HOLY CROSS SCHOOL

CONGREGATION OF HOLY CROSS IN NEW ORLEANS SINCE 1849

5500 Paris Avenue, New Orleans, Louisiana 70122

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

http://www.hcnola.org

Holy Cross School is fully accredited by the Louisiana State Department of Education and Cognia as a college preparatory school for boys, grades pre–kindergarten 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 admits students of any race, color, national and ethic origin or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Holy Cross School does not discriminate of the basis of race, color, national or ethnic origin or disability in violation of state and federal law or in the administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.

The rules set forth in this handbook may be amended.
The most current version of the handbook will be maintained on TigerNet.

Rev. 7/1/2025

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About Holy Cross School

History

Founded in 1837, the Congregation of Holy Cross takes its name from the Saint Croix (Holy Cross) district of the city of Le Mans, France.

In 1849, at the invitation of the Most Reverend Antoine Blanc, Archbishop of New Orleans, five brothers and three sisters of the Congregation of Holy Cross were sent by Blessed Father Basil Moreau (Founder) to assume responsibility for St. Mary's Orphanage, beginning a 175-year tradition of the presence of the Congregation of Holy Cross in New Orleans.

In 1849, five Brothers of the French Congregation of Holy Cross were sent to New Orleans, where they managed St. Mary's Orphanage through a series of epidemics and the U.S. Civil War. Three Marianite Sisters of Holy Cross joined the Brothers.

As pestilence diminished, in 1879, they opened St. Isidore's College - a boarding and day school - on the former site of the Reynes Plantation. The General Assembly of the State of Louisiana chartered the institution in 1890, empowering the school to confer bachelor's and master's degrees for up to 150 students traveling from across the South and Latin America. The renowned architect James Ferret designed the administration building in 1895 at the time the school was renamed Holy Cross. The east and west wings were constructed from Freret's original plans by alumnus Lionel Favret '04 in 1913.

On August 29, 2005, Hurricane Katrina devastated the original school complex, and the campus was relocated to the Gentilly neighborhood.

Holy Cross School is second only to the University of Notre Dame as the oldest sustained foundation worldwide in the Congregation of Holy Cross.

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, C.S.C.
> 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 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.

School Organization

Holy Cross families are encouraged to keep in frequent communication with the school. Parents can become informed about where to begin the communication sequence regarding their problem or concern.

Many parent and community questions are easily and completely answered by communication directly with the educator in charge of the class or program. Each situation should be first addressed with the Holy Cross Educator directly involved in the situation before moving to the next person on the list.

Admissions: Admissions Coordinator Director of Admissions Principal	**Middle and Primary Schools:** Classroom Teacher Director of Middle and Primary Schools Principal
Facilities: Director of Campus Services Principal	**High School:** Classroom Teacher Assistant Principals Principal
Athletics: Coach Athletic Director Principal	**Student Affairs/Discipline:** Classroom Teacher Assistant Principal for Student Affairs Principal
Technology: Classroom Teacher Director of Technology Principal	**Academic Services:** Classroom Teacher Academic Services Coordinator Assistant Principal for Academics Principal
Finance: Revenue Coordinator and Tuition Manager Principal	**Academics:** Classroom Teacher Assistant Principal for Academics Principal

The Holy Cross Man, The 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.

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 through 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 TerraNova test, the California Achievement Test (CAT), the Iowa Test of Basic Skills (ITBS), the Louisiana Educational Assessment Program (LEAP), MAP Growth tests, the ACT, and the SAT*
- Teacher Recommendation Form (Primary School Applicants Only)
- Parent Questionnaire Form
- Student Questionnaire Form
- $30 Application Fee (grades 5 through 12); $50 Application Fee (grades pre-K through 4)

Applications for the upcoming year are available in early September. 8th 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 1st 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 the 4th 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 8 a.m. until 5 p.m. and Friday 8 a.m. until 12 p.m. at 1-877-461-6831 or by e-mail at service@magnushealthportal.com.

State Law requires that all new students supply Holy Cross with a current physical (1st 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. These include but are not limited to the Student/Parent Handbook Acknowledgment form, the Consent to Treatment form, and the 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 through 12)

Criteria for obtaining a Holy Cross academic scholarship in grades 5 through 10

Any student with a GPA of 3.5 and a 90% composite on a standardized test* or 90% on 2 out of 3 TerraNova NEXT subtests or 3 out of 5 or Pre-ACT sub scores 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 through 12

Any student with a GPA of 3.5 and a 90% composite on the pre-ACT or ACT (the in-house test administered to 10th, 11th and 12th 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 through 12

Any student who has attained a scholarship must continue to achieve a 3.5 GPA and score 90% on 2 out of 3 TerraNova NEXT subtests, 90% on 3 out of 5 Pre-ACT sub scores, or a 90% composite on the in-house ACT. To maintain the scholarship for the senior year, 11th graders must maintain a 3.5 GPA.

*New students: standardized test given at previous school

Need-Based Financial Assistance (Grades 5 through 12)

To be considered for our need-based financial assistance in grades 5 through 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 the Holy Cross 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 through 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 registration fee for new students or re-enrollment fee for returning students is paid at the time the contract for the upcoming school year is signed .

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.

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. **The 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 option.
- The semi-annual payment plan allows for one-half of the annual tuition and general fees to be paid on June 15 and December 15. There is no discount or processing fee with this option.
- Installment plans for 11 months from June through April are collected on either the 1st or 15th of the month in Blackbaud Tuition Management. There is a $400 payment processing fee collected by SMART Tuition for this 11-month payment plan.

Blackbaud Tuition Management assesses a 1.0% ACH processing fee plus $.30 per transaction, not to exceed $2.50 per transaction, and a 3.12% credit card processing fee for credit card payments.

A Blackbaud Tuition Management assesses a $40 late fee or starting at 12:01 a.m. after a due date is missed. A failed payment fee of $30 is assessed for failed ACH payments. These fees are assessed by Blackbaud Tuition Management and are not at the discretion of the school.

For NSF check payments made directly to Holy Cross School, a $35 bank charge is assessed. After a 2nd NSF check, all future payments to the school will 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.

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 (including Blackbaud Tuition Management fees or the dining hall service provider) or overdue by 7 days will 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 (including but not limited to access to current assignments, exams, field trips, ceremonies, graduation exercises, sport activities) until the balance is paid in full. A financial hold will be placed on Tigernet until the balance is paid in full. Days that are missed because 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. No personal checks are accepted on delinquent balances.

Additionally, if more than 2 monthly payments are delinquent, Holy Cross School reserves the right to terminate the monthly payment option and require immediate payment for the remainder of the balance due for the current school year. Holy Cross School relies on timely payment to provide education and services.

Transportation and Course Fees (Grades 5 through 12)

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.

Course fees will be billed via Blackbaud Tuition Management in the fall semester once the class schedule has been set. A $150 change course fee will be charged for all course changes made two weeks after the start of school.

Extracurricular Participation Fee (All Applicable Grades)

An extracurricular participation fee will be charged for all students that participate in extracurricular activities, including an LHSAA or club sport and other school clubs.

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 1st day of school will have any tuition, but not fees, reimbursed.

Withdrawal Procedures

Students are admitted to Holy Cross with the understanding that they will remain for the 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.

Any student not returning to Holy Cross must complete the withdrawal process as outlined below. School-issued items such as laptops, library books and any other items which are school property are to be returned upon withdrawal.

Holy Cross School reserves the right not to issue a diploma unless all financial obligations are met and school property has been returned.

Steps to Withdraw

1. Parent/guardian will contact a member of the school administration.
2. Parent/guardian will submit a request to withdraw in writing to the registrar.

3. An administrator will conduct an exit interview, and all school property will be collected.
4. Any unmet financial obligations will be directed to the finance office.
5. The parent signs the official "Notification of Withdrawal" form and the parent is provided an official transcript.

Enrollment Deadline Policy

May 31 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.

Academic Policies

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 and the practice of thinking critically. Holy Cross has a broad curriculum that offers honors, Advanced Placement, and dual enrollment courses to qualified students.

The Holy Cross Man (HCM), our school code, establishes learning as an essential activity of all students: "The Holy Cross man is studious. He regards learning as a duty, intellectual perfection as an honor. He knows that his school is a training ground where he must mold himself into a useful man" (HCM p. 7). The academic program at Holy Cross strives toward these ideals and cultivates in students a strong desire to know and understand their world.

Primary School Academic Program

Holy Cross Primary School promotes imagination, creativity, exploration, and discovery, and students learn to work collaboratively. 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. Keyboarding, computer coding, and engineering skills are also integrated into the curriculum through Project Lead the Way.

Holy Cross Primary School uses iPads to enhance education through a 1:1 iPad initiative for all students in grades pre-K through 4. 4th grade students take the iPad home daily and are responsible for its safe keeping.

Primary School Course of Study

Grades Pre-Kindergarten through 4
Theology
Language Arts (Reading and Writing)
Math
Science and STEM
Social Studies
Physical Education
Music

Early Childhood Grading Scale (Grades Pre-K through 1)

E – Excellent	Meets and often exceeds expectations and standards.
S – Satisfactory	Meets most and is working well to meet all expectations and standards.
P – Progressing	Meets few and/or requires additional support to meet expectations and standards.
U – Unsatisfactory	Has not met and/or is not progressing towards expectations and standards.
N – Not Evaluated	Skill was not evaluated this semester.

Lower School Grading Scale (Grades 2 through 4)

Letter grade:	Percentages:
A	90–100%
B	80–89%
C	70–79%
D	60–69%
F	Below 60%
I	Incomplete

Lower School Grading Categories

Grades in each class will be weighted as follows:

25%	Daily grades (homework, independent activities, bell ringers, etc.)
35%	Formative assessments (quizzes, small projects and activities, etc.)
40%	Summative assessments (tests, essays, labs, major projects, etc.)

Course Credit and Report Cards

The academic 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 to TigerNet. Final course grades will be determined by averaging the two semester grades.

Real time grades are posted on TigerNet, and parents are encouraged to check students' grades and the teachers' postings frequently. Communication via email and telephone between Holy Cross Educators and parents is essential. Parent-teacher conferences will be held at the midpoint of each semester. Parents will receive a progress report before conferences.

Standardized Testing for Grades Kindergarten through 4

Each year at Holy Cross, students in grades kindergarten through 4 take standardized tests. All scores are posted to TigerNet under the Progress tab. Parents are encouraged to review their son's scores and to communicate with the school regarding his progress.

Students in grades kindergarten through 4 take MAP Growth reading and math tests three times each year, and 2nd through 4th graders also take the MAP Growth language test. Additionally, students in grades 3 and 4 take the TerraNova NEXT test in April.

Primary School Promotion Requirements

Any student in grades pre-K through 4 may be required to repeat a grade due to a lack of social/emotional maturity, academic readiness, attendance, or a combination of these and other factors. Repeating a grade can give a student the time he needs to achieve success in future grades.

Students in grades pre-K through 1 must master 70% of report card standards in reading and math to be promoted to the next grade. Final retention decisions will be made by the administration.

Students in grades 2 through 4 must earn a grade of D or higher for the final average of the 1st and 2nd semesters in reading and math to be promoted. Students who fail a course must complete summer remediation.

For a 4th grade student to participate in his promotion ceremony, he must be in both good academic, disciplinary, and financial standings with Holy Cross School.

At the recommendation of the Principal, any student receiving failing grades on his report card may not be allowed to participate in promotion activities. In this case, the student will receive his certificate upon successful completion of summer remediation.

School Counseling Services

Students in grades pre-K through 4 are assigned a guidance counselor who is available to students and families. Families who need academic or social support should contact the counselor.

Academic Services

Based on a student's educational evaluation, Holy Cross Educators will make minor adjustments (accommodations) to our educational program, but Holy Cross School does not provide special education services or facilities. The nature and extent of such minor adjustments are within sole discretion of the school counselors, the academic services coordinator, and the administration, who will formulate a minor adjustment plan with the family.

The academic services coordinator will communicate with families, counselors, and teachers to provide the best learning environment for all students who receive accommodations. Families are encouraged to communicate frequently with the coordinator.

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 exceptional circumstances and with the approval of the Principal before the 10-day period expires.

Middle School Academic Program

Middle School Course of Study

5th Grade	6th Grade	7th Grade
Theology	Theology	Theology
Math	Math / Accelerated Math	Math / Accelerated Math
Language Arts	Language Arts/ Accelerated Language Arts	Language Arts / Accelerated Language Arts
Science	Science	Science / Accelerated Science
STEM	STEM	STEM
Social Studies	Social Studies	Social Studies / Accelerated Social Studies
Physical Education/Fine Arts or Band or Chorus	Physical Education/Fine Arts or Band or Chorus	Physical Education/Fine Arts or Band or Chorus

Middle School Grading Scale

Letter grade:	Percentages:	Quality Points:
A	90–100%	4.0
B	80–89%	3.0
C	70–79%	2.0
D	60–69%	1.0
F	Below 60%	0

Middle School Grading Categories

20%	Daily grades (homework, independent activities, bell ringers, etc.)
25%	Formative assessments (quizzes, small projects and activities, etc.)
40%	Summative assessments (tests, essays, labs, major projects, etc.) (5^{th} and 6^{th} grade: 45%)
15%	Semester exams (5^{th} and 6^{th} grades: 10%)

Placement in Accelerated Courses

Departments reserve the right to set prerequisite standards, such as teacher recommendations, standardized test scores, and grades for admission to accelerated courses.

The placement process begins in the second semester and is finalized in July. Families will be notified by the counselor or the Assistant Principal of the student's placement for the upcoming school year.

Course Credit and Report Cards

The academic 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. Students in grades 5 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 5 through 7, the final average of the 1st and 2nd semesters must be at least D/60%.

Real time grades are posted on TigerNet, and parents are encouraged to check students' grades and the teachers' postings frequently. Communication via email and telephone between educators and parents is essential. Parent-teacher conferences will be held at the midpoint of each semester. Parents will receive a progress report before conferences.

Semester Examinations

Students are required to take semester exams during regularly scheduled examination periods.

Middle School Promotion Requirements

Students in grades 5 through 7 must earn a grade of D or higher for the final average of the 1st and 2nd semesters in all courses. Students who fail a course must complete summer remediation at Holy Cross School.

For a 7th grade student to participate in his promotion ceremony, he must be in both good academic, disciplinary, and financial standings with Holy Cross School.

At the recommendation of the Principal, any student receiving failing grades on his report card may not be allowed to participate in promotion activities. In this case, the student will receive his certificate upon successful completion of summer remediation.

High School Academic Program

High School Course of Study

High school students will follow this course of study. Listed courses here are required.

8th Grade	9th Grade	10th Grade	11th Grade	12th Grade
Theology I	Theology II	Theology III	Theology IV	History of Religion
English 8/ English I (CP/H)*	English I (CP/H)/ English II (CP/H)	English II CP/H)/ English III (CP/H)	English III(CP/H)/ English IV (CP/H/AP)	English IV (CP/H/AP)/ English V (CP/H/AP)
Math 8 / Algebra I (CP/H)*	Algebra I (CP/H)/ Geometry (CP/H)	Geometry (CP/H)/ Algebra II (CP/H)	Algebra II (CP/H)/ Adv. Math (CP/H/DE)/ Algebra III	Algebra III/ Adv. Math (CP/H/DE)/ Calculus (H)
Earth Science (CP/H)	Physical Science (CP/H)	Biology (CP/H)	Chemistry (CP/H)	Elective
World Geography (CP/H)	Health & PE II	World History (CP/AP)	U.S. History (CP/AP)	Civics (CP/H)
Computer Applications**	World Lang. I (H)^	World Lang. II (H)	Financial Literacy^^	Elective
PE I	Fine Arts	Elective	Elective	Elective

CP – college preparatory class, H – honors class, DE – honors dual enrollment class, AP – Advanced Placement class

*Beginning in 2026–27,8th grade students will be placed in either Math 8 or Algebra I and English 8 or English I.

**Also required for all new 9th graders.

^Offered for honors credit beginning in 2026–27.

^^Will be required for all juniors beginning in 2026–27.

High School Credit in 8th Grade Year

Students who are prepared to enroll in high school classes as 8th grade students may take the following high school classes: World Geography (Honors), Earth Science (Honors), Algebra I (Honors), English I (Honors), and Physical Education. These courses are listed on the student's permanent high school record. Completion of these courses does not count in the 28 credits needed for the Holy Cross high school graduation requirement.

High School Electives

English/Languages/ Theology/Math	**Science**	**Social Studies**	**Fine Arts****
Journalism I–II	Anatomy and Physiology H	Economics (CP/H)*	Art I–IV
Spanish III H–IV H	Biology II	Psychology (CP/AP)	Band I–IV
Peer Ministry	AP Biology II	World War II H	Chorus I–IV
Intro to Engineering DE	Environmental Science		Drama I–IV
AP Computer Science Principles	Physics H		

*Economics will not be offered for honors credit beginning in 2026–27.
**Fine arts courses will no longer be offered for honors credit. Honors credit will be honored only for 2025–26.

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

Brother James McDonnell, C.S.C., Scholars and AP Capstone Program

The Brother James McDonnell, C.S.C., Scholars and AP Capstone Program is an advanced interdisciplinary academic program for high school students. The competitive admissions process and minimum requirements for application include completion of 8th grade at Holy Cross School, a B or higher in English during 8th grade, a satisfactory disciplinary history, the recommendation of an 8th grade teacher, reading and writing/English test scores in the 80th percentile, and a GPA of 3.0 or higher, unweighted.

To graduate with the Scholars distinction, a student must meet complete a minimum of 18 courses designated as honors or Advanced Placement; maintain a satisfactory disciplinary record; maintain a 3.0 GPA of 3.0 or higher, unweighted; earn the score of 3 or higher in AP Seminar; and complete an approved AP Research project and presentation.

Scholars and AP Capstone Program Course of Study

8th Grade	9th Grade	10th Grade	11th Grade	12th Grade
English 8/ English I (CP/H)*	English I (H)/ English II (H)	English II (HS)/ English III (HS)	English III (HS) / AP English IV	AP English IV/ AP English V
Math 8 / Algebra I (CP/H)*	Algebra I (CP/H)/ Geometry (CP/H)	Geometry (CP/H)/ Algebra II (CP/H)	Algebra II (CP/H)/ Adv. Math (CP/H/DE)/ Algebra III	Algebra III / Adv. Math (CP/H/DE)/ Calculus (HDE /AP)
Earth Science (CP/H)	Biology I HS	Financial Literacy^^	Chemistry (CP/H)	Physics H/AP/ Biology AP/ Anatomy and Physiology H
Theology I	Theology II	Theology III	Theology IV	History of Religion
World Geography (CP/H)	Health & PE II	AP World History	AP U.S. History	Civics H
Computer Applications**	Fine Arts	Rhetoric and Public Speaking H	AP Seminar	AP Research
PE I	World Lang. I (H)^	World Lang. II (H)	Elective	Elective

CP – college preparatory class, H – honors class, DE – honors dual enrollment class, AP – Advanced Placement class

*Beginning in 2026–27,8th grade students will be placed in either Math 8 or Algebra I and English 8 or English I.
**Also required for all new 9th graders.
^Offered for honors credit beginning in 2026–27.
^^Will be required for all sophomores beginning in 2026–27.

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

High School Grading Scale

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

Letter grade:	Percentages:	Quality Points:	Quality Points (H, AP, DE)
A	90–100%	4.0	5.0
B	80–89%	3.0	4.0
C	70–79%	2.0	3.0
D	60–69%	1.0	2.0
F	Below 60%	0	0
I	Incomplete		

Real time grades are posted on TigerNet, and parents are encouraged to check students' grades and the teachers' postings frequently. Communication via email and telephone between educators and parents is essential. Parent-teacher conferences will be held at the midpoint of each semester. Parents will receive a progress report before conferences.

High School Grading Categories

Grades in each class will be weighted as follows:

15%	Daily grades (homework, independent activities, bell ringers, etc.)
25%	Formative assessments (quizzes, small projects and activities, etc.)
40%	Summative assessments (tests, essays, labs, major projects, etc.)
20%	Semester exam

Placement in Honors/Advanced Placement/Dual Enrollment Courses

Departments set prerequisite standards, such as teacher recommendations, required standardized test scores, and grades for admission to honors and Advanced Placement courses. Placement in dual enrollment is subject to the admissions requirements of the university providing the course.

The placement process begins in the second semester and is finalized in July. Families will be notified by the counselor or the Assistant Principal of the student's placement for the upcoming school year.

Honors, Honors Scholars, Advanced Placement, and Dual Enrollment Quality Points

Honors, Honors Scholars, Advanced Placement, and Honors Dual Enrollment courses are awarded an extra quality point for grades of D and above. The extra point is included in the determination of the honor roll and of the honors designation at commencement. Colleges and universities make their own determination about the inclusion of the extra point when they evaluate transcripts.

Required Service Hours

Service to the community is an essential part of the Holy Cross education. Each year, students are required to complete, document, and reflect upon required service hours. 8th grade students will complete 10 hours of service for the year, and students in grades 9 through 12 will complete 25 hours of service per year. These hours are required for graduation.

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 1st and 2nd semesters must be at least 60%. Students in grades 8 through 12 who fail the 1st semester of a full-year course will still receive credit for the 1st semester if the average of the 1st semester and 2nd semester is 60% or higher. If a student in grades 8 through 12 fails the 2nd semester of a full-year course, he will not receive credit for that semester, regardless of his 1st semester grade.

Real time grades are posted on TigerNet, and parents are encouraged to check students' grades and the teachers' postings frequently. Communication via email and telephone between educators and parents is essential. Parent-teacher conferences will be held at the midpoint of each semester. Parents will receive a progress report before conferences.

Semester Examinations

Students are required to take semester exams during regularly scheduled examination periods.

Final Examination Exemptions (Grades 8 through12)

Students achieving a 1st semester average of A and maintaining a 2nd semester average of A may be exempt from their final exam in the 2nd 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.

Academic Disqualification

A student in grades 8 through 12 who fails more than two 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 School. No new high school credit will be accepted from any other institution without prior approval of the Principal.

Graduation Honors

Honors bestowed at graduation for superior scholastic achievements are:

Summa Cum Laude:	4.5 and above cumulative GPA
Magna Cum Laude:	4.0 to 4.49 cumulative GPA
Cum Laude:	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 with no summer remediation required.

Honors Curriculum and the Honors Diploma

The Holy Cross School 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. To receive an honors diploma, a student must take and pass a total of 18 honors credits in grades 8 through 12.

Valedictorian and Salutatorian Awards

The valedictorian award goes to the senior with the highest cumulative GPA, and the salutatorian award goes to the senior with the 2nd highest GPA. These awards are based on cumulative GPA. In the event of a tie, a review of other factors such as the number of AP and DE courses taken will determine which students will give the valedictory and salutatory addresses. A student must attend Holy Cross for four years of high school to qualify for either of these awards.

TOPS Parental Consent

Final grades for students in grades 8 through 12 are sent to the Louisiana Department of Education every semester while the student is enrolled at Holy Cross. The Louisiana Department of Education through Holy Cross requires the TOPS Parental Consent for grades 8 through 12. 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.

Holy Cross Graduation Requirements

The graduation requirements of Holy Cross School exceed the requirements of the Department of Education of the State of Louisiana. For a senior to participate in graduation, he must be in both good academic and financial standings with Holy Cross School and complete his service requirement.

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

Academic Policies for Grades 5 through 12

Academic Honors and High Honors

The honor roll is published at the end of each semester. To qualify, a student must achieve a GPA of 3.5 or above for grades 5 through 12. For high honors, a student in grades 5 through 7 must achieve a 3.8 or above. A student in grades 8 through 12 must achieve 4.0 or above.

To earn honors or high honors a student cannot have a grade below a "C" on his report card.

Academic Probation

A student in grades 5 through 12 who receives two grades of "F" in any one semester or whose grade point average falls below 1.50 is placed on academic probation for the next semester. The student's family will be notified of the probation in writing and will meet with an administrator.

A student on academic probation must meet with his counselor to monitor his progress. Additionally, he must attend three study hall or faculty tutoring sessions each week. His counselor will verify his attendance at study hall/tutoring.

Academic Services

Based on a student's educational evaluation, Holy Cross Educators will make minor adjustments (accommodations) to our educational program, but Holy Cross School does not provide special education services or facilities. The nature and extent of such minor adjustments are within sole discretion of the school counselors, the academic services coordinator, and the administration, who will formulate a minor adjustment plan with the family.

The academic services coordinator will communicate with families, counselors, and teachers to provide the best learning environment for all students who receive accommodations. Families are encouraged to communicate frequently with the coordinator.

Academic Work Missed

After returning to school, students who have excused absences have one class day for every day they missed to make up work, not counting the day of return. The teachers will work with students so that make-up work can be completed in a timely manner, but it is the responsibility of the student to see his teachers about making up work. Unless agreed upon by the teacher, this period should never exceed the number of days missed plus one day.

Any assessments given during a period of unexcused absence must be completed in the time frame designated by the teacher for a maximum grade of 50%.

Assessment Calendar

Students at Holy Cross can be assigned a maximum of three summative assessments in one day. Students assigned more than three assessments in one day should contact the Assistant Principal for Academics.

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 an incomplete 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 exceptional circumstances and with the approval of the Principal before the 10-day period expires.

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 met and school property has been returned (e.g., tuition, fees, library books, uniforms, laptops, 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.

A student may request a transcript by emailing the registrar. Students currently enrolled at Holy Cross School are charged for transcripts that require postage. The registrar normally sends transcripts within two working days of receiving the request.

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.

School Counseling Services

School 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. 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.

The counseling staff assists high school students in planning their course selections and with their college and career planning. This guidance may be done in either group or individual sessions.

Standardized Testing for Grades 5 through 12

Each year at Holy Cross, students take standardized tests. All scores are posted to TigerNet under the Progress tab. Parents are encouraged to review their son's scores and to communicate with the school regarding his progress.

Students in grades 5 through 7 take the MAP Growth reading, language, and math tests three times each year in August, January, and April.

Students in grades 8 through 12 take the MAP Growth reading, language, and math tests twice each year in August and January.

Students in grades 10 and 11 take the PSAT in October. 12th grade students take the ACT in October, while students in the 11th grade take the ACT in April. Students in grades 8 through 10 take the pre-ACT in April.

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 two units of credit may be remediated by a student in grades 8 through 12 and two subjects by a student in grades 5

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

Behavior Policy

The Holy Cross Man (HCM), our school code, establishes a noble standard of life which every student is expected to follow and to model. "…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…" (HCM p. 7) Discipline at Holy Cross School 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 2025–2026 school year is "Educating Hearts and Minds." Holy Cross Educators and families are urged to frequently discuss with students the meaning of this concept, why it is integral to being a Holy Cross Man, and behavioral examples of both supporting the concept and not supporting the concept.

Primary School Behavior Policy

Students are expected to adhere to the specific rules or directions given by individual teachers. Following an appropriate number of verbal warnings and redirections, a teacher may implement an intervention to track a student's behavioral infractions. Various methods of classroom behavior tracking may include classroom management apps, magnet charts, clip charts, and folder or book signing. A classroom teacher will choose which method is most developmentally appropriate for the age of students in the classroom. Students in grades pre-K through 4 should refer to the teacher's syllabus for a detailed classroom discipline policy.

Students who continually disrupt the classroom learning environment or commit more severe offenses may be referred to the Assistant Prefect of Discipline. A motivational exercise, behavior reflection, recess detention, or other consequences may be issued.

Middle and High School Discipline

Category I: Teacher-Level Interventions

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. Motivational assignments, teacher detention, lunch detention, and teacher/student conferences can be issued to promote a productive learning environment.

Category II: Minor Offenses

Motivational assignments, teacher detentions, administrative detentions, and Saturday school may be issued for minor offenses. All administrative detentions will occur on the next scheduled detention day after the infraction. Repeated minor offenses may result in more serious disciplinary action, such as multiple days of administrative detention, Saturday school(s) or suspension. The following violations but not limited to may be deemed minor offenses:

- Inappropriate language or behavior
- Cell phone violation
- 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
- Disrespect
- Violations of the motor vehicle policy
- Eating or drinking in prohibited areas
- Littering
- Possession of forbidden electronic devices; will have the device confiscated and turned over to the Assistant Principal for Student Affairs
- Failure to report to a teacher when required
- Failure to uphold classroom rules and expectations
- Improper usage of technology

Category III: Major Offenses

More serious disciplinary action, such as multiple days of administrative detention, Saturday detention(s), or suspension for the following violations but not limited to may be deemed major offenses:

- 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, racial slurs, profanity, or egregious disobedience
- Cell phone violation; repeated cell phone infractions
- Cruel behaviors toward others
- Fighting or instigating a fight
- 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
- Unauthorized sales to or solicitation of students, faculty, or staff
- Repeated violations of school policy
- Failure to comply with the terms of disciplinary probation
- Any activity during school or outside of school which involves unlawful behavior. Law enforcement may be involved in 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.

Disciplinary Review Board

Multiple days of suspension, probation, withdrawal and/or expulsion may result in serious violations of school policy as deemed by the Assistant Principal for Student Affairs. A Disciplinary Review Board may be called to assist in deciding on a serious violation of school policy, as follows:

1. After the investigation of a serious violation of school policy is completed, the Assistant Principal for Student Affairs will arrange for a Disciplinary Review Board.
2. The Assistant Principal for Student Affairs will inform the student and parent/guardian of the time and date on which the meeting will be held.
3. The Assistant Principal for Student Affairs will chair the Disciplinary Review Board, and the committee will be briefed on the results of the investigation.
4. The student and/or parent/guardian will have the right to speak on the student's behalf at a Disciplinary Review Board meeting.
5. The Disciplinary Review Board will make a recommendation to the Principal for a course of action to take. The Principal will make the final decision.
6. The Assistant Principal for Student Affairs will inform the family of the decision.
7. A review of a decision of dismissal or expulsion may be made only to the President. A request for review must be requested in writing by the student's parent(s) within seven calendar days beginning with the day of notification of the decision. Consideration of a request for a review of a dismissal or expulsion presumes that the student and his parent(s) have honestly and thoroughly communicated with the school officials in the discipline process. Deliberate withholding of information from school officials, lying, or deliberately misleading school officials by the student or parent(s) during the discipline process may be the basis for a denial of the review request. A review will only be granted if there is new relevant information or if there were substantive irregularities in the disciplinary procedures. The President will contact the student's parent(s) to notify them whether a review of the decision will be granted.
8. If a review is granted, then the student's parent(s) will meet with the President. After discussion of the new relevant information or discussion of irregularities in the disciplinary procedures, the student and parent(s) will leave the meeting. After reflection, the President will contact the parent(s) to communicate the decision confirming or altering the Principal's decision. Actions of the Principal are final unless a review is granted by the President. If a review is granted, then the President's decision is final.

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 School 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 Assistant Principal for Student Affairs 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 person
- Forgery
- Giving or receiving answers to quizzes, tests, and examinations
- Lending or copying a written assignment, in or out of class
- Plagiarism
- Using generative AI to create content that then bears the student's name as original work
- 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 generative AI).

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. The student may complete remediation of the assignment, created at the teacher's discretion, to receive a score of 50%.

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 Assistant Principal for Student Affairs 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 Assistant Principals 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 an Assistant Principal

may make a recommendation to the Principal. The Principal will make the final decision on whether a student is to be tested for drug and/or alcohol abuse.

After a 1st positive result, any effort to rehabilitate the student and any additional testing shall be at the discretion of the Principal, either in the exercise of his own independent judgment or on the recommendation of a teacher, counselor, or Assistant Principal for Student Affairs .

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 School, 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 2nd 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
- Benzoylecgonine
- 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 always prohibited for all students and visitors on the Holy Cross campus. Tobacco products include but are not limited to cigarettes, smokeless tobacco, and e-cigarettes/vaping devices. This policy always applies to students, 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 threat against himself or another person, the school will treat the threat as credible. 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 School 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.

In addition to the offenses listed, the Assistant Principal for Student Affairs evaluates each incident individually and reserves the right to deem whether an offense is minor or major.

Definitions of Consequences

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

Administrative Detention
On Tuesday through Thursday starting promptly at 3:15 p.m., a student will be required to report to an assigned classroom where the administrative detention will be held. Administrative detentions for students in grades 5 through 12 will take place for 60 minutes. 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 Assistant Principal for Student Affairs.

Administrative detentions will be served on the next scheduled detention day from the infraction or offense and can take precedence over any school obligation a student may previously have. 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.

Saturday Detention
Saturday detentions are held on scheduled days from 8:00 a.m. to 11:30 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 1st-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-term 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).

Disciplinary Probation
Disciplinary probation is a formal response to egregious or repeated misconduct. A student may be placed on disciplinary probation for either 1st-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 the Assistant Principal for Student Affairs. Serious misconduct or repeated violations of school rules by a student on disciplinary probation will result in expulsion.

Dismissal/Expulsion
A student is no longer enrolled in the school and must complete the withdrawal process.

Non-disciplinary Causes for Dismissal or Expulsion

- Psychological diagnosis
- Non-compliance with academic requirements as published by the school
- 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.

To create a positive school environment and maintain a healthy working relationship, please understand Holy Cross School partners with the family to maximize student growth. By enrolling your son in Holy Cross School, 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 3:10 p.m.

Attendance Documents

All signed tardy slips, parents' notes, doctors' notes or other documentation relating to attendance must be returned to the respective school office prior to a student reporting to his 1st 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 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. Parents must call on the 1st day of absence and every day of absence thereafter. Any student who is absent three or more consecutive days must present a doctor's note to be readmitted to class.

Late to School

To report tardiness, a student's parent or guardian must call the school at 504-942-3100**.** A student who arrives after 8:00 a.m. is late to school and will receive a school tardy. The student must report to the appropriate office before going to class to receive a school tardy slip. 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 a student in grades 5 through 12 is tardy to class, he will be given a detention to serve the following scheduled detention day. The detention will take precedence over all other school activities.

Checking Out/Leaving School

Any student needing to check out 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

After returning to school, students who have excused absences have one class day for every day they missed to make up work, not counting the day of return. The teachers will work with students so that make-up work can be completed in a timely manner, but it is the responsibility of the student to see his teachers about making up work. Unless agreed upon by the teacher, this period should never exceed the number of days missed plus one day.

School-Excused Absence

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

Unexcused Absence

Absences for reasons other than those given in the "excused absence" paragraph, such as family vacations are considered unexcused. Any assessments assigned during the period of unexcused absence must be completed in the time frame designated by the teacher(s) for a maximum of 50% credit.

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 eight days (or the equivalent in class time) in any class per semester for any reason, he may be subject to losing/forfeiting credit in that class. The student may 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 eight-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 for at least four 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

Skobel's School Uniforms
4500 York St. Suite 101
Metairie, LA 70001
(504) 264-7733
www.skobels.com

Beau's School Uniforms
9027 W. Judge Perez Dr.
Chalmette, LA 70043
(504) 682-2000
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 clearly be above 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.

Headwear

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. AirPods, headphones, etc. are not allowed during the school day.

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 unexcused.

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 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 through 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 through 1 must wear elastic waist khaki shorts or khaki pants. Students in grades 2 through 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 through 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 through 1 must wear solid black Velcro tennis shoes. Students in grades 2 through 4 may wear Velcro or laced solid black tennis shoes.

Grades 5 through 12

Students must wear a pin-striped Holy Cross uniform oxford shirt. Senior students are also permitted to wear the approved uniform class 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 shirt, must be monogrammed with navy, one-inch block letters indicating the student's first name and last name in all capital letters. 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 tie or bowtie for scheduled mass days and other special scheduled events. 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 in grades 8 through 12, and grades 5 through 7 can wear white or navy. Socks must be plain and have no visible logos. Students' socks must be worn properly and always cover the ankle.

Students in grades 5 through 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 through 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 through 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 1st 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 is 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(Optional)
- Navy Letterman Jacket

- Navy Letterman Sweater
- **Navy Crewneck Sweatshirt (grades pre-K through 4 only) This item may only be worn as part of the P.E. uniform for grades 5 through 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 1st grade may use either the navy Holy Cross tote or navy Holy Cross JanSport bookbag as sold by approved uniform providers.

Grades 2 through 12
Students in grades 2 through 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 always prohibited at school and school-related activities.

Students in grades pre-K through 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 have 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 Assistant Principal for Student Affairs 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.
- The 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 of appropriate length.
- 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

To provide a safe environment and structured program for students, Holy Cross School offers before and after school care programs. This provides supervised time for homework and recreational activities.

Before School Care – Primary School

Before school care will begin at 7:00 a.m. and students should be dropped off in the dining hall.

After School Care – Primary School

Any student who is not picked up by 3:15 p.m. will be escorted to the dining hall for aftercare. 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 after-school care on early 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.

After School Care – Middle School

Any student who is not picked up by 3:30 will be escorted to the after-school care program in Moreau Hall. 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 after-school care on early dismissal days*.

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

Primary School Arrival/Dismissal

Supervised Drop-Off and Pick-up Line

The school hours are from 8:00 a.m. until 2:55 p.m. All students in grades pre-K through 4 are to be dropped off and picked up through the carpool line in the faculty parking lot nearest the North Field. Parents should enter

through the gate on Prentiss Avenue and follow the designated route. The drop-off lane will open at 7:30 a.m. If parents arrive earlier, they may queue on Prentiss Avenue but should avoid blocking driveways and intersections to maintain a steady flow of traffic and minimize potential inconveniences.

For dismissal, students in grades pre-K through 4 will be ready for pick-up at 2:55 p.m. using the same route. Parents should use the provided carpool signs to assist faculty with guiding students for pick-up.

Rainy Day Arrival/Dismissal
On rainy days, parents should park in the faculty parking lot nearest the North Field and escort their children to the dining hall, where a teacher will greet them. For rainy-day dismissal, parents must walk to the dining hall to pick up students. The school will make a rainy-day dismissal determination at 2:40 p.m. Parents are asked to wait in carpool line until such a decision is made.

Middle & High School Arrival/Dismissal

Supervised Drop-Off and Pick-up Line
The school hours are 8:00 a.m. until 3:10 p.m. Supervised student drop-off and pick-up will take place at the main entrance gate on Paris Avenue. Please line up on Prentiss Avenue and turn onto Paris Avenue.

Parents wishing to avoid the line may park across Paris Avenue, on Crescent Street, or on Prentiss Avenue. All students not utilizing the car line must use the crosswalks at Crescent and Prentiss Streets and are never allowed to cross the neutral ground without a parent. We ask that you be courteous to our neighbors, never blocking the street or driveways, or parking on the neutral ground.

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 1st 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 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 Assistant Principal 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 Street 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 en 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 is 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 student who shows any of these signs during the school day will be sent home and must be picked up from the office within an hour. A student 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

The school nurse will determine the severity of symptoms. Please keep in mind that there may be times when we determine that we cannot meet a child's needs and the reason for sending the child home is not listed above.

Primary School Personal Hygiene Policy

Students should be fully potty trained, but we understand accidents may happen. Students in pre-K 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 clean himself, 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 bowel 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. 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. The injury will be reported to the appropriate office and the school nurse. 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 School 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 three times 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 in the 1st week of school. The students will be given a tour of the building to ensure that the students are familiar with all the exits.
- 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 an administrator, a teacher, or the school office. Security cameras are in place throughout campus.

Visitors

After 8:00 a.m., all visitors to the campus must enter through the school's front entrance to sign in at the main 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; indications of child neglect such as failure to provide food, clothing, or shelter, even when there is no physical injury; indications 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 through 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 school 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 are powered off and in the student's school bag upon arriving on campus. The device will remain in the bookbag or in the student's locker throughout the school day. Any electronic or wireless communication device that is seen or heard (tier I) will be confiscated and turned over to the Assistant Principal for Student Affairs, and the student will face disciplinary action. Students using an electronic or wireless communication device (tier II) will have the device confiscated and turned over to the Assistant Principal. 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 a major offense and will result in disciplinary action.

Acceptable use policies for Holy Cross students are available on Magnus Health and TigerNet.

Appendix

ID Cards

Primary students (grades pre-K through 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.

Middle and High School students will be issued one ID card. A student must always carry his Holy Cross ID card, including at school-related activities. A student must present and/or turn over his ID card 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 Services. 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 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, plastic, or 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. 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.