general policies which apply to those activities which are most frequent.

### **A. Regulations for Holy Cross Students and Guests at School Dances/Events:**

1. For all dances/events, no admittance after one half hour after dance/events begins. No student may leave until one half hour before the dance/events ends.
2. Dress codes will be established by the faculty sponsors. Dress for dances must be clean, neat and appropriate. All Holy Cross students and their guests must abide by this dress code. Formal or semiformal attire is required unless the dance theme dictates otherwise. Female students may not wear dresses with bra-like tops, plunging necklines (center cut of the dress does not go beyond a normal bra cut), bare midriffs (stomach showing), **or** side cut-outs. Males should dress appropriately. Collared shirts, dress slacks, sweaters, jackets, and ties are acceptable. Costume dress and wigs are not acceptable unless the dance is designated as a costume event. Facial piercing and visible tattoos are not allowed. Males may not wear earrings. All decisions regarding dress will be made by the administrator in charge and are final.
3. Only HCHS students, their dates and friends are to be admitted. Each student is allowed to bring one guest. Guests must be registered at the time of ticket purchase and submit required documentation from his/her school's administrator. A list of dance attendees and permission slips must be submitted to the principal 3 days prior to the dance (by the Thursday before).
4. School officials will check to see if students/guest are under the influence of alcohol or drugs. Students and guests will be expected to speak their name into a Passive Alcohol System Device. If the device shows that a student and/or guest are under the influence of alcohol: 1) they will not be permitted to enter the dance/event, and 2) their parents will be contacted and requested to pick up the student and/or guest. If the parents or family member cannot be contacted, the police will be notified. Any student and/or guest refusing the test will not be permitted to enter the dance/event.
5. Once a student leaves, he/she must leave school property/event location. No loitering in the parking lot will be permitted. Students and/or guests may not leave the dance prior to one half hour before the end of the dance/event.
6. The only restrooms to be used are those on the same floor as the dance/event. Students are not allowed to be in any unauthorized area other than where the dance/event is being held.
7. Students are required to check-in purses/coats at the discretion of the faculty sponsors.
8. When weather warrants, a coat room will be provided.
9. Generally speaking, once a student enters a dance, he/she cannot go back to the car. However, if a student requests access to the car, he/she must be accompanied by an adult chaperone or security guard.
10. Future attendance at dances for anyone who fights/provokes a fight will be determined by the administration.

11. Inappropriate behavior, including but not limited to dancing and gestures, (Holy Cross students and/or guests) can be reason for dismissal from dances/events. Lewd, sexual or suggestive dancing, as well as any other inappropriate dancing will not be allowed. The student and/or guest will be warned. If he/she continues this type of dancing, parents will be contacted and requested to pick up the student and/or guest.
12. No hats are allowed, with the exception of "top hats" at formal dances.
13. No outside food or drink.

### ***VIII. NATIONAL HONOR SOCIETY***

The National Honor Society seeks to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

#### **A. REQUIREMENTS FOR ADMISSION TO THE NATIONAL HONOR SOCIETY**

1. A Junior or Senior who has at least a cumulative 3.5 GPA will be considered for membership in the National Honor Society. Eligible students will be notified by the NHS advisor.
2. Besides the academic standard, the student must demonstrate that he/she has superior qualities in character, leadership and service. These include school, parish and civic participation. These qualities must be documented and submitted on his/her information sheet upon nomination in order for consideration in the faculty vote.
3. Once a student has the required average, teachers evaluate him/her according to the (above-named) criteria. A faculty committee recognized by the principal reviews the evaluations and selects members for the current year. The advisor is an ex-officio, non-voting member of the committee.
4. Good grades alone are not assurance of membership in the society. The other three qualities bear equal weight in determining membership.
5. A student must maintain all of the standards from the time of election in order for membership to be maintained.
6. Notification of induction/rejection will be mailed home to the student and his/her family. If a student is accepted, information regarding expectations and the induction ceremony will be included. If a student is not accepted, notification of the area in which the student scored the lowest will be indicated in order for the student to strengthen that particular area for future.

Because instances of cheating and/or plagiarism impact the characteristics of character and scholarship, any student reported by a teacher to have been involved in such activities may be ineligible for membership, regardless of his/her grade point average, for the academic year in which he/she was reported. Likewise, because instances of bullying or harassment, including cyber bullying, impact the characteristics of character and leadership, any pupil reported, by an administrator or a teacher, to have engaged in these activities may be ineligible for membership, regardless of his/her grade point average, for the academic year in which he/she was reported.

## **IX. TUITION AND FEES**

### **A. PARENT OR GUARDIAN TUITION AND FEES PAYMENT GUARANTEE**

In exchange for the enrollment of my child as a student at Holy Cross High School, I guarantee to Holy Cross the payment of my child's tuition, fees, and other expenses as my child may incur as a student at Holy Cross. If this liability to Holy Cross is not paid when due, I also agree to pay, in addition to the foregoing, all collection cost relating to my account, if my account is referred to a professional collection service, or if legal action is taken to collect my account. I also agree to pay my child's tuition, fees, and expenses in accordance with the Holy Cross Tuition Payment Policy. I also understand the consequences, as detailed in the Delinquent Financial Accounts Policy, which will occur if my financial account becomes delinquent.

### **B. TUITION PAYMENT POLICY**

Holy Cross utilizes the FACTS Payment System to manage tuition payments and tuition accounting. All families must enroll in the FACTS Payment System. Monthly tuition payments must be made by automatic payments deducted from a bank account or charged to a credit card, using the FACTS Payment System. Note FACTS charges a processing fee for credit card payments.

Families may choose from three payment plans.

1. Single payment in full due on or before July 1<sup>st</sup> (payment discounts by May 10<sup>th</sup> and June 10<sup>th</sup>).
2. Two payment plan - equal payments due July 1<sup>st</sup> and December 1<sup>st</sup> (\$10 FACTS fee).
3. Ten month payment plan, with 10 equal monthly payments from July through April (\$45 FACTS fee).

There will be a \$30 FACTS fee for any payments returned by a financial institution.

A \$40 late fee will be assessed for late tuition payments.

FACTS fees are subject to change without notice.

### **C. STUDENT WITHDRAWAL OR EXPLUSION POLICY**

Students who withdraw or are expelled from Holy Cross will be obligated for tuition and fees as follows:

- 1<sup>st</sup> Semester - (Once attending), 50% tuition and 100% student's fees,
- 2<sup>nd</sup> Semester – (Once semester begins), 100% tuition and 100% student fees.

**HOLY CROSS WILL NOT RELEASE ANY TRANSFER DOCUMENTS UNTIL ALL FINANCIAL OBLIGATIONS ARE PAID IN FULL.**

**D. DELINQUENT FINANCIAL ACCOUNTS POLICY**

Delinquent tuition accounts or unpaid fees will prevent a student from participating in academic or extra-curricular activities, including taking exams, scheduling classes, reenrollment, playing sports, or applying for financial aid.

Special attention should be paid to the following:

1. Sycamore Account – Family and student will be denied access to a student's Sycamore account until their financial account is current.
2. Delinquent accounts can prevent a student from taking exams or returning for the next semester.
3. Registration - a student cannot re-enroll or return for the next school year until their financial account is paid in full.
4. Graduation Events - All balances must be paid in full for a senior to participate in graduation.
5. Report cards, transcripts, diploma will not be released until the financial account is paid in full.

**E. FAMILY FINANCIAL CRISIS**

If exceptional circumstances prevent a family from making scheduled tuition or fee payments, the family must contact the Finance Office as soon as possible to report and substantiate the situation. At that time, a new extended payment plan may be considered if the situation warrants.

***XI. STUDENT TABLET HANDBOOK and USER TERMS & CONDITIONS AGREEMENT***

**1. OVERVIEW**

Holy Cross High School is excited to implement the 1:1 Laptop Initiative and believes the program offers vast, diverse, and unique resources to students. Our goal in providing this program to students and teachers is to promote educational excellence at Holy Cross High School by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting or in accordance with the teachings of Catholic Christianity. However, it is the school's belief that the valuable information and interaction on these networks far outweigh the possibility that a user may locate material that is not consistent with the educational goals. Internet users, like traditional library

users, are responsible for their actions in accessing online resources. In addition, the smooth operation of the Network/Internet relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network and internet resources in compliance with Catholic Identity.

It is the school's belief that the tablet PC will help students develop skills that are critical in our 21st century work world. These 21st century skills include:

- Critical thinking & Creativity
- Collaboration & Communication
- Problem solving skills
- Information and computer skills
- Interpersonal and self-direction skills
- Technology literacy

Tablet computers will allow students to direct their own learning and have a greater reliance on active learning strategies. Students will be able to transfer knowledge across disciplines. The increased access to technology will enhance instruction and provide more achievement opportunities for students.

Once the tablet is issued to a student, the tablet will stay with him or her for the remainder of the school year, or until they withdraw from school. Students will be responsible for bringing the tablets to school with them, taking them home at the end of the day, and charging them for use before the next day. It is important to note that these units stay with the students 24 hours a day, and are not left unsecured at school at any time.

## **2. RECEIVING YOUR TABLET**

Tablets are issued prior to the start of school. Students must attend a mandatory workshop and a parent must complete the online orientation. These must be completed prior to receiving a tablet. Parents and students must sign and return the Student User Agreement for the Holy Cross High School document before the tablet will be issued to the student. Students will not be issued a tablet until a tuition and leasing agreement is in place with the Finance Department.

Tablets and accessories will be inventoried twice during the school year, before Christmas break (not collected) and at the end of each school year for maintenance, cleaning, and software installation. Students will be reissued their original tablet each year while enrolled at Holy Cross.

## **3. TAKING CARE OF YOUR TABLET**

Students are responsible for the general care of the tablet they have been issued by the school. Tablets that are broken or fail to work properly must be taken to the Director of Technology.

### 3.1 General Precautions

- No food or drink is allowed next to your tablet.
- Tablets are not allowed in the cafeteria.
- Tablets must remain in the protective case issued by the school at all times.
- Students must carry tablets with protective cover over the screen at all times.

- Tablets and protective case must remain free of any writing, drawing, stickers, or labels with the exception of school issued sticker.
- Tablets must always be secured and must never be left unattended.
- If a student needs to use the restroom during class he/she must place the tablet on the teacher's desk while absent from the classroom.

### 3.2 Carrying Tablets

The carrying case provided with the tablet has sufficient padding to protect the tablet from normal treatment and provide a suitable means for carrying the computer. The guidelines below should be followed:

- It is recommended that tablets should be within the carrying bag when moving from one location to another. Carrying bags can hold other objects, but these must be kept to a minimum to avoid placing too much pressure and weight on the tablet. The protective case and keyboard must be closed and facing inward when using the carrying bag.

### 3.3 Screen Care

The tablet screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the tablet when it is closed.
- Do not place anything near the tablet that could put pressure on the screen.
- Do not place anything in the carrying bag that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, etc.).
- Do not use cleaner of any kind on the tablet. Clean the screen with a soft, dry cloth, or an anti-static cloth.
- Do not wear jewelry on the wrist or hand while using the tablet, as these items may scratch the screen.
- Do not use excessive pressure with the tablet Surface Pen.

### 3.4 Tablet Identification

Student tablets are identified in a manner specified by the school. Tablets can be identified in the following ways:

- Record of serial number and Sycamore ID
- Individual user account name and password
- Tablet name as entered in the Windows operating system software

### 3.5 Password Protection

Students are expected to password protect their tablet and keep that password confidential.

### 3.6 Surface Pen (stylus)

- Students are not allowed to loan their Surface Pen to anyone under any circumstance.
- Holy Cross will provide a loaner Surface Pen for a maximum of one week, after which the student is required to purchase a replacement.

- Surface pen must remain attached/tethered to the tablet at all times. When the Surface Pen is not in use it must be clipped to the loop on the keyboard or protective case. Surface Pen is covered under a 1 year manufacture warranty (does not include drops, breaks, damage; only manufacture defects). Students are responsible to purchase replacement Surface Pen for \$100. Surface Pen includes 1 AAA battery and can be purchased in the tech center for \$2 if needed.

### 3.7 AC Power Supply

- Students are not allowed to loan their AC Power Supply to anyone under any circumstance.
- Cords, cables, and removable storage devices must be inserted and removed carefully into the tablet.
- Adaptor and cords must be properly stored and carried in the carrying bag.
- Power supply and cord are covered under a 1 year manufacture warranty (does not include drops, breaks, damage; only manufacture defects). Replacement power supply & cord cost-\$80.

### 3.8 Surface Type Cover (Keyboard)

- Students are not allowed to loan their keyboard to anyone under any circumstance.
- The Surface Type Cover is part of the protection of the tablet screen and is covered under a 1 year manufacture warranty (does not include drops, breaks, damage; only manufacture defects). Replacement Surface Type Cover cost \$130. Replacements may be purchased elsewhere such as Amazon, Best Buy, Wal-Mart, etc.

## **4. USING YOUR TABLET AT SCHOOL**

Tablets are intended for use at school each day. Students must be responsible to bring their tablet to all classes. At the beginning of class, the tablet must be ready to use. The class will not be expected to wait.

### 4.1 Tablet Left at Home

If students leave their tablet at home, they must immediately report to the office to phone a parent to bring it to school. Repeat violations of this policy will result in disciplinary action (see Student Handbook). Loaner tablets will not be issued to students who leave their tablets at home.

### 4.2 Tablet Undergoing Repair

Depending on the reason for repair, loaner tablets may be issued to students. A limited supply of loaner tablets is available.

### 4.3 Charging Your Tablet Battery

Tablets must be brought to school each day in a fully charged condition. Students need to charge their tablets each evening. Students must obtain a charge pass prior to 8:30 am (9-9:30 on late arrival days), after which passes will not be issued, without a detention being issued. Repeat violations of this policy will result in disciplinary action according to the Student Handbook.

### 4.4 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones/earbuds may not be used unless for instructional purposes. Small headphones are expected (large expensive headphones are not permitted).

#### 4.5 Printing

Student tablets do not have access to network printers on campus. Students are not allowed to print on campus.

### **5. MANAGING FILES AND SAVING YOUR WORK**

#### 5.1 Saving Documents

Students must save documents to his/her OneDrive account. Student documents saved to the My Documents folder on the tablet or in any other manner will not be backed up by Holy Cross. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for failing to submit work.

#### 5.2 Saving data to removable storage devices

The tablet computer is equipped with a SD card slot and USB port for removable storage.

### **6. TABLET SOFTWARE**

#### 6.1 Originally Installed Software

The software originally installed by Holy Cross High School must remain on the tablet in usable condition and be easily accessible at all times.

The tablet is supplied with a Windows 10 Pro x64 operating system. Licensed software provided with all new tablets includes:

- Microsoft Office 365 including Word, Excel, OneNote, Outlook, OneDrive, PowerPoint and Publisher
- JAVA
- Quicktime
- VLC Media Player
- Chrome
- Mozilla Firefox
- DataStudio (Science Lab Probeware)
- LanSchool (Classroom Management Software)
- EndPoint Protection (Server based AntiVirus)
- Netspective Web Filtering System (Internet filtering on and off campus)
- Flash Player
- Adobe Reader
- Windows Store Apps
- Digital Textbooks and Resources

Licenses require that the software be deleted from the tablet at the completion of the school year.

## 6.2 Virus Protection

The tablet has anti-virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be updated and upgraded transparently from the network. The school's file server is also installed with virus protection software. If your tablet is not automatically updating, a notification will appear on the screen at boot-up, and you should notify the Director of Technology immediately.

## 6.3 Additional Software

The tablet is configured with group policy constraints that the user inherits when he/she logs on to the tablet. These policies prohibit users from installing software. Any attempt to circumvent the group policy constraints will be subject to disciplinary action (see Student Handbook).

## 6.4 Windows Updates

Microsoft releases updates for its software on an as needed basis. The tablet is configured with Windows Software Update Services which will download updates to your tablet automatically. After updates have been downloaded, the user will be prompted to restart at the next log in to allow for these updates to properly install. Since this will prolong the shutdown process, the user can choose to do the installation at a later time, but should never continually delay the installation.

## 6.5 Inspection

Student tablets will be inspected randomly throughout the year to check for compliance of the Student Tablet Handbook and Lease Agreement. Students who are found out of compliance may be subject to a \$50 re-imaging fee and disciplinary action.

## 6.6 Software Upgrades

Upgrade versions of licensed software are available from time to time. It may be necessary to re-image the tablets periodically throughout the school year.

## **7. USER TERMS AND CONDITIONS**

The use of Holy Cross High School's technology resources is subject to the following terms and conditions:

### 7.1 Use of Technology Resources

The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of Holy Cross High School, along with state and federal regulations. In compliance with federal law, the school shall make reasonable effort to restrict access to inappropriate materials and shall monitor the online activities of the end users. Consistent with all Holy Cross policies and procedures off-campus compliance with these regulations are expected to be followed by the user and monitored by parents/guardians.

### 7.2 Network User Accounts

Network user accounts are considered the property of the school. Network administrators may review school computers to maintain system integrity and to insure that users are using them responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school tablets, including email, will be private.

### 7.3 Prohibited Technology Resources Activities

Prohibited technology resources activities include, but are not limited to, the following:

- 7.3.1. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 7.3.2. Accessing or using any form of peer-to-peer file-sharing program using the school network.
- 7.3.3. Vandalizing, damaging, or disabling property of the school, another individual or organization.
- 7.3.4. Accessing another individual's tablet, materials, information, or files without permission.
- 7.3.5. Using the network or Internet for commercial, political campaign, or financial gain purposes.
- 7.3.6. Releasing files, home addresses, personal telephone numbers, passwords, or other vital information that gives access to others.
- 7.3.7. Promoting or soliciting for illegal activities.
- 7.3.8. Using the resources of the school or the Internet to bully or harass another person.
- 7.3.9. Attempting to repair, remove, or install hardware components reserved for an authorized service technician.
- 7.3.10. Violating copyright or other protected material laws.
- 7.3.11. Subscribing to mailing lists that are not teacher-directed, sending mass e-mail messages, or utilizing other services that generate several messages that can slow the system and waste other users' time and access.
- 7.3.12. Intentionally wasting school resources.
- 7.3.13. Taking pictures, videos and/or sound recordings while on campus without the permission of a teacher and/or an administrator.
- 7.3.14. Installation of any games is strictly prohibited.
- 7.3.15. Students are prohibited from disconnecting from the network or WIFI while on campus (i.e. airplane mode)

#### 7.4 Prohibited Tablet Network Activities

Prohibited tablet network activities include, but are not limited to, the following:

- 7.4.1. Attempting to log on to the network or Internet (servers, routers, switches, printers, firewall) as a system administrator.
- 7.4.2. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- 7.4.3. Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- 7.4.4. Creating, uploading, or transmitting tablet viruses.
- 7.4.5. Attempting to defeat tablet or network security.
- 7.4.6. Circumventing the filtering software.

#### 7.5 Consequences for violations

Demerits will be issued based upon the severity of the infraction as outlined in the Holy Cross Student Handbook and decided upon by Administration.

#### 7.6 Interruption of Services

Holy Cross High School does not guarantee that its technology resources will be uninterrupted or error-free, nor does it make any warranties as to the results to be obtained from use of the service, accuracy, or quality of the information obtained on or by the network. Access to the network is

provided on an "as is" basis without warranties of any kind. Neither the school nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising from the use or inability to use the network or Internet.

#### 7.7 User Responsibility

Parents/Guardians shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school explicitly agrees to pay (ie: Windows Apps purchases).

#### 7.8 Security or Equipment Problems

Any security or equipment problems arising from the use of technology resources must be reported to the Technology Director or the Administration.

#### 7.9 Tablet Maintenance and Warranty (NOT Class of 2023)

The tablet may only be used in a careful and proper manner. Students shall keep the tablet in good operating condition, allowing for reasonable wear and tear. Students should immediately notify Holy Cross High School's Information Technology Department if the tablet is not in good operating condition or needs repair. Holy Cross High School has purchased an Accidental Damage & Handling warranty, hereafter collectively referred to as "ADH warranty", from the manufacturer covering the tablet for 3 years from drops, spills, and other types of physical damage. Holy Cross High School honors the warranty on the tablet. Holy Cross High School is not responsible for any damage or defect that does not fall within the scope of the manufacturer's ADH warranty. The ADH warranty is voided if anyone other than the Holy Cross High School Information Technology Staff attempts to open the tablet and attempts to service it. For any damage beyond Holy Cross High School's Information Technology's ability to repair, the ADH warranty permits the student up to two (2) tablet replacements for 3 years after the disbursement of the tablet. Any damage to the tablet exceeding two (2) tablet replacements will hold students financially responsible for the repairs or replacement. Students are financially responsible for any costs that have exceeded the 3-year ADH warranty. Students are financially responsible for repairs due to negligence or willful destruction. Students shall not deface the tablet. (No personal stickers and no writing on the tablet.)

##### 7.9.1 4th year tablet Warranty Expiration (NOT Class of 2023)

The 3-year ADH Warranty expires 3 years after the distribution date of the tablet. This will coincide with the 12th grade year of students. After the expiration of the 3-year ADH warranty, students will be held financially responsible for the following: physical damage to the tablet, hardware failure on the tablet, tablet battery failure, water damage to the tablet, and any other tablet issues. In the event of physical damage to the tablet, hardware failure on the tablet, tablet battery failure, water damage to the tablet, and other issues that deem the tablet unusable, Holy Cross High School will assist students in finding a suitable replacement tablet or repair shop the tablet can be taken to. Holy Cross High School will assist students financially in the amount of \$150 on the 1st repair or replacement needed after the expiration of the 3-year ADH Warranty. Holy Cross High School will allow students to borrow a loaner tablet, while students seek a replacement tablet or awaits the repairs at a shop. Software will still be covered under the warranty during the 4th year.

##### 7.9.1.2 Tablet Maintenance and 4 Year Warranty (Class of 2023 only)

The tablet may only be used in a careful and proper manner. Students shall keep the tablet in good operating condition, allowing for reasonable wear and tear. Students should immediately notify Holy Cross High School's Information Technology Department if the tablet is not in good operating condition or needs repair. Holy Cross High School has purchased an Accidental Damage & Handling warranty, hereafter collectively referred to as "ADH warranty", from the manufacturer covering the

tablet for 4 years from drops, spills, and other types of physical damage. Holy Cross High School honors the warranty on the tablet. Holy Cross High School is not responsible for any damage or defect that does not fall within the scope of the manufacturer's ADH warranty. The ADH warranty is voided if anyone other than the Holy Cross High School Information Technology Staff attempts to open the tablet and attempts to service it. For any damage beyond Holy Cross High School's Information Technology's ability to repair, the ADH warranty permits the student up to two (2) tablet replacements for 4 years after the disbursement of the tablet. Any damage to the tablet exceeding two (2) tablet replacements will hold students financially responsible for the repairs or replacement. Students are financially responsible for any costs that have exceeded the 4-year ADH warranty. Students are financially responsible for repairs due to negligence or willful destruction. Students shall not deface the tablet. (No personal stickers and no writing on the tablet.)

#### 7.9.2 Care and Warranty of Additional Accessories:

The care and proper usage of the additional accessories (Surface Pen, Surface Type Cover, UAG Case, Carrying bag) are the sole responsibility of students. It is recommended that students keep the additional accessories in good operating condition. Holy Cross High School honors the manufacturer's warranty on all the additional accessories. Holy Cross High School is not responsible for any damage or defect that does not fall within the scope of the manufacturer's warranty. The warranty is voided if anyone other than the Holy Cross High School Information Technology Staff attempts to service the additional accessories. The additional accessories are covered under a one (1) year Standard Manufacturer Warranty for any Accessory Malfunctions. The Manufacturer warranty does not cover damages by use with products not sold or licensed by the Manufacturer; additional accessories opened, modified, or tampered with, or its serial number is altered or removed; damages by any external cause (including for example, by being dropped, exposed to liquid, used with inadequate ventilation, etc.); or scratched, dented, etc. or shows other cosmetic damages. The Student has one (1) year from the original purchase date of the additional accessories to notify Holy Cross High School's Information Technology Department if the additional accessories are malfunctioning. Any of the additional accessories that are malfunctioning after the one (1) year Manufacturer Warranty has expired will hold students financially responsible. Students are financially responsible for any repairs not included in the one (1) year manufacturer warranty and outside the expired one (1) year manufacturer warranty.

7.9.3. Tablet computers, Surface Pens, Surface Type Covers, Carrying bags, UAG cases, AC Power Supplies that are stolen must be reported immediately to the Technology Director, the Administration, and the Police Department.

7.9.4. The student will be responsible for the safety and security of his or her tablet computer. Because of the value of the equipment, and because it belongs to the school, students must keep their tablet computers secure at all times. Tablets must be taken to every class; however, during lunch or in the event of a special activity such as Mass, pep rally, etc. tablet must be stored in the student's locked locker. If an unattended tablet computer is turned into the Technology Coordinator or the school office, disciplinary action will be issued in accordance with the Student Handbook.

#### 7.9.5. School Protection

**INSURANCE FOR THEFT, LOSS, OR FIRE:** Tablets that are stolen, lost, or damaged by fire are not covered by the warranty or the accidental damage protection outlined previously. Intentional damage is likely to not be covered by any insurance protection. Please consult with your insurance agent for details about your personal coverage of the tablet computer.

#### 7.9.6 Claims

All insurance claims must be reported to the Director of Technology, Director of Finance or Principal. Students or parents must file a police or fire report and bring a copy of the report to the school office before a tablet can be repaired or replaced. Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to law enforcement and insurance company personnel for prosecution. A student making a false report will also be subject to disciplinary action.

#### 7.9.7 Intentional Damage

Any damage to tablets found to be intentional, shall automatically void any warranties and hold the student financially responsible for the damaged tablet. Intentional damage may also result in disciplinary measures not limited to: detentions, demerits, suspensions, etc....

#### 7.10 Returning the Tablet

The student's tablet and accessories will be returned to the Technology Director at the end of each school year. Students who withdraw, or are suspended/expelled, or terminate enrollment from Holy Cross High School for any other reason must return the tablet and all accessories on the date of termination

If a student fails to return the tablet computer at the end of the school year or upon termination of enrollment from Holy Cross, transcripts will not be released and the parent/guardian will be subject to criminal prosecution and/or civil liability according to the terms of the lease agreement. The parent/guardian will also pay the replacement cost of the tablet computer, or if applicable, any insurance deductible. Furthermore, the parent/guardian will be responsible for any damage to the computer, consistent with the Holy Cross Student Tablet Handbook and User Terms, Conditions and Lease Agreement, and must return the tablet computer and accessories to the Director of Technology in satisfactory condition.

### **8. E-MAIL**

#### 8.1 E-mail

Students will be issued an e-mail account and are expected to adhere to responsible usage. It is the student's responsibility to check his/her email on a daily basis. Guidelines for usage are as follows:

- 8.1.1. Always use appropriate language.
- 8.1.2. Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- 8.1.3. Do not send mass e-mails, chain letters, or spam.
- 8.1.4. Maintain high integrity with regard to email content.
- 8.1.5. Do not use as a private chatting tool during class.
- 8.1.6. Holy Cross High School e-mail is subject to inspection by the school.
- 8.1.7. E-mail accounts may be disabled at any time for use infractions.
- 8.1.8. Email is not to be used to distribute student work in an act of plagiarism.

### **10. FREQUENTLY ASKED QUESTIONS**

### **10.1 Can I use the tablet and software throughout my career at HCHS?**

Students will use the same machine through their career at Holy Cross High School. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at HCHS. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

### **10.2 What if I already have another model or brand of tablet computer?**

You will be required to use the school issued tablet for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. Holy Cross High School is also limited to provide maintenance service or assistance for computers purchased by the school. For these reasons, other tablet computers will not be used on the Holy Cross network at school.

### **10.3 Can I have my tablet computer during the summer?**

No. All tablets will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their tablets again at their orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage, and Holy Cross's policy regarding the ethical use of computers.

### **10.4 What about insurance against theft, loss, or fire?**

Your tablet computer is very portable and very valuable, making it an attractive target for thieves. The school does not offer insurance against theft, loss or fire. Contact your insurance provider to inquire about additional riders. The best insurance is to take care of your tablet. Do not leave your tablet unsecured in the building, classroom, commons area, or car. Always know where your tablet is! Above all, take your computer home each night.

### **10.5 Does Holy Cross High School provide maintenance on my tablet?**

Yes. The Director of Technology will coordinate maintenance for students. Please review the tablet lease agreement. Students enrolled at Holy Cross High School will be covered for items described in the warranty agreement and accidental protection plan. Please consult the lease agreement so that you understand what is and what is not covered.

### **10.6 What will I do without a computer in my classes if my tablet unit is being repaired, or while I am replacing it if it is lost or stolen?**

Holy Cross High School stocks a limited number of tablet computers that can be loaned on a first come, first-served basis. You will be able to arrange for a loaner unit with the Director of Technology. If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.

### **10.7 How do I connect to the Internet at home?**

The tablets will connect to any secured Wi-Fi network.

**10.8 Will there be facilities to back up the files I create on my tablet?**

No. The school will not provide such services. Students are required to save files on OneDrive (cloud-based) and use multiple forms of back-up.

**10.9 What if I want to add special software options to my tablet?**

Only Holy Cross High School is authorized to add options and upgrades to your tablet computer.

**10.10 What if I want to run another operating system on my tablet?**

Only the operating system chosen by Holy Cross High School will be authorized to run on a student-issued tablet computer.

**10.11 What has the school done to help prevent students from going to inappropriate sites?**

Holy Cross High School has *Netspective* software products on the network which are designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be initially directed to the Director of Technology and then appropriate Administration. In addition, all tablet computers have a program called LanSchool installed on them. This monitoring software allows teachers and administrators to observe individual student computer activity in the classroom. Parents are strongly encouraged to monitor the child's use while at home.

**10.12 What if a user brings a tablet in for repairs and "objectionable data" is detected?**

Students are responsible for policing themselves. If a student inadvertently downloads or accesses inappropriate material, it is his or her responsibility to immediately report it to the classroom teacher, Administration, or Director of Technology upon identification. Students who have "objectionable data" on their tablet, but have chosen not to report it, will be referred to administration for disciplinary action.

**10.13 If the accessories to my tablet are lost or stolen, how much will it cost to replace them?**

The Tech Center has a limited stock of accessories that may be purchased. These prices are listed below:

Surface Pro Replacement Accessories

Surface Pen - \$100.00

65W Power Supply - \$80.00

Surface Type Cover - \$130.00

UAG Case - \$40.00

Carrying Bag - \$30.00

Battery For Pen - \$2.00

Pen Tips/Nibs - \$5.00

Students may shop elsewhere for replacement accessories as long as the accessories work properly on the tablet.

**10.14 What is the procedure a student should use if he/she encounters a problem with the tablet, software, etc. while working at home on an assignment?**

Teachers will require student access to the internet to complete homework. Internet being “down” will not suffice as an excuse for not completing homework. If a student encounters problems with the tablet or software he/she will need to come to the Technology Center by 8:30 a.m. on the next day to report the issue. If the Director of Technology finds the problem to be something out of the control of the student, he will notify the teacher regarding the night's assignment.

## **11. STUDENT USER AGREEMENT FOR HOLY CROSS HIGH SCHOOL**

Acceptance of Contract Terms and Conditions – All terms and conditions as stated in this document are applicable to Holy Cross High School. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and condition shall be governed and interpreted in accordance with the laws of the Commonwealth of Kentucky, and the United States of America.

We (student and parent/guardian) have read and understand the Holy Cross High School Student Tablet Handbook and User Terms and Conditions Agreement. We further understand that any violation of the regulations may constitute a criminal offense. Should the student commit any violation of this agreement, the said student's privileges may be limited or revoked, and school disciplinary action and/or appropriate legal action may be taken.