



*The Academy of the*  
**HOLY CROSS**

SPONSORED BY THE SISTERS OF THE HOLY CROSS

*Student and Parent Handbook*  
*2025-2026*

THE ACADEMY OF THE HOLY CROSS

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# SCHOOL INFORMATION

## BACKGROUND INFORMATION

### HISTORY

The Academy of the Holy Cross (AHC) has its roots in Saint Matthew's Parish in Washington, DC. The Sisters of the Holy Cross were invited to open a school in 1868. For the next 88 years, the school grew with the city, following the resident population, in two moves, from downtown Washington to the northwest suburbs. The school was located for 31 years (1879-1910) on Massachusetts Avenue, NW, and then for 46 years on Upton Street, NW. In 1956, the present 28-acre campus was acquired and the buildings erected. The gymnasium and two classrooms for art and music were added in 1966.

With the start of the 2003-2004 school year, Holy Cross inaugurated its state-of-the-art Arts and Science wing and Theater which nearly doubled the learning space available for the students. Recognizing the need for a Catholic high school inclusion program for students with intellectual and developmental disabilities, Holy Cross introduced a modified program in 2000. After the program was later suspended for evaluation and restructuring, the Moreau Options Program for students with intellectual and developmental disabilities was reintroduced in 2014 with great success.

International recruitment efforts expanded in 2014, to include students from China. In 2015 the Center for Technology and Creativity opened to support the growing technology curriculum. The DiPippo Dance Studio was added as the robust dance program at Holy Cross continued to grow. Ridgway Field, an all-weather, synthetic-turf field was added, better preparing athletes for faster play at the college level with fewer injuries. New initiatives in 2017, such as Project Lead the Way and dual credit/dual enrollment with Marymount University, continue to demonstrate Holy Cross's progressive mindset.

Although Holy Cross's location and buildings have changed, the mission of The Academy of the Holy Cross remains the same – to provide the opportunities and challenges necessary for students to achieve the fullness of their potential as women of faith.

### SISTERS OF THE HOLY CROSS

Founded in LeMans, France in 1841, the Sisters of the Holy Cross form a part of the religious family of priests, brothers, and sisters brought together by Blessed Basil Anthony Moreau to serve the Church throughout the world in various ministries, especially in education. Believing that the proclamation of the Gospel is intrinsic to Catholic education, Father Moreau established schools in France at all levels for students of all social and economic backgrounds. The founder's vision of education included intellectual and moral formation. He required of teachers, both religious and lay, a professional attitude toward their work, which he saw as the "formation of the very heart of the child, the full development of his particular capacity and understanding of life in relation to God" (Moreau, *Pédagogie Chrétienne*). By various means, Moreau tried to unite his students, their parents, and his faith into a larger Holy Cross family. This heritage was the basic orientation to education that the Sisters of the Holy Cross brought with them to the United States in 1843. Within a few years, they established a network of activities which included a trade school, classes for the deaf, instruction for Native Americans, and the founding of Saint Mary's Academy, at Notre Dame, Indiana, which would later become Saint Mary's College. The Sisters of the Holy Cross have contributed in many ways to the educational ministry of the Church in the United States and in other countries as well. They established colleges and academies, staffed elementary and secondary schools, and founded schools of nursing in connection with hospitals sponsored by the Congregation.

Holy Cross Sisters sponsor The Academy of the Holy Cross; Saint Mary's College in Notre Dame, Indiana; Collegio Santa Maria in Sao Paulo, Brazil; Holy Cross College and High School in Bangladesh; and the Moreau School in Kirinda, Uganda. The Sisters of the Holy Cross, acutely conscious of the urgent needs of the world, today serve as educators, nurses, administrators, counselors, social workers, parish and campus ministers, retreat leaders, writers, attorneys, and advocates for social justice and systemic reform. They minister around the globe in eight countries on four continents—an international congregation with a growing international membership.

## TARTAN

The name *Tartan* has its roots in the former campus of Holy Cross on Upton Street in Northwest Washington, DC. In the early 1900s, when Holy Cross had outgrown its location on Massachusetts Avenue in Washington, DC, the congregation purchased a large tract of land in what was then a Washington suburb, the former estate of a Scottish family, or clan, named Dunbarton. Also on that campus was Dunbarton College. Tartan relates to the Scottish heritage of that campus. When Holy Cross moved to Kensington, MD in 1956, the name came too. A Tartan is a member of the Holy Cross clan, an important part of the community not only on the athletic field or court but also in the classroom, at a dance, at a party, on the Metro, or anywhere that Holy Cross clan family members are present.

## SCHOOL COLORS

Lavender and White

## ALMA MATER

Holy Cross we sing to thee,  
 Pledging our fidelity;  
 Cross and anchor, emblems bright,  
 Guiding us to heaven's light.  
 From our Alma Mater through the years  
 We'll find strength from strife and fears.  
 Hail to thee, *Spes Unica*  
 Hail from thy daughters, Holy Cross.

## SCHOOL SEAL

The seal of The Academy of the Holy Cross consists of a shield and motto scroll within a periphery that gives the name, location, and founding date of the school. Two seals are recognized. On both seals in the base (lower portion) of the shield are a cross and anchors (the arms of the Congregation of the Sisters of the Holy Cross) and an open book with the Greek letters *alpha* and *omega*, which signify that truth is in God, who is the beginning and end of all things. On the Kensington seal, the chief (upper portion) of the shield consists of portions of the flag of the State of Maryland, indicating the location of Holy Cross itself. The Washington seal reflects Holy Cross's early history in the District of Columbia. The words on the scroll below the shield, *Spes Unica*, refer to "The Cross, our only hope," which is the motto of the Congregation.



## **POLICY OF NON-DISCRIMINATION**

The Academy of the Holy Cross admits students of any race, color, religion, or national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. Holy Cross does not discriminate on the basis of race, color, religion, or national or ethnic origin in its educational policies, personnel policies, admissions policies, scholarship programs, or other school-administered programs.

## **MISSION STATEMENT**

The Academy of the Holy Cross, a Catholic college preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. Holy Cross is committed to developing women of courage, compassion, and scholarship who responsibly embrace the social, spiritual, and intellectual challenges of the world.

## **PROFILE OF A HOLY CROSS GRADUATE**

A Holy Cross graduate exemplifies the following characteristics.

Is a woman of courage, compassion and scholarship.

She exhibits integrity in her work and life. She recognizes her strengths and shares her talents through service to the wider community. She embraces life-long learning and has an inquiring mind.

Has mastered important academic skills.

She thinks critically and creatively. She is technologically literate and can communicate clearly in a written and oral manner. She is prepared for the challenges of college and life.

Values her Catholic education.

She has developed an appreciation and understanding of the Catholic faith. She is respectful and accepting of differences. She is guided by Catholic values of honor in all areas of her life.

## **STATEMENT OF DIVERSITY AND INCLUSION**

The Academy of the Holy Cross is dedicated to educating young women in a Christ-centered community, which values diversity. In concert with the Catholic Church and the spirit and traditions of the Sisters of the Holy Cross, we affirm that all human beings are made in the image and likeness of God. We believe in the dignity and worth of all persons and work towards ways to sustain an environment that honors and respects the members of The Academy of the Holy Cross community.

Through its policies and programs, Holy Cross seeks to create a truly inclusive institution – one where students and adults are welcomed and supported, and where their experiences are valued.

We believe that learning about and celebrating the diverse life experiences of others broadens and deepens the educational experience of our students and enhances the scholarly environment in which they study and grow.

We believe that maintaining an atmosphere of openness, respect and trust contributes to open-mindedness, reflection and the development of community in its ideal sense. We are committed to understanding how personal, cultural, and historic aspects of identity contribute to and enrich our school community.

We examine and revise our curriculum on an on-going basis to ensure that we are effective in educating our students. We value diversity and support students with various abilities. We train our teachers to recognize and understand the range of needs among our students in order to develop their skills in building and sustaining an inclusive classroom. We believe that fostering and sustaining an environment of inclusiveness empowers all to achieve their highest potential.

We are committed to developing women of courage, compassion, and scholarship who responsibly embrace the social, spiritual, and intellectual challenges of the world.

## **MARYLAND STATE DEPARTMENT OF EDUCATION: INFORMATION FOR FAMILIES**

The following information is provided to inform Holy Cross families of the documentation available to them as the parents or guardians of enrolled or prospective students in a nonpublic school in the State of Maryland.

The Academy of the Holy Cross holds a Certificate of Approval from the Maryland State Department of Education (MSDE) and complies with all regulations set forth in the Code of Maryland Regulations (COMAR).

The Academy of the Holy Cross is accredited through the Association of Independent Schools of Maryland and DC (AIMS). Holy Cross was reaccredited in the 2021-2022 school year.

A school must provide a written statement of purposes that describes the goals and philosophies of the school and its educational program. The Holy Cross Mission Statement and Beliefs are available in the Student and Parent Handbook, as well as in the *About Us* section of the school website.

A school must provide a written statement each year about teacher qualifications. At a minimum, all Holy Cross faculty must hold a bachelor's degree from an accredited college or university; the majority of Holy Cross faculty hold advanced degrees.

A school must provide a written statement of the ratio of students to teachers or average class size. This information is available in the *About Us* section of the school website and is provided in the School Profile. The student : teacher ratio is 9:1.

A school must provide a written policy stating the number of credits required for secondary school graduation. The number of credits required for graduation from Holy Cross is 24. This information is available in the Student and Parent Handbook, as well as in the Program of Studies.

A school must provide a written statement defining a unit of credit and any partial credit granted by the school. At The Academy of the Holy Cross, successful completion of a semester-long course earns 0.5 credits; successful completion of a year-long course earns 1 credit. This information is available in the Student and Parent Handbook, as well as in the Program of Studies.

A school must provide a written schedule that states the beginning and end of the school day and the specific times when required areas of instruction take place. This information is available in the Student and Parent Handbook.

A school must provide a written calendar that states specific dates and total number of days of the school year (the time when the school's educational program is implemented). For a secondary school, this must be at least 170 days and must include 3 to 5 additional school days, depending on local weather patterns. The Holy Cross calendar is available on the school website.

A school must provide a written policy stating the school's criteria for admission to the school. This policy is available on the Admissions section of the Holy Cross school website.

## PRIVACY

No student, student family member, or individual on the premises of The Academy of the Holy Cross should expect privacy while on Academy property or at school events held elsewhere. Privacy rights do not extend to vehicles, lockers, bags, backpacks, computers, or any property owned by or brought onto Holy Cross's premises. This includes, but is not limited to, vehicles, lockers, desks, storage areas, computers, networks, and other work and educational spaces. Personal items such as backpacks, purses, bags, computers, iPods, iPads, tablets, cell phones, other electronic devices, and vehicles are also subject to this policy. The Academy of the Holy Cross reserves the right to search any property at any time, without notice, to ensure, among other things, compliance with its policies on safety, theft, drug and alcohol use/possession. Failure to cooperate with searches or inspections may lead to disciplinary action, including possible dismissal from Holy Cross.

## PUBLIC RELATIONS

The students and parents/guardians are the best public relations tool of Holy Cross. They represent what Holy Cross is to the outside community whenever they are involved with an event involving the school. It is possible that people wanting to know about Holy Cross will ask questions. The response given can have a great impact on others. Occasionally reporters or other members of the media approach students. Before speaking with a reporter, the student should inform the Director of Communications, giving the name of the reporter and the company, newspaper, TV, or radio station, etc. The Director of Communications will help prepare the student for the interview. If the student is approached without prior notice, inform the Director as soon as possible afterwards. The student should be sure to have an adult (teacher, coach, parent/guardian) present with her at the interview. The student should not answer any questions that make her feel uncomfortable. The student should not answer questions to which she does not know the answer. The student should direct the question to a well-informed adult, *e.g.*, the President, Principal, or the Director of Communications.

## USE OF IMAGES OF STUDENTS AND MEDIA REQUESTS

From time to time, the school, for publications such as the school prospectus, the school magazine, or the school website, uses various images of students. In addition, various media organizations contact the school regarding story ideas or photographs of student activities.

The school reserves the right to use any images of students while representing the school in any capacity on or off the campus proper. **Any parent who does not wish his or her child's picture to be used must notify the Principal in writing prior to the beginning of the school year.** The school also reserves the right to control media access to students on the campus proper or those representing the school in any capacity as well. The supervising adult of the activity or sport, or the Director of Communications, will determine the availability of students to the media.

# SCHOOL POLICIES

Holy Cross's purpose for establishing school policies is to create an academic atmosphere that enhances teaching and learning. These policies outline student conduct expectations and promote self-responsibility, self-discipline, and mutual respect. Structures are in place to help students learn accountability and responsible behavior. Students must take ownership of poor decisions and use better judgment. The school expects mutual respect and a common vision of goals, with parent/guardian support including electronic communications.

The Student and Parent Handbook is not exhaustive. The Administration reserves the right to make decisions to further Holy Cross's mission and values. Enrollment at Holy Cross is subject to the Handbook's rules and Holy Cross's discretion, which includes the right to deny enrollment based on parents'/guardians' actions.

The Academy of the Holy Cross reserves the right to amend its policies and procedures. Amendments take effect upon notice and do not alter any unamended policies or procedures. This handbook should be read alongside other agreements and materials related to the relationship between Holy Cross, students, and parents/guardians.

# ACADEMY INFORMATION

## SCHOOL OFFICES

During the school year, academic offices are open Monday through Friday, 7:30 am to 3:30 pm or by appointment. For non-academic office hours, please check our website. To contact teachers, a student or a parent/guardian should leave his/her name and phone number in the teacher's voice mailbox or email the teacher directly. Email is the best tool to communicate with a teacher. The teacher will return the call or email within 24 hours (excluding weekends and holidays). To leave a message in voicemail or email, go to the school website for a complete listing of faculty and staff. Parents/guardians arrange interviews or conferences with the appropriate individual by appointment only.

## WEBSITE

The Academy of the Holy Cross maintains a website to assist in communication with students, parents, and alumnae. The site address is <http://www.academyoftheholycross.org>.

## CALENDAR

The Academy of the Holy Cross publishes a yearly calendar on the school's website. Only those events that have been approved and appear on the calendar will occur. The calendar is frequently updated; please check it often.

## DIRECTORY

Each year the directory is updated and accessible through Holy Cross's website Student and Parent Portals.

## BUSINESS OFFICE

The Business Office works with the treasurers of co-curricular activities and the Director of Student Activities. Committees within a class or club turn their financial business over to their respective treasurers. The Business Office serves as a bank for all student organizations. The procedure followed will be comparable to those followed in local banks. Each deposit ticket is made out in duplicate, listing all cash and checks to be deposited. Treasurers of organizations present withdrawal tickets in duplicate to the Director of Student Activities who contacts the Business Office.

### *Financial Matters*

**TUITION:** The Academy of the Holy Cross depends on tuition to meet its financial obligations. Full payment of tuition is essential to balance the budget. Tuition is paid through the FACTS Tuition Management system. All tuition payments for all families must be made to FACTS. The first tuition payment must be made in July with the final payment for the year being made in April. Holy Cross reserves the right to withhold a student's school record (report card and/or transcripts and access to the PowerSchool) or her diploma when the family fails to satisfactorily meet tuition payments. Holy Cross will not issue a diploma to a student whose family has any unpaid school expenses. Holy Cross reserves the right to cancel the registration of any student whose family fails to satisfactorily meet tuition payments at any school during the preceding semester. Students may not participate in classes unless financial arrangements are completed. Holy Cross will not release final grades, diploma, or transcripts until all final obligations are paid in full.

A student who withdraws or is dismissed from Holy Cross for any reason during the year will be required to pay the full year's tuition before transcripts, grades, and/or records may be released. Funds are not transferable to another student's account and no portion of any payment towards the account will be considered a charitable contribution. Tuition grants are based on financial need, which requires specific documentation on a yearly basis. The Business Office can provide assistance concerning the application process.

### *Collection of Money*

All money collected at The Academy of the Holy Cross goes to the Business Office to be recorded in the proper account. There is a Business Office collection box in the Admissions Office. All payments should be deposited there. Purchases made from the Tartan Shop may be paid directly to the cashier on duty. Faculty moderators who supervise special fundraisers, such as Tag Days or bake sales, may collect cash for that event only. No cash or checks intended for school-sponsored activities should be given to students, teachers, parents, coaches, or other school personnel. Cooperation in this fiduciary responsibility is greatly appreciated. If there is a question about money collected in the name of Holy Cross, contact the Business Office. The Development Office coordinates all fundraising. The Principal and the Director of Institutional Advancement must approve all fundraising. Requests for fundraising activities should be addressed to the Director of Holy Cross Christian Service.

# ACADEMICS

## CURRICULAR POLICIES AND INFORMATION GRADUATION REQUIREMENTS

The Academy of the Holy Cross, which offers a college preparatory program, has the following requirements for graduation:

### CREDITS

Among the 24 credits a student requires for graduation the following credits must be obtained.

English	4	
Theology	4	
Mathematics	4	
Social Studies	3	(includes: 1 World History I, 1 World History II, 1 US History)
Science	3	(includes Physics, Chemistry, and Biology)
World Languages	3	(three consecutive credits of the same language)
Physical Education and Health	1	(includes ½ Physical Education or ½ Health, or ½ Varsity Sport)
Fine Arts	1	
Elective	1	

Definition of a credit: At The Academy of the Holy Cross, successful completion of a semester-long course earns 0.5 credits; successful completion of a year-long course earns 1 credit.

A student must earn 24 core credits, complete a total of seventy-five (75) hours of approved community service, and complete her Senior Internship in order to graduate. Each student must enroll in no fewer than 8 courses each semester and must be present for the entire instructional day (8:00 am - 2:50 pm).

### CREDIT RECOVERY

All courses required for graduation are taken at The Academy of the Holy Cross during the regular school year. Students who do not earn a passing grade in a course during the regular academic year will be mandated to complete an approved credit recovery course to fulfill graduation requirements. However, the original failing grade earned in the course will remain on the student's transcript and will be factored into the student's cumulative GPA. Grades earned through credit recovery are not calculated into the GPA and do not replace the original grade.

Credit recovery is intended to demonstrate content mastery and satisfy credit requirements only; it does not retroactively alter academic standing or GPA.

## GRADING SCALE

Letter Grade	Percent	Grade Point Average	+0.50 (Honors)	+0.70 (AP/DC)
A	100 – 93	4.00	4.50	4.70
A-	92 – 90	3.70	4.20	4.40
B+	89 – 87	3.50	4.00	4.20
B	86 – 83	3.00	3.50	3.70
B-	82 – 80	2.70	3.20	3.40
C+	79 – 77	2.50	3.00	3.20
C	76 – 73	2.00	2.50	2.70
C-	72 – 70	1.70	2.20	2.40
D+	69 – 67	1.50	1.50	1.50
D	66 – 63	1.00	1.00	1.00
D-	62 – 60	0.70	0.70	0.70
F	Below 60	0.00	0.00	0.00

AP and honors-level courses receive a weighted grade point averages (GPA). Weighted GPAs are calculated by adding 0.50 quality points to an honors course grade and 0.70 quality points to an AP/DC course grade if the grade earned is above D+. A listing of all courses offered at Holy Cross is available in the current Program of Studies on our website.

## CLASS RANK

The Academy of the Holy Cross does not rank students. A list of the distribution of cumulative grade averages appears on the School Profile and is included with each official transcript.

## GRADE AVERAGES AND COURSE CREDITS

All courses, including full year courses, are divided into semesters.

Semester grades are based on individual department guidelines and teacher course requirements. Course and grading requirements are included in each course syllabus and are available on teacher class pages on Schoology.

Semester grades are calculated in the following manner:

- All courses, including full year courses, will have an end-of-semester assessment. The semester grade counts 90% and the semester assessment counts 10% of the semester grade.
- Unexcused absences from any scheduled assessment or exam will result in a grade of **zero (0)** for that assessment.

One-semester courses receive one-half credit upon the successful completion of the course.

If a student fails any semester of a full year course, the student must complete credit recovery over the summer to receive credit for the course.

## SEMESTER CULMINATING ASSESSMENTS/EXAMINATIONS

Holy Cross views semester assessments (examinations or other forms of cumulative assessment) as an opportunity for students to demonstrate content and skill proficiency throughout the semester's study of the subject. **To receive credit for a course, all students are expected to be in attendance and complete the assessment on the day of the scheduled semester assessment.** If there is an extenuating circumstance, a student must discuss in advance the rescheduling of exam(s) with the Assistant Principal to then be approved by the Principal.

**All students who enroll in an AP Course are *required* to take the AP exam, offered in the spring of the year. Students who do not complete this exam will earn a zero (0) for the Semester 2 exam, and not be granted weighted AP credit on their transcripts.**

Students and families should field any questions concerning AP exams to the AP Coordinator.

## ACADEMIC HONORS

Students can earn Honors recognition each semester which will be noted on their virtual report card. The awards are as follows:

PRESIDENT'S HONORS LIST:	3.95 and above (unweighted semester grade point average)
PRINCIPAL'S HONORS LIST:	3.50 - 3.94 (unweighted semester grade point average)
HONORS LIST:	3.25 - 3.49 (unweighted semester grade point average)

## COURSE ASSIGNMENTS AND GRADES

By definition, assignments include daily in-class assignments and homework. While an assessment includes larger assignments such as: projects, labs, papers, presentations, quizzes, and tests.

Holy Cross's website provides a Student Portal and a Parent Portal where class information and grades can be accessed. The student information system, PowerSchool, available through these portals, provides access to schedules, attendance, conduct, and grades. Families should become familiar with the portals and PowerSchool and use them often. User IDs and passwords are emailed to each parent and student at the beginning of the student's first year at Holy Cross. Any questions should be addressed to [powerschoolhelp@academyoftheholycross.org](mailto:powerschoolhelp@academyoftheholycross.org).

Final grades are available through PowerSchool at the end of each semester. Interim reports are not provided since grade information is regularly updated and posted to the gradebook within PowerSchool. Current grades in all classes are available approximately every two weeks on Wednesdays. Students and parents should check the most recent grade status by using PowerSchool.

# SCHOOLGY

Schoology, which is connected to PowerSchool, is the school’s Learning Management System (LMS) and will be utilized by students to digitally submit homework assignments, receive feedback and announcements, participate in interactive discussion boards, write academic blogs, and much more.

Parents/Guardians listed in PowerSchool for each student will receive their daughter’s 12 digit Schoology Access Code, and instructions on how to create their Schoology Parent account through their advisor. As a parent, you will be able to view your daughter’s activities as well as her progress on academic assignments within this platform.

# BLOCK SCHEDULE

In order to accommodate the needs of the curriculum, Holy Cross has a block schedule that offers students eight class periods over a two-day period. Each day is designated a *Purple Day* or *White Day*. Students will have four classes each day (or three classes and a Study Hall). Students earn 0.50 credits per class by semester as in a traditional schedule. Each student is required to take eight classes per semester, which can include a study hall.

The schedule below alternates between a Purple Day and a White Day. The daily schedule rotates on a daily basis, periods 1-4 and 4-1 on consecutive Purple Days, to ensure that students visit each class at their optimal state and do not repeatedly miss the same periods.

Holy Cross begins the first day of school with a Purple day, then the days alternate. If a day is missed for a holiday, classes always pick up with the next alternate day following the color day just finished. Weather-related closures will fall under the e-Learning policy.

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Rotating Period Sequence	1	5	4	8	1
	2	6	3	7	2
	3	7	2	6	3
	4	8	1	5	4
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
	5	4	8	1	5
	6	3	7	2	6
	7	2	6	3	7
	8	1	5	4	8

## E-LEARNING DAYS

In the event of a weather-related or maintenance/facilities school closure, The Academy of the Holy Cross may announce an e-Learning Day. A notice on the school website and postings on course webpages will provide students and families with information about course-work to be completed on this day. Teachers in courses that would normally meet on this day will provide lessons and assignments, and be available to students online at the designated class time. Teachers may use their discretion as to whether or not students must meet virtually for any given class during the designated class period. **Students are expected to complete work as assigned and submit on time.** More detailed information about e-Learning Days is available on the Student and Parent Zones on the website.

While The Academy of the Holy Cross generally follows Montgomery County Public Schools (MCPS) for weather-related closings and delays, we reserve the right to make independent decisions based on the specific needs and circumstances of our school community. Any such decisions will be communicated promptly through our regular notification channels.

## DAILY SCHEDULES

The daily schedule provides students with the opportunity to manage their time to satisfy the demands of their academic and personal lives. Tartan Time provides students the opportunity to meet with their Advisory, student clubs, teachers and seek out other academic resources and support.

<b>Period 1</b> 8:00-9:15 (75 minutes)
<b>Tartan Time</b> 9:15-10:15 (60 minutes)
<b>Period 2</b> 10:15-11:30 (75 minutes)
<b>Lunch</b> 11:30-12:15 (45 minutes)
<b>Period 3</b> 12:15-1:30 (75 minutes)
<b>Period 4</b> 1:35-2:50 (75 minutes)

# ACADEMIC POLICIES AND PROCEDURES

## COURSE REGISTRATION

The process of course registration begins in January when students receive recommendations from current teachers about courses they should pursue in the coming academic year. During a two-week period in late January and early February, students submit their course requests for the next school year. The Program of Studies on the Holy Cross website provides a complete listing of the courses offered and the process involved. Advisors will monitor students' academic progression throughout the school year.

While every effort is made to honor student course selections, The Academy of the Holy Cross cannot guarantee placement in all requested courses. Scheduling constraints such as section conflicts, singleton courses (classes with only one section available), graduation requirements, and faculty availability may limit options. Priority is given to students based on grade level and academic need, and students may be asked to revise their course selections accordingly.

## STUDENT SCHEDULE CHANGES

**The deadline for all schedule changes is the end of the second full week of school for each semester; the specific date is posted on the school calendar.** Holy Cross does not permit schedule changes based on teacher preference. Students wishing to make a course change must complete a Schedule Change Request Form and get parental permission prior to submitting the request. Every student must remain in the section of any course to which she has been assigned until her schedule change has been approved. No student may enroll in a course after the completion of the second full week of school. For year-long courses, no schedule changes are permitted for the second semester.

**Any course dropped before the end of the second full week of school will not appear on the student's transcript. Students who withdraw from a course after the schedule change period has ended will receive a WD-P (withdrawn-passing) or WD-F (withdrawn-failing) notation on their transcript. All courses dropped after the add/drop period require the approval of the Principal.**

## SCHOOL RECORDS

Official records maintained by Holy Cross are limited to those kept by the Registrar's Office. A student or her parents may request an appointment with a School Counselor or the Registrar to review the official records of the student. Holy Cross requires written parental consent for the release of any transcript of students' records. The College Counseling Office provides procedures for having official transcripts sent to colleges or any third-party institution. Official transcripts will not be given directly to the students or to parents. Holy Cross **will not release student records unless all financial obligations have been met.** Parents with non-custodial or other legal parental issues should notify the Registrar's Office of any legal documentation involving rights to view or receive records. For information on disclosure policies, please visit the College Counseling webpage.

## ACADEMIC ASSISTANCE AND MONITORING

The Academy of the Holy Cross is committed to supporting our students in their academic endeavors and, to this end, student grades are examined bi-weekly to determine such things as eligibility for participation in clubs, athletics, and other activities, enrollment in study hall, and the need for academic assistance through either Academic Support or Academic Probation.

Teachers are expected to update grades in PowerSchool at a minimum of every other Tuesday.

## STUDENT SUPPORT PROGRAM (SSP) & PARTICIPATION IN ACTIVITIES

The Student Support Program (“SSP”) is a program intended to further support the academic development and educational goals of all students at The Academy of the Holy Cross. This program will improve communication with families, provide academic resources, develop strategies for navigating our high school curriculum, and determine student eligibility in extracurricular activities.

The SSP operates in collaboration with eligibility requirements for extracurricular activities. Grades are updated and previewed biweekly based on unweighted Grade Point Averages (GPAs).

Unweighted current-semester GPAs will be visible on Powerschool at 3:00 pm on the designated Wednesday and will remain visible until 12:00 pm on Thursday. A student with a GPA below 2.25 will be deemed at-risk for two weeks, and an email will be sent to the student and family. Should an at-risk student not improve her GPA by the next GPA review, two weeks later, she will be deemed ineligible and enrolled in the SSP. Students enrolled in the SSP will not be allowed to participate in extracurricular activities for a minimum of two weeks, until their GPA has improved to 2.25 or above at a proceeding review.

## ACADEMIC PROBATION

Academic Probation is established when a student has already been in the SSP for at least one semester and her GPA has not risen above a 2.25. When Academic Probation is put in place, direct communication with the student and the parents or guardians will be made. In addition, a meeting between the student, her parents or guardians, and the Principal will be held for the purpose of developing an action plan that will best support the student and her return to good academic standing at Holy Cross with GPA rising above 2.25 and no failures in any course. An academic contract is also put in place at this time. Students who are not able to return to good academic standing according to the terms of the contract may not be invited back to The Academy of the Holy Cross following the end of the first or second semester.

## EXPECTATIONS AND GUIDELINES FOR ACADEMIC WORK

### SUBMISSION OF LATE ASSIGNMENTS

A late assignment (**not including homework and daily assignments**) is any assignment not submitted on the due date, **provided the student was present in class that day**. Assignments include, but are not limited to, labs, papers, and projects.

Late assignments will be accepted after the due date with a **10% grade deduction per day (including weekends)**. For example, an assignment submitted 2 days after the due date will receive a maximum of 80%; an assignment submitted 5 days after the due date will receive a maximum of 50%; and assignment submitted 10 days after the due date will receive a 0%.

**Homework and daily late assignments will *not* be accepted after the original due date.** Homework and daily assignments will not be accepted late because they are designed to reinforce daily learning, build consistent study habits, and prepare students for upcoming lessons. Accepting late work undermines the structure and pacing of the course, delays feedback, and can create unfair advantages. To maintain academic integrity, equity, and to ensure all students stay on track, deadlines must be followed. Homework and daily assignments may include, but are not limited to: practice problems, reading, note-taking, finishing classwork, etc.

Assignments are due at the beginning of the class period or as stipulated by the syllabus. (For example, if the 2nd period begins at 10:20 am, students are expected to have the assignment ready to be submitted at 10:20 am.) Students may make arrangements with the instructor if a late arrival is expected (for doctor's appointments, *etc.*).

If a student arrives late to class after a graded assignment or assessment has already begun, she will not be allowed to make up the missed portion unless appropriate documentation for an excused absence is provided and approved by Administration.

## MAKE-UP WORK FOR EXCUSED ABSENCES

***Make-up Expectations:*** Students who are absent from school for any reason are required to check Schoology, email their teachers about missed work, and speak to teachers in person on the day of their return. Voicemails about make-up work are not accepted. **It is not the expectation that teachers will reach out if a student is absent.**

***Assessments & Assignments:*** In order to receive full credit on tests, quizzes, or other in-class assessments, students are expected to complete missed assessments **within two academic days per missed school day (not color day) upon their return. (For example, if a student misses an assessment in math on a Monday and returns to school Tuesday, they must take the missed assessment by Wednesday of the same week.)** An academic day is understood to be a day in which classes convene.

All long-term projects/assignments are **due at the beginning of a class on the day of the student's return** and late projects/assignments will be reduced by 10% for each day after the student's return as described above. Extended absences will be treated on an individual basis.

## EXTENSION POLICY

Students are not required to **complete more than two tests or other major assessments in any one school day.** Major assessments include but are not limited to tests and in-class essays. Quizzes are not considered major assessments. Long-term projects/assignments/papers are not applicable to this policy.

In the event that a student is scheduled to take more than two tests or other major assessments in a given school day, **it is required and the responsibility of the student to contact all of her teachers involved at least 24 hours in advance** to arrange to complete the additional test or other major assessment at an alternative time. The teacher will deny an extension if the student does not abide by the appropriate stipulations described above. Students who fail to complete the test at the arranged time will be subject to missing work penalties in accordance with the Student and Parent Handbook and school late work policy.

## INCOMPLETE GRADE

In exceptional cases and with the Principal's approval, a student may receive an Incomplete instead of a final grade on the report card. Any assignments or assessments not completed by the Principal's designated deadline will be recorded as a zero (0).

## SUMMER WORK REQUIREMENTS

Holy Cross has summer requirements for many of its courses in order to prepare students to be independent learners. Students complete their specific course readings and assignments by the first day of class in the fall. Assignments are posted on the school website. Failure to complete the required summer assignments may result in a grade of zero (0).

# ACADEMIC PROGRAMS AND OPPORTUNITIES

## ADVANCED PLACEMENT OFFERINGS

Each year, the Academy of the Holy Cross is committed to offering a variety of challenging courses to its students. Advanced Placement (AP) courses are recommended to students who seek challenging coursework in individual subject areas. These courses culminate with summative exams, based on content for the entire course, that are nationally administered in May. Students enrolled in AP courses are required to take the AP exam. This exam is taken in lieu of a semester two assessment. Because the AP exam grade does not count toward the course grade at Holy Cross, no exam grade is entered for semester two. However, if a student does not take the AP exam, a grade of zero (0) is entered for the semester two assessment, which is factored into the cumulative course grade. Additionally, the student will not receive the weighted AP credit on their transcript for any course for which they do not take the AP exam.

### Advanced Placement (AP) Exam Fee

Students enrolled in Advanced Placement (AP) courses are required to take the corresponding AP exams in May. AP exams are ordered in early November through the College Board. To ensure timely processing and administration, families are responsible for the cost of each exam at that time. Specific payment instructions and deadlines will be communicated in advance. Failure to submit payment by the deadline may result in a late order fee or cancellation of the exam.

Please note that AP exam fees are non-refundable once the exams have been ordered, and late registration or cancellation may incur additional fees as determined by the College Board.

## ONLINE COURSE POLICY

The Academy of the Holy Cross values an academic experience grounded in personal instruction, classroom interaction, and community-based learning. In limited circumstances, students may take online courses during the school year to supplement their academic program. The following guidelines apply:

### Eligibility for Online Courses

Students may request approval to take an online course only under the following conditions:

- **Curricular Advancement:** The student has completed all levels of a given subject offered at Holy Cross and wishes to pursue further study not available through the school's curriculum.
- **Scheduling Conflict:** A documented and irresolvable scheduling conflict prevents the student from enrolling in a required or desired course during the regular academic year.
- The course does **not** include a qualified teacher who provides instruction, assigns and grades coursework, and offers regular feedback.

### Approval Process

All online course requests must be submitted in writing and approved in advance by the Principal. The request must include:

- A detailed rationale for taking the course.
- The name of the accredited online provider.
- A course description including instructional format, assessment methods, and information about the assigned teacher.

## DUAL ENROLLMENT/DUAL CREDIT WITH MARYMOUNT UNIVERSITY

Holy Cross offers a dual credit/dual enrollment program in partnership with Marymount University to afford eligible students four opportunities to earn college credit. Dual credit allows eligible juniors and seniors in strong academic standing to fulfill a high school academic requirement while simultaneously earning college credit for a course. These courses are taught on Holy Cross's campus during the school day by Holy Cross faculty members who have achieved adjunct faculty status at Marymount. These credits may be transferable to other colleges and universities, depending upon the school and its policies. As with AP courses, students enrolled in these courses receive 0.7 additional grade points towards their GPA upon successful completion of the course with a grade of C- or higher. (For more information, please refer to the grading scale in the Holy Cross Student and Parent Handbook.)

Under the dual enrollment arrangement, rising juniors and seniors at Holy Cross become eligible to take courses at Marymount University in Arlington, VA at a substantially discounted rate. **There is an additional fee of approximately \$500 per course that parents are responsible for paying directly to Marymount University.**

### Dual Credit Courses in the current Program of Studies include:

English:	Theology:
Movie or the Book	Religions of the World
Short Fiction	

## PROJECT LEAD THE WAY ENGINEERING PROGRAM

Holy Cross introduces students to the field of engineering through a nationally recognized, hands-on, project-based curriculum that draws upon their knowledge of math and science through the model of Project Lead the Way (PLTW). PLTW Engineering empowers students to step into the role of an engineer and adapt a problem-solving mindset. The program engages students in collaborative, real-world activities such as working with a client. As students work together to design and develop solutions to local and global challenges, they engage in problem-solving strategies and critical and creative thinking. Students will also be afforded an opportunity to develop hands-on engineering capabilities through their participation in the Vex Robotics Competition.

All students take the Project Lead the Way End of Course (EoC) exam, which makes them eligible to receive three-hours of transcribed college credit from Rochester Institute of Technology (RIT). **Scholarships and college credit opportunities for students who complete PLTW coursework can be found [here](#).**

### Courses offered currently include:

- Environmentally Sustainability
- Introduction to Engineering Design
- Principles of Engineering
- AP Computer Science Principles

## SANCTA CRUX HONORS PROGRAM

The Sancta Crux Honors Program fosters academic leadership in students who are passionate about learning and sharing their knowledge with others. Through mentorship, rigorous coursework, and experiential opportunities, scholars in the Gillespie STEM or Spes Unica Humanities pathways hone their skills, and prepare for the future with a senior capstone project.

During this four-year program, Holy Cross will foster the intellectual growth of these young women and help them embrace and develop their gifts. Students must take three credits of advanced classes each year and maintain a 3.5 weighted grade point average throughout the program. Students receive a Faculty/Staff Mentor, enhanced college counseling during the freshmen and sophomore years, and participate in enrichment programs and trips.

## **SPES UNICA HUMANITIES PROGRAM**

The Academy of the Holy Cross invites incoming Freshmen with exceptional academic achievement and potential to become Spes Unica Scholars. Current Freshmen who meet this criteria at the conclusion of the ninth grade may also be considered for admission to the program beginning Sophomore year. Spes Unica Scholars earn recognition at graduation for their exceptional achievements in the humanities (English, Social Studies & History, World Languages, and the Arts), both inside and outside the classroom. In addition to honors and AP courses in the humanities disciplines, students receive more in depth experience with public speaking, research skills, and academic opportunities within related fields.

## **GILLESPIE STEM PROGRAM**

The Gillespie STEM Program is named after the American foundress of the Sisters of the Holy Cross, Mother Angela Gillespie, C.S.C. This program is offered to qualified incoming freshmen who have demonstrated an aptitude for science and math, and a sincere interest in the field of engineering. Gillespie STEM Scholars earn recognition at graduation for their exceptional achievements in Science, Technology, Engineering, and Math (STEM), both inside and outside the classroom. In addition to honors and AP courses in the STEM fields, students receive more in depth experience with research methods, the engineering design process, presentation skills, project management, professionalism and ethics.

## **MADELEVA SCHOLAR PROGRAM**

The Madeleva Scholars Program provides a structure enabling students to achieve most fully those qualities articulated in the Mission Statement of The Academy of the Holy Cross: courage, compassion, and scholarship. Sister Mary Madeleva Wolff, CSC, was the president of Saint Mary's College at Notre Dame, IN for 27 years. She is internationally recognized as one of the outstanding women in Catholic literary and academic fields. Students choose to enter the Madeleva Scholars Program as they register for their Sophomore year. Among other qualifications, they must maintain at least a 3.0 GPA and successfully complete three years of the program in order to receive the Madeleva Scholar Certificate.

## **MOREAU OPTIONS PROGRAM**

**The Moreau Options Program supports the belief that students with special needs, like all students, deserve the same opportunities to maximize their academic, social, and spiritual potential.** Holy Cross offers a modified inclusive academic program for young women with intellectual disabilities through our Moreau Options Program. Building upon our mission to educate young women in a Christ-centered community that values diversity, and developing them to become women of courage, compassion, and scholarship, it seems only natural for Holy Cross to embrace the great mosaic that is our family of faith. The Admissions Office has detailed information about the program.

## **SAINT MARY'S PROGRAM**

Holy Cross's Saint Mary's Program (SMP) is a program designed for college-bound students diagnosed with mild learning differences. The goal of the SMP is to help these young women embrace their individual learning styles while pursuing academic excellence. Students have the opportunity to participate in this program on a semester-by-semester basis, based on the needs identified by outside psycho-educational testing. During this period, the student can maximize her study habits at school and take advantage of the resources available.

*Saint Mary's Program provides:*

- organizational support
- assistance with study skills
- writing support
- strategies for self-advocacy
- facilitation of study groups
- assistance in scheduling teacher meetings
- information about department-sponsored tutorials
- observations in the classroom
- opportunities for monitoring progress and setting goals for improvement.

Over the course of four years, our collaborative approach develops a college-ready student who understands her learning strengths and challenges and can implement strategies necessary for future academic success. For more information, contact Holy Cross's Student Resource Director.

## SENIOR INTERNSHIP

Senior Internship is a career education co-curricular program designed to give Seniors the opportunity to make realistic decisions about career choices and options. The program, which is a graduation requirement, enriches the Senior-year curriculum by enabling students to participate in off-campus career placements not available outside of a school-sponsored program.

Throughout Senior year, the Senior Internship Coordinator works with each student to find a project based on her abilities, interests, and talents. The internship lasts approximately three weeks and students are required to log 60 hours. Students work under the direction of community sponsors and with the supervision of Faculty and Staff Mentors. Students work in a variety of career areas including art, business, communications, computer science, drama, education, engineering, health services, mental health services, music, and science. Placements must be approved by the Senior Internship Coordinator, and students will not be given permission to work in private homes. After completing the Senior Internship, each student submits a written report and her time log to her mentor. Some students will share their experiences of Senior Internship with students and Faculty during a school assembly.

## FIELD TRIPS

Field trips are valuable educational experiences whose purpose is always based upon course curriculum objectives, therefore **attendance is mandatory**. However, since students generally miss a whole day of classes, Holy Cross reserves the right to deny participation for those who are in academic jeopardy or who are experiencing discipline problems. In order to participate in a field trip, a student must also complete and submit the proper school permission form signed by a parent or guardian. Telephone calls and written notes will not be accepted in lieu of the proper forms. **Students must be neatly dressed, in full uniform, for all field trips unless otherwise specified.** Field trips are considered an extension of the school day; therefore, Holy Cross's code of student conduct applies. Students are expected to demonstrate respectful, responsible, and appropriate behavior at all times while representing the school off campus. Failure to do so may result in disciplinary consequences and/or exclusion from future field trips.

# ATTENDANCE AND STUDENT CONDUCT

## ATTENDANCE POLICY

Regular attendance is imperative for the academic success of students. Additionally, colleges, the Motor Vehicle Administration, and prospective employers may request the attendance records for students, so students must avoid excessive absences and tardies. Student absences and tardies are noted on the permanent record of the students, which includes report cards. The total number of absences, both excused and unexcused, are noted on the transcript of the student. Excessive or chronic absences may result in the loss of class credit or separation from Holy Cross. School holidays, vacations, and professional days are published on the school calendar, available on the school's website. The online calendar is regularly updated and takes precedence over any hard-copy version of the school calendar.

**Participation in all extracurricular activities requires a full-day of attendance, which includes attendance in all classes and Tartan Time activities (including no tardies for first period classes) on the day of an activity.** If a student has an excused absence on the day of an activity, the school must receive documentation from the student's physician or the official involved in the absence. **Notes from parents/guardians do not excuse a student's absence or tardiness.** Students who spend an entire period in the office of the School Nurse or School Counselor will be considered absent and coded accordingly in PowerSchool.

Classes begin promptly at 8:00 am and the school instructional day ends at 2:50 pm. **Students are considered tardy if they are not in their assigned seat of their first period class.**

Absences and tardies affect a student's academic performance. **If a student accumulates more than seven (7) total absences or tardies—whether excused or unexcused, from a specific course within a semester, the student will be placed on an Attendance Contract. If a student accumulates ten (10) or more total absences or tardies, whether excused or unexcused, from a course within a semester, the student may lose a letter grade for that course. Exceptions may be granted only in the case of extenuating circumstances, as determined by the Principal at their sole discretion.** A class period spent in the Health Room, or a student absent from free period, is considered an unexcused absence from that class. Field trips are an extension of the classroom and, therefore, are not considered a class absence. Students under an Attendance Contract must meet with the Dean of Students in order to address any issues relating to their attendance. Excessive or chronic absences may result in separation from The Academy.

Extended illness or poor health that results in continued or frequent absence must be verified by a statement from the student's physician. Absence of **more than three consecutive days** requires a note from the doctor to be uploaded to SchoolArrival to document the student's illness. **If a note is not uploaded upon the students return to school, the absences will be unexcused.** Students with unexcused absences will not be allowed to submit due or missed work/assessments for credit.

Excused absences include:

- Personal illness
- Death in the immediate family absences
- Religious observances

- College visits (must be **requested and approved two days in advance** through the College Counseling Department)
- Other special exceptions which must be approved by the Principal or Dean of Students **prior** to the event.

College visits are considered excused absences. **Students are required to follow the procedures put in place by College Counseling for college visits. This must be done and approved prior to the visit.** Second semester Juniors and Seniors (first semester) are allowed a total of four absences for college visits. Seniors are allowed three additional college visits in their second semester. **The maximum number of absences allowed for college visits is seven.** Visits are not permitted on the last day of any semester.

All other absences are considered unexcused. The Principal holds final authority in determining whether a particular absence is excused or not. It is the student's responsibility to seriously consider the effect that regular attendance has on academic success and to realize that unnecessary absences hinder academic growth and may result in loss of credit.

To support student safety and streamline absence reporting, the school uses SafeArrival, powered by SchoolMessenger, which is integrated with PowerSchool's communication platform. This system allows families to report absences quickly and easily through the SchoolMessenger App, via phone, or online.

### **Reporting Absences**

Parents or guardians are required to report their daughter's absence no later than 8:30 AM on the day of the absence. Absences may include full-day absences, late arrivals, or early dismissals.

If a student is marked absent and no report has been received, the SafeArrival system will initiate automated notifications at 9:00 AM, including emails, text messages, and phone calls, to ensure the absence is verified. These communications will continue until a parent or guardian responds and confirms the absence.

To Report an Absence, Late Arrival, or Early Dismissal:

- Use the SchoolMessenger App (available for download on iOS and Android)
- [Visit the SchoolMessenger online portal](#)

Families are required to use one of these options to communicate attendance information efficiently and avoid unnecessary disruptions.

Timely and accurate communication regarding attendance is essential for maintaining student safety and ensuring accurate academic records. Thank you for your partnership in supporting a culture of accountability and care at The Academy of the Holy Cross.

### **Early Dismissals for Medical or Dental Appointments**

Whenever possible, medical and dental appointments should be scheduled outside of school hours to minimize disruption to the student's academic day.

If a student must leave school during the day, the following procedures must be followed:

1. The parent or guardian must report the early dismissal through SafeArrival prior to the student leaving campus.
2. The Receptionist will call the student's classroom to notify the teacher and dismiss the student.
3. The student must sign out at the front desk before leaving the building.
4. If the student returns to school the same day, she must sign back in at the front desk upon arrival.

5. A physician's note must be uploaded through SafeArrival before the student returns to school following the appointment. If a physician's note is not provided, the student's absence will be unexcused.

Following these steps ensures accurate attendance records and helps us maintain a safe and secure school environment.

If a student leaves campus without signing out she will face disciplinary consequences. All students are expected to attend all school assemblies, all school masses, and any events during the Tartan Time period. **Regular attendance of each student at Holy Cross is vital for academic success.**

## ARRIVAL AND DISMISSAL

The school day extends from 8:00 am until 2:50 pm. During the day, students arrive at and leave from the designated student entrance 1. Cars are to discharge passengers only at designated entrance 1 and pick up in the afternoon at entrance 1 only, unless an exception is made by the Administration. In order to keep the flow of traffic moving safely, dropping off or picking up students on the front circle, or using the front circle to exit the school is not permitted. Before and after school, students must be under adult supervision whenever they are on campus. Students who arrive before 7:30 am must report to the Student Commons. After dismissal, students may be on campus if they are participating in school-sponsored activities, e.g. athletics, Media Center study, or club meetings.

The townhouse community (Stoneybrook) behind Holy Cross is private property. This includes the road (Cloister Drive) leading into the property (by the bridge and by the stairs and entrance to our lower parking lot). **While Holy Cross students are granted access by foot, STUDENTS MAY NOT BE LET OFF OR PICKED UP along this road or in the townhouse community.** Unauthorized vehicles are not permitted on or in the Stoneybrook Community property. Failure to adhere to this policy will result in disciplinary consequences.

## TARDINESS AND EARLY DISMISSAL

**A student is tardy to a class if she arrives after the bell.**

Tardiness is not only a major infraction of Holy Cross's attendance code, but also extremely disruptive to the school routine and classmates. If a student has an early morning appointment, she must produce official documentation of this appointment when she arrives at school. Physician appointments scheduled during the school day are discouraged; they will add to the student's cumulative absence record. **Students who miss more than one half of the class period accrue an absence in that class, unless excused by a physician's note.** A student who is chronically tardy to class may be placed on an Attendance Contract or receive disciplinary consequences. A student who is tardy to the first period of the day will receive a tardy slip from the Receptionist.

The Academy of the Holy Cross publishes school holidays, vacations, and professional days on the school's calendar to facilitate the planning of appointments and trips so that students will not miss classes. **If a family schedules a vacation or extended absence (sporting event), they must request prior approval from the Principal.**

Prolonged illness or hospitalization calls for special adjustment. A student in need of an early dismissal must present a note or email to the Attendance Office the morning of the early dismissal. The note must be written and signed by a parent or guardian, stating fully the reason for the need for the early dismissal. If dismissal is for a physician appointment, a note from the physician must be presented the following day. All assigned work due in class that day must be submitted prior to the student's departure and will be counted late if not received by the teacher. Students are not permitted to sign the name of the parent or guardian under any circumstance.

## TRUANCY

A student absent from school for an entire or partial day without permission, leaves school during the school day without permission, forges a note regarding an absence or early dismissal, or fails to attend a class or classes while present on the school grounds is subject to disciplinary consequences. For a first offense, the student will receive an In-school Suspension (ISS). For a second offence, the student will receive an out-of-school suspension and the student will be placed on disciplinary watch for a minimum of one semester and may receive additional disciplinary consequences. Students who are missing from any class, including co-curricular time, but have not left the school building, will receive an unexcused absence and a detention. Students who leave the school building without permission or authorization may serve a one-day out-of-school suspension. If necessary, local authorities may be notified.

## UNAUTHORIZED ABSENCE FROM CLASS

An unauthorized absence is any absence from class without a valid excuse or prior approval from the appropriate school authority. This includes leaving class for an extended period of time, skipping class, leaving campus without permission, or failing to attend assigned school activities during school hours.

First Offense: The student will be assigned an **in-school suspension**, during which they will complete missed work and they will receive counseling to address the reasons for the absence. Parents/guardians will be notified of the infraction and the consequences.

Continued Unauthorized Absences: Repeated violations will result in **out-of-school suspension** for a duration determined by the severity and frequency of the absences. The student will also be required to meet with a counselor or administrator to develop a plan to prevent future incidents. During an out-of-school suspension, students are not permitted to make up any missed daily assignments. All work missed during the suspension will receive a grade of zero. However, students are encouraged to complete the work independently for practice and reinforcement of learning. **Students may make up missed assessments.**

Persistent Non-Compliance: If unauthorized absences persist despite interventions, the student may face **removal from Holy Cross**. This decision will be made following a thorough review involving the student, parents/guardians, and school administration.

## FAMILY VACATIONS DURING THE SCHOOL YEAR

The Academy of the Holy Cross strongly discourages the scheduling of family vacations or trips during the academic year. Regular and consistent attendance is essential to a student's academic success, participation in school life, and sense of community.

- **Planned Absences:** If a family chooses to schedule a vacation during the school year, parents/guardians must notify the Attendance Office in writing at least two weeks in advance.
- **Academic Responsibility:** Teachers are not required to provide assignments in advance of a vacation. Students are responsible for all classwork, homework, and assessments missed during their absence.
- **Assessments:** Missed tests, quizzes, labs, or in-class projects may not be able to be replicated in their original form. Students should expect to take alternate assessments at the teacher's discretion.
- **Impact on Attendance Record:** Vacation days are included in the student's cumulative attendance record and may affect eligibility for certain academic programs, course credit, extracurricular activities, or honors.
- **School Events:** Families should note that vacations do not exempt students from responsibilities connected with co-curricular activities, athletics, or performance commitments. Missing rehearsals, practices, or competitions due to

family travel may impact participation eligibility.

The Academy asks all families to plan vacations during scheduled school breaks to ensure that students do not miss valuable instructional time or important community events.

## HOLY CROSS CODE OF CONDUCT

As a Catholic institution, The Academy of the Holy Cross is grounded in the values of mutual trust, respect, and personal responsibility. All members of the school community are expected to uphold the core principles of academic honesty, integrity, and accountability in their words, actions, and relationships. Holy Cross's Code of Conduct serves as a foundation for cultivating a culture of respect and ethical behavior, guiding students to take ownership of their choices and grow as individuals of conscience and character.

The following summarizes the core expectations of Holy Cross's Code of Conduct:

- **Respect & Behavior:** Treat yourself, others, and property with respect; follow all school rules; and contribute to a safe, inclusive, and harassment-free environment.
- **Academic Integrity:** Complete your own work honestly; avoid cheating and plagiarism; and cite sources appropriately. Always honor the school's academic standards.
- **Conduct & Compliance:** Follow directions of school faculty and staff, adhere to the uniform policy, and refrain from the use of prohibited substances.
- **Attendance:** Attend all required classes and events, be on time, and follow school procedures for reporting absences.
- **Digital Citizenship:** Use technology responsibly and respectfully, both in and out of school. Your online behavior should align with school values.

Violations of the Code of Conduct may result in disciplinary action at the discretion of school administration, with a focus on accountability and growth.

## HONOR PLEDGE

At The Academy of the Holy Cross, we uphold the core values of academic honesty, integrity, and personal responsibility. These values form the foundation of our school community and guide our actions both in and out of the classroom.

As members of this community, students are expected to commit to the following pledge:

**“I pledge on my honor to uphold my community’s core values of academic honesty, integrity, and responsibility. On my honor, all assignments and assessments for the 2025–2026 school year will be completed without any unauthorized assistance.”**

This pledge reflects our shared commitment to trust, accountability, and ethical conduct in all areas of school life.

By signing the **Student & Parent Handbook**, students and parents acknowledge that they have also signed and agreed to this **Honor Pledge**, affirming a shared commitment to trust, accountability, and ethical conduct in all areas of school life.

## HONOR COUNCIL

The Honor Council exists to support a culture of personal integrity, accountability, and community responsibility at The Academy of the Holy Cross. Rooted in the values of respect, honesty, and trust, the Council serves as a reflective and formative body that addresses concerns related to student conduct.

The Honor Council provides a space for thoughtful review and response when community expectations are not met. The Council aims to ensure fairness, reinforce shared values, and help students learn from their actions in a supportive and structured setting.

The Honor Council is composed of the Dean of Students, Assistant Dean of Students, Assistant Principal, and Principal. Other faculty or staff may be invited to participate in a consultative capacity, as needed.

Matters may be referred to the Honor Council at the discretion of teachers and school leadership. When convened, the Council will review relevant information, meet with the student, and consider an appropriate response. The goal of the Council's involvement is to promote accountability, provide guidance, and determine outcomes that align with the mission and values of the school.

All Honor Council discussions and proceedings are confidential and are conducted with care and respect for all involved.

## **INFRACTIONS OF THE CODE OF CONDUCT**

As members of this community, we maintain the highest standards of honesty and integrity. Acts of dishonesty, academic misconduct, or technology misuse will not be tolerated.

## **TYPES OF VIOLATIONS**

### **Lying**

The willful telling of an untruth in any form, including:

- Lying to faculty, staff, or administration
- Forging or falsifying academic documents
- Providing false information during Honor Council investigations

### **Cheating**

Submitting someone else's work as your own or using unauthorized assistance, including:

- Copying from another student or outside source
- Giving or receiving unauthorized help on assignments
- Using prohibited materials or resources during assessments
- Attempting any of the above actions

### **Plagiarism**

Presenting someone else's ideas or words as your own, including:

- Copying text without proper attribution
- Paraphrasing ideas without citing the source
- Submitting purchased, copied, or ghostwritten work
- Failing to use quotation marks around borrowed text

- Inadequate or missing citations

### **Unauthorized Use of AI and Technology**

Using artificial intelligence or digital tools without permission, including:

- AI-generated content (text, images, or data)
- Grammar tools that substantially alter your writing (more than 3 consecutive words)
- Online translators, calculators, or other digital resources when prohibited
- Any software that impersonates or substantially assists beyond allowed parameters

## **ACADEMIC WORK EXPECTATIONS**

**Independent Work:** Unless explicitly authorized by your teacher, all assignments must represent your own original thought and effort. This includes homework, essays, projects, lab reports, presentations, and assessments.

**Authorized Collaboration:** Group work is permitted only when explicitly assigned. Follow all teacher guidelines for collaboration: sharing answers or dividing work outside these parameters is prohibited.

**Proper Citation:** Always cite ideas, quotations, and materials that are not your own using the format specified by your teacher.

**Turnitin Submission:** All written work must be submitted through Turnitin to verify originality and proper citation before evaluation.

## **CONSEQUENCES**

Progressive Discipline System:

- First offense: Warning with mandatory workshop with the English Department and opportunity to rewrite (plagiarism) or zero on assignment (cheating/AI violations)
- Second offense: 50% grade (plagiarism) or zero (0) on assignment with possible suspension (cheating/AI violations)
- Third offense: Zero (0) on assignment (plagiarism) or possible separation from school (cheating/AI violations)
- Fourth offense: Suspension or separation from Holy Cross

Lying violations may result in immediate suspension or separation depending on severity.

Parents/guardians are notified with each offense. Multiple or severe violations of any combination may result in suspension or separation from Holy Cross.

## **GETTING HELP**

If you're unsure whether collaboration or specific resources are permitted, ask your teacher for clarification. The school reserves the right to impose discipline at its discretion for Code of Conduct violations.

Upholding academic integrity ensures a fair and meaningful educational experience for all community members.

# EXPECTATIONS AND GUIDELINES FOR STUDENT BEHAVIOR

## DROP-OFF POLICY

The school will not accept or deliver forgotten items such as lunch, athletic gear, homework, projects, textbooks, iPads, or other course-related materials. These items may not be dropped off at the Reception Desk, and students will not be permitted to leave class to retrieve materials delivered by parents, guardians, family members, or others.

If a student forgets their iPad, they may borrow a loaner from the Technology Office.

This policy supports our commitment to fostering academic responsibility and independence. Allowing students to rely on dropped-off items undermines the habits and self-sufficiency they need for success in college and beyond.

## COMMUNICATION

Students and parents/guardians should communicate with teachers in a respectful and professional manner in all written and verbal communications. Clearly state the purpose of the email, any relevant details, and specific questions or requests. Teachers aim to respond to student and parent emails within 24 hours. **Teachers are not expected to respond to emails outside of working hours. Emails sent after hours, on weekends, or during holidays/closures are deemed received at the start of the next work day.**

Students are encouraged to advocate for themselves regarding questions and concerns. This includes seeking help during designated office hours, asking questions in class, and utilizing available resources such as textbooks, class notes, and online platforms.

Parents are encouraged to support their daughter's communication with teachers. However, students should take the initiative in communicating their academic needs and concerns. Parents may contact teachers directly when necessary, but they should respect the established response time and working hours.

Teachers will provide designated office hours, which include academic resource during Tartan Time, study hall, and after school until 3:30 pm, for students to seek help and discuss concerns. Students should make appointments in advance when possible and come prepared with specific questions or topics for discussion.

## COMMUNICATION DEVICES/ELECTRONICS POLICY

All students are issued iPads for instructional use. These devices may be used throughout the day, with restrictions, unless teachers request they be turned off. Students may not use communication or entertainment devices such as cell phones or earbuds/AirPods, or headphones from 8:00 am - 2:50 pm. **If a student needs to use headphones for academic purposes, they must be corded and directly connected to the iPad or laptop. These can be purchased in the Tartan Shop.** All devices are to be turned off at all other times and stored away in the student's locker. If a student needs to communicate with a parent or guardian she must see an Administrator.

In circumstances where a device other than the iPad is used by a teacher for classroom instruction, the student must be supervised using the device and then it must be turned off once its use is no longer needed. **In the event of a student breaking the policy, the school may administer the following consequences:**

**First Offense:** The cell phone/device will be confiscated and returned to the student at the end of the school day and the student will earn 1 demerit.

**Second Offense:** The cell phone/device will be confiscated and only returned following communication between the student, Dean, and parent/guardian, and the student may earn 1 demerit.

**Third Offense:** The cell phone/device will be confiscated and the student will be administered an after school detention. For the remainder of the semester the student may be required to turn her device into the Dean of Students' office at the start of each school day. Her cell phone will not be returned until after the final bell. Failure to turn in the cell phone in the morning will result in further disciplinary consequences.

The school may implement the above-mentioned sanctions or further discipline for any electronic device deemed to be a distraction from classroom learning and participation.

## UNIFORM POLICY

Neatness in dress and appearance is a sign of respect and promotes seriousness of purpose. Each student at Holy Cross is expected to adhere to the required dress code and uniform policy and be in proper uniform at all times during the school day, from 8:00 am to 2:50 pm.

**All students** will be required to wear the uniform to the opening Mass during All-Student Orientation, Monday, August 25, 2025.



	Class of 2029	Classes of 2026, 2027, & 2028	
<b>Polo</b>	White polo or purple polo with logo <i>(year round)</i> <i>Tommy Hilfiger</i>	White, purple, or lavender polo with logo <i>(year round)</i> <i>Flynn O'Hara</i>	White polo or purple polo with logo <i>(year round)</i> <i>Tommy Hilfiger</i>
<b>Dress Shirt</b>	White Oxford with logo <i>(optional)</i> <i>Tommy Hilfiger</i>	White Oxford with logo <i>(optional)</i> <i>Flynn O' Hara or Tommy Hilfiger</i>	
<b>Skirt</b>	Purple pincord skirt (8/25-10/31 & 3/1-5/29) Purple black plaid (11/1-2/27) <i>Tommy Hilfiger</i>	Gray skirt <i>(year round)</i> <i>Flynn O'Hara</i>	Purple pincord skirt (8/25-10/31 & 3/1-5/29) Purple black plaid (11/1-2/27) <i>Tommy Hilfiger</i>
<b>Pants</b>	Gray Dress Pant <i>(optional)</i> <i>Tommy Hilfiger</i>	Gray Dress Pant <i>(optional)</i> <i>Flynn O'Hara or Tommy Hilfiger</i>	
<b>Socks</b>	Solid white socks <i>(any height approved)</i>		
<b>Footwear</b>	Primarily white sneaker		
<b>Outerwear</b>	Solid black spandex shorts or leggings  *Approved uniform sweatshirts can be found in the Tartan Shop		

If students in the Class of 2026, 2027, or 2028 need to replace any part of their school uniform, all replacement items must be purchased through the Tommy Hilfiger School Store, which is accessible via the Parent Portal.

#### Skirts:

- Must be unrolled, finger-tip length or longer
- Accompanied by black biker shorts, so undergarments are not visible
- All skirts should have a finished hem

#### Uniform tops:

- Uniform approved AHC sweatshirt sold in Tartan Shop or club/team issued sweatshirt. No jackets are permitted.
- Solid white T-Shirt or tank top, **sleeves not visible under the sleeves of the polo.**

#### Shoes:

- Sneakers and socks must be white
- **Not allowed:** Slippers, Uggs, clogs, heels, flip-flops, sandals, Crocs, Sanuks and boots are not uniform shoes. Boots may not be worn inside the building.

#### Headcoverings

- Hats of any style, hoods (including those on the AHC sweatshirts), durags, bonnets, wave, and skull caps should not be worn during the school day. **Students are allowed to wear cultural head or hair wraps and headbands.**

The school reserves the right to determine appropriate and compliant dress.

The authorized uniform company for The Academy of the Holy Cross is:

#### *Tommy Hilfiger Uniforms*

[Click here to access our Tommy Hilfiger Store.](#)

**PE uniforms are purchased directly from the Tartan Shop beginning in August.**

## OUT-OF-UNIFORM DAYS AND FUNCTIONS

Holy Cross designates various out-of-uniform days (Tag Days) and hosts many special functions. The Administration provides specific instructions concerning dress before each theme dress day or special function, and these instructions must be followed. If a student does not wish to dress within the "out-of-uniform" guidelines, she is to come to school in full proper uniform. Students are expected to dress in appropriate attire at all special functions including Junior Ring Ceremony, Career Day, Award Ceremonies, Senior Internship, dances, etc. Items that are NEVER to be worn to school include: hats, shorts (with the exclusion of P.E. uniforms during class) that are more than 3 inches above the knee, worn out or tattered sweats, halters, cropped tops, and all clothing that is printed with inappropriate language or messages. The school reserves the right to determine whether the dress and appearance of a student meet the standards of Holy Cross.

## DANCE POLICY

Dances are sponsored by the Student Council and must be approved by the Dean of Students. All on-campus dances take place from 7:00 pm - 10:00 pm. The following regulations exist for school dances:

1. All students and their guests must be present in the building before the stated time deadline for closing the doors. If a student has a legitimate reason for being late to a dance, that student must make arrangements with the Dean of Students PRIOR to the dance for late admission.

2. Holy Cross reserves the right to inspect any vehicles driven by students, bus drivers, etc., to the dance.
3. Students who leave the dance will not be readmitted and must leave the school grounds immediately.
4. Students are not permitted to loiter outside the entrance, in the parking lot, or anywhere on the campus after the dance has ended.
5. The policies regarding use, possession, and/or sale of alcohol, illegal drugs, tobacco and vaping paraphernalia as stated in the Student and Parent Handbook apply to all dances, both on and off campus.
6. Any administrator has the right to determine who may be refused admission to any dance. Faculty and parent/guardian chaperones assist the administrator in this responsibility and have the right to bring to the attention of the administrator anyone whose behavior is unacceptable.
7. Holy Cross uses the Passive Alcohol Sensor (PAS) on all dance attendees.
8. Students attending the dance must make arrangements to be picked up at the time the dance ends. **Students are not permitted to take ride sharing services (Uber/Lyft/etc.) from the dance.**
9. Holy Cross students are responsible for the conduct of their guests. If a guest is acting in an inappropriate manner, or a Holy Cross student is uncomfortable with a guest's behavior, she should report the behavior to a chaperone or an administrator who will take appropriate action.
10. In the case of tickets purchased online, the student and family agree to the guidelines listed above.

## SENIOR PRIVILEGES

As acknowledgment of their experience and hard work, Seniors may be afforded additional traditions. Senior privileges may never include the limiting of access or any form of intimidation, or practices that are demeaning in their nature.

Seniors begin the academic year with the use of the Senior Stage and Senior Courtyard. Additional privileges should be requested in writing by the Senior class president to the Dean of Students. The Administration will make the final decisions as to what privileges will be granted.

## DISCIPLINE PROCESSES AND PROCEDURES

### Administrative Access to Students

To ensure student safety, well-being, and the effective operation of the school, the **Administration reserves the right to speak with or interact with students at any time during the school day or at school-sponsored events without prior parental notification or permission.** These interactions may include academic, behavioral, safety-related, or general school matters. Immediate notification may not always be possible or appropriate, particularly when circumstances require prompt action to preserve safety or confidentiality. Parents/guardians will be informed when appropriate, based on the nature of the situation and professional judgment.

To support Holy Cross's culture of respect, and to help students learn and grow by teaching them to accept responsibility for their actions, the Administration reserves the right to take appropriate action for any offense that violates the guidelines for conduct at Holy Cross. Disciplinary consequences may include, but are not limited to, demerits, detention, in-school suspension, out-of-school suspension, a Behavior Contract, and separation from Holy Cross. The type of disciplinary consequences applied depends on the nature and severity of the rule infraction. Holy Cross reserves the right to (1) select appropriate discipline for any infraction of these procedures and rules without following any form of progressive discipline; and (2) hold students accountable for actions and/or decisions that are not specifically identified herein, should any such actions or decisions be deemed contrary to the mission and values of Holy Cross. If discipline issues continue, Administration may apply a Behavior Contract outlining criteria needed to continue at Holy Cross. Failure to comply with the Behavior Contract may result in separation from Holy Cross.

# Cumulative Behavior Violations Policy

At The Academy of the Holy Cross, our goal is to support a safe, respectful, and mission-aligned learning environment for all students. To ensure consistency and accountability, behavior violations are considered **cumulative**, meaning that repeated infractions over time will result in progressively more serious consequences.

## 1. Philosophy

Behavioral expectations apply at all times on campus and at school-sponsored events. While we believe in restorative practices and opportunities for growth, patterns of repeated misconduct indicate a need for stronger intervention to protect the well-being of the community.

## 2. Cumulative Tracking of Violations

- All behavior incidents, including classroom disruptions, disrespect, misuse of technology, uniform violations, repeated tardiness, and other conduct concerns, reported by faculty and administration are documented.
- Conduct violations accumulate over each semester.
- A student's disciplinary history is reviewed when determining consequences for any new infraction.

## 3. Progressive Consequences

Consequences increase in severity when a student demonstrates a pattern of repeated or escalating behavior.

Examples include:

### First Violation(s):

- Verbal warning
- Teacher conference
- Administration conference
- Parent communication

### Subsequent Violations:

- Written demerit
- Detention(s)
- Meeting with administration
- Meeting with parents

### Continued or Patterned Violations:

- Subsequent detentions
- Loss of privileges (parking, free periods, clubs/activities, attendance at events)
- Discipline contract

### Serious or Persistent Violations:

- In-school suspension
- At-home suspension
- Recommendation for withdrawal or separation from the Academy

## 4. Conduct Contracts

Students who demonstrate chronic or escalating concerns may be placed on a **Conduct Contract**, which outlines specific expectations, required steps for improvement, and consequences for any further violations. Failure to comply with the contract may lead to suspension or separation.

## 5. Communication

Parents/guardians will be notified when disciplinary concerns become significant, repetitive, or result in major consequences. The school reserves the right to assign appropriate consequences based on the full context of each situation.

## **6. Administrative Discretion**

The Administration retains the authority to determine appropriate consequences for any behavior that violates school policy, disrupts the educational environment, or compromises student safety, even if the behavior is not explicitly listed in the handbook.

## **CLASSROOM EXPECTATIONS**

The Academy of the Holy Cross is committed to integrating character development consistently and effectively into all programs. Holy Cross expects every member of our community to model good behavior at all times. We assume that each student will conduct herself in a manner that is in the best interest of the school community. Respect for the personal integrity of others is essential. In addition, students are expected to show respect for school property and the property of individuals.

## **ALCOHOL, DRUGS, TOBACCO AND VAPING POLICY**

The Academy of the Holy Cross will use all available resources to maintain a safe and drug-free and alcohol-free campus. These include working with the Montgomery County police, involving local authorities in all cases, and increasing our own surveillance and checks. Student abuse (defined as the use, sale, or possession) of alcohol and/or drugs on campus or while attending a school-sponsored activity off campus calls for immediate removal from The Academy. The unlawful possession, use, purchase, or distribution of alcohol on Academy property or as part of any Academy activity is strictly prohibited. The unlawful possession, use, purchase, or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia—or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed—is prohibited on Holy Cross property or as part of any Academy activity. The consequences for violation of the above policy will range from the minimum of immediate suspension, along with counseling and an assessment of chemical dependency, to the maximum of expulsion from school.

Additionally, students who are aware of, witness, or are in the presence of drug or alcohol use by peers during school hours, on campus, or at any school-sponsored activity—whether on or off school property—and who fail to promptly report the incident to a responsible adult (such as a teacher, administrator, coach, or chaperone) may also be subject to disciplinary consequences, including suspension. The Academy expects all students to uphold the safety and integrity of the community by taking appropriate action when confronted with prohibited behavior, including but not limited to contacting a responsible adult as listed above.

Students discovered to be in possession of tobacco or vaping paraphernalia will have the device confiscated and their families notified. The consequence for such behavior will be a minimum of a detention with possibility of escalation dependent upon frequency and severity.

## **FOOD POLICY**

Food is not permitted in classrooms, the Media Center, and student tech center during school hours unless permitted by the teacher as part of a class activity.

## **RESPECT FOR THE PROPERTY OF OTHERS**

Students who damage or steal school property, or deny the control of personal or other types of property to its rightful owner, must assume responsibility for any damage done during the theft or denial of control and are subject to severe disciplinary consequences.

## **POLICY PROHIBITING DISCRIMINATION, HARASSMENT, BULLYING, AND INTIMIDATION**

Holy Cross seeks to provide all students with a learning environment free from discrimination, harassment, bullying, and intimidation. Accordingly, Holy Cross strictly prohibits discrimination, harassment, bullying, and intimidation on campus, during school related events, on a school bus, or off campus if such off campus behavior substantially disrupts the orderly operation of the school or a student's educational experience at Holy Cross.

### ***Definitions***

Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that: Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:

1. Motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability;
2. Sexual in nature, including descriptions or depictions of a student with the student's intimate parts exposed or while engaged in an act of sexual contact; or
3. Threatening or seriously intimidating.

Discrimination in its simplest form means treating another differently, or less favorably, because of a personal characteristic such as their race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability.

### ***Reporting Violations of this Policy***

Any member of our community can report a violation of this policy by contacting the Principal or Dean of Students. Reports can be made at any time either verbally or in writing. Reports are most helpful when they are made close in time to when a violation of this policy is believed to have occurred. A report should include as much information as the reporter can provide to allow Holy Cross to review the matter and take appropriate action.

### ***Notifying Parents or Guardians***

Holy Cross will notify the parent or guardian of the alleged victim of a violation of this Policy within three business days of when a report is received. Holy Cross will notify the parent or guardian of the alleged violator of this policy within five business days of when a report is received.

### ***Investigation***

Holy Cross will conduct a reasonable investigation into the alleged violation of this policy. Students, parents, and guardians are expected to cooperate with the investigation. Failure to cooperate in an investigation could lead to disciplinary consequences. During an investigation, Holy Cross will take reasonable steps to protect the alleged victim of a violation of the policy from further acts of discrimination, harassment, bullying, or intimidation. Such steps may include modifying student schedules, enhanced supervision of student activities, and enhanced check-ins with impacted students.

### ***Consequences for Violation of this Policy***

Holy Cross will take appropriate actions if it finds a violation of this policy occurred. The consequences may include restorative consequences for some situations. Restorative consequences are designed as a learning opportunity for those involved and include communication with parents/guardians, conferring with students, administration, school staff, written personal apologies, and the loss of some privileges. For more serious violations of this policy or for repeat offenders disciplinary consequences will be imposed. Such consequences include, without limitation, in school suspension, out of school suspension, and separation from Holy Cross.

### ***No Retaliation***

Holy Cross will not tolerate retaliation against any member of our community who makes a good faith complaint regarding a violation of this policy. Any individual found to have retaliated against another for reporting a violation of this policy will be disciplined.

### ***False Complaints***

Complaints alleging violations of this policy can have serious ramifications to those accused. Consequently, Holy Cross will discipline anyone who makes a false report of a violation of this policy. A false report is different from a report that is wrong but made in good faith. A false report is one where the reporter knows the allegation is false or makes the report with reckless disregard for the truth or falsity of the allegation.

### ***Resources***

Holy Cross's counselors are available to assist students impacted by discrimination, harassment, intimidation, or bullying.

## **DEMERITS**

If a student accumulates three demerits, she will be issued a detention during Tartan Time. Demerits can be tracked on the student's PowerSchool attendance record under Attendance History through the Portal. Demerit counts reset at the semester. It is the responsibility of the student and family to track their demerits and detentions. Notification will not be sent until a student earns a detention

## **TARTAN TIME DETENTIONS**

A Tartan Time detention may be issued if a student has accumulated three demerits over the course of a semester, or for an incident that Holy Cross determines was a significant departure from its expectations of appropriate student conduct. Tartan Time detentions will be held each Thursday from 9:20 to 10:10 am. If a student fails to serve her detention or arrives late, a second detention may be assigned.

Detentions must be served on the date assigned, and **supersedes any other student commitment during Tartan Time.** During a detention, food, drinks, cell phones, and all electronic devices are prohibited unless permitted by the supervisor of the detention. In addition, students must be in full uniform and adhere to classroom expectations for behavior.

## **IN-SCHOOL SUSPENSION**

The objective of the in-school suspension (ISS) policy is to provide a structured and supervised environment for students who violate school policies and norms. The policy aims to address and correct undesirable behaviors, encourage personal responsibility, and maintain a positive school atmosphere.

### **ISS Rules and Expectations**

### **Students assigned to in-school suspension must adhere to the following rules:**

- Arrive on time to the Dean of Students Office.
- Students will be responsible for checking daily assignments on Schoology while in ISS.
- Remain silent and focused on academic work for the entire duration.
- Follow the instructions of the supervising staff member.
- No talking, sleeping, eating, or use of electronic devices unless permitted by the supervisor.
- Complete any assigned reflection or behavior improvement activities.

## **OUT-OF-SCHOOL SUSPENSION**

A suspension is instituted in cases of serious violations of school policy. When suspended, the student remains at home under the supervision of her family. She will not be permitted on school grounds or at any school-sponsored function off-campus. During a suspension, the student is required to keep in contact with her teachers and the Schoology regarding information missed, assignments due, and assessments. A student serving a suspension will not be permitted to make up any classwork but can make up missed assessments. Re-admittance to the school will require a parent/guardian conference with the Principal or other member of the Administration. Suspensions may result from, but are not limited to, such infractions as: use, possession or distribution of illegal drugs, alcohol, mood-altering drugs, and/or smoking materials on campus; being under the influence of illegal drugs, alcohol, or mood-altering substances on campus or at school events; repeated violations of school rules; repeated cheating and/or plagiarism; theft; continued and willful disobedience and/or disrespectful conduct directed at a faculty or staff member; harassment of another student and/or faculty/staff member; and vandalism or defacing school property.

## **SEPARATION FROM THE ACADEMY OF THE HOLY CROSS**

The Academy of the Holy Cross may expel a student, or ask a student to withdraw, if her behavior is deemed harmful to the Holy Cross community. Prior to separation from Holy Cross, a conference will be held including the student, her parent(s)/guardian(s), Principal, and President. A withdrawal request must be received in written form within three school days. Otherwise the school will expel the student.

## **BEHAVIOR AT ATHLETIC EVENTS FOR ALL SPECTATORS**

*A SPECTATOR (student or adult) SHOULD:*

1. Remember that her/his conduct reflects on the good name of Holy Cross
2. Be sportsmanlike at all times
3. Control her/his temper
4. Accept, without comment, the decisions of the officials
5. Treat officials and an opposing school's players, coaches, cheerleaders, and fans with respect, consideration, and courtesy at the scene of the game or elsewhere, and at home games make them feel welcome
6. Be gracious in victory to the losers; in defeat, sportsmanlike
7. Recognize and be willing to applaud the achievements and competitive spirit of opposing teams and players

*A SPECTATOR (student or adult) SHOULD NOT:*

1. Use profane language or indecent gestures toward officials or opposing team players, coaches, cheerleaders, or fans
2. Boo or make hostile sounds to anyone at any time
3. Attempt to distract an opposing player during a contest

4. Enter the playing field or court during the contest
5. Drown out an opponent's cheering section (especially when the latter is small) by shouting when the cheers begin
6. Damage, deface, or litter the property of an opposing school when attending a game off campus
7. Bring noise makers of any kind to any game
8. Display posters or signs that are offensive to others
9. Possess or use any drug or alcoholic beverage at any athletic event in which Holy Cross participates

## ACCEPTABLE USE POLICY

While in school, school-issued iPads are used for instructional purposes only. Students with school-issued iPads must bring them to school fully-charged each day. They are to be used in the classroom setting following the guidelines of the classroom teacher.

The Acceptable Use Policy represents the overall standards and expectations for the responsible use of technology. The primary goal of The Academy of the Holy Cross's technology resources is to enrich the learning that takes place in and out of the classrooms. Technology is an important enhancement to the rigorous academic curriculum taught at AHC, and our goal is to provide the most appropriate tools available to support higher-level learning and instruction. The following is a list of rules and guidelines that govern the use of Holy Cross's network resources. However, all community members are expected to contribute to a stable and productive digital environment. In addition to the specific standards and expectations expressed here, students are expected to conduct themselves with personal integrity and honesty at all times. No other agreement or policy shall supersede this document. Violation of these policies may result in corrective action, including, but not limited to, loss of network privileges or use of equipment, supplementary discipline, or legal action.

Holy Cross reserves the right to regularly review its policies regarding student use of cyberspace as novel uses and applications arise. Enrollment at Holy Cross constitutes an agreement to adhere to the Acceptable Use Policy.

## NETWORK ETIQUETTE AND ACCEPTABLE USE

1. The school's code of conduct extends to the electronic world.
  - a. Technology will not be used to harass or bully others, in or out of school.
  - b. Technology will not be used to steal or borrow intellectual work.
  - c. Technology is not to be used to access or store inappropriate materials.
  - d. Technology is not to be used in a disrespectful way towards teachers by "multitasking" during class (emailing, chatting, doing homework, etc.).
  - e. Technology is not to be used to record individuals without their knowledge and consent.
  - f. Technology will not be used to watch videos or stream content.
  - g. Technology will not be used to download any unauthorized applications.
2. The network and network resources will be used for educational purposes and should be handled with care and consideration. Playing games, online chatting, and watching entertainment videos are *not* allowed during the school day unless associated with a class and permission from a teacher is explicitly given.
3. Users must act in a responsible, ethical, and legal manner when utilizing technology. The network and network resources, including school-issued iPads, are to be used to store school-related files only. Neither the network nor network resources may

be used to store or download music, video, game files, or photos that are not related to instructional use. Users should not expect that files stored on the network or network resources are private. **Holy Cross reserves the right to monitor, view, edit, and remove any materials stored by users that it deems unacceptable.** The network or network resources must not be used to obtain, download, view, possess, or gain access to unacceptable material.

4. Users must comply with trademark and copyright laws and all license agreements. Do not break copyright law by using unlicensed software/apps or pirating audio or visual materials. Additionally, use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary consequences as outlined in the Student and Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary consequences.

5. Do not use electronic resources to plagiarize. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music and text. Using the work of others without giving them the credit, even if they say it is okay, is plagiarizing and is a violation of the Holy Cross Code of Conduct.

- a. Do not ask others for their homework.
- b. Do not cut and paste from the web without a full citation.

6. Users are assigned unique usernames and passwords to protect the information on the network. All users are to respect the need for this security and confidentiality. Do not access or use other people's accounts, computers or iPads, or network folders. Do not borrow computers or computer accessories without express permission from the owner.

- a. Passwords must not be shared with any other person.
- b. If a student suspects that her password has been discovered, that student must immediately report this concern to the IT Help Desk.
- c. Students are responsible for all actions taken under a student's username and password.
- d. Should a student believe that her account has been compromised, she should report the problem to the IT Help Desk.
- e. Before leaving a computer, always be sure to properly log their account off of the network.

7. Students should *not* attempt to bypass the technological blocks that have been placed on computers or iPads to filter content that the school has classified as objectionable. Teachers may request to unblock a website if the website is appropriate and relevant to school activities.

8. Never provide personal information online.

9. Always assume that everything you do online can be seen by the entire world.

10. Students should back up their work often in case of mechanical failure, accidental deletion or loss of device. Do not use technology as an excuse. Students are expected to use Google Drive and other cloud services to back-up all their digital files.

11. Network resources taken off campus, such as the iPad, must never be left in an unlocked locker, unlocked car, or any unsupervised area. In addition, the iPad should always be in a protective case.

**By signing the Student and Parent Handbook, students and parents acknowledge that they have read and agree to the Technology Acceptable Use Policy. Examples of unacceptable use include, but are not limited to, the following:**

- Damage to or tampering with hardware components and configuration
- Tampering or attempting to tamper with account or resource permissions
- Violation of copyright laws

- Wasting of limited resources, including disk space, Internet connection, and paper
- Attempting or gaining unauthorized access to resources or entities (i.e. unauthorized servers, etc.)
- Using the Internet for personal business or financial gain (examples include, buying or selling papers, book reports, and other forms of students work)
- Use of the school's technology resources for illegal activity
- Storage of inappropriate software that may be used for illegal activities
- Inappropriate representation of The Academy of the Holy Cross or members of its community in any web posting, blog, or other electronic communication
- Cyber bullying and text bullying
- Use/attempted use of another student's accounts, files, and/or data
- Sharing your account password with others
- Illegal installation or transmission of copyrighted materials
- Any Messaging/Texting services during the school day are forbidden
- Jailbreaking a school-issued iPad (adapting it to use apps not approved by Apple/Holy Cross)
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems) and/or damage software components of school equipment
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing The Academy of the Holy Cross Internet filter through a web proxy, including Virtual Private Networks (VPNs) and Hotspots

## **SOCIAL NETWORKING AND TEXTING**

Although social networking and texting is generally done at home or off campus, it can have an impact on the school community. While Holy Cross does not actively pursue or routinely view personal networking sites or student cell phones, when objectionable or disrespectful material is brought to the Administration's attention, the school reserves the right to address the content and conduct if it creates a hostile or disrespectful environment. In such a situation, a student's failure to cooperate in Holy Cross's review of the objectionable or disrespectful material could subject the Student to disciplinary action up to dismissal. The school does encourage parents to routinely view and monitor their child's technology usage to ensure that information and content shared does not place any student at risk. Students should not use hashtags, tagging, or any other method of categorizing social media posts that negatively reflect upon Holy Cross. Disparaging comments or posting about Holy Cross will not be tolerated. Students who are found to disrespect the school or defame the school's reputation will be subject to disciplinary consequences as described in this Student and Parent Handbook.

## **NETWORK RESOURCES**

Network Resources refers to all aspects of Holy Cross's owned or leased equipment, including computers, iPads, printers, scanners and other peripherals, email, internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of Holy Cross's network resources, whether this access occurs while on or off campus.

## **LEGAL ISSUES AND HOLY CROSS'S RIGHT OF ACCESS**

The Academy of the Holy Cross owns and operates the equipment and software that comprise our network resources. Any illegal use of network resources is prohibited. All content created, sent, accessed, or downloaded using any part of Holy Cross network resources is subject to the rules stated in this policy as well as within the Student and Parent Handbook. The Academy of the Holy Cross may monitor the network and network resources which are being used, and it should never be

assumed that activity on Holy Cross network resources is private. Additionally, the school reserves the right to search students' personal electronic devices (cell phones, laptops, etc.) when they are brought on to the campus should the school determine there is a reasonable need to do so.

## **VIOLATIONS**

Any and all violations of this student Acceptable Use Policy will result in the loss of network privileges as well as appropriate disciplinary consequences. Persons who believe that they have been harassed or threatened by any of these methods of communication should immediately report the concern in accordance with the school's anti-bullying policy. Any student who accesses inappropriate material on the Internet or who receives harassing, threatening, or inappropriate materials via email or on the Internet must immediately report the concern to the faculty member who is supervising the activity or to the Administration so that the situation can be investigated and addressed appropriately.

## **DISCLAIMER**

Currently, The Academy of the Holy Cross utilizes an Internet filtering system. Providing a filter generally can eliminate access to offensive and pornographic materials. Unfortunately, no filtering system is foolproof. While Holy Cross's intent is to make Internet access available for educational goals and objectives, account holders may have the ability to access other materials. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. We expect students to obey the Acceptable Use Policy when using the Internet and all network resources.

# STUDENT LIFE

## SCHOOL COMMUNITY PROGRAMS

### TARTAN TIME

Tartan Time is a one hour block occurring each day which allows for the development of academic skills and the building of community. During Tartan Time students may be scheduled to remain in their advisory, go to a class meeting, participate in a Counseling-sponsored program, celebrate a liturgy, or attend an all-school assembly. Academic Resource also occurs each week during this time. Students may meet with teachers for extra help, to complete missed work, and to work on specific skills and content as they pertain to the curriculum.

### THE ADVISORY PROGRAM

The Academy of the Holy Cross provides an Advisory Program to foster connection, guidance, and support for each student throughout her high school experience. Advisory groups meet regularly to address academic progress, social-emotional growth, and community engagement.

Beginning in the 2024–2025 school year, the Advisory Program is being enhanced through a phased approach:

- **2024–2025:** 9th-grade students were assigned to a dedicated advisory team focused on the needs of freshmen.
- **2025–2026:** 10th-grade students will be assigned to a dedicated advisory team focused on the needs of sophomores.
- **2026–2027:** 11th-grade students will be assigned to a dedicated advisory team focused on the needs of juniors.
- **2027–2028:** 12th-grade students will be assigned to a dedicated advisory team focused on the needs of seniors.

Until a grade is included in this phased rollout, students will remain with their current advisor through graduation.

This structure ensures that each student receives guidance tailored to her stage of high school while building strong, consistent relationships with her advisor and peers.

#### Mission Alignment

All four years are grounded in Holy Cross's commitment to Christ-centered education, diversity, and the formation of courageous, compassionate, and scholarly women. Each grade level is designed to support the social, emotional, academic, and spiritual growth of students as they mature.

### Advisory Themes and Focus

- 9th Grade
  - Theme: Belonging and Growth
  - Focus: Transition to high school, relationship-building, personal responsibility

- 10th Grade
  - Theme: Knowing Yourself, Leading Yourself
  - Focus: Deepening self-awareness, ethical decision-making, and internal motivation
  
- 11th Grade
  - Theme: Becoming a Woman of Courage and Compassion
  - Focus: Leadership, deeper social responsibility, managing pressures
  
- 12th Grade
  - Theme: Launching with Purpose and Confidence
  - Focus: Transition to adulthood, intentional living, and leadership beyond high school

## STUDENT ADVISORY BOARDS

During Tartan Time and All School Assemblies, Student Advisory Boards provide the opportunity for students and faculty to participate in enrichment activities. There are two Student Advisory Boards:

- Anti-Racism and Social Justice Advocacy Student Advisory Board
- Health and Wellness Student Advisory Board
- Sustainability Board
- Student Government Association (SGA)
- Peer Ministry

Each student advisory board is organized and run by student leaders from various clubs and organizations that focus on educating and serving the Holy Cross community.

## MEDIA CENTER

The primary mission of the Media Center is to assist the development of the students to become independent and lifelong learners. This is carried out through the support and enhancement of the curriculum of Holy Cross, as well as our commitment to integrated learning to encourage students to become problem-solvers and strong communicators.

The Media Center is a learning and collaboration center for both students and faculty, providing space for individual and group study and for research. Our catalog, databases, and research resources are available through the school's website. Our comprehensive technology program includes iPads for every student, interactive whiteboards in every classroom, media lab microphone sets for language lab activities, and wireless access campus-wide. The Librarian/Media Specialist works with the Principal, Assistant Principal, and department chairs to select textbooks, eBooks/iBooks for use with students' iPads.

Holy Cross maintains state-of-the-art infrastructure and hardware in the Media Center to support the increased demand for use providing curriculum and technical support to students and faculty and creating professional development opportunities.

**No food or drink is permitted in the Media Center.**

# SPIRITUAL DEVELOPMENT PROGRAMS

## CAMPUS MINISTRY

Campus Ministry at The Academy of the Holy Cross seeks to express the school's commitment to the spiritual development of the student. Holy Cross gives all students the opportunity to grow spiritually during their four years here. Every student is required to participate in a grade-level retreat each year.

All Freshmen participate in a one-day retreat. They spend the day discovering and reflecting on their individual gifts: "Discerning the Voices in Our Lives." All Sophomores participate in a one-day retreat focusing on "Love: The love of God, neighbor, and self." All Juniors participate in an overnight retreat with the theme of "Friendship." This retreat offers Juniors an opportunity to reflect on their friendships with themselves, with others, and with God. All Seniors attend Kairos, a three-night Kairos retreat during the school year focusing on the student's relationship with God.

Participation in a retreat does not exempt students from their academic responsibilities. Students who participate in a one-day retreat should have current assignments completed on the day they return. Students who participate in a two-day or three-day retreat have two days to submit missed assignments for each day missed. With retreat dates known in advance, teachers plan assignments and tests so that there is no major assignment due or a test scheduled either on the retreat day or on the day that students return from a retreat.

Campus Ministry also provides opportunities for students to engage in other experiences of prayer and worship, including morning prayer at the beginning of each school day, Tartan Time activities, and day-ending prayer. Eucharistic liturgies are scheduled once a month, which includes Holy Days and Solemnities, and each Thursday during Tartan Time. During Tartan Time, the Sacrament of Reconciliation is offered on Wednesdays and Adoration is offered each Friday.

## HOLY CROSS CHRISTIAN SERVICE PROGRAM

Students, faculty, and staff share with the Sisters of the Holy Cross the tradition of compassion, service, and commitment to others. This tradition is rooted in the person of Jesus who says to love as He loves and that, "the greatest among you are those who serve the rest." Holy Cross recognizes that service is "not optional nor is it the work of a few." This Gospel mandate is for all. Understanding that service is not just a requirement, but a vital part of our Catholic tradition, members of the Holy Cross community reach out together in service projects sponsored by clubs, the Student Council, or the Christian Service office, in addition to the work students do on their own initiative.

Freshmen, Sophomores, and Juniors are required to complete 20 hours of approved service each year. Due to the demands of the Senior Internship, Seniors must complete 15 approved service hours by the end of the 3rd semester. However, we recognize the need to offer students more flexibility with their schedules. Rising Sophomores, Juniors, and Seniors will be able to count their service hours earned over the preceding summer toward their next year. (Specific information concerning the nature and frequency of service hour requirements can be accessed via the Student Portal.) Students are not permitted to miss academic days to complete their service hours.

The due dates for service for the 2025-2026 school year are as follows:

Madeleva Summer Service Hours: September 15, 2025

Seniors: April 7, 2026

Freshmen, Sophomores, Juniors: April 24, 2026

Students are required to perform direct service as a requirement for the Christian Service Program. As the above dates help to hold students accountable, students who fail to submit their service hours by April 24, 2026 may not run for student government. Participation in Christian Service activities constitutes a yearly requirement as well as a graduation requirement and students should check the Student Portal for guidelines.

The program focuses on the development of a generous spirit of selfless giving by doing corporal and spiritual works of mercy, especially to those in need. To this end, our entire school community (students, faculty and staff) come together yearly in the spring for our annual Day of Service. On this day, no classes are held and the school community goes out to serve in different capacities in the surrounding areas. Typically held during late April or early May, the Day of Service is a mandatory day of school for all students. Students who miss this mandatory day with an unexcused absence are required to complete 5 additional hours of service to make up the hours they would have completed on that day. The date of each year's Day of Service is available on the school calendar. For the 2025-2026 school year, the Day of Service is April 14, 2026.

## CO-CURRICULAR ACTIVITIES

### CLUBS

Students may choose from many clubs and organizations according to their interests. These organizations meet after school or during Tartan Time and contribute significantly to the vitality of the Holy Cross community. **Participation in any extracurricular activity requires a full-day attendance at school and presence in all class periods on the day of an activity.** To be eligible to participate in any extracurricular activity, a student must maintain a 2.25 GPA for each semester. This policy will take effect at the end of the first semester of a given year for all students.

### NATIONAL HONOR SOCIETY

Membership in the National Honor Society (NHS) is one of the highest honors awarded to a high-school student. Chapters in more than 12,500 high schools across the nation strive to give practical meaning to the Society's goals of excellence in scholarship, leadership, service, and character. The Academy of the Holy Cross Moreau Chapter of the National Honor Society strives to recognize the student who excels in all four areas. The standards used for selection are:

*Scholarship:* Students have and retain a minimum unweighted 3.5 GPA cumulative average.

*Leadership:* Students demonstrate leadership in their activities in the school and in the community.

*Service:* Students demonstrate, through their activities, a commitment to service in their school and in the community.

*Character:* Students demonstrate high standards of character and academic integrity.

Note that meeting these criteria does not guarantee acceptance into the National Honor Society; rather, they serve as a guide in the selection process. Membership is more than an honor. It incurs a responsibility and an obligation to continue to demonstrate those outstanding qualities that resulted in selection. Members are also expected to attend meetings and participate in service projects, the most visible of which is peer tutoring.

In order to be eligible for consideration for membership in the Moreau Chapter of the National Honor Society, a student must have an overall cumulative GPA of 3.5 or above and must not have any Code of Conduct violations or significant disciplinary

violations in the year in which they apply. If a student is admitted to the Chapter, she must maintain these criteria until she graduates.

Juniors will be invited to apply in their second semester. Applications are reviewed by Holy Cross's NHS committee and new members are inducted in the spring.

### **Administrative Discretion**

The school administration, in consultation with the NHS Faculty Council, reserves the right to remove a member from the National Honor Society if the student's conduct, academic performance, or fulfillment of NHS responsibilities is found to be inconsistent with the standards of Scholarship, Leadership, Service, and Character. In cases of serious violations—such as academic dishonesty, major disciplinary infractions, or behavior that significantly undermines the mission or reputation of the school or NHS—removal may occur without a conditional membership period.

## **HONOR SOCIETIES**

The Academy of the Holy Cross is proud to support the following Honor Societies:

### **French, Spanish, and Latin Language Honor Societies**

The purpose of the World Language Honor Societies is to recognize those students who have excelled in the study of their chosen world language.

### **International Thespian Honor Society**

ITS recognizes the achievements of high school theater students and shapes lives through theater education by honoring student achievement in theater and enriching the theater education experience.

### **Tri-M Music Honor Society**

The Tri-M Music Honor Society is the international music honor society for high school students. It is designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities, and to inspire other students to excel at music and leadership.

### **National Honor Society for Dance Arts (NHDSA)**

NHDSA is a program of the National Dance Education Organization (NDEO)

### **National Science Honor Society**

The Science National Honors Society was founded to encourage and reward high school students in the Sciences. It is designed to give students an opportunity to communicate with the scientific community, to advance students' knowledge of science and engineering, and to encourage students to enthruse others to the pursuit of scientific knowledge and engineering practices that benefit the globe.

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

Rho Kappa National Social Studies Honor Society is the only national organization for high school juniors and seniors that recognizes excellence in the field of Social Studies.

**Mu Alpha Theta National Mathematics Honor Society**

Mu Alpha Theta National Mathematics Honor Society is an organization dedicated to promoting scholarship in mathematics and establishing math as an integral part of a high school education.

**Computer Science Honor Society**

Computer Science Honor Society is founded by the Computer Science Teachers Association to cultivate thriving environments for students in the computer science field.

**National English Honor Society**

English Honor Society promotes literacy, serves society, and celebrates diverse excellence in English language arts and related fields.

**STUDENT GOVERNMENT ASSOCIATION**

The Student Council provides a democratic forum in which students can address those school-related issues that affect their lives. The council is composed of the executive officers and class officers. Members of the Student Council maintain a continuous communication channel and coordinate social functions and community involvement projects for all students.

Those who are elected to represent the school assume an obligation to support and build the community through positive behavior and therefore must model the highest standard of behavior while in office. They must agree to reflect model behavior as stated in The Academy of the Holy Cross's Student and Parent Handbook and be respectful of the school community. This means that they must be an example to their classmates, in and outside of the school building, as well as on social media.

To qualify for the opportunity to run for office (as an Executive Board member, or a Class Officer) a student must have a cumulative GPA of 2.25 with no Ds or Fs, and maintain a passing average in each subject for every semester during her term in office. A student who has been suspended, placed on disciplinary warning, repeated Code of Conduct violations or has not completed and verified her service hours is not eligible to run for office during the current year.

Student Council elections are held in the spring for all positions, with the exception of those representative of the incoming freshmen class, which take place in the fall. Eligible candidates sign a Student Council Office Election Agreement in order to run for office, which articulates their academic and behavioral expectations. If, at any time during her term, an officer is placed on disciplinary warning, is suspended, or has repeated Code of Conduct violations, she will be asked to resign her position.

**ATHLETIC PROGRAM**

The Interscholastic Athletic Program gives the student the opportunity to participate in competitive athletics with metropolitan area schools. The sports offered at Holy Cross are:

**Fall:** Freshman Soccer, JV Soccer, Varsity Soccer, JV Field Hockey, Varsity Field Hockey, JV Volleyball, Varsity Volleyball, Tennis, Cross Country, and Equestrian Team

**Winter:** JV Basketball, Varsity Basketball, Bocce Ball, Swimming/Diving, Ice Hockey, Indoor Track and Field, Pom and Cheer, and Equestrian Team

**Spring:** Crew, Golf, JV Lacrosse, Varsity Lacrosse, JV Softball, Varsity Softball, Track & Field, , and Equestrian Team

The usual dates for tryouts are: August 12 (fall sports), November 7 (winter sports), and February 17 (spring sports); the tryout period lasts approximately three days. Students trying out are expected to attend tryouts every day. A student must be adequately covered by a medical-surgical insurance policy prior to trying out for an interscholastic sport. The school is not liable for any injuries incurred in the Interscholastic Athletic Program. All students must have a completed medical form, provided by Holy Cross, on file with the School Nurse in the Health Room before tryouts of each season. The student's physical examination report is good for one year from the issue date.

Holy Cross is a charter member of the Washington Catholic Athletic Conference (WCAC) organized in 1992-1993. This Conference sponsors interscholastic athletics while cultivating the ideals of Christian sportsmanship. The participating schools are Catholic high schools in Maryland, Virginia, and the District of Columbia. Transfer students must adhere to the Washington Catholic Athletic Conference (WCAC) policy regarding the transfer of student-athletes. Holy Cross is also a member of Washington Metro Prep School Swimming and Diving League (WMPSSDL), and Mid-Atlantic Girls Hockey League (MAGHL).

Participation in athletics requires dedication and commitment to both team spirit and personal excellence. Guidelines for participation include the following: all student-athletes must be available for practices and games on school days and weekends; if a student should miss a practice or game she may jeopardize her playing time as well as her membership on the team; all student-athletes will use school-provided transportation to away games that are scheduled after school; students are responsible for all uniforms and equipment issued to them and must turn in uniforms on specified days. **Participation in any athletic practice and/or game requires on-time arrival, a full-day attendance at school and presence in all class periods on the day of an activity. If a student is leaving early for an athletic event, all work must be submitted prior to the student's departure.**

At the beginning of each athletic season, there will be mandatory parent/guardian/athlete meeting(s) to communicate specifics of the athletic program and school policies. Any problems in the athletic program should be addressed first with the persons involved and then with the Athletic Director.

## GOOD SPORTSMANSHIP

Holy Cross holds student-athletes, coaches, and fans to the highest standards of behavior during athletic contests. Players, coaches, and fans represent Holy Cross during sporting events and are expected to respect game officials, their opponents, coaches, and fans. Holy Cross adopts the Washington Catholic Athletic Conference (WCAC) Sportsmanship Creed:

“Admission to interscholastic athletic events in the WCAC entitles spectators to enjoy a competitive exhibition of skills in a Christian educational setting. Spectators please give the student-athletes positive encouragement and support. Show respect for opposing players, coaches, spectators, and support groups.

Please refrain from booing, taunting, or intimidating the officials and opponents; such behavior is unfriendly and unacceptable. Please respect the integrity and judgment of the game officials; they are doing their best to promote the student-athlete and the game. Be a positive representative of your school community.”

## MOTOR VEHICLE PERMIT VERIFICATION

Students under 16 applying for their Driver's Learner Permit must submit a form to the Motor Vehicle Administration verifying their school attendance record. This form must be brought to the Attendance Office where it will be filled out by the Attendance Officer and affixed with the school seal.

## STUDENT PARKING

Any student who drives to school must register her car, pay associated fees, and display a current Holy Cross parking sticker. Students must park only in their assigned lot, assigned spot, and operate their vehicles safely. Parking passes are a first come, first serve basis. In the event a student is remaining after school for events such as sports practices or rehearsals, cars may not be moved into faculty or staff parking spaces. Violations may result in notification to parents/guardians and suspension of the student's parking privilege on campus. Detailed parking rules are outlined on the parking application, which the student and parents/guardians must sign. The fee for parking on campus is \$200 which may vary depending on when the student registers for her permit. A student should not register for a parking permit until she has obtained her driver's license. The student parking lot is off limits at all times during the school day, except for arrival and departure times, and with special permission from a school official. Holy Cross does not permit unauthorized persons in the parking lot. In addition, each student is responsible for keeping her vehicle locked and safely secured from any other individual while on campus. The school assumes no responsibility for the safety or contents of the cars while parked on school property. All cars parked on school property come under the jurisdiction of the school.

## SENIOR CLASS COMMENCEMENT INFORMATION

Senior class members are required to attend all scheduled rehearsals and special events such as Cap and Gown, Baccalaureate Mass and Commencement. The opportunity to participate in the actual event is dependent upon attendance at the rehearsal. A student must meet with the Dean of Students at least a week prior to the scheduled event to explain the circumstances if she wishes permission to be excused.

Graduation attire is ordered through Jostens. Representatives from the company will be on campus to take orders. Students are responsible for meeting all deadlines for orders and payments. Graduation caps and gowns are required for Cap and Gown, Baccalaureate Mass and Commencement. **Only honor cords and medals awarded by Holy Cross for graduation purposes are permitted to be worn during the events.** Other decorations or additions to the cap or gown are not permitted.

## FOOD DELIVERY SERVICES

Students are not allowed to use any food delivery service during normal school hours.

## SCHOOL LUNCHES

Holy Cross makes lunch available daily in the Student Commons. Our lunch service is provided by Off the Hook, LLC. Students may purchase lunch by cash or credit card in the Student Commons during the lunch period. Menus are posted in advance on the Holy Cross website. **Due to our school's cell phone ban, students may not use credit cards, Apple Pay, or any other payment method attached to their cell phones.**

There are several days during the school year when Holy Cross provides lunch for free to all students, and there are days when there are early dismissals and no lunch is provided. Drinks and snacks are available for purchase in vending machines located in the Student Commons. Each student is responsible for cleaning up her trash during the lunch period-facilities role is not to clean up after students.

# SAFETY, HEALTH AND WELLNESS

## BUILDING USE

In order to maintain a safe environment at The Academy of the Holy Cross, the building is open as follows: School Building Doors at Entrance 1 opens at 7:00 am and are locked at 8:20 am. Students who are in the school building before 7:30 am must remain in the Student Commons, unless they have a previously scheduled meeting with a specific teacher. **STUDENTS MAY NOT BE DROPPED OFF ANYWHERE ON HOLY CROSS GROUNDS BEFORE 7:00 am.** After 3:15 pm, students remaining on campus must be with a teacher or moderator, with a coach, or involved in an approved after-school activity. If a student is waiting for a ride, she must wait in the Student Commons. Students not involved in a school-sponsored activity must leave the building by 6:00 pm. On early dismissal days, students not involved in a school sponsored activity must leave the building by 3:30 pm.

It is the responsibility of each student to assist in leaving all areas of the school clean and safe.

## COURTYARDS

The school courtyard areas will be available to students for use in pleasant weather. The areas will be open during lunch for socialization and study. Sunbathing or being out of uniform is not permitted in the courtyard. Students are responsible for maintaining a clean and safe environment in the courtyard. Students are not permitted to prop external doors.

## LOCKERS

Holy Cross issues a locker to each student for storing books, lunches, and personal possessions. Students assume responsibility for the security of their locker contents. When students are accessing their lockers, they must do so quietly and quickly so as not to disturb others or delay the movement of hall traffic. The school reserves the right to schedule periodic locker cleanouts for the purpose of general cleanliness and recovery of lost books and resource materials. Holy Cross reserves the right to search a student's locker for reasonable cause.

## LOST AND FOUND

Students should turn in found articles to the Director of Student Activities. Articles not claimed by the end of each semester will be donated to charity.

## VISITORS

Students who wish to bring visitors to class must obtain permission at least four days in advance from the Dean of Students' Office. The student will be the hostess for the visitor. The student hostess should introduce her guest to each of her teachers. The Academy of the Holy Cross is a closed campus. All visitors to the campus must first report to the reception area and sign in. Trespassers may be subject to prosecution.

## RIDE-SHARING SERVICES

The school does not condone students leaving campus in third party car services and, specifically, ride-sharing services whose own policies explicitly prohibit minors from using them.

# EMERGENCY INFORMATION

The Academy of the Holy Cross has implemented an emergency contact system called SchoolMessenger. This system sends a voice mail to all parents/guardians home or cell numbers in the event of an emergency. This system is only for school-wide communication in the event of an emergency. For this reason, it is important to update your family's phone numbers should there be any changes.

## FIRES

Any person who discovers a fire or sees smoke coming from any part of the school building except the chimney or incinerator, or smells gas, may sound the fire alarm to evacuate the building and must notify the administration immediately. No permission is necessary, but notifying the Administration is required so emergency personnel can be directed to the site of the fire. Students who cause false alarms will receive immediate and severe disciplinary consequences.

## FIRE DRILLS AND EMERGENCY PROCEDURES

The Academy of the Holy Cross is guided by the Montgomery County Public Schools (MCPS) Emergency Response Plan for formulating our emergency plan. The school also works with Montgomery County police and fire officials in planning these procedures. Holy Cross conducts Fire, Lockdown, Evacuate, and Shelter-in-Place drills in accordance with MCPS guidelines.

## INCLEMENT WEATHER

In the event of school closings or delayed openings due to inclement weather, Holy Cross follows the Montgomery County Public Schools' announcements. When Montgomery County declares a delayed opening for the county, Holy Cross classes will begin at 10:00 am. When Montgomery County declares an early closing in the county, Holy Cross will close at the same time as the county schools. When Montgomery County declares a closing due to inclement weather, Holy Cross will also be closed. Please refer to the section on e-Learning Days for information regarding any assignments due on days in which Holy Cross is closed. Members of the Holy Cross community should listen to radio (WTOP FM 103.5) or television broadcasts or look online for information. If Montgomery County does not have school on a day that Holy Cross has classes, and inclement weather forces a closing of our school, Holy Cross will report the closure to local TV and radio stations. Holy Cross will also post a notice on our website. Parents are encouraged to sign up for text alerts for the latest schedule-related announcements.

While The Academy of the Holy Cross generally follows Montgomery County Public Schools (MCPS) for weather-related closings and delays, we reserve the right to make independent decisions based on the specific needs and circumstances of our school community. Any such decisions will be communicated promptly through our regular notification channels.

## HEALTH ROOM

A full-time Registered Nurse works with students, parents, other health professionals, and school staff to promote optimum health and wellness.

## HEALTH FORMS/MAGNUS HEALTH

A completed Annual Physical and Immunization Record must be on file by August 1 for all students. The Maryland Department of Health & Mental Hygiene requires all students to have an Immunization Record on file before the first day of classes. All health assessments (physicals), immunization records, COVID-19 documents, concussion testing information, and other important health information will be found on Magnus Health. Magnus Health is a web-based system which provides continuous access to health records, as well as the ability to make updates when needed.

**The Academy of the Holy Cross does not recognize/accept religious or other exemptions from required immunization.**

A Maryland State School Medication Administration Authorization Form is required for each medication to be given at school. In addition, the Maryland State Management of Diabetes Form and the Food Allergy Action Plan are available. All forms are available on Magnus Health.

## HEALTH ROOM VISITS

The Health Room is open from 8:00 am until 2:50 pm. Any student who is ill may report to the Health Room after checking-in with her classroom teacher. Students must sign in using the Daily Log. Students are required to notify the school nurse if they are missing any assignments or assessments. Any assignments due in class while the student is in the clinic are required to be submitted by the end of the day. Use of the Health Room to avoid academic responsibilities, including tests, quizzes, or presentations, is not permitted. Patterns of misuse will be addressed by the Administration in collaboration with the School Nurse, and may result in disciplinary consequences. The School Nurse on duty notifies the attendance desk when a student checks in and out. Any student who participates in after-school extra-curricular activities may remain in the Health Room for a maximum of 10 minutes in order to participate in her activity.

If a student is too ill to return to class, the School Nurse will call the parent/guardian to arrange transportation home. The School Nurse will issue a pass for the student to be dismissed. No student may go home ill without the authorization of the School Nurse or the Administration. Students who are ill may not use cell phones to call home, or sign out at the attendance desk to leave for home, without the approval of the School Nurse or the Administration. The Attendance Office will be notified.

In the event of a medical emergency, the School Nurse will assume responsibility and full authority for the patient involved. For any serious injury, illness, or accident that is deemed life-threatening, the School Nurse or Administration will call 911. Ambulances go to the nearest receiving hospital, usually Suburban or Holy Cross Hospitals. Parents/guardians are immediately notified in the case of an emergency. It is vital that emergency contact information on file is accurate and current at all times.

## MEDICATION POLICY

The administration of medication in the school setting is a service that is provided to promote wellness and decrease absenteeism. When there is a need for a student to receive medication in school, safe and proper administration is essential. Administration of Over-the-Counter Medications (OTC) is conducted in accordance with the guideline for prescription medication. A separate Medication Authorization Administration form is required for each OTC, prescription, and emergency medication to be given at school. **The Health Room does not stock Over-the-Counter Medications.** All OTC medications must be brought from home in the original container and accompanied by the Medication Administration Authorization Form. All medication must be removed from the school premises one week after the expiration date, upon appropriate notification of medication being discontinued, or at the end of the school year. If not retrieved by a parent or responsible adult, unused and unclaimed medication will be disposed of.

## PRESCRIPTION MEDICATION

All prescription medication to be given in school must be ordered by a person authorized to prescribe medication. In Maryland an authorized prescriber is a physician, nurse practitioner, certified midwife, podiatrist, physician's assistant, or

dentist (Section 12-101b, Health Occupations, Annotated Code of Maryland). The Medication Administration Authorization Form must be signed by the authorized prescriber and the parent/guardian.

The medication container shall accompany all medications to be administered in school. The student is responsible for coming to the Nurse's office for their medication. Parents/guardians may request two containers (one for school and one for home) from the pharmacist when getting a prescription filled. Medications should be brought to the school by the parent/guardian or responsible adult.

## **EMERGENCY MEDICATIONS**

Students may self-carry emergency medications such as epinephrine (Epi-Pens) and inhalers. A physician must authorize self-administration of medication on the Medication Administration Authorization Form. Backup emergency medications should be stored in the Health Room.

## **SPORTS PHYSICAL FOR STUDENTS PARTICIPATING IN INTERSCHOLASTIC ATHLETICS**

All students who are participants in interscholastic athletics must have a Sports Physical each year. The completed form must be on file in the Health Room two weeks prior to the tryout for that sport. No student will be allowed to try out, practice, or play without the required Physical Evaluation Form, which must be completed annually and submitted via Magnus Health. This required form will cover those students who wish to participate in interscholastic athletics for one year from the date of the physician's signature. In addition to the required Physical Evaluation Form, all students who participate in sports are required to complete a baseline XLNT brain cognitive test which can be administered at Holy Cross by the Athletic Trainer.

## **RETURN TO LEARN-CONCUSSION PROTOCOL**

In addition to the required Physical Evaluation Form, all students are required to complete a baseline XLNT brain cognitive test which can be administered at Holy Cross by the Athletic Trainer. To initiate the Return-to-Learn protocol, a student with a concussion should be evaluated by a licensed healthcare professional who has experience managing concussions for guidance about when it is safe to return to school. Documentation must be provided to the school every two weeks from the licensed healthcare professional to maintain the progress of the student.

## **TUBERCULOSIS (TB) SCREENING**

The Montgomery County Tuberculosis Control Program recommends that foreign-born children and children who have lived outside the United States for one year or more show proof that they are free of tuberculosis. Tuberculosis skin testing (PPD) is provided at the School Health Services Center, 4910 Macon Road, Rockville, MD 17852.

The United States Public Health Service Center for Disease Control and Prevention recommends against TB testing for low risk U.S. born population. This position is endorsed by the American Academy of Pediatrics. However, some facilities may require proof of a current annual TB clearance to control occupational transmission.

Please note that students in grades 10-12 may need an annual TB clearance for some Christian Service sites.

# SCHOOL COUNSELING

The mission of the Holy Cross Counseling department is to support the growth and development of all Holy Cross students through scheduled and drop-by individual meetings, as well as diverse group programs and opportunities that address academic achievement, social and emotional development, and career planning.

Counselors work in collaboration with students, teachers, administrators, and parents to produce an environment that is conducive to student success. Through acceptance of differences and mutual respect, students will be able to become successful, healthy, and respected citizens in our community. Students are assigned a Counselor, and every student is encouraged to establish a relationship with her counselor.

## PROGRAMS

The counseling programs in the areas of academic, emotional, social, and behavioral support are designed to help students develop skills in such areas as goal-setting, study skills, values clarification, emotional resilience, stress management, building healthy relationships, decision-making, self-awareness, and communication.

## CONFIDENTIALITY

The Holy Cross Counseling department follows the confidentiality standards of practice adopted by the American School Counseling Association *Ethical Standards of Practice*. A copy of these standards can be obtained from the Counseling department.

## REFERRALS

The Holy Cross counseling program is, by definition, short-term in nature and centers on normal development issues for adolescents. Individual referrals to the school counselors are made by parents/guardians, school administrators, teachers, other students, or by student self-referral. If a student's concerns cannot be addressed in a limited number of meetings with the school counselor, additional options will be explored and possibly required. At times a student may need more long-term and/or specialized assistance than what we offer within the scope of our program. Under these circumstances, a referral for outside mental health assessment, and/or therapy may be required, including medical leave of absence.

Referral activities include:

- Counselors meet with students to discuss their concerns and referring issues, establish goals, and identify a plan of action. Family meetings with the Counselor are a way to help students accomplish their goals. The school Counselors will work with students to share their concerns and issues with their parents/guardians.
- The Counseling department also maintains a list of local resources and therapists available for students, parents, and guardians. It is recommended that parents/guardians let the school know about supportive services their daughter may be receiving. Holy Cross wants to collaborate in every way possible with outside health professionals, tutors, and therapists to support a student in the school environment.
- Parents/guardians will be notified in a timely manner of any serious or urgent issues. Please note that a student's confidentiality is not maintained in the event that a student disclosed information related to her safety or the safety of others.
- Holy Cross reserves the right to ask a student's physician, counselor, psychiatrist, and/or therapist to provide the school with specific information regarding a student's treatment plan and level of safe and healthy physical activity. In these cases, parents/guardians are asked to sign an authorization to release confidential information to the appropriate school personnel.

## **STUDENTS AT RISK OF HARM TO SELF OR OTHERS**

Holy Cross takes seriously all student threats about harming themselves or harming others. If a student is in imminent danger of harming herself or others, the student's parent/guardian must be notified, and an immediate complete mental health evaluation needs to be arranged by the student's parent/guardian. A student may return to school **only after** the mental health evaluation has been completed and it has been determined that the student is cleared to return to school.

- If a faculty or staff member hears a student mentioning thoughts of harming herself or others, discussing a specific suicide or plan to harm another person(s) in process, or if through word, art, performance, behavior, or topic selection, a student indicates a strong interest in death, dying, suicide, or harmful behavior to a teacher, staff or peer, the faculty or staff member will share the information with the appropriate counselor.
- Students may also self-refer to a teacher, school nurse, school administrator, parent, another student, or Counselor. Thoughts of harming oneself and/or others can be very disturbing and distressing for a student. Students often seek out adults or friends they know to share their concerns. The Counseling Department works to educate all students and teachers that this kind of information must be shared with the appropriate counselor immediately. Parents are encouraged to share this information directly with the student's School Counselor.
- The School Counselor will assess the student for immediate risks and stabilize the situation.
- Suicidal or homicidal threats are reported to parents/guardians, and, if the student has been receiving mental health counseling, to the known therapist. The President and Principal are also contacted.
- Following a mental health evaluation, the school requires written confirmation from the treating physician approving the student's return indicating that the student is no longer a danger to herself or others.
- Holy Cross works collaboratively with the student's parents/guardians and therapist to ensure a supportive and safe transition back to school. This includes the student's need for follow-up or ongoing treatment.
- Parents/guardians, medical/mental health professionals, and students must recognize that in all cases, Holy Cross will make a determination as to whether or not a student is able to return and remain in school.

## **SUSPICIONS OF CHILD ABUSE AND NEGLECT**

All adults in the Holy Cross community are Mandated Reporters, and any concerns of this nature must be reported to the appropriate office of Child Protective Services and the counselor [MD Fam. Law § 5-704 and Fam. Law § 5-705].

## **LEGAL PROCEEDINGS**

In the case of a legal proceeding, Holy Cross Counselors may be asked to disclose records or information, or testify in court. Counselors may be asked to address information acquired from a student or family member in the course of counseling. In such a case, the Counselor will seek to obtain authorization from the student and/or the student's parent/guardian to make such disclosure, or may be compelled by court order or ruling prior to making such disclosures.

## **LIMITS OF CONFIDENTIALITY**

The Counseling department respects the confidentiality of students, faculty and staff where threats to safety and risks of harm are not at issue. There are occasions when the Counseling staff will need to share information with the school administration and/or a student's parents/guardians. In most cases, the counseling staff will work with a student to get her prior consent. The school always keeps the best interest of the student at the heart of such decisions, weighing developmental needs of the student and the interests of her parents/guardians and the institution.

# COLLEGE COUNSELING

We encourage each Holy Cross student to pursue admission to a college that provides an appropriate match for her unique intellectual abilities, passions, talents, and personal values and we work with her to develop a list of schools. The Holy Cross College Counselors are committed to guiding each student and her family through a personalized college search.

The process formally begins in the spring of Junior year with evening meetings for students and parents/guardians, followed by an individual family meeting with the College Counselor and small group sessions. The goal of the program is to help each student find her right fit for life after Holy Cross.

## THE PROCESS

Students are expected to participate fully in the College Counseling program. Students are responsible for knowing **all college deadlines, all requirements**, and for reading **all emails and newsletters** from the College Counseling Office.

College Counselors will not write letters of recommendation on behalf of Seniors until the following steps are met: completion of the Junior Student survey; completion of the Back to School survey; completion of a formal resume; and a student-counselor meeting in the Senior year.

Students are responsible for sending test scores directly from the testing agency (either the ACT or College Board). Holy Cross will not send test scores on behalf of the student.

In the Senior year, if a student submits a binding early decision application and is accepted, she is required to immediately withdraw from all other colleges and universities to which she has applied, and she will copy her College Counselor on the email. Should a student decide to withdraw from a class once she has submitted applications to colleges, she must notify all colleges and copy her College Counselor on the email.

As students receive decisions from colleges, they are obligated to share all decision letters and notifications of scholarships with their College Counselors. All decisions will remain confidential between students and their Counselors, but it is imperative that the College Counseling office receives this data.

By May 1, students will submit a deposit to ONE college or university, and they will notify their College Counselor of their choice. Students are also expected to withdraw their applications from all other colleges once they have made a final decision.

## RECORDS DISCLOSURE

### *Holy Cross Statement on Reporting Withdrawals and Disciplinary Action to Colleges and Universities*

All college applications ask the student and the Counselor whether the applicant has ever been suspended. All students are expected to be truthful throughout their applications and must indicate whether an issue has arisen. If a student responds in the affirmative to this question, she must share a copy of her written explanation with her College Counselor. ***Records Disclosure Exception: A student suspended at any time during her freshman or sophomore year will have that suspension erased from her record in September of her senior year, provided that she received no further suspensions after the start of her junior year.*** If a student leaves Holy Cross, she will be given a one-week period to inform all colleges and universities to which she has applied. At the end of the time period, the College Counseling office will notify colleges and universities of the student's departure.

### *Special Circumstances*

Colleges may also ask whether the student has ever taken an extended leave from school for medical, personal, or other reasons. While privacy rights prevail here, there are compelling reasons to report extended leaves. It is important for students to be truthful with the colleges, and extended leaves can often result in lower grades on the transcript. Reporting extended leaves allows the College Counseling office to explain the grades and to provide context. Without an explanation, colleges may assume that the student simply stopped working to her potential. Finally, the root causes of the extended leave may be ongoing to the point where the student may be in need of support and assistance in college as well. Reporting truthfully to the colleges ensures that the student will receive the care she needs once at college.

If the student has taken an extended leave, we strongly recommend that the student and family discuss her leave with her College Counselor to determine the appropriate way to report the leave to colleges.