



# Holy Cross School

5500 Paris Avenue, New Orleans, Louisiana 70122

**Holy Cross School Main Telephone Line:** 504-942-3100

**Website:** <http://www.holycrosstigers.com>

Holy Cross School is fully accredited by the Louisiana State Department of Education and Cognia as a college preparatory school for boys, grades Pre-K through 12.

## Catholic School Policy

As a Catholic school, one of our primary focuses is on the faith development of our students. With this as a goal, the gospel values and teachings of our faith are integrated throughout the school curricula and programs. The religion program includes classroom instruction, prayer, and worship opportunities, retreats and service programs, which articulate the unique Catholic identity of the school in the faith development of our students and the total school community. Therefore, it is essential that every student participates fully in the total program.

## Nondiscrimination Policy

Holy Cross School is committed to providing equal educational opportunities for students of varied cultural, ethnic, and economic backgrounds. The school does not discriminate based on race, color, or ethnic origins in admissions or in the administration of any of its policies or programs.

**The rules set forth in this handbook may be amended.**

**The most current version of the handbook will be maintained on the school website.**

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# ABOUT HOLY CROSS SCHOOL

## Mission

Holy Cross School is an independent, Catholic, college preparatory school serving boys in grades pre-kindergarten through 12, founded in 1849 by the Congregation of Holy Cross to educate young men from metropolitan New Orleans.

*“We can state in a word the kind of teaching we wish to impart. We do not want our students to be ignorant of anything they should know. To this end, we shall avoid no sacrifice. We shall always place education side by side with instruction; the mind will not be cultivated at the expense of the heart. While we prepare useful citizens for society, we shall likewise do our utmost to prepare citizens for eternal life.”*

Blessed Basil Moreau, CSC  
Founder of the Congregation of Holy Cross

## Shared Values

A Holy Cross education is a process which:

- † Engages the whole man: mind and heart, body, and soul
- † Challenges a young man to learn habits of the mind and habits of the heart
  - The competence to see and the courage to act,
  - To think critically,
  - To make informed choices,
  - To take risks, and always,
  - To own the consequences of his actions.
- † Finds its best expression as service to others rendered by men with hope to bring
- † Is guided by educators in the faith—parents, faculty, staff, and directors—empowered to build a community of the coming kingdom and is rooted in a family legacy, which nurtures trustworthy friends and lasting brothers.

## Vision

Looking ahead, we see a school that is:

- † Regarded as one of the most unique in metropolitan New Orleans.
- † Willing to continually renew itself by seeking new ways to articulate these shared values through a sequential curriculum and a comprehensive activity program.
- † Known for the quality of parental participation.
- † Defining success in terms of the useful lives of its alumni.

## The Holy Cross Man School Code

The Holy Cross Man is a refined gentleman who lives by Faith. Devoted to his soul's welfare, he reflects often on God. His daily actions are sanctified by prayer, the practice of virtue and manly piety. Since sanctity is his goal, he has a deep devotion to Our Lord, to Our Lady and to St. Joseph, patron of his school.

The Holy Cross Man is studious. He regards learning as a duty, intellectual perfection as an honor. He knows that his school is his training ground where he must mold himself into a useful man.

The Holy Cross Man is loyal to God and Country. Devotion to his school and his teachers is demonstrated by his cooperation, zeal, and spirit. He is a friend of all because he is a member of the Mystical Body of Christ.

In a word, he is a man of faith and honesty, of strength of character through self-mastery, of respect for the Christian family and lawful authority, of leadership in the pursuit of the true, the good and the beautiful - that is the HOLY CROSS MAN.

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## School Songs

### **Holy Cross We Hail Thee!**

Holy Cross, we hail thee, tender, strong and true.  
Proudly from thy tower gleams the gold and blue.  
Glory's crown adorns thee, shining is thy fame.  
And our hearts forever praise thy glorious name. And  
our hearts forever praise thy glorious name.

Lift the cheering chorus, raise the banners high!  
And proudly sing her praises upward to the sky. Holy  
Cross, we hail thee, while the heavens proclaim Thee  
and all thy glory, in everlasting fame.  
Thee and all thy glory, in everlasting fame.

### **The Victory March**

Rally, sons of Holy Cross.  
Sing her glory, victory or loss.  
Praise her gold and blue,  
And cheer with voices true, Rah!  
Rah! For Holy Cross!

We will fight in every game  
Strong of heart and true to her name.  
We will ne'er forget her and  
we'll cheer her ever Loyal to  
Holy Cross!

Cheer, cheer for old Holy Cross.  
Cheer her in victory, cheer her in loss.  
Send a volley cheer on high,  
Shake down the thunder from the sky.  
What though the odds be great or small,  
Old Holy Cross will win over all. While  
her loyal sons are marching onward to  
victory.

## ADMISSIONS, REGISTRATION, FINANCE

### Age Requirements for Primary Admission

To be eligible for kindergarten, a child must be 5 years old on or before July 1. To be eligible for Pre-Kindergarten, a child must be 4 years old on or before July 1.

### Primary Admissions Testing/Interviews

As part of our interview process for pre-kindergarten and kindergarten, students will attend an evaluation supervised and observed by early childhood professionals. Students applying for grades 1-4 must attend an evaluation and interview day. The Director of Admissions reviews all applications for admission. All decisions are made based on the evaluations, records submitted and the personal interview with each student candidate.

### Schoolwide Admissions and Registration

All prospective students applying for admission to Holy Cross School must submit the following to the Office of Admissions:

- An online application
- The most recent report card
- The previous two years of report card grades, if applicable
- The previous two years of standardized test scores, if applicable
  - \*Scores have been traditionally accepted from the following: the Stanford Achievement Test (SAT), The Terra Nova test, the California Achievement Test (CAT), the Iowa Test of Basic Skills (ITBS), the Louisiana Educational Assessment Program (LEAP)*
- Teacher Recommendation Form (Primary School Applicants Only)
- Parent Questionnaire Form
- Student Questionnaire Form
- \$30 Application Fee (grades 5-12); \$50 Application Fee (grades Pre-K through 4)

Applications for the upcoming year are available in early September. Eighth grade applicants follow the application process for the Office of Catholic Schools of the Archdiocese of New Orleans. The Archdiocese defines a date in November when a student is required to choose his school of first choice and an Application Day is held in January.

Due to the highly selective admissions process at Holy Cross School, **no applicants are allowed to repeat once completing 1<sup>st</sup> grade.**

Current Holy Cross students register for the following year in February.

A student is not registered, and his position is not secured until the registration fee is paid, online registration is completed, and all forms are correctly completed and returned to the school. The registration fee is non-refundable.

## Required Documents-Magnus Health SMR

Magnus Health SMR (Student Medical Record), will collect all required medical information and critical documents for Holy Cross School. All families will be required to utilize this online database for their required documents. All information and documents must be filled out and completed including electronically signed where available or physically signed and uploaded into Magnus Health by June 30.

Magnus Health provides 24 hour/day online/mobile access to your account. Phone support is available Monday-Thursday 8am until 5pm and Friday 8am until 12pm at 1-877-461-6831 or by e-mail at [service@magnushealthportal.com](mailto:service@magnushealthportal.com).

State Law requires that all new students supply Holy Cross with a current physical (1<sup>st</sup> year student required physical or the LHSAA Medical history form for athletes) and an up-to-date immunization record prior to the start of school. All current students are required to supply Holy Cross with an updated immunization record when new immunizations are received. Holy Cross also requires several critical forms either uploaded or electronically signed via the Magnus Health SMR (Student Medical Record). These include but are not limited to the Student/Parent Handbook Acknowledgment form, Consent to Treatment form and Emergency Release form. Some of these forms are required yearly and others may only be required once during the student's tenure at Holy Cross. All forms are available in the Magnus Health link on the Resource page in TigerNet or on their mobile app and are due no later than June 30.

Students will not be allowed to participate in orientation nor attend class until all required documents are submitted properly.

## Academic Scholarships (Grades 5-12)

### **Criteria for obtaining a Holy Cross academic scholarship in grades 5-10**

Any student with a GPA of 3.5 and a 90% composite on a standardized test\* or a 90% on 3 out of 5 ACT Aspire or Pre-ACT subtests from the previous school year will be awarded an academic scholarship of \$500 in the fall of the current school year.

### **Criteria for obtaining a Holy Cross academic scholarship in grades 11-12**

Any student with a GPA of 3.5 and a 90% composite on the ACT (the in-house test administered to 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade) from the previous school year will be awarded an academic scholarship of \$500 in the fall of the current school year.

### **Criteria for maintaining a Holy Cross academic scholarship in grades 5-12**

Any student who has attained a scholarship must continue to achieve a 3.5 GPA and score 90% on 3 out of 5 ACT Aspire subtests or a 90% composite on the in-house ACT. In order to maintain the scholarship for the senior year, 11<sup>th</sup> graders must maintain a 3.5 GPA.

\*New students: standardized test given at previous school

## Need-Based Financial Assistance (Grades 5-12)

To be considered for our need-based financial assistance in grades 5-12, families of accepted students will apply and provide supporting documents directly to Blackbaud Financial Aid Management. A link to the Blackbaud Financial Aid Management application will be available on the Finance section of our website from November 1 through January 15.

## Work Study

Recipients earn an hourly wage, which is deducted from tuition. As the work is completed and the hours have been approved, the credit is applied to Blackbaud Tuition Management. Because some work is strenuous and not suitable for all students, this opportunity is exclusively for students in grades 8-12. It is the student's responsibility to sign up for opportunities beginning in the summer and continuing through the school year. The student must report to the supervisor of the job to get signatures verifying that the work was completed. The purpose of Work Study is not only to ease the financial burden of tuition, but to teach our young men responsibility, work ethic and job skills that can be used for resumés and references.

## Tuition and Fees

The tuition, fees and registration deadlines for the upcoming year are published in the spring semester. General fees are non-refundable after June 1. A non-refundable re-enrollment fee is paid at the time the contract for the upcoming school year is signed. for all returning students for the upcoming school year .

## Blackbaud Tuition Management

Every student has an account created by a financially responsible party in Blackbaud Tuition Management. These accounts are linked to a credit/debit card or checking/savings account of the financially responsible party.

Transactions cannot be stopped within three business days prior to the due date for Blackbaud Tuition Management. Please contact the School's Finance Office more than three days in advance of the due date if a payment needs to be stopped.

Blackbaud Tuition Management provides 24-hour/day online access to your account. There are operators to answer your calls seven days per week at 1-888-868-8828. Use your family ID when making inquiries about your account. **Holy Cross School ID is 25136.**

The financially responsible party must pay all tuition and fees in full through Blackbaud Tuition Management. There are three options for payment: annual, semi-annual or installments spread over 11 months.

- Annual payment is collected by May 31 in Blackbaud Tuition Management. There is a \$400 Early Payment Discount and no processing fee for this one-time payment.
- The Semi-annual Payment Plan allows for half of the tuition and fees to be paid on June 15th and the second half to be paid on December 15th. There is no discount or processing fee with this option.
- Installment plans for 11 months from June through April are collected on either the 5<sup>th</sup> or 15<sup>th</sup> of the month in Blackbaud Tuition Management. There is a \$400 payment processing fee collected by SMART Tuition for this 11month payment plan.

Any late fee or NSF fee is assessed by Blackbaud Tuition Management and not at the discretion of the school. The fees are assessed starting at 12:01 a.m. after a due date is missed.

## Late Enrollment

Late applicants enrolling after the beginning of the school year will be required to pay the non-refundable General Fees in full with their Registration Fee payment.

## Payment in Full and on Time

Any fee that is unpaid could result in immediate suspension of services to the student.

Any tuition or fee amount that is unpaid (such as Blackbaud Tuition Management or the cafeteria service provider), overdue by 10 days, or not paid in full by April 15 (regarding tuition installments), could result in immediate suspension of services to the student. The student may not be allowed to attend school or participate in any school program or activity (e.g., field trips, ceremonies, exams, graduation exercises, sports) until the balance is paid in full. Days that are missed as a result of non-payment will be counted as unexcused.

The school reserves the right to require that the payments be made by cash, certified check, cashier's check, or money order. The school reserves the right to decline personal checks. No personal checks are accepted on delinquent balances.

The Board of Directors approves tuition and fees for the upcoming school year by March. Parents receive correspondence from the President regarding tuition and fees (including registration fees) for the upcoming school year from January through March. It will be published on the website in the Spring.

### **NSF Checks**

There is a \$35 charge for any check or ACH payments returned by the bank due to insufficient funds. After a second NSF check, all future payments to the school may be required to be made by cash, certified check, cashier's check, or money order. The amount of the NSF check and the NSF check charge will be added to the student's account. Failure to reimburse the school for the NSF check and the \$35 charge may result in immediate suspension of services to the student.

## Transportation and Course Fees (Grades 5-12 only)

A non-refundable \$150 bus registration fee is to be paid in full during the online registration process. In addition, bus service fees must be paid in Blackbaud Tuition Management according to annual or installment payment terms.

Elective course fees will be confirmed at orientation and will be billed via Blackbaud Tuition Management in the fall semester once the class roster has been set. A change course fee of \$100 will be charged for all course changes made after September 1.

## Athletic Participation Fee (All Applicable Grades)

An athletic participation fee will be charged for all students that participate in an LHSAA or club sport.

## Obligation to Pay in the Event of Withdrawal or Dismissal

A student is admitted to Holy Cross School with the understanding that he will remain for the entire academic year. A student who withdraws or is dismissed forfeits all fees and is charged tuition through the end of the semester in which he departs. A student who withdraws before the first day of school will have any tuition, but not fees, reimbursed.

## Verification of Withdrawal

Any student not returning to Holy Cross must complete the withdrawal process.

All notification of withdrawals must be processed and verified through the appropriate Dean's office.

## Annual Giving Drive

Each year the Office of Institutional Advancement holds a fundraising drive to seek financial donations to supplement the tuition income. The parents of students currently enrolled, alumni, parents of alumni and other benefactors are solicited for voluntary tax-deductible contributions.

## Acceptable Methods of Payment to Holy Cross School

Holy Cross School will only accept funds made by the following methods of payment:

- Cash
- Check (made out to Holy Cross School)
- SMART Tuition
- Credit/Debit Card
- Money Orders
- Cashier's Check
- Holy Cross Website (Edlio)
- Approved Auction/Fundraising Software

## Methods of Payment NOT ACCEPTED by Holy Cross School

Holy Cross School **will not** ask for or accept payments from the following payment apps. These apps and payments methods are not approved by Holy Cross Administration.

- Google Pay
- Apple Pay
- Samsung Pay
- PayPal
- Venmo
- Square
- Zelle
- Facebook Messenger

## Enrollment Deadline Policy

May 31<sup>st</sup> of each year will be the deadline for students to enroll in Holy Cross School for the following school year. While applications are accepted throughout the year, the Admission Office recommends prospective families apply for admission during the fall preceding the year of intended enrollment. Enrollment should be completed no later than May 31<sup>st</sup>. Students will not be allowed to enroll after May 31<sup>st</sup> without documented approval from the President.

Holy Cross School supports the policies contained in the Interstate Compact on Educational Opportunities for Military Children.

# ACADEMIC POLICY

## Primary Academic Program

In keeping with the mission and values of a Holy Cross education, the primary division educates the minds and hearts of the young boys entrusted to us. Holy Cross Primary is a project- inspired school, which promotes imagination, creativity, exploration, and discovery. The staff operates under the belief that children learn best through active experiences that can be related to real life. A Holy Cross Primary student will learn to work collaboratively with others. The teachers will also meet the individual needs of the students and guide them to be confident, independent, and respectful young men. The school offers a curriculum that includes core subjects with a strong emphasis on STEM instruction. Religion and physical education are part of the rotating schedule, and students are also offered exploratory classes in music and foreign language.

The learning environment of our project-inspired program does not look the same as a traditional school. The environment allows space for collaboration with comfortable workspaces designed to enhance student learning and support best practices in education. Shared spaces replace individual classrooms and provide the opportunity to create specialized learning environments. This also allows for a greater variety of materials, which offers students a more engaging learning experience.

Holy Cross Primary uses iPads to enhance education. There is a 1:1 iPad initiative for all students in grades PreK through fourth grades. Fourth grade students take the iPad home daily and are responsible for its safe keeping. Technology is imbedded in all subject areas. Keyboarding, computer coding, and engineering skills are also integrated in the curriculum.

### Early Childhood Grading Scale (grades PK-1)

#### ESPN Grades:

E – Excellent	Meets and occasionally exceeds expectations and standards.
S - Satisfactory	Meets most and is working well to meet all expectations and standards.
P - Progressing	Meets few and requires additional support to meet all expectations and standards
N - Not Evaluated	Skill was not evaluated this semester.

First Grade will receive traditional letter grades for Language Arts and Math. (See scale below.)

### Lower School Grading Scale (grades 2-4)

The school's grading system for grades 2-4, with quality points on the four-point scale, is as follows:

<u>Letter Grade</u>	<u>Percentage Equivalents</u>	<u>Quality Points</u>
A	(90 - 100)	4.0
B	(83 - 89)	3.0
C	(76 - 82)	2.0
D	(70 - 75)	1.0
F	(Below 70)	0
I	(Incomplete)	

### **Course Credit and Report Cards**

The scholastic year is divided into two semesters. At the end of each semester, a report card with the student's average in each course will be posted online. Final course grades will be determined by averaging the two semester grades.

**To pass a course in grades 2 through 4, the final average of the first and second semesters must be at least 70.** Real time grades are posted on the TigerNet. Parent-teacher conferences will be held at the midpoint of each semester.

## **Middle and High School Academic Programs**

Holy Cross School is a college preparatory school which welcomes and respects the uniqueness of each student. Students who accept the academic standards set by Holy Cross are offered challenging courses. Accordingly, the school has developed a choice of programs to promote learning that will allow the student to reach his highest potential. Growth in fundamental knowledge and practical experience is achieved through the retaining of basic skills. Holy Cross has a broad curriculum that offers honors, advanced placement, and dual enrollment courses to qualified students.

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## **Middle School Curriculum**

### **Grades Five and Six**

Theology  
Math / Accelerated Math  
Language Arts / Accelerated Language Arts  
  
Science / Accelerated Science  
Social Studies / Accelerated Social Studies  
Physical Education  
STEM & Fine Arts or Instrumental Music

### **Grades Seven**

Theology  
Pre-Algebra / Accelerated Pre-Algebra  
Language Arts / Accelerated Language Arts  
Science / Accelerated Science  
Social Studies / Accelerated Social Studies  
Physical Education  
STEM  
Fine Arts & Latin or Instrumental Music

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## **Grade Eight Curriculum**

Theology I  
Spanish I / Latin I  
Algebra I (Part 1) / Algebra I / Algebra I (H)  
Physical Education  
English 8 / English I / English I (H)  
Instrumental Music  
Earth Science / Earth Science (H)  
Chorus  
World Geography / World Geography (H)  
Computer Applications Band

## High School Credit in Eighth Grade Year

Students who are prepared to high school classes as eighth graders may take the following high school classes: World Geography (H), Earth Science (H), Algebra I (H), English I (H), French I, Latin I or Spanish I, Physical Education, Chorus, Band, Art, and Fine Arts. These courses are listed on the student's permanent high school record. Completion of the courses does not count in the 28 credits needed for the Holy Cross high school graduation requirement.

## High School Placement Test

All students in 7<sup>th</sup> grade must take the high school placement test on the scheduled application day.

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## High School Curriculum

### English

English I / English I (H)  
English II / English II (H)  
English III / English III (H)  
English IV / English IV (H)  
English IV (AP)  
English V / English V (H)  
English V (AP)  
Journalism I & II  
Speech I

### Fine Arts Department

Art I  
Art II  
Art III  
Art IV  
Art (AP)  
Art History (AP)  
Instrumental Music  
Advanced Band I /Tiger Band  
Advanced Band II /Tiger Band  
Applied Music I /Tiger Band  
Applied Music II/Tiger Band  
Chorus II  
Chorus III  
Chorus IV  
Drama I  
Drama II  
Drama III  
Drama IV

## **Foreign Language**

French I  
French II / French II (H)  
French III (H)  
French IV (AP)  
Greek I (H)  
Greek II (H)  
Latin I / Latin I (H)  
Latin II / Latin II (H)  
Latin III (H)  
Latin IV (AP)  
Spanish I  
Spanish II / Spanish II (H)  
Spanish III (H)  
Spanish IV (AP)

## **Mathematics**

Algebra I / Algebra I (H)  
Geometry / Geometry (H)  
Algebra II / Algebra II (H)  
Algebra III  
Advanced Math/Trigonometry  
Advanced Math/Trigonometry (H)  
Advanced Math/Trigonometry (HDE)  
Calculus (H)  
AP Calculus

## **Physical Education**

Health & PE I  
Health & PE II  
Health & PE III  
Health & PE IV

## **Theology**

Theology I (Including 10 service hours)  
Theology II: Creed and Old Testament (Including 20 service hours)  
Theology III: Sacraments and New Testament (Including 25 service hours)  
Theology IV: Personal and Social Morality (Including 35 service hours)  
History of Religion: Vocations and Church History (Including 45 service hours)  
*\*Completion of the Service Requirement is due in the spring semester.*

## **Science**

Physical Science / Physical Science (H)  
Biology I / Biology I (H)  
Chemistry I / Chemistry (H)  
Biology II / Biology II (H)  
Biology II (AP)  
Physics (H)  
Physics (AP)  
Environmental Science  
Environmental Science (HDE) Anatomy & Physiology  
Anatomy & Physiology (H)  
Sports Medicine

## **Social Studies**

European History (AP)  
World Geography / World Geography (H)  
World History  
World History (AP)  
U.S. History  
U.S. History (HDE)  
World War II History  
Civics / Civics (H)  
Government (AP)  
Psychology  
Psychology (HDE)  
Western Civilization / Western Civilization (H)

## **Technology and Business**

Computer Aided Engineering Design (HDE)  
Computer Science (AP)  
Introduction to Business  
Introduction to Programming w/ Robotics Lab (HDE)  
Economics

*\*Holy Cross reserves the right to not offer a course if minimum enrollment in that class is not met.*

## **TOPS Parental Consent**

Final grades for students in grades 8<sup>th</sup> through 12<sup>th</sup> are sent to The Louisiana Department of Education every semester while enrolled at Holy Cross. The Louisiana Department of Education through Holy Cross requires the TOPS Parental Consent for 8th through 12th grades. This gives permission for the Louisiana Department of Education to release Personal Identity Information (PII) to the Louisiana Office of Student Financial Assistance (LOFSA). By signing the Handbook Agreement this permission is automatically granted. You may deny this only in writing to the attention of the Registrar's Office.

## Brother James McDonnell, C.S.C. Scholars Program

The Brother James McDonnell, C.S.C Scholars Program is an advanced interdisciplinary academic program for high school students. There is a competitive admissions process, and minimum requirements for application include:

- Completion of eighth grade at Holy Cross School
- Must have taken Latin I and English I or English I (H) in eighth grade
- Satisfactory disciplinary history
- Reading and verbal test scores in the 80<sup>th</sup> percentile
- GPA of 3.0 or higher

To graduate with the Scholar Distinction, a student must meet the following minimum requirements:

- Complete a minimum of 15 courses designated as Honors or Advanced Placement
- Take three years of Latin at Holy Cross School
- Maintain honor roll status each year
- Complete 140 hours of approved community service over the course of four years
- Complete an approved senior thesis

### Grade Nine

English II (HS)  
Algebra I (H)\* / Geometry (H)\*  
Physical Science (H)\*  
Theology II  
World History (HS)  
Latin II (HS)  
Speech III

### Grade Eleven

English IV (H/AP)\*  
Algebra II (H)\* / Adv Math Trig (H/HDE)\*  
Chemistry I (H)\*  
Theology IV  
U.S. History (H/HDE)\*  
Health and P.E. I  
AP Seminar

\*Option to choose College Prep or Honors

### Grade Ten

English III (HS)  
Geometry (H)\* / Algebra II (H)\*  
Biology I (H)\*  
Theology III  
Sophomore Seminar (HS)  
Latin III (HS)  
Speech IV (H)

### Grade Twelve

English V (H/AP/HDE)\*  
Algebra III / Prob. & Stat. (H)\* / Calculus (H/HDE)  
Elective (Science, History or other)  
History of Religion  
Civics (H)\* / AP Government  
Health and P. E. II  
AP Research

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## Holy Cross Graduation / Promotion Requirements

The graduation requirements of Holy Cross School exceed the requirements of the Department of Education of the State of Louisiana. For a student to participate in graduation / promotion ceremony, he must be in both good academic and

financial standings with Holy Cross School. He must complete the Holy Cross service project and meet all financial obligations to the school.

Any student receiving failing grades on his report card will not be allowed to participate in graduation / promotion activities. In this case, the student will receive his diploma/certificate upon successful completion of summer remediation. Any student may be denied participation in graduation/ promotion activities for disciplinary reasons upon recommendation of the Dean of Men.

## Middle and High School Grading Scale

The school's grading system, with quality points on the four-point scale, is as follows:

<u>Letter Grade</u>	<u>Percentage Equivalents</u>	<u>Quality Points</u>
A	(90 - 100)	4.0
B	(83 - 89)	3.0
C	(76 - 82)	2.0
D	(70 - 75)	1.0
F	(Below 70)	0
I	(Incomplete)	

## Prerequisites for Honors/Advanced Placement Courses

Departments reserve the right to set prerequisite standards, such as teacher recommendations and minimum grades in related classes, for admission to honors and advanced placement courses.

## High School Honors, Dual Enrollment, and Advanced Placement Quality Points

Honors courses are awarded an extra quality point for grades of "D" and above. The extra point is designated on the report card and in the determination of honors. Colleges and universities make their own determination about the inclusion of the extra point when they evaluate transcripts.

Advanced Placement (AP), Honors Dual Enrollment (HDE) and Honors Scholars (HS) courses are awarded an extra quality point for grades of "D" and above. The extra point is designated on the report card and in the determination of honors. Colleges and universities make their own determination about the inclusion of the extra point when they evaluate transcripts.

## Course Credit and Report Cards

The scholastic year is divided into two semesters. At the end of each semester, a report card with the student's average in each course will be posted online. **To pass a full-year course, the average of the first and second semesters must be at least 70. Students in grades 8-12 who fail the first semester of a full-year course will still receive credit for the first semester if the average of the first semester and second semester is 70 or higher. If a student in grades 8 through 12 fails the second semester of a full-year course, he will not receive credit for that semester, regardless of his first semester grade.**

Students in grades 2 through 7 receive a final grade for the year. Final grades are determined by averaging the two semester grades. **To pass a course in grades 2 through 7, the final average of the first and second semesters must be at least 70.**

The student's progress will be posted online. Parent-teacher conferences will be held at the midpoint of each semester and are an opportunity for parents to review both grades and MAP scores with teachers.

## Semester Examinations

Students are required to take semester exams for each course during regularly scheduled examination periods. A change of examination dates can be arranged **only with the permission of the principal**.

## Final Examination Exemption (grades 8-12)

Students achieving a first semester average of A and maintaining a second semester average of A may be exempt from their final exam second semester. A student may choose to take his exam to increase his numeric average in a course. The school reserves the right not to exempt a student unless all financial obligations are settled and school property has been returned (e.g., tuition, fees, library books, uniforms, laptops, and accessories). No other students may be exempt from their exams.

## Honors and High Honors

The honor roll is published at the end of each semester. To qualify, a student must achieve a GPA of 3.0 or above for grades 5-12. For high honors a student must achieve a GPA of 3.5 or above in grades 5-12. To earn honors or high honors a student cannot have a grade below a "C" on his report card. Students who earn high honors for each semester will be awarded a scholastic monogram. For honor roll and academic awards designation, a student must have successfully completed the school year without summer credit remediation.

## Graduation Honors

Honors bestowed at graduation for superior scholastic achievements are:

<b>Summa Cum Laude:</b>	4.5 and above cumulative GPA
<b>Magna Cum Laude:</b>	4.0 to 4.49 cumulative GPA
<b>Cum Laude:</b>	3.50 to 3.99 cumulative GPA

For graduation honors, a student must have successfully completed his senior year at the time of the graduation ceremony (no summer remediation required).

## High Honors Lettering Policy

Scholastic monograms are given to 5<sup>th</sup> through 12<sup>th</sup> grade students in recognition of outstanding academic achievement. If a student meets the criteria published in the Holy Cross Handbook, a scholastic monogram "letter" will be awarded at the completion of his first qualifying year. A student in the (5th-8th) qualifying for a scholastic monogram may purchase a letterman sweater. A student in the (9th-12th) qualifying for a scholastic monogram for the first time may purchase a letterman jacket. A certificate is also presented each year in recognition of earning the monogram "letter" or service bar. The principal has the prerogative to issue or withhold a monogram "letter" for extenuating circumstances with the approval of the President. All monograms and academic letterman jackets will be distributed at the academic awards ceremony.

## Honors Curriculum and Honors Diploma

The Holy Cross honors diploma differs from graduation honors and recognizes the difficulty of curriculum rather than GPA. The honors program consists of a core honors curriculum, optional honors or AP courses, approved electives, dual enrollment, plus the other courses required by Holy Cross and the state for high school graduation.

A student is invited into the honors program based on his past academic achievements and a sincere desire to reach his highest academic potential. An honors student is held to strict standards. To receive an honors diploma, a student must take and pass a total of 16 honors credits in grades 8-12.

## Valedictorian and Salutatorian

A student must attend Holy Cross for his four years of high school to qualify for either of these awards. These awards are based on cumulative GPA, courses taken, a satisfactory disciplinary record, leadership, and service to the community and school. The Valedictorian award goes to the student with the highest cumulative GPA, and the Salutatorian award goes to the student with the second-highest GPA. Holy Cross School supports the policies contained in the Interstate Compact on Educational Opportunities for Military Children.

## Senior ACT Growth Incentive Program

ACT indicates that students can achieve a growth from their PLAN test to their ACT test of 1-5 points. The ACT Senior Incentive Program is designed to encourage seniors to reach their highest growth from PLAN to ACT. Scholarship awards will be presented to the first, second, and third place winners who demonstrate the highest growth from grades 10-12.

## Incomplete Grades

Incomplete grades indicate that the required work has not been completed or there has been a financial hold placed due to an outstanding balance owed. Normally this occurs when a student has been absent for several days at the end of the grading period. "I" becomes a failing grade if the work is not completed within 10 school days, except in very exceptional circumstances and with the approval of the principal before the 10-day period expires.

## Academic Work Missed

Students are responsible for contacting individual teachers to complete missed work. Students will be allowed to submit any assignments or assessments that were assigned prior to their absence. Any assignments or assessments assigned during the period of absence must be completed in the time frame designated by the teacher(s) and within the next full cycle of class rotations (Day 1 – Day 7).

## Academic Probation

A student in grades 5-12 who receives two semester grades of "F" in any one semester or whose grade point average falls below 1.50 is placed on academic probation. A student on academic probation must meet with his counselor on a regular basis.

## Academic Disqualification

A fifth through seventh grade student who fails more than two courses for the school year may not return to Holy Cross the following year. A student in grades 8-12 who fails more than one-and-a-half units of credit for the school year will be dismissed and may not return to Holy Cross the following year.

## Academic Residency

Once enrolled in high school, a student must take all high school credit courses at Holy Cross. No new high school credit will be accepted from any other institution without prior approval of the principal.

## Release of Grades, Reports, Records, and Transcripts

The school reserves the right not to issue a diploma, transcripts, report card, or final report unless all financial obligations are settled and school property has been returned (e.g., tuition, fees, library books, uniforms, laptops, and accessories).

In accordance with the Privacy Act, transcripts and student records can only be released at the written request of a student or graduate, or parent or guardian of the student or graduate. High school transcripts will automatically include the highest composite scores received on the ACT test in each testing category.

A transcript request form is available in the registrar's office and on the website linked to the Counseling page. Students currently enrolled at Holy Cross School are not charged for the first four transcripts issued; all other transcripts cost \$5 each. The registrar normally sends transcripts within two working days of receiving the request and the fee.

Occasionally, the school receives requests from non-custodial parents to be sent copies of grades, reports, and transcripts. It is the school's practice to honor all such requests unless the custodial parent has supplied the school with a copy of a court order that specifically bars sending such materials to the non-custodial parent. If such an order or any other legal restriction exists, it is the custodial parent's responsibility to submit a copy thereof to the registrar.

## Summer Credit Remediation

Holy Cross School offers Summer Credit Remediation to enable current Holy Cross students who have earned a grade of D or F in subjects to remediate deficiencies.

A student must remediate all deficiencies incurred during the regular school year in Holy Cross summer credit remediation or a summer school that has been approved by the administration before he is considered for readmission. In a summer credit remediation session, an F in no more than one-and-a-half units of credit may be remediated by a student in grades 8-12 and two subjects by a student in grades 5-7. A student must attend summer credit remediation for the same course he failed. The failing grade will remain on the student's report card/transcript. Both the summer remediation grade and the failing grade will be included in the student's GPA.

The practice of remediating D's is highly recommended as it provides an opportunity for a student to increase his overall GPA and reinforce his knowledge in core subjects. The summer remediation grade will replace the student's grade (D) on his report card/transcripts.

The school reserves the right to deny remediation unless all financial obligations are settled and school property has been returned (e.g., tuition, fees, library books, uniforms, laptops, and accessories).

## Counseling Services

Counseling services at Holy Cross include three broad domains of school counseling in addition to spiritual counseling. These domains include academic, career, and personal/social development. While there is a specific counselor assigned to each class level, students having personal difficulties may consult with another member of the counseling staff better suited or better able to assist with a particular issue or problem. Guidance programs are offered to students throughout the year and are coordinated to enhance growth and healthy emotional development. Spiritual counseling is provided through the campus ministry department. Holy Cross does not provide clinical counseling. However, our counseling staff can provide parents and students with a well-rounded referral list of local providers as requested or recommended.

Parents have access to the counseling staff and are encouraged to consult with the student's assigned counselor. The counseling department sponsors various parent and student educational opportunities throughout the year.

The counseling staff also assists high school students in planning their course selections with attention given to students whose grades reflect poor academic performance. This guidance may be done in either group or individual sessions. In grades 5-10, emphasis is placed on the development of good study habits and skills.

At the junior and senior levels, specific emphasis is placed on college planning and career decision making. Parents and students are encouraged to meet with the College Counselor during their junior year to begin the process of choosing a college or university. Information about college scholarships, entrance requirements, and other pertinent materials is available from the College Counselor. Additionally, throughout the school year, the College Counselor schedules visits from college admissions counselors.

## Accommodations

Holy Cross School does not provide special education services or facilities. The school, its administration, faculty, and staff are only required to make minor adjustments in our education program to attempt to accommodate whatever needs a student may have. The nature and extent of such minor adjustments are within the sole discretion of the counselor, Director of Curriculum and Instruction and the principal. Should the school administration determine that the minor adjustments of Holy Cross' educational program provided to accommodate the needs of the student have not yielded satisfactory results to the student's educational advancement and that it is in the best interest of both the school and the student, Holy Cross holds the ability to recommend that the student be placed in a more appropriate learning environment. The principal, if deemed necessary, has the authority to ask the parents to withdraw their son from Holy Cross, and/or the student, as a result, will be removed from his rolls and involvement in all extracurricular activities as a Holy Cross student and not permitted to re-enroll.

## BEHAVIOR POLICY

### Introduction

The *Holy Cross Man*, our school code, establishes a noble standard of life which every student is expected to follow and to model. Discipline at Holy Cross guides the students toward these ideals and creates an atmosphere in which hundreds of widely differing personalities can come together harmoniously while working individually toward personal and common goals.

The school theme for the 2024-2025 school year is “Bringing Hope.” Faculty and coaches are urged to frequently discuss with students the meaning of this concept, why it is integral to being a Holy Cross Man, and behavioral example of both supporting the concept and not supporting the concept.

## Lost and Found

Student personal effects like clothing, shoes, neck ties, sweaters, lunch boxes, etc. that are clearly labeled with the student’s name may be recovered at Lost and Found located at the High School. Items without a clearly labeled student’s name will be discarded.

## Code of Conduct in the Classroom

Education cannot take place in the absence of good order. Holy Cross students are expected to conduct themselves as Christian gentlemen on and off the campus. Members of the faculty, administration, and staff must always be addressed in a polite, respectful manner. Great stress is put on good classroom decorum, since effective teaching is impossible without order and attention. Students are expected to adhere to the specific rules or directions given by individual teachers.

## Code of Conduct for Students in Extracurricular Activities

Since participation in extracurricular activities is an integral part of the overall process of education at Holy Cross School, students are expected to model the values upon which the school stands.

The following are standards which all students are expected to follow:

- To represent his school, his family, and himself as a gentleman always.
- To show respect for his coaches, moderators, teammates, opponents, and officials.
- To work diligently toward maintaining high academic standards.
- To refrain from any abusive or profane language.
- To show true sportsmanship, whether a contest is won or lost.
- To take good care of his body by eating properly and refraining from the use of tobacco, alcohol, or any controlled substance.

## Code of Conduct for Students and Parents Present at Holy Cross Events

Holy Cross students and parents must always be conscious of the fact that they represent the school. Good sportsmanship and conduct should be always practiced. Students and parents should remember that violations of ordinary school rules become magnified when they are exhibited at a public event, whether at home or away. Holy Cross spectators are to cheer for their own teams, not against anyone else. Profanity, derogatory remarks, and the like have no place at any event in which Holy Cross takes part. Holy Cross students and parents are expected to inform their guests (e.g., family members, friends, dates, etc.) as to what behavior is expected at all Holy Cross events.

People who do not abide by the rules of good sportsmanship and conduct will be asked to leave the event. Any Holy Cross student, who is asked to leave an event because of his behavior, must report to the Dean of Men immediately upon returning to school. Students and parents of other schools, who are asked to leave a contest because of their behavior, will be referred to the proper authorities of their own school.

## Conduct at Graduation

Appropriate, respectful behavior through the entire commencement exercise is a graduation requirement of Holy Cross School. Any student or guest violating this expectation may forfeit the student's privilege of receiving a Holy Cross School diploma. The Principal and President make the final decision concerning appropriateness of behavior at commencement.

## Conduct Outside School

Conduct on the streets, on buses, at athletic contests, and other school-related activities should reflect those values and Christian principles defined in the *Holy Cross Man*. Students are to respect property and rights of the neighbors of the school and the public at-large. Students are accountable for their actions on and off campus.

## Academic Honesty

Holy Cross emphasizes the values of honesty and integrity in all classes, assignments and testing situations. Academic dishonesty will affect a student's grades and will result in serious disciplinary repercussions. The following are examples of behavior considered dishonest by the Holy Cross community:

- Entering an academic testing situation with an unfair advantage, such as stealing materials or receiving stolen materials from another
- Forgery
- Giving or receiving answers to quizzes, tests, and examinations
- Lending or copying a written assignment, in or out of class
- Plagiarism
- Engaging with AI to partially or wholly complete assignments or to write text that will be shared publicly. Assignments will be checked by AI detectors.
- Violating testing procedures as defined by a teacher in an individual classroom
- Submitting any assignment or assessment not completed by the student (i.e. parents, other students, or A.I. generators).

Academic dishonesty is a serious matter that will result in a grade of zero for the assignment as well as serious disciplinary action, such as suspension or, in the case of extreme or repeated academic dishonesty, expulsion.

## Drugs/Alcohol

Holy Cross School does not condone the use, possession, or distribution of illegal drugs and/or alcohol by students. Any student, who manufactures, possesses, furnishes, uses or sells alcohol, narcotics, or any other illegal drugs, drug paraphernalia, or intoxicants at any time shall be subject to severe disciplinary action, including expulsion. The sale of alcohol or illegal drugs by any Holy Cross student will result in expulsion and law enforcement will be notified.

Whenever the President, Principal, or Dean finds sufficient cause to believe that a student may be carrying or using alcohol or illegal substances, the school may search a student's person, locker, and/or personal belongings (including, but not limited to, schoolbag and vehicle). The determination of sufficient cause shall be within the province of the Principal and President. Any student who refuses to cooperate fully in such a search shall be subject to immediate expulsion.

As circumstances warrant, the school may refrain from disciplinary action when a student voluntarily informs a school counselor or other school authority of drug or alcohol dependency. Such a case may be treated as a medical condition. In this event, the student may be required to attend alcohol and/or drug education programs as deemed appropriate by the

school. Additional professional assessment, treatment, and testing may also be required for continued enrollment in the school. The Dean of Men and counseling department will work in tandem to coordinate any alcohol and/or drug education and treatment programs.

Whenever the school finds sufficient cause to suspect possible drug or alcohol abuse by a student, the school may require that student to submit to monitored testing for drug and/or alcohol abuse. A student would be subjected to testing on a “for cause” basis. A student’s counselor or Dean may make a recommendation to the appropriate principal. The principal will make the final decision on whether a student is to be tested for drug and/or alcohol abuse.

After a first positive result, any effort to rehabilitate the student and any additional testing shall be at the discretion of the appropriate principal, either in the exercise of his own independent judgment or on the recommendation of a teacher, counselor, or dean.

The school alone shall select the provider of such testing as well as the time and place for each test. Such monitored tests may require the student to submit breath, urine, hair, and/or blood samples. Refusal to cooperate in such tests shall constitute grounds for immediate expulsion. Positive test results, depending on the amounts and types of intoxicants found, shall subject the tested student to severe disciplinary action, mandatory professional treatment and/or future required testing. In addition, if the student is allowed to remain at Holy Cross, the student’s family shall be liable for the cost of that test and all mandatory treatment, as well as for the costs of all future tests ordered by the school, regardless of the results of future tests. A second positive result shall constitute grounds for immediate expulsion. All tests and results shall be the sole and exclusive property of Holy Cross School.

A drug testing company of the school’s choice will test students at random for potential use or abuse of the following drugs:

- Amphetamine
- Methamphetamine
- MDA
- MDMA
- Benzoylcegonine
- Cocaine
- Marijuana
- Opiates
- Oxycodone
- Oxymorphone
- Phencyclidine (PCP)

This policy applies to the following:

- Students who are on the school grounds at any time
- Students who are attending any school activity, such as field trips or athletic, social, or cultural events
- Use that occurs off campus during school hours
- Students attending a function at another school

When the school deems appropriate, this policy also may extend to off-campus use or possession during non-school hours.

## Tobacco or Nicotine

Holy Cross School is a 100% nicotine-free campus. Students may not possess, smoke, or use any kind of tobacco or nicotine product on campus at any time or at any school-related function or while traveling to or from school or school-related functions. The use of any tobacco products, including cigarettes, smokeless tobacco and e-cigarettes is prohibited for all students and visitors on the Holy Cross campus at all times. Tobacco products include but are not limited to cigarettes, smokeless tobacco, and e-cigarettes/vaping devices. This policy applies to students at all times, including off-campus hours and events for other schools. Any student who is in possession of, furnishes, uses, or sells tobacco and/or nicotine products will be subjected to the same course of action as defined in the previous section, titled "Drugs/Alcohol."

## Threats to Self or Others

When a student makes a credible threat against himself or another person, the school will treat the threat as real. This is necessary to ensure the safety of both the person who makes the threat and of other people in the community.

A student who makes such a threat to himself shall be placed on required medical leave immediately, until the school has obtained from the parent(s) or guardian(s) a doctor-documented medical evaluation assuring that the student is not a threat to himself or to other persons and may return to a classroom setting.

However, where there is a credible threat of impending serious harm to oneself or to others, the school may continue to require the student to remain on medical leave, regardless of evaluation reassurances or other outside efforts at reinstatement, to protect the community and/or the individual.

The school reserves the right to require ongoing professional counseling, and proof thereof, as a condition of returning to school, and continuing at school.

A student who makes a threat, credible or not, to other persons or property will be subject to disciplinary action, up to and including expulsion. Law enforcement authorities will be contacted as the school deems appropriate.

## Vandalism

Intentional damage caused to Holy Cross property is a serious offense and will not be tolerated. Those students found in violation of this policy will be considered for dismissal and any cost associated with such vandalism will be charged to the student/family.

## Harassment and Bullying

Holy Cross School strongly believes that all people have the right to function in an environment free of all forms of harassment and bullying, whether by students or employees of the school. Harassment, including sexual harassment, is prohibited by both state and federal law. The purpose of this policy is to ensure that no form of harassment or bullying occurs at our school. This harassment includes, but is not limited to, harassment based on a person's race, gender, nationality, religion, physical or mental disability, or age.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. Sexual harassment includes many forms of offensive behavior. The following is a partial list of types of behavior that could constitute sexual harassment:

- Requests for sexual favors, whether explicit or implicit, or unwanted sexual advances.

- Verbal harassment such as derogatory comments or slurs, comments about an individual's body; use of sexually degrading words; obscene or suggestive remarks or jokes; suggestive or offensive notes, letters, or invitations.
- Physical harassment such as assault, impeding or blocking movement, or any physical interference or movement when directed at an individual.
- Visual forms of harassment, such as displaying derogatory posters, cartoons, or drawings that are offensive.

In keeping with policy, Holy Cross will not tolerate any kind of unlawful harassment, particularly sexual harassment by any student or employee. Likewise, bullying will not be tolerated. Anyone who is subjected to or witnesses possible harassment or bullying must immediately bring the incident to the attention of the counselor, Principal, President, or other member of the administration. The matter will be thoroughly investigated, and confidentiality will be maintained to the extent possible. After reviewing all the evidence, a determination will be made concerning whether reasonable grounds exist to believe that harassment has occurred. Appropriate action will be taken to remedy the matter.

Serious or repeated harassment or bullying will result in disciplinary action up to and including dismissal. Intentionally false and/or malicious accusations will also result in disciplinary action up to and including dismissal. If appropriate, harassment will be reported to the civil authorities.

## Minor Offenses

Motivation assignments, teacher detentions, and administrative detentions may be issued for minor offenses. All detentions will occur on the day of the infraction. Repeated minor offenses may result in more serious disciplinary action, such as multiple days of detention or suspension. The following violations may be deemed minor offenses:

- Inappropriate language or behavior
- Violations of the uniform and dress code
- Late to class
- Repeated tardiness to school
- Failure to follow attendance procedure
- Loitering in or passage through restricted areas
- Violations of the motor vehicle policy
- Eating or drinking in prohibited area
- Littering
- Possession of forbidden electronic devices
- Failure to report to a teacher when required
- Failure to uphold classroom rules and expectations
- Improper usage of technology

Failure to report or misbehavior during an administrative detention will result in additional days of detention or suspension.

## Major Offenses

Suspensions, dismissals, and expulsions may be issued for major offenses. The following may be deemed major offenses:

- Possession of any weapon, toy or genuine, on or in the immediate vicinity of Holy Cross School Campus.
- Inappropriate language or behavior
- Open defiance of school authority or disrespect to any member of the faculty, staff, or administration on or off campus
- Disrespect or insubordination, such as talking back to school employees, disrespectful language, or egregious disobedience

- Cruelty toward others: verbal, visual, physical, or sexual harassment, bullying, teasing, intimidation, racial slurs, threats, demeaning or damaging comments about others
- Fighting or instigating a fight
- Unsportsmanlike conduct as a participant or spectator at an athletic event
- Theft or being in possession of stolen articles, aiding and abetting any theft, or tampering with another person's belongings
- Excessive tardiness to school
- Truancy from school or skipping one or more classes, or unexcused absence from part of a class period.
- Violations of the *Responsible Use Guidelines for Technology* and the *Holy Cross Acceptable Use Policy*
- Leaving campus without the permission of the attendance officer
- Vandalism or destruction of property belonging to the school or another person. This includes graffiti.
- Instances of academic dishonesty
- Misrepresentation, forgery, or dishonesty
- Possession or use of tobacco products on campus, at any school-related function, or while traveling to or from school or any school-related activity
- Improper use of or dispensing of any medicine or prescription drugs to another person
- Possession of drug paraphernalia or possession of or being under the influence of drugs or alcohol on campus or at any school-related activity
- Use or possession of weapons or dangerous articles on campus or at school-related activities • Gambling
- Unauthorized sales to or solicitation of students, faculty, or staff
- Repeated violations of school policy
- Failure to comply with the terms of probation
- Any activity during school or outside of school which involves unlawful behavior. Law enforcement may be involved for any criminal activity on or off campus.
- Any conduct which disrupts the good order of the school, imperils the health and safety of students, jeopardizes the moral well-being and good name of either the students or the school, or which is contrary to the mission of Holy Cross School or the teachings of the Roman Catholic Church.

In addition to the offenses listed, the Dean of Men evaluates each incident individually and reserves the right to deem whether an offense is minor or major.

Students in lower school (grades 2-4) should refer to the "Lower School Responsibility-Based Discipline Plan." Students in early childhood (grades PK-1) should refer to the teacher's syllabus.

## Definition of Consequences

### **Motivation Assignment**

A faculty or staff member may issue a motivation assignment for minor instances of not meeting classroom expectations or for not being prepared for class. A motivation assignment must be completed and turned in to the teacher at the teacher's request. Failure to turn in a motivation assignment by the assigned deadline will result in an administrative detention.

### **Teacher Detention**

A faculty or staff member may issue his or her own detention for minor instances of classroom misconduct or repeated failure to meet classroom expectations. A teacher's detention will be served at a time deemed appropriate by the teacher.

Teacher detentions may take place before school, during a student's lunch period, or after school and may last up to 30 minutes.

### **Administrative Detention**

A student will be required to report to an assigned classroom where the administrative detention will be held at 3:00pm each day. Administrative detentions for students in grades 5 – 7 will take place for 30 minutes, and administrative detentions for students in grades 8 -12 will take place for 60 minutes. During administrative detentions, students will sit or stand quietly for the duration of the detention. For more serious offenses, students may receive multiple days of detention. A student who fails to report to an administrative detention on time will not be allowed to serve his detention and will be referred to the Dean of Men.

Administrative detentions will be served on the day of the infraction or offense and will take precedence over any school obligation a student may previously have. Students will be given the opportunity to contact a parent immediately after receiving a detention to arrange for transportation, if necessary. In the event a student receives multiple detentions, each detention will be served on consecutive days until the assigned number of detentions has been fulfilled, beginning with the day of the offense. Students may honor their previously scheduled school obligations only after the detention has been attended.

### **Saturday Detention**

Saturday detentions are held on scheduled days from 8:00 a.m. to 10:00 a.m. A student serving Saturday detention must report to school in full school uniform and bring his P.E. uniform. Since a student may be doing manual labor on campus, he should bring shoes that are considered "work" shoes and not his best athletic shoes. Saturday detentions may be given for first-time or repeated offenses.

### **Suspension**

Suspension is the school's most serious form of warning and may be the final warning before expulsion. Suspension may be either short- or long-term and may be served either in school or out of school. During the period of suspension, the student may not attend classes and may not participate in or attend any school-related activities. During the period of suspension, students will be allowed to submit any assignments or assessments that were assigned prior to the beginning of the suspension. Any assignments or assessments assigned during the suspension period must be completed in the time frame designated by the teacher(s) and within the next full cycle of class rotations (Day 1 – Day 7).

### **Disciplinary Probation**

Disciplinary probation is a formal response to egregious or repeated misconduct. A student may be placed on disciplinary probation for either first-time or repeated offenses. The terms of a student's disciplinary probation will be discussed with his parents present and signed by the student, the parent(s), and Dean of Men. Serious misconduct or repeated violations of school rules by a student on disciplinary probation will result in expulsion.

### **Dismissal**

A student is no longer enrolled in the school and must complete the withdrawal process. Students dismissed from Holy Cross School are eligible for re-application one calendar year after the dismissal.

### **Expulsion**

A student is no longer enrolled in the school and must complete the withdrawal process. Students expelled from Holy Cross School are not eligible for re-application.

## Non-disciplinary Causes for Dismissal or Expulsion

- Psychological diagnosis
- Non-compliance with academic requirements as published by the school
- Psychological diagnosis
- Uncooperative or disruptive attitude of parents
- Failure to fulfill tuition obligation
- Failure to complete critical forms such as emergency release, health records or immunization records to the registrar's office prior to the opening of school
- Cruelty toward others: verbal, visual, physical, or sexual harassment, bullying, teasing, intimidation, racial slurs, threats, demeaning or damaging comments about others or school through social media, group messaging, or public forums.

In order to create a positive school environment and maintain a healthy working relationship, please understand Holy Cross partners with the family to maximize student growth. By enrolling your son in Holy Cross, your family agrees to its policies and procedures listed in the Student-Parent Handbook.

## ATTENDANCE POLICY

Punctual attendance at class is required by state law (Louisiana Bulletin 741:6.055.02) and is a required part of course credit. Students are expected to be present for all school obligations and to make appointments outside of school hours. The school hours are from 8:00 a.m. until 2:45 p.m.

### Attendance Documents

All signed tardy slips, parents' notes, doctors' notes or other documentation relating to attendance must be returned to the school office prior to a student reporting to his first class.

### Absence from School or Class

When a student is absent from school, two things are required: (1) a telephone call, and (2) a completed "Absence-Tardy Dismissal Form".

#### **(1) Parental Obligation to Report Absence by Phone**

When a student is going to be absent from school or class for any reason, he is responsible for having a parent or guardian call the school at 504-942-3100 between 7:30 a.m. -9:00 a.m. on the day of the absence to report the absence. Parents must call on the first day of absence and every day of absence thereafter.

#### **(2) Written Verification of Absence**

State law requires verification of an absence. Upon returning to school, students must submit an "Absence-Tardy-Early Dismissal Form" to the appropriate office. A copy of this form can be found on the Resource page of the student and parent TigerNet account, as well as in the middle and high school offices. The student must bring the form to school on the day of his return.

Any student who is absent three or more consecutive days must present a doctor's note in order to be readmitted to class. A student who has been absent for any length of time due to a contagious illness must present a doctor's note giving

clearance to return to school. It is the student's responsibility to obtain all required notes and to submit them to the attendance office before reporting to first period on the day of his return to school. The student will accept the disciplinary sanctions if he does not follow this procedure.

## Late to School

To report tardiness, a student's parent or guardian must call the school at 504-942-3100. A student arriving late to school must report to the appropriate office before going to class. When it is foreseen that a student will arrive late to school, he must be signed in by a parent in the grade appropriate office. If a student is late because of a doctor's appointment, an appointment slip from the doctor is also required.

If the student is less than 15 minutes late, he will be issued a tardy slip to show to his teacher. If a student is more than 15 minutes late for his first class of the day or comes to school after his first class of the day is over, he will be considered tardy to school as well as absent on that day for the classes concerned.

If a student in grades 5 – 12 is tardy to class, he will be given a detention to be served the same day. The detention will take precedence over all other school activities.

## Checking Out/Leaving School

Any student needing to checkout early from school must turn in the completed Attendance Form to the appropriate office prior to the start of the school day, or he will need to be signed out by a parent/guardian or approved emergency contact on file. The Attendance Form can be found on the Resource page of the student's and parent's TigerNet account, as well as in the middle and high school offices. Students who drive themselves to school will not be allowed to check out via a parental phone call. The student will only be dismissed once the Attendance Form has been submitted to the appropriate office. Failure to comply with this procedure may result in disciplinary action.

## Student's Responsibility for Missed Work

Any student who misses class for any reason is responsible for contacting the teacher to find out the schedule for making up the missed work. Students will be allowed to submit any assignments or assessments that were assigned prior to the absence. Any assignments or assessments assigned during the period of absence must be completed in the time frame designated by the teacher(s) and within the next full cycle of class rotations (Day 1 – Day 7).

## School Excused Absence

School approved absences incur no disciplinary penalty. Make-up work for excused absences will receive credit if completed within the time designated by the student's teacher(s). Absences are excused only in cases of personal illness, severe illness or death in the family, or other situations with the approval of the dean of men or Principal.

## Unexcused Absence

Absences for reasons other than those given in the "excused absence" paragraph, such as family vacations are considered "unexcused." Any assignments or assessments assigned during the period of unexcused absence must be completed in the time frame designated by the teacher(s) and within the next full cycle of class rotations (Day 1 – Day 7). Absence from class due to disciplinary action is an unexcused absence.

Unexcused absences may incur disciplinary action. Repeated unexcused absences may result in suspension or expulsion.

## Loss of Credit for Excessive Absence

When a student misses more than six days (or the equivalent in class time) in any class per semester for any reason, he will receive an “F” in that class. The student will be required to attend summer remediation to make up credit for the failed class.

The Principal will hear appeals from a student and his parents or guardians for reinstatement of credit. The student strengthens his appeal if doctors’ notes were submitted after each absence to verify the legitimate nature of the absence.

The attendance office is to be notified about serious illnesses or accidents so that the appropriate adjustments can be made. A student is cautioned not to use the six-day allotment and then expect leniency if a serious illness occurs.

## Truancy

Any student who is away from school without a valid excuse or without parental consent is considered truant. A student who is truant will not receive credit for the work/tests he has missed. Truancy is an unexcused absence and a major disciplinary offense.

## Attending School Events on Absence Days

Any student who is absent from school on the day of a school event may NOT attend or participate in the event without explicit permission from the principal. A student must be in school at least two full class periods to attend or participate. Disciplinary action will be taken with any student violating this policy, in addition to being asked to leave the event.

## GROOMING AND UNIFORM POLICY

The dress code is designed to enhance good order and provide a Holy Cross student with a neat and uniform appearance as well as identify him as a Holy Cross student. All clothing must be clean and free from tears.

Holy Cross reserves the right to rule on anything not included here that the school might rule to be unacceptable attire or appearance. The administration will make this decision. The penalty for violating the dress and appearance code is an administrative detention(s). In some cases, the student will be sent home or be withheld from class until the infraction is resolved. Missing class because of a dress code violation will be considered an unexcused absence.

Defacing the appearance of any item of the school uniform is prohibited. A student is required to have his name embroidered on his school shirts, jacket, and sweater. Students are not allowed to add stickers or labels of any kind to any part of the school uniform.

## Uniform Store Information

Skobel’s School Uniforms  
7928 Hwy. 23  
Belle Chasse, LA 70037  
(504) 392-2220  
[www.skobels.com](http://www.skobels.com)

Skobel’s School Uniforms  
4500 York St. Suite 101  
Metairie, LA 70001  
(504) 264-7733  
[www.skobels.com](http://www.skobels.com)

Beau’s School Uniforms  
9027 W. Judge Perez Dr.  
Chalmette, LA 70043  
(504) 682-2000  
[www.beausuniforms.com](http://www.beausuniforms.com)

## Hair

Hair must be neat, clean, combed, and of moderate style and proportionate length and thickness in the front, back, and on the sides. It must be cut so that it cannot touch the collar of the uniform shirt or the ears. When combed forward, hair must not touch the eyebrows. There must be a gradual transition of length of hair from the sides to the top of the head. Mohawk, faux mohawk, twists, wedge, uneven cuts, undercuts, hard lines, braids, fade lines, layered hair, perms, shaved head, tails, altered necklines, and spiked hair are examples of hairstyles that are not allowed. Students are not allowed to have lines, cuts, or slits in either their head or eyebrows. Hair must remain its natural color. Hair coloring, dyeing, highlighting, or bleaching is not allowed. A student whose hair is deemed inappropriate will face disciplinary action and may be sent home until the infraction is resolved.

## Hats

Hats, caps, or headbands of any kind may not be worn with the school uniform or during school hours. Bandanas and any other headwear deemed inappropriate are not allowed to be worn on campus or at any school function.

## Shaving

A student's face is to be clean shaven. Sideburns may not extend below the middle of the ear. A student who arrives for school unshaven will be required to shave at school and will be issued a detention. A student's refusal to shave will result in the student being sent home to shave. Any time missed during the absence will be recorded as a suspension.

## School Uniform

Wearing a Holy Cross uniform shirt identifies the student as a representative of Holy Cross School and obligates him to have a neat personal appearance both on and off campus, even when he is not participating in a school-related activity. The shirt must be fitted to the student's size. Shirts that are baggy, torn, or stained may not be worn. When wearing the Holy Cross School uniform outside of school hours, students should wear the uniform properly and as described in this handbook. Students who are deemed out of uniform will face disciplinary action and may be withheld from class or sent home until the infraction is resolved.

### **Grades Pre-K – 4**

Students must wear a navy Holy Cross School uniform polo shirt. The shirt may be short-sleeved or long-sleeved. A student's undershirt must be a plain white, short-sleeved t-shirt free of design, lettering, or logos. The undershirt must not extend beyond the sleeves of a student's uniform school shirt.

Students may wear either khaki shorts or khaki pants purchased from an approved uniform provider. Students in grades Pre-K - 1 must wear elastic waist khaki shorts or khaki pants. Students in grades 2 – 4 must wear the plain (unpleated), uncuffed khaki trousers or plain front shorts. School pants must be fitted to and worn on the waist, and they must be tailored to the correct length, just touching the top of the shoe. Pants that are baggy, have ragged edges, or are torn are not allowed. The school shorts and pants must be purchased from and embroidered or pressed with the uniform patch by an approved uniform provider.

Students in grades 2 – 4 must wear the uniform khaki web belt with magnetic buckles.

Students must wear solid white socks. Socks must be plain and have no visible logos. Students' socks must be worn properly and always cover the ankle.

Students in grades Pre-K – 1 must wear solid black Velcro tennis shoes. Students in grades 2 – 4 may wear Velcro or lace solid black tennis shoes.

### **Grades 5-12**

Students must wear a pin-striped Holy Cross School uniform oxford shirt. Senior students are also permitted to wear the approved uniform class school shirt. The shirt may be short-sleeved or long-sleeved. The shirt must be completely tucked in, and the belt should be easily visible from all directions. All uniform shirts, including the senior class school shirt, must be monogrammed with navy, one-inch block letters indicating the student's first initial and last name in ALL CAPS. A student's undershirt must be a plain white, short-sleeved t-shirt free of design, lettering, or logos. The undershirt must not extend beyond the sleeves of a student's uniform school shirt.

Students must wear a Holy Cross School tie or bowtie each day. During school hours, all ties will be worn properly with the top button buttoned and the tie tied appropriately. Ties and bowties may be purchased at an approved uniform provider or in the Holy Cross Spirit Shop.

Students must wear the plain front (unpleated), uncuffed khaki trousers only sold at approved uniform providers. The pants must have conventional seams and pockets (two front pockets and two back pockets only). Pants with additional pockets, such as cell phone or pencil pockets, are not permitted. School pants must be fitted to and worn on the waist, and they must be tailored to the correct length, just touching the top of the shoe. Pants that are baggy, have ragged edges, or are torn are not permitted. The contents of a student's pocket may not hang out of the pocket. The uniform school pants must be purchased from and embroidered or pressed with the uniform patch by an approved uniform provider. Students will not be permitted to wear shorts as part of the school uniform.

Students must wear the khaki web belt with a plain brass buckle as sold by approved uniform providers.

Students must wear solid navy socks. Socks must be plain and have no visible logos. Students' socks must be worn properly and always cover the ankle.

Students in grades 5 – 7 may wear shoes that are solid black (including all trim, logos, and shoelaces), the brown Dr. "Doc" Martens 1461 Crazy Horse Leather Casual Shoe or the brown Dr. "Doc" Martens 8053 Crazy Horse Leather Casual Shoe. Students in grades 8-12 must wear the brown, Dr. "Doc" Martens 1461 Crazy Horse Leather Casual Shoe or the brown Dr. "Doc" Martens 8053 Crazy Horse Leather Casual Shoe. The regular Dr. Martens shoelaces should be worn with the shoes; students may not replace the standard shoelaces with unconventional shoelaces. Shoes may not extend above the ankle and must fully enclose the entire foot. Shoes must be good repair and properly worn.

## **Physical Education Uniform**

All students in grades 5-12 are required to wear the Holy Cross School P.E. uniform to participate in P.E. class. The P.E. uniform consists of a grey crew-neck T-shirt and navy athletic shorts. Students have the option to wear the approved P.E. crewneck Holy Cross School sweatshirt and P.E. sweatpants on days of extreme cold. Aside from P.E., students may not wear the crewneck sweatshirt or sweatpants during the school day. A student's first initial and last name must appear on all P.E. uniform clothing. The P.E. uniform must be purchased from approved uniform providers. Athletic shoes and athletic socks are required. The consequence for not wearing the correct P.E. uniform will be defined in the course syllabus.

## Outerwear

The only acceptable outerwear during school hours must be purchased from an approved uniform provider. Students will not be allowed to wear any form of outerwear which includes a hood or cap, such as sweatshirts and “hoodies.” Outerwear purchased through extracurricular school activities is not permitted to be worn during school hours. Outerwear that is faded, torn, or defaced may not be worn. Students who wear non-uniform outerwear during school hours will have the outer garment(s) confiscated and will only be returned to a parent or guardian. Below, you will find the list of acceptable outerwear options able to be worn during the school day:

- † Navy Soft Shell Jacket
- † Navy Senior Fleece Pullover
- † Navy Pullover Sweater
- † Navy Cardigan Sweater
- † Navy Blazer
- † Navy Letterman Jacket
- † Navy Letterman Sweater
- † \*\*Navy Crewneck Sweatshirt (Pre-K – 4 only)
  - This item may only be worn as part of the P.E. uniform for grades 5-12.

## Bookbags

### Pre-Kindergarten & Kindergarten

Students in pre-kindergarten and kindergarten must use the navy Holy Cross Tote as sold by approved uniform providers.

### 1st Grade

Students in first grade may use either the navy Holy Cross Tote or navy Holy Cross Jansport bookbag as sold by approved uniform providers.

### Grades 2 – 12

Students in grades 2 – 12 must use the navy Holy Cross Jansport bookbag as sold by approved uniform providers.

## Jewelry

The only visible jewelry allowed on campus or at school-related functions includes a watch and a Holy Cross senior ring. Students may not wear any type of smart watch. Neck chains, bracelets of any kind, earrings, studs, or anything used to maintain a hole in the earlobe, or other parts of the body are prohibited at all times at school and school-related activities.

Students in grades PK-1 cannot wear jewelry. This includes, but is not limited to watches, rings, bracelets, or necklaces.

## Tattoos

The school does not allow tattoos to be visible when a student is in a school uniform, a P.E. uniform, a team uniform or other clothing at school or any school-related function. Students whose parents have allowed them to receive a tattoo must understand their and their son’s responsibility to keep the tattoo covered during school hours and any other school activity. Tattoos must not be visible while wearing the school uniform without any form of outerwear. No undershirts, arm sleeves, or accessories may be used to conceal tattoos. Students unable to conceal their tattoos may face expulsion.

## Attire for School-Sponsored Travel and Activities

Appropriate dress and attire are expected of students when traveling as part of a school-sponsored activity or attending a school-sponsored field trip. At minimum, students are expected to be dressed in their full school uniform when traveling away from campus for a school-sponsored activity. When appropriate, students may deviate from this standard with permission from the Principal or President (i.e., service projects and athletic contests). Coaches and moderators will implement a travel uniform for their clubs or teams that meets business casual dress standards.

## Unacceptable Attire

Students are prohibited from wearing to school or any school-related function any garment that advertises, promotes, or suggests in any way drugs, alcohol, tobacco, or any behavior contrary to the teachings of the Roman Catholic Church or the mission of Holy Cross School.

The Dean of Men will make the final decision concerning the appropriateness of grooming and dress at school and school related activities.

## Semi-formal & Formal Events/Dances – Dress Code

All students must provide a signed permission slip for their female guests. Permission slips can be found on each student's TigerNet account as well as the Holy Cross website.

### Male Students

- Students are required to uphold the grooming standards defined in the Grooming and Uniform Policy.
- Students should be in suits and ties or tuxedos.
- Suits and tuxedos should be of moderate color, pattern, and style.
- Suits and tuxedos should be tailored so that the sleeves of the coat reach the wrist and pants touch the top of the shoe.
- Students must be in socks and dress shoes that can take a shine. Tennis shoes, sneakers, and loafers are not allowed.
- Sunglasses, hats, walking canes, and other props or accessories are not permitted.
- Administration has the right to use their discretion when it comes to determining the appropriateness of an outfit. Any student not adhering to the above guidelines will not be allowed into the event, and a phone call will be made to their parents to arrange for transportation from the venue.

### Female Guests

- Dresses must be one piece, long, and floor length-all around.
- Dresses must be modest and not skin-tight or revealing.
- Must have a modest neckline. Low, plunging necklines are prohibited.
- No visible midriff, no cutouts, or cut-outs that are covered with sheer see-through fabric
- Backs must not fall below the traditional bra line.
  - i.e., no backless dresses, no spaghetti strap ties across a backless dress
- Slits for dresses must be no higher than 3 inches above the knee.
- No outerwear is permitted to cover a dress that is in violation of the dress code.
- Girls must wear dress shoes.

- No pierced body parts are to be visible except for the ear lobes.
- No tattoos are to be visible.
- Administration has the right to use their discretion when it comes to determining the appropriateness of an outfit. Any guest not adhering to the above guidelines will not be allowed into the event, and a phone call will be made to their parents to arrange for transportation from the venue.

## **TRANSPORTATION, CARPOOL, DRIVING, PARKING AND VEHICLE OPERATION**

### **Before and After Care**

In order to provide a safe environment and structured program for students, Holy Cross Primary campus offers before and after school care programs. This provides supervised time for homework and recreational activities. The program is mandatory for any student dropped off before 7:30 a.m. and not picked up by 3:20 p.m.

#### **Before School Care – Primary School**

Before school care will begin at 7:00 a.m. and students should be dropped off at the front entrance of the school.

#### **After School Care – Primary School**

All students must be picked up from aftercare before 5:30 p.m. If a student is not picked up by 5:30 p.m., there is a charge per minute, which must be paid in cash before the student returns to school the next day. After three times of being picked up after 5:30 p.m., the student will no longer be able to attend the after-school care program. *Please note there is no afterschool care on 11:00 a.m. dismissal days.*

Before and After Care fees will be paid through Blackbaud Tuition Management. For more information about the before and after care program, please visit our website.

#### **Main Campus After School Care: Grades 5-7**

To provide a structured program and safe environment for students after school, Holy Cross School has an aftercare program for students in grades 5-7. The program provides supervised time for homework and recreational activities and is mandatory for students who are on campus and not participating in Holy Cross supervised extracurricular activities. A teacher supervises the carpool line until 3:15 p.m. each day, at which time any students who have not been picked up will be escorted to the After-School Care Program in the Cafeteria. Students in grades 8-12 on campus after 3:15 p.m. and not participating in Holy Cross supervised extracurricular activities may do homework or read/study quietly in the library, which is open most days until 3:45 p.m.

*Please note there is no after-school care on early dismissal days.*

Before and After Care fees will be paid through Blackbaud Tuition Management. For more information about the aftercare program, please visit our website.

### **Primary Campus Arrival/Dismissal**

The school hours are from 8:00 a.m. until 3:00 p.m. All students in grades PK-4 are to be dropped off in the faculty parking lot nearest the North Field. To ensure a smooth flow of traffic, parents should enter through the gate on Prentiss Ave. and follow the designated route. The drop-off lane will open at 7:30 a.m., so please plan your arrival accordingly. If you arrive

earlier, you may queue up on Prentiss Ave., but please avoid blocking driveways and intersections. This will help maintain a steady flow of traffic and minimize potential inconveniences.

For pick-up, students in grades PK-4 will be ready for pick-up at 3:00 p.m. using the same route used for drop-off. Please use the provided signs to assist faculty with guiding your child for pick-up.

Because adult supervision is not available before 7:30 a.m. or after 3:20 p.m., the school cannot assume responsibility for students who arrive before 7:30 a.m. or stay past 3:20 p.m. unless they are involved in a school-supervised or faculty directed activity.

**PLEASE NOTE:** On rainy days, parents should park in the parking lot in the back of the school and escort their children to the cafeteria porch, where a teacher will greet them. For afternoon rainy dismissal, parents wait on the cafeteria porch until the students are brought to them. The school will make a rainy-day dismissal determination at 2:45 p.m. Parents are asked to wait in carpool line until such a decision is made and announced via the public address system.

## Middle & High School Campus Arrival/Dismissal

**Supervised Drop-Off and Pick-up Line:** Supervised student drop-off and pick-up will take place at the main entrance gate on Paris Avenue. Please line up on Prentiss Ave. and turn onto Paris Ave. This includes students being dropped off for “zero period” activities before school, such as Band. Please be courteous and follow the instructions of staff on duty.

Parents wishing to avoid the line may park across Paris Avenue, on Crescent Street or Prentiss Avenue. All students not utilizing the car line must use the crosswalks at Crescent and Prentiss and are NEVER allowed to cross the neutral ground. We ask that you be courteous to our neighbors, never blocking the street or driveways.

**For the safety of our students and staff, parents are not allowed to drop off or pick up in the student or faculty parking lot or on Cabrini Court.**

## Bus Operation and Safety

Middle and high school bus service begins operation on the first full day of class. The buses run every school day thereafter including special schedule and exam days. Holy Cross school buses are equipped with two-way radio communication with the school.

For the sake of safety, the following regulations are always enforced on the school buses:

- The bus driver always has full authority on the bus.
- Students must always be seated on the bus.
- The bus is considered as an extension of the classroom. Any misconduct will result in disciplinary action. More serious misbehavior may result in suspension or expulsion from bus service usage as well as suspension and/or expulsion from school. Because the bus is an extension of the classroom, students are required to be in full uniform while on the bus.

## Student Drivers

A student who drives a vehicle to school must register the vehicle via the Holy Cross School website. All vehicles must be registered.

## Motor Vehicles

Driving a motor vehicle to school is a privilege, and student drivers should be considerate of other drivers, neighbors, and pedestrians. Only students with a valid Louisiana driver's license are allowed to drive to school.

A student who drives to school must register online at the beginning of each school year. If a student begins to drive to school later in the year, his car must be registered immediately.

Students may not park in any faculty/staff parking area.

Students are not allowed to remain in cars once they have arrived at school. Students are not permitted to go to their cars during the school day without the permission of the Dean of Men or Principal. Loud playing of vehicle radio/sound systems is not allowed on or around campus.

Students are not permitted to drive themselves from the campus to an off-campus athletic or extracurricular activity.

A student who violates the motor vehicle policy is subject to disciplinary action and may ultimately lose his driving privileges on campus. Illegal parking may also result in a vehicle being towed at the owner's expense. A student driving a vehicle to school must register online to receive a Holy Cross hang tag. Only cars with Holy Cross hang tags will be notified of any illegal parking. Failure to register the car may result in a major violation.

## Student Parking

All students must register and purchase an official Holy Cross parking tag to park on campus. All cars are to be kept locked at all times. The school assumes no responsibility for missing or stolen items. The school reserves the right to search any student vehicle. Students are not to park in the designated faculty and staff lot at any time. Student parking outside of the student lot must park on Crescent St. adjacent to the school, football field, and baseball field.

## Safe Driving

Students are expected to observe safe driving habits and respect all traffic laws. Any student found to be driving dangerously shall not be permitted to drive to school and may be suspended immediately for any serious driving offense committed in route to or from school or any school-sponsored activity. Because of the school's obligation to protect our children, any parent or guardian driving dangerously on or near school grounds, or to or from school or any school-related activity, may have his or her children suspended until the school is satisfied that this will not happen again.

## HEALTH, SAFETY AND SECURITY

The health, safety and well-being of each Holy Cross student are a top priority of the faculty and staff of Holy Cross School. The following plans are in place to ensure that faculty, staff, and students are informed of all health, safety, and security procedures for the school.

Students showing signs of the following illnesses should be kept at home. A child who shows any of these signs during the school day will be sent home and must be picked up within an hour. If a parent will be contacted, the phone call must be made from the office. If the illness necessitates the student's leaving school, the parent or guardian must sign him out in the office. A child with any illness that results in a need for care that is greater than staff can provide without compromising the health and safety of the other children or poses a risk of spread of disease to others may not remain in school.

## Illness/Symptom

## Can Not Return Until

100.4-degree fever	Doctor's note to return
Diarrhea	Diarrhea resolved
Vomiting	Absence of vomiting and can tolerate solid foods
Respiratory Infection	After treatment or doctor's note
Ear Infection	Diagnosed and under treatment
Head Lice	Hair has been treated and is free of active insects and their eggs (nits)
Streptococcal Pharyngitis (Strep Throat)	24 hours after beginning treatment
Undiagnosed Rash	Doctor's note to return
Chicken Pox, Measles, Coronavirus, etc.	Doctor's note to return
Conjunctivitis (or any undiagnosed oozing from eye)	24 hours after beginning treatment and eye no longer oozing
Molluscum Contagiosum	Blisters must be covered & doctor's note

Please keep in mind that there may be times when we determine that we cannot meet a child's needs and the reason to send the child home is not listed above.

## Primary Personal Hygiene Policy

Students should be fully potty trained, but we understand accidents may happen. Students in PreK and Kindergarten will be asked to keep a change of underwear, shorts, and socks on campus. In the case of a urine accident, the child will be required to self-clean, change and bag his clothes. The soiled clothes will be placed in the cubby as is and parents should replace them the following day. All BM accidents will be required to leave school for proper cleaning and changing before returning to campus, regardless of severity. **Teachers are never allowed to assist students in cleaning or changing their clothes.**

## Medication

A student needing to take any kind of medication, prescribed or over the counter, must bring the medication to the appropriate school office, where it will be stored for him. The parent must also provide a written note from the doctor stating why this medicine should be kept in school along with instructions for administering the medication. Additionally,

this information should be uploaded by the parent to their student's Magnus Health account. Any medication kept in the school office must be in the original container with clearly defined directions and dosage. Any other arrangement for medication at school must have specific written approval from the principal. No medication is stocked or administered by the school. A student may not keep any kind of medication on his person or elsewhere on campus. The only exception is for a medical condition requiring the student to hold the medication, such as an asthma inhaler. The student then must have a note on file in the school office. Students in possession of medication during the school day without permission will face disciplinary consequence.

## Accidents/Injuries

When a student has been injured, it is essential that the injured student is not moved, and the nearest faculty member is immediately informed. A report will be made by the school in a timely fashion regarding any injured student.

## Insurance

Every student is covered by limited accident insurance while in attendance at school and/or school activities and while traveling to and from school/activities.

## Emergency Plan

An emergency/crisis management plan has been adopted by the administration and Board of Directors to deal with potential dangers such as fire, violence, weather emergencies, etc. that might be encountered in the school setting. The plan provides for the safety of all students and staff. Part of the emergency plan provides for emergency student dismissal with parental permission at the time of an incident or through permission granted in advance on the emergency student release form completed at the start of school. In a school emergency, appropriate information will be communicated through the media on WWL-TV Channel 4 and WWL Radio (870 AM and 105.1 FM).

## School Closing

Holy Cross is part of the Archdiocesan Emergency Information System. In the case of an emergency, information will be forwarded to the Office of Catholic Schools on the decision to close or remain open. The decision will be announced on local media outlets and through school communications systems.

## Safety Policies

- Faculty will receive training on all safety procedures prior to the opening of the school.
- Evacuation procedures will be posted in rooms and at all exits.
- The school will have monthly fire drills, which will be unannounced and scheduled at different times each month.
- There will also be a tornado drill and lockdown drill once a year.
- Active shooter drills will be conducted as determined by the President.
- All emergency drills will be documented with the date, time, and any problems that occur.
- All teachers will have an emergency folder which will have emergency contact information for each student in the class along with access to Magnus Health for consent for medical treatment. This folder will be with teachers during all emergency drills.
- All teachers will review fire safety procedures with the students the first week of school. The students will be given a tour of the building to ensure that the students are familiar with all the exits.

- All students will attend a fire safety presentation scheduled with the New Orleans Fire Department.
- Students are not allowed in any areas of the school without adult supervision.
- All guests at the school must report to the school office to sign in and receive a visitor' pass before entering the classrooms.

## Fire/Emergency Procedures

During fire drills and other emergency drills, students are required to conduct themselves in a manner reflecting their responsibility for the personal safety of themselves and of other occupants of the building.

### Students must:

- Follow emergency information posted.
- Begin moving when the alarm is sounded, always following the direction of the teacher.
- Maintain orderly lines with no talking or running.
- Respond immediately and appropriately to directions.
- Remain in the place designated after exiting from the building.
- Return to the building immediately when the ALL-CLEAR signal is given.

## Security

All students are strongly urged to take a common-sense approach regarding personal security. Students are urged to report immediately any strangers or suspicious persons or activities on or near school property to the dean, principal, a teacher, or the school office. Security cameras are in place throughout campus. All visitors to either campus must check in with the main office.

## Visitors

After 8:00 a.m., all visitors to the campus must enter through the school's front entrance to sign in at the office and receive a visitor's pass. This includes parents coming to school during school hours. Visitors are to conform to all Holy Cross rules while on the campus. Visitors who have not registered or who cannot adhere to school regulations will be asked to leave the campus.

## Child Abuse Reporting

All teachers, counselors, coaches, aides, staff, and administrators of Holy Cross School who know or suspect that a child under the age of 18 is or has been the victim of child abuse must report this information to the child protective agency immediately in accordance with the Louisiana Child Abuse or Neglect Reporting Law (L.S.A., RS 14:403). Child abuse is not restricted to physical injuries. The following matters must be reported: physical injuries; indication of child neglect such as failure to provide food, clothing, or shelter, even when there is no physical injury; and indication of sexual abuse, sexual assault, or child molestation. If a representative from the law enforcement or child protective agency requests to interview a student as the result of a report of suspected child abuse, the administration will permit such an interview to take place on the campus.

# TECHNOLOGY, DEVICES AND ACCEPTABLE USE POLICY (Grades 5-12)

## Book Bags/Valuables

Book bags and laptops should not be left unattended anywhere on campus. A properly secured student locker must be used to secure all book bags/laptops during lunch and after school activities. All unsecured book bags will be confiscated and brought to the Dean's office for disciplinary action. Book bags must be placed in an assigned locker during lunch.

## Wireless Communication Devices

The school requires that all cellular and wireless capable devices remain in the student's locker during the school day. Any electronic or wireless communication device that is seen or heard will be confiscated and turned over to the appropriate Dean, and the student will face disciplinary action. Smart watches will be treated as a cellular device, regardless of wireless or cellular capabilities. A parent conference may be required for the equipment to be returned.

## Holy Cross School Acceptable Use Policy

Holy Cross School aims to foster personal growth in technology, information gathering and communications skills. The purpose of this Acceptable Use Policy is to foster the independent use of the school network, subject to procedures and standards for appropriate network behavior and communication. Holy Cross School reserves the right to monitor students' use of technology, including personal messages and Internet usage.

Independent use of the school network is necessary for students to pursue educational goals. Such use is subject to the procedures and standards for appropriate network behavior. Therefore, the cooperation of all parties, including parents, is critical to ensure the appropriate use of technology. **Violations of the Acceptable Use Policy ("AUP") are deemed a major offense and will result in appropriate disciplinary action.**

Students **MAY NOT** engage in any conduct that violates this AUP. Some specific examples include, but are not limited, to the following:

1. Any attempt, by any means, to circumvent system security (i.e., cell phone data usage, Ultrasurf or similar programs), bypass internet content filtering, or in any way gain unauthorized access to local or network resources is forbidden. Violation of this policy will result in major disciplinary action as follows:
  - Offense #1 – Multiple Days of Administrative Detention
  - Offense #2 – Suspension/Expulsion
  - Offense #3 – Suspension/Expulsion
  - Offense #4 -- Suspension/Expulsion

**The School Administration reserves the right to randomly inspect student's devices to ensure security measures in place are not being circumvented and that the student is using the device for educational purposes while on campus.**

2. Transferring copyrighted materials to or from any Holy Cross School network without the express consent of the copyright owner. This is a violation of federal law and is expressly prohibited.

3. The primary use of the network shall be reserved for those individuals utilizing materials that have a direct or indirect impact on the student's educational program at Holy Cross School. Network use for e-mail to friends, chatting, reading jokes, searching sport sites, farming out information on games, or other actions that are not directly or indirectly related to the school's curriculum are not of educational value and are not allowed.
4. Any use of the system, including the Internet and e-mail, for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or other prohibited material is not permitted. Use of the system to harass, defame, or offend is forbidden. Individuals are encouraged to report any such misuse of the system to the Director of Information Technology.
5. All users must recognize that e-mail or network messages may contain thoughts, conclusions, and certain biased perceptions that were never intended for publication. There may be liability for defamation or spreading false and disparaging information about third parties, particularly comments on students, personnel applicants, or various vendors. Such use of the network is expressly prohibited.
6. No personal or student information, which is protected by the Family Educational Rights and Privacy Act, shall be disseminated through the network.
7. All users of the network must comply with the Electronic Communication Privacy Act (ECPA), Child Internet Protection Act (CIPA) and may need to comply with the Communications Decency Act (CDA). These Acts prohibit the unauthorized interception or disclosure of e-mail messages by third parties and govern the appropriateness of certain material being remitted to the Internet. The ECPA does permit interception or disclosure if either the sender or the receiver of the communication consents.
8. No student should ever give out his own, or someone else's name, address, or telephone number to strangers online or anywhere else.
9. Users of the network recognize that the school does have the authority to intercept e-mail messages of all users and acknowledge that no privacy right is construed to exist in the network. The School Administration reserves the right to monitor all accounts by any means whatsoever, with or without the user's knowledge, to determine that the network is being used for educational purposes and in compliance with these Guidelines.
10. Network users may never share their password with another person or allow another person to share their account. It is the user's responsibility to protect accounts from unauthorized use, including changing passwords periodically and using passwords that are not easily guessed. Students are not allowed to log onto another student's laptop or to use another student's login and password on their computer. Logging onto the network with another student's ID and password or using another student's computer constitutes hacking and will result in major disciplinary action.
11. Use of the Internet for commercial gain or profit is not allowed from the Holy Cross network.
12. Users may not move, open the case of, or reconfigure any school-issued computers. Users are financially responsible for any damage they cause to a computer or any segment of the network.
13. Students may not attempt to harm or destroy the property of Holy Cross School, another user, or any other agencies or networks that are connected to the Internet. In addition to physical damage inflicted to equipment, this policy includes, but is not limited to, the uploading, downloading, or creation of computer viruses or other programs designed to damage computers, attempts to crash computers or networks, and attempts to bypass security arrangements and programs. Security on any computer system is a high priority because there are multiple users

whose work is often the product of many hours of effort. Any student who identifies a security problem should notify the school at once and must not demonstrate the problem to other users.

14. Holy Cross School makes no warranties of any kind, whether expressed or implied, for the services it provides. The school will not be responsible for any damages suffered while using the system. These damages include, but are not limited to, loss of data because of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or the user's errors or omissions. Use of any information obtained via the information system is at a user's own risk. Holy Cross School is not responsible for the accuracy of any information obtained through electronic information resources.
15. Removable flash drives may be used at school, only if they contain data or information for a class or project. Flash drives are not to have stored on them any type of program or material that would be considered in violation of school policies (examples include games, hacking software, tweaks, and music.)
16. Under no circumstances is a student to use a computer designated as a faculty or administrative staff member's computer. **There are no exceptions to this regulation.**
17. Students are not allowed to use the school logos, crest, or any other graphic representation that is specific to Holy Cross School without the permission of Director of Communications.
18. Students should not publish or cause the publishing of material to the internet that in any way is offensive, inappropriate, or in any way may cause harm to Holy Cross, its faculty, staff, or students. This includes but is not limited to material posted on personal websites, social networking sites, forums, or blogs.
19. Students are not allowed to use any Holy Cross School material, including information from the Holy Cross website or Holy Cross promotional materials, on personal web spaces or social networking sites.

## Loaner Laptop Policy

1. In order to receive a loaner laptop, students must present official (from BestBuy or Geek Squad or Apple, etc.) documentation/proof that personal laptop is being repaired or some other Holy Cross documentation from the HC admin team.
2. The loaner period is for one HC school day (students will not receive power cords and are responsible for their own home computer/Internet access).
3. Laptops repairs that extend past three school weeks will require an updated work ticket from the repair service company.

The names of students who do not return laptops in timely manner, will be submitted to the Dean of Men for disciplinary action and will not be issued an additional loaner laptop.

## TECHNOLOGY, DEVICES AND ACCEPTABLE USE POLICY (Grades Pk-4)

The purpose of the iPad program is to enhance student learning through the integration of technology, and to educate our students to be highly confident users of academic technology. The school iPad is an academic resource and is to be used for educational purposes rather than recreational purposes during the school day.

Holy Cross School will issue iPads to all students. The iPads will be issued with predetermined applications (apps).

As members of our collaborative learning community, we ask both **parents and students to read this document carefully**, and we expect all individual users to abide by the advice, the restrictions, the requirements, and sanctions expressed here. We expect that all students will behave in a responsible manner, and that such behavior will maximize the benefits derived from our iPad program.

The following information will help you better understand your responsibilities in this venture, and what Holy Cross School expects with regard to the proper use of the device. Please read the guidelines carefully and do not hesitate to ask for further clarification of what is expected.

## iPad Program Guidelines

The iPad has been issued to you on a contingency basis, which means it is the property of Holy Cross School. Therefore, it is your responsibility to care for the device and exercise good judgment when using the iPad at school. We are all being asked to be extremely trustworthy regarding how we use our iPad. At any time, iPads may be collected and checked for inappropriate usage. Violations of the standards printed below, or any of the other pertinent policies of Holy Cross School could result in the loss of your iPad privileges.

## Caring for the iPad

1. Keep the iPad in its case at all times and carry it from class to class in your school bag. Do NOT carry your iPad in your hands when moving to a new place.
2. When putting your iPad in your school bag, be sure to put it in the special iPad padded holder. Always make sure no drinks, liquids, or food are near the iPad.
3. iPads are sensitive to moisture and heat. The iPad must not be left where it could be stepped on, dropped, or damaged by heat. You must keep the iPad dry and away from sinks, food and drinks, water fountains, puddles, or wet tabletops. iPads are NEVER allowed in the restroom.
4. Do not write on the cover of the iPad nor on the iPad itself.
5. Do not place stickers of any kind on the iPad or the iPad case.
6. It is ALWAYS your responsibility to take care of the iPad in an appropriate manner.
7. You should never use another student's iPad or let another student use your iPad.

## Using Your iPad at School

iPads are intended for use at school each day. Please adhere to the following guidelines:

1. Do NOT put a passcode on your iPad.
2. The background of the iPads will be preset and may NOT be changed.
3. Lock screens must include a photo of the student.
4. Photo and/or video storage on the iPad will be for school projects only. Storage of student personal photos or videos or downloaded images are NOT allowed.
5. The camera is used for academic purposes only.
6. YouTube is only used by students for educational purposes.
7. Students may not add content to the iPad in the form of apps or music. Non-educational games are not allowed on iPads.
8. No student or parent is allowed to log into a personal account at any time on the iPads. A reformatting fee of \$100 will be charged.

9. Never leave an iPad unattended.
10. If you are asked to use a particular app in class, you must use that app and not another of your choice.
11. There will be no surfing the internet for recreation. Internet searches will only be allowed for research purposes when instructed by a teacher.

## Second and Third Grade iPad Procedures for Students

1. If you are called to leave school early, you are required to leave your iPad with your homeroom teacher.
2. Do not give your iPad to another student to turn into your teacher. Instead bring it personally to your homeroom teacher. If your homeroom teacher is not available, give the iPad to one of the other lower schoolteachers or the office.

## Fourth Grade iPads Procedures for Students

1. iPads should be brought to school FULLY charged each day. If an iPad's battery is dead or it dies while at school, the student will receive an academic write up.
2. If iPads are not brought to school, the student is responsible for getting the course work completed as if they had their iPad present and an academic write up will be issued.
3. At school, your iPad will be able to print in your classroom with your teacher's permission ONLY. Printing at home will not work with your personal printer and school iPad.
4. Parents are responsible for monitoring their child's use of the iPad while at home.
5. iPad chargers will be issued along with the iPads to bring home for use. They must be returned at the end of the school year in the same condition that they were in when issued. Students are financially responsible for damaged or lost chargers.

## STUDENT ACTIVITIES

Student activities reflect and support the mission of Holy Cross School and are an integral part of the educational program of the school. The student activities program assists participants in developing:

- Confidence, self-esteem, and moral character
- The social skills to interact effectively and cooperate with others
- Self-discipline, sound work habits, and perseverance
- An understanding of commitment, responsibility, and loyalty
- An ability to control emotions and display good sportsmanship
- The skills and knowledge necessary to compete successfully in a given activity or sport
- An appreciation for health, physical conditioning, and lifetime recreation
- An ability to keep sports competition and associated activities in the proper Christian perspective

## Middle School Activities

Students in any grade are allowed to (and encouraged to) start a new club of their liking as long as it falls within the guidelines of the mission of Holy Cross. Students will need a faculty or staff moderator willing to monitor the club throughout the duration of the club. See the Coordinator of Student Activities for any questions.

### **Art Club**

Art Club is designed to encourage a talented art student to pursue his interest in art outside of the formal setting. It is not necessary to be enrolled in an art class to participate.

### **Bengal Band**

Band is composed of middle school musicians of all ability levels from beginners to students with four or more years of experience. Bengal Band performs in concerts and festivals throughout the year.

### **Brother Andre Service Society**

BASS is a middle school service organization established to promote all aspects of the Holy Cross Man through service to his school and community.

### **Drama Program**

Holy Cross Center Stage is the school drama club. It allows any student to audition and participate in theatre productions. Participation includes all aspects of theatre production.

### **Junior National Honor Society (JNHS)**

The Junior National Honor Society is an organization established to promote leadership, to stimulate a desire to render service, and to develop character in the students of middle schools. The JNHS is under the sponsorship and supervision of the NAMSP (*National Association of Middle School Principals*).

### **Intramural Program**

Under the direction of the intramural moderator with the cooperation of the intramural coordinator, various sports and activities are held throughout the school year. Intramural points are awarded to each homeroom; these points are then tallied to determine a champion from each grade level.

### **Middle School Athletics**

Holy Cross sponsors interscholastic teams in the following middle school sports: baseball, basketball, cross country, flag football, football, soccer, swimming, track, and wrestling.

### **Student Council**

The middle school student council is the governing body for grades five through eight. Elected officers are the middle school president, spirit coordinator, communication coordinator, and intramural coordinator. All officers are elected at large. Each homeroom will also elect a senator and an alternate to serve as members of the council.

### **Tiger Cub Athletic Club (TCAC)**

Participation is the first goal of TCAC; a "no-cut" policy allows any middle school student to play in this in-school sports program regardless of ability. Teams that compete in the Metro Middle School League are created from the participants in the TCAC.

## **High School Activities**

### **Activities Lettering Policy**

High School activity monograms are given in recognition of outstanding achievement and service to the school in Chess, Debate, Latin, Lacrosse, Quiz Bowl, and Robotics. If an 8<sup>th</sup> – 12<sup>th</sup> grade school student meets the criteria, an activity monogram "letter" will be awarded at the completion of his first qualifying year in a particular club or program. In the first

year a student can purchase a letterman sweater. A certificate is also presented in recognition of earning the monogram "letter" or service bar. In all cases, students must complete the season as a member of the club or program to letter. The club or program coordinator has the prerogative to issue or withhold a monogram "letter" for extenuating circumstances with the approval of the Activities Coordinator. All other clubs or programs can be recognized on an existing athletic, academic, or band letterman jacket or sweater.

Students in any grade are allowed to (and encouraged to) start a new club of their liking if it falls within the guidelines of the mission of Holy Cross. Students will need a faculty or staff moderator willing to monitor the club throughout the duration of the club. See the Coordinator of Student Activities for any questions.

### **Art Club**

Art club is designed to encourage talented art students to pursue their interest in art outside of the formal setting. It is not necessary to be enrolled in art to participate.

### **AV Club**

The AV Club is instrumental in day-to-day activities that involve all audio/visual needs of the school such as daily video announcements, school masses, dances, pep rallies, and social events. Students will learn camera work and editing to working the Jumbo Tron and school television and movie productions.

### **Boys to Men Program**

This program involves all grade levels. Through large and small group activities grade levels are paired to build community among the students. Using various spirit and academic events, students can build relationships and foster a spirit of brotherhood.

### **Brother Aiden O'Reilly Debating Society**

The Brother Aiden O'Reilly Debating Society trains students to be leaders in the areas of argumentation, oral advocacy, oratory, elocution, and performance. The council participates in both local and national competitions.

### **Campus Ministry**

The campus ministry program provides meaningful religious experiences for students, faculty, and staff. The program provides opportunities for prayer, reflection, and liturgy. Moreover, it offers students an opportunity for spiritual counseling and vocational decision making. The campus ministry department coordinates school liturgies, times of prayer and reflection, and the Sacrament of Reconciliation. The program includes student retreats and service programs that articulate the unique Catholic identity of the school in the faith development of our students and the entire school community. Therefore, it is essential that every student participates fully in the program.

### **Chess Club**

The Chess Club consists of high school teams from the metropolitan area who compete throughout the year with the Louisiana Scholastic Chess League.

### **Christian Life Club**

The goal of the Christian Life Club is to promote the teachings of Jesus Christ around campus and to spread His message through discussions and prayer.

**Diversity Club**

The Diversity Club was developed to promote a sense of belonging amongst all members of society regardless of race, culture, or religious affiliation. The club aims to stress the concept that all people are deserving of respect and love.

**Drama Program**

Holy Cross Center Stage is the school drama club. It allows any student to audition and participate in theatre productions. Participation includes all aspects of theatre production.

**French Club**

The goal of the French Club is to foster a better understanding of the French Culture and the language as well as to celebrate the heritage of France.

**Holy Cross Center Stage**

From set design, backstage production such as lighting and sound, to stage performances, the Drama Club puts on multiple plays and productions throughout the year that is sure to entertain audiences at every performance.

**Intramural Program**

Under the direction of the intramural moderator and with the intramural coordinator's cooperation, various sports and activities are held throughout the school year. Intramural points are awarded to each homeroom; these points are then tallied to determine a champion from each grade level.

**Lacrosse**

Lacrosse is a team sport in which the ball is thrown, caught, and carried with a long-handled stick having a curved L-shaped or triangular frame at one end with a piece of shallow netting in the angle. Much like hockey, it is a fast-paced sport.

**Latin Club**

The aim of the Latin Club is to engage the students in activities, not only centered on the Latin language, but other aspects of the Greco-Roman culture like food and customs.

**Literary Magazine**

The Literary Magazine unifies themes and invites cross-curricular involvement and broad student participation. It encourages the inclusion of a variety of literary forms including nonfiction writing such as biographical portraits, feature articles, and lyrics accompanied by musical scores, as well as translations of literature into English, poems, and dramatic scripts.

**Literary Rally**

The purpose of LHSRA is to provide opportunities for students to achieve a greater awareness of the importance of education in these critical times and gain a renewed determination to develop their talents to the maximum by promoting keen competition and a desire for excellence, and in recognizing academic endeavors on a statewide level.

**Mu Alpha Theta**

Mu Alpha Theta is an honor organization that promotes the enjoyment and understanding of, as well as scholarship in, mathematics. *Membership is gained by invitation based on scholarship.*

**National Art Honor Society**

This society is a nationwide student organization for talented art students. Candidates for membership are reviewed in four areas: artistic work, service, character, and scholarship.

**National Honor Society (NHS)**

The National Honor Society is an organization established to promote leadership, to stimulate a desire to render service, and to develop character in the students of secondary schools. The NHS is under the sponsorship and supervision of the NASSP (*National Association of Secondary School Principals*).

**Quiz Bowl**

A quick recall, academic game, the Quiz Bowl team is a select group of individuals who practice to prepare for this rapid response competition. Members compete against teams from other local schools.

**Robotics**

The Robotics club is open to grades 5-12. The team will build a robot from scratch and compete against robots from schools around the country.

**Rugby**

The Rugby Club is a free-flowing club that plays the game of rugby that features a combination of strength, speed, and strategy to move a ball into an opponent's territory.

**Saint Andre Service Society**

SASS is a high school service organization established to promote all aspects of the Holy Cross Man through service to his school and community.

**Student Council**

The Student Council is the governing body for grades nine through twelve. Elected offices consist of a student body president, a spirit coordinator, a communication coordinator, and an intramural coordinator; all officers are elected. Students holding these offices must maintain a 2.5 GPA. Each homeroom will elect a senator and an alternate to serve as members of the council. On each grade level, a class president is elected along with members of an executive committee; they plan activities for the grade level only. Members of the executive committees also assist with spirit and intramural projects.

**Spanish Club**

The goal of the Spanish Club is to foster a better understanding of the Hispanic Culture and the Hispanic language as well as to celebrate the heritage of Spain.

**Video Game Club**

The Video game club is open to fifth to twelfth graders. The club discusses and competes in the latest games. All games are screened and approved through the club coordinators. The club sponsors school-wide gaming tournaments throughout the year.

**Yearbook Club**

The Yearbook Club is responsible for assisting in the creation and publication of the annual school yearbook by participating in photography, interviews, layout, design, and more.

## High School Athletics

### LHSAA Athletics

Tiger athletic teams are members of the Louisiana High School Athletic Association District 9-5A for football, baseball, basketball, wrestling, and track. The comprehensive student fee entitles each student to an athletic event pass that may be used for admittance to any district game. Holy Cross athletes compete in the following sports:

**Baseball** - 9<sup>th</sup>, JV, Varsity

**Basketball** - 9<sup>th</sup>, JV, Varsity

**Bowling** – Varsity

**Cheer** -- JV, Varsity

**Cross Country** - Jr. High, JV, Varsity

**Esports** - Varsity

**Football** - JV, Varsity, 9th

**Golf** - Varsity

**Powerlifting** - Varsity

**Soccer** - 9<sup>th</sup>, JV, Varsity

**Swimming** - Jr. High, Varsity

**Tennis** - Varsity

**Track** - Jr. High, JV, Varsity

**Wrestling** - Jr. High, JV, Varsity

### Athletic Lettering Policy

Varsity athletic monograms are given in recognition of outstanding athletic achievement and service to the school. If a varsity athlete meets the criteria, an athletic monogram "letter" will be awarded at the completion of his second qualifying year in a particular sport. A student in the 8<sup>th</sup> – 12<sup>th</sup> grade qualifying for an athletic monogram for the second time may purchase a letterman jacket to be awarded at the following year. A certificate is also presented in recognition of earning the monogram "letter". In all cases, students must complete the season as a member of the team in order to letter. The head coach has the prerogative to issue or withhold a monogram "letter" for extenuating circumstances with the approval of the athletic director. Monograms will be distributed at the athletic banquet. Eighth graders are eligible for LHSAA recognized sports monograms and jackets if they compete in a varsity sport 50 percent of the season. White letterman jackets are reserved for captains of LHSAA recognized sports only.

### Tiger Band

The Tiger Band offers students the opportunity to participate in the marching band, symphonic band, jazz ensemble, pep band, brass ensemble, and/or liturgical band, and to attend regional and national music festivals.

### Band Lettering Policy

High School Band monograms are given for outstanding musical achievement and service to the school. If a band member meets the criteria published in the Holy Cross Band Handbook, a band monogram "letter" will be awarded at the completion of his first qualifying year. A student in 8<sup>th</sup> – 12<sup>th</sup> qualifying for a band monogram for the first time may purchase a letterman jacket to be awarded the following year. A certificate is also presented in recognition of earning the monogram "letter" or service bar. In all cases, students must complete the season as a band member to letter. The Band Director has

the prerogative to issue or withhold a monogram "letter" for extenuating circumstances with the approval of the principal. Monograms will be distributed at the band banquet. Eighth graders are eligible for a high school band monogram.

## **APPENDIX**

### **ID Cards**

Primary students (Pk-4) will be issued two ID cards. One is to remain in school for the student to use to purchase lunch. The other ID is for a parent to keep at home. This ID can be used for free admission to Holy Cross home sporting events. If a student ID card is lost, report the loss to the primary school office. There is a \$10.00 fee to replace an ID.

A student must carry his Holy Cross student ID card at all times, including at school-related activities. A student must also present and/or turn over his ID cards at the request of a member of the faculty, administration, or staff. A student may be denied admission to any activity if he does not have his ID card. If a student loses his ID card, he must replace the card immediately and be charged a \$10.00 fee.

### **Lockers**

Assigned lockers are provided for safekeeping of personal belongings and school issued property. Lockers must always be locked. Failure to do so or changing assigned lockers may result in a major violation. The exterior and interior of the lockers must always remain clean. An athletic locker may be issued for team members. Only locks purchased from Holy Cross will be allowed, all others will be removed. Holy Cross is not responsible for items that are misplaced, damaged or stolen.

### **School Dance Attendance Policy**

There is a "lock in" period for all Holy Cross dances. "Lock in" begins upon arrival. Neither students nor their dates will be admitted after the first hour has passed and may not leave until the beginning of the last hour of the dance. A student who arrives after the first hour will not be admitted and his parents will be called. Any exceptions to the "lock in" policy must be approved in advance by the Director of Student Activities. Students are required to conform to the dance dress code specified on the Holy Cross website.

### **Sales and Solicitations**

All sales to or solicitation of students and faculty must be authorized by the appropriate Principal.

### **Signs and Posters**

Signs or posters may be displayed on campus only with the approval of the administration. No tape is to be put on any painted surfaces or plastic glass. No party or personal announcements/posters may be displayed or distributed on campus. All spirit signs must display a homeroom number or club name; these are to be approved by the homeroom teacher or club sponsor.

## Telephone Calls

A student is permitted to make telephone calls from the appropriate school office with administrative approval. Students should not make phone calls from their cellular devices during school hours.

## Messages and Deliveries

Messages will not be delivered to students during the school day. (Consideration will be given to emergency situations.) Parents may not deliver items to campus for students. Additionally, students may not have food delivered to campus via food delivery services.

## Special Events

Students are not allowed to distribute treat bags or gifts to other students at school for holidays or other special events.

## Field Trips

Academic enrichment, class trips, and community service often take place away from school. Parental permission is required for any student to take part in such activities. Permission forms can be found and submitted via Magnus Health under the "Resource" section of Tigernet. Students will not be allowed to attend or leave campus without the required permission slip forms. There is a nonrefundable policy for ALL field trips and late fees.

## Field Trip Policy

Field trips are a privilege afforded to students who represent Holy Cross in a positive manner. Students may be denied participation in the field trip if they fail to meet academic or behavioral requirements. Students must meet the following minimum requirements to participate:

- Maintain academic progress - complete assignments.
- Maintain good behavior - no administrative detentions and/or no suspensions
- Maintain good attendance and be on time to class and school.

If a student is not maintaining academic progress, is excessively tardy or absent, displays poor behavior, or has been suspended, he may lose the privilege to participate in school activities and field trips. The administration and faculty will determine when a student loses the privilege to participate in activities. The decision will be based on the student's academic, discipline and attendance records from the first day of school until the current field trip. If a student has forfeited the privilege of participating in a field trip, the student is still responsible for coming to school. Any money paid for the field trip will not be refunded. Parents will be informed of their child's loss of the field trip privilege and the reason for such action.