The Academy of the Holy Cross

SPONSORED BY THE SISTERS OF THE HOLY CROSS

-

Student and Parent Handbook

2026-2027

THE ACADEMY OF THE HOLY CROSS
4920 Strathmore Avenue
Kensington, MD 20895
(301) 942-2100
Web Site: www.academyoftheholycross.org

TABLE OF CONTENTS

SCHOOL INFORMATION

BACKGROUND INFORMATION… 6
- HISTORY & THE SISTERS OF THE HOLY CROSS… 6
- TARTAN… 6
- SCHOOL COLORS… 6
- ALMA MATER… 7
- SCHOOL SEAL… 7

POLICY OF NON-DISCRIMINATION… 7

MISSION STATEMENT… 7

STATEMENT OF DIVERSITY AND INCLUSION... 8

MARYLAND STATE DEPARTMENT OF EDUCATION INFORMATION FOR FAMILIES… 8

PRIVACY… 9

MEDIA & COMMUNITY INQUIRIES… 9

USE OF IMAGES OF STUDENTS & MEDIA REQUESTS… 9

SCHOOL POLICIES… 10

ACADEMY INFORMATION… 10
- SCHOOL OFFICES… 10
- WEBSITE… 10
- CALENDAR… 10
- DIRECTORY… 10
- BUSINESS OFFICE… 11

ACADEMICS

CURRICULAR POLICIES & INFORMATION… 12
- GRADUATION REQUIREMENTS… 12
- CREDITS… 12
- CREDIT RECOVERY… 12
- GRADING SCALE… 13
- CLASS RANK… 13
- GRADE AVERAGES & COURSE CREDITS… 13

SEMESTER CULMINATING ASSESSMENTS/EXAMINATIONS… 14
ACADEMIC HONORS… 14
COURSE ASSIGNMENTS & GRADES… 14
SCHOOLOGY… 15
BLOCK SCHEDULE… 15
DAILY SCHEDULES… 16
E-LEARNING DAYS… 16

ACADEMIC POLICIES & PROCEDURES… 17
COURSE REGISTRATION… 17
STUDENT SCHEDULE CHANGES… 17
SCHOOL RECORDS… 17
ACADEMIC ASSISTANCE & MONITORING… 17
STUDENT SUPPORT PROGRAM AND PARTICIPATION IN ACTIVITIES… 18
ACADEMIC PROBATION… 18

EXPECTATIONS & GUIDELINES FOR ACADEMICS… 18
SUBMISSION OF LATE ASSIGNMENTS… 18
MAKE-UP WORK FOR EXCUSED ABSENCES… 19
EXTENSION POLICY… 19
INCOMPLETE GRADE… 19
SUMMER WORK REQUIREMENTS… 19

ACADEMIC PROGRAMS & OPPORTUNITIES… 20
ADVANCED PLACEMENT OFFERINGS… 20
ONLINE COURSE POLICY… 20
DUAL ENROLLMENT/DUAL CREDIT WITH MARYMOUNT UNIVERSITY… 20
PROJECT LEAD THE WAY ENGINEERING PROGRAM… 21
SANCTA CRUX HONORS PROGRAM… 21
MADELEVA SCHOLARS PROGRAM… 22
SAINT MARY'S PROGRAM… 22
MOREAU INCLUSION PROGRAM… 22
SENIOR INTERNSHIP… 23
FIELD TRIPS… 23

ATTENDANCE & STUDENT CONDUCT

ATTENDANCE POLICY… 24
ARRIVAL & DISMISSAL… 24
EXCUSED & UNEXCUSED ABSENCES FROM CLASSES… 24
REPORTING ABSENCES, LATE ARRIVALS, & EARLY DISMISSALS… 25
MEDICAL DOCUMENTATION… 25
ATTENDANCE & EXTRACURRICULAR ACTIVITIES… 25
COLLEGE VISITS… 25
EARLY DISMISSAL… 25
TARDINESS… 26
TRUANCY & UNAUTHORIZED ABSENCES… 26

FAMILY VACATIONS DURING THE SCHOOL YEAR… 27
ATTENDANCE EXPECTATIONS & CONSEQUENCES… 27
SURROUNDING RESIDENTIAL COMMUNITIES… 28

HOLY CROSS CODE OF CONDUCT… 28
PHILOSOPHY… 28
ACADEMIC EXPECTATIONS… 28
ACADEMIC INTEGRITY… 28
HONOR CODE PLEDGE… 29
PROGRESSIVE DISICIPLINE… 29
ACADEMIC INTEGRITY VIOLATIONS… 29
HONOR COUNCIL… 30
ACADEMIC INTEGRITY CONSEQUENCES… 30

STUDENT BEHAVIOR EXPECTATIONS & GUIDELINES… 31
GENERAL EXPECTATIONS… 31
COMMUNICATION EXPECTATIONS … 31
STUDENT RESPONSIBILITY… 31
ELECTRONICS & TECHNOLOGY… 31
ELECTRONICS CONSEQUENCES… 32
UNIFORM & APPEARANCE… 32
DANCES, SOCIAL EVENTS, & SENIOR PRIVILEGES… 33

HOLY CROSS DISCIPLINE SYSTEM… 34
ADMINISTRATIVE AUTHORITY… 34
DEMERITS & DETENTIONS… 34
BEHAVIOR CONTRACTS… 34
IN-SCHOOL SUSPENSION… 34
OUT-OF-SCHOOL SUSPENSION… 35
SEPARATION FROM HOLY CROSS… 35

SAFETY & COMMUNITY STANDARDS… 35
ALCOHOL, DRUGS, TOBACCO & VAPING… 35
RESPECT FOR PROPERTY… 35
HARASSMENT, BULLYING, DISCRIMINATION & INTIMIDATION… 36
SPECTATOR CONDUCT AT ATHLETIC EVENTS… 37

ACCEPTABLE TECHNOLOGY USE POLICY… 37
NETWORK ETIQUETTE & ACCEPTABLE USE… 37
SOCIAL NETWORKING & TEXTING… 39
NETWORK RESOURCES… 39
LEGAL ISSUES AND HOLY CROSS'S RIGHT OF ACCESS… 40
VIOLATIONS… 40
DISCLAIMER… 40
ARTIFICIAL INTELLIGENCE (AI)… 40

STUDENT LIFE

SCHOOL COMMUNITY PROGRAMS… 41
TARTAN TIME… 41
THE ADVISORY PROGRAM… 41
ADVISORY THEMES AND FOCUS… 41
STUDENT ADVISORY BOARDS… 41

SPIRITUAL DEVELOPMENT PROGRAMS… 42
CAMPUS MINISTRY… 42
HOLY CROSS CHRISTIAN SERVICE PROGRAM… 42

CO-CURRICULAR ACTIVITIES… 43
CLUBS… 43
HONOR SOCIETIES… 43
STUDENT GOVERNMENT ASSOCIATION… 44
ATHLETIC PROGRAM… 45
GOOD SPORTSMANSHIP… 46

MOTOR VEHICLE PERMIT VERIFICATION… 46

STUDENT PARKING… 46

SENIOR CLASS COMMENCEMENT INFORMATION… 47

FOOD DELIVERY SERVICE… 47

SCHOOL LUNCHES… 47

SAFETY, HEALTH AND WELLNESS

BUILDING USE… 47

COURTYARDS… 48

LOCKERS… 48

LOST & FOUND… 48

VISITORS… 48

RIDE-SHARING SERVICES… 48

EMERGENCY INFORMATION… 48
FIRE DRILLS & EMERGENCY PROCEDURES… 49
INCLEMENT WEATHER… 49

HEALTH ROOM… 49
HEALTH FORMS/MAGNUS HEALTH… 49
HEALTH ROOM VISITS… 49
MEDICATION POLICY… 50
PRESCRIPTION MEDICATION… 50
EMERGENCY MEDICATIONS… 51
SPORTS PHYSICALS FOR STUDENTS PARTICIPATING IN INTERSCHOLASTIC ATHLETICS… 51
CONCUSSION PROTOCOL… 51
TUBERCULOSIS (TB) SCREENING… 51

SCHOOL COUNSELING… 51
PROGRAMS… 52
CONFIDENTIALITY… 52
REFERRALS… 52
STUDENTS AT RISK OF HARM TO SELF OR OTHERS… 53
SUSPICIONS OF CHILD ABUSE & NEGLECT… 53
LEGAL PROCEEDINGS… 53
LIMITS OF CONFIDENTIALITY… 54

COLLEGE COUNSELING

THE PROCESS… 54
RECORDS DISCLOSURE… 54

SCHOOL INFORMATION

BACKGROUND INFORMATION

HISTORY & THE SISTERS OF THE HOLY CROSS

The Academy of the Holy Cross (Holy Cross) 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 23-acre campus was acquired and the buildings erected. The gymnasium and two classrooms for art and music were added in 1966.

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, *Pédegogie 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 as well as ministries, colleges and schools in Bangladesh, Brazil, Ghana, India, Mexico, Peru, Uganda, and Canada. 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.

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, religions, 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/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 is 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 maintained by the College Counseling Office. The student: teacher ratio is 7:1.

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 Study available on the website.

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 0.50 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 Study.

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. 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 school website.

PRIVACY

For the safety and well-being of The Academy of the Holy Cross community, we reserve the right to inspect or search any property brought onto or located on its premises, including vehicles, lockers, desks, storage areas, backpacks, purses, bags, computers, tablets, cell phones, other electronic devices, and any other personal or school-owned property. Searches may be conducted at any time, with or without notice, to ensure compliance with school policies, including matters involving theft, drugs, or alcohol. Failure to cooperate with a search or inspection may result in disciplinary action, up to and including dismissal from Holy Cross.

MEDIA & COMMUNITY INQUIRIES

Any inquiries from the media or external organizations seeking information about The Academy of the Holy Cross, its students, employees, programs, or operations must be referred to the Director of Communications and Marketing. Students, parents/guardians, employees, and volunteers are not authorized to speak on behalf of the school unless specifically designated to do so.

USE OF IMAGES OF STUDENTS & 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 Director of Communications and Marketing 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 and Marketing, will determine the availability of students to the media.

SCHOOL POLICIES

The Academy of the Holy Cross establishes school policies to foster a safe, supportive, and engaging learning environment where all students can thrive academically, socially, and spiritually. These policies provide clear expectations for student conduct while encouraging personal responsibility, self-discipline, and respect for others. The structures and guidelines in place are designed to help students develop accountability, make thoughtful decisions, and grow from their experiences. Holy Cross values a strong partnership among students, families, and faculty, grounded in mutual respect and a shared commitment to each student's success. Parents and guardians play an important role in supporting these expectations through communication and ongoing collaboration with the school.

The Student and Parent Handbook is intended to provide guidance regarding the policies, expectations, and procedures of The Academy of the Holy Cross. Because no handbook can anticipate every situation, the Administration reserves the right to make decisions that support the mission, values, and overall well-being of the school community.

Enrollment at Holy Cross is a partnership between the school, students, and families. Continued enrollment is contingent upon adherence to school policies and expectations, as well as a shared commitment to fostering a respectful and productive community. In certain circumstances, the school may determine that continued enrollment is not in the best interest of the student or the community, including when the actions of a parent/guardian significantly interfere with that partnership.

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. All Holy Cross students have access to a Student Portal and Parents/ Guardians have access to a Parent Zone.

CALENDAR

The Academy of the Holy Cross maintains 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 Portal and Parent Zone.

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 grades on 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 other school 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. No cash or checks intended for school-sponsored activities should be given to students, teachers, parents, coaches, or other school personnel. If there is a question about money collected in the name of Holy Cross, contact the Business Office. The Advancement Office coordinates all fundraising. The President must approve all fundraising.

ACADEMICS

CURRICULAR POLICIES & INFORMATION

GRADUATION REQUIREMENTS

The Academy of the Holy Cross, which offers a college preparatory program, has the following credit 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	1	
Fine Arts	1	
Elective	1	

Definition of a credit: At The Academy of the Holy Cross, successful completion (60% or above) 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, which can include a study hall, 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 at the expense of the student's family. 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 Grade Point Average (GPA). Grades earned through credit recovery are listed on the student's transcript but 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	+0.5 (Honors)	+0.7 (AP/ DC)
A	100 – 93	4.0	4.5	4.7
A-	92 – 90	3.7	4.2	4.4
B+	89 – 87	3.5	4.0	4.2
B	86 – 83	3.0	3.5	3.7
B-	82 – 80	2.7	3.2	3.4
C+	79 – 77	2.5	3.0	3.2
C	76 – 73	2.0	2.5	2.7
C-	72 – 70	1.7	2.2	2.4
D+	69 – 67	1.5	1.5	1.5
D	66 – 63	1.0	1.0	1.0
D-	62 – 60	0.7	0.7	0.7
F	Below 60	0.0	0.0	0.0

AP and honors-level courses receive a weighted GPA. Weighted GPAs are calculated by adding 0.5 quality points to an honors course grade and 0.7 quality points to an AP/DC course grade if the grade earned is a C- or above. A listing of all courses offered at Holy Cross is available in the current Program of Study 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 & 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:

a. All courses, including full-year courses, require a semester assessment at the end of each semester. The semester grade is calculated as 90% coursework completed during the semester and 10% from the semester assessment.
b. 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-long or full year course required for graduation, the student must complete credit recovery either over the summer or during the school year (depending on the course, per administrative approval) to receive credit for the course.

Full year course grades are derived from the average of semester 1 and semester 2 course grades. Only the full year grade appears on the transcript.

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 Principal.

All students who enroll in an AP Course are *required* to take the AP exam, offered in the spring of the year. AP courses do not have an additional end-of-course exam at Holy Cross during semester 2. However, students who do not take their required AP 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. 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 & 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 Zone where class information and grades can be accessed. The Student Information System (SIS), 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.

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.

SCHOOLOGY

Schoology, which is connected to PowerSchool, is the school's Learning Management System (LMS) and will be utilized by students to view upcoming assignments and assessments, digitally submit homework assignments, receive feedback and announcements, and may be used additionally at a teacher's discretion to participate in interactive discussion boards, write academic blogs, and engage in other instructional activities.

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 0.5 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. 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.

	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Rotating Period Sequence	1	5	4	8	1
	2	6	3	7	2
	3	7	2	6	3
	4	8	1	5	4
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
	5	4	8	1	5
	6	3	7	2	6
	7	2	6	3	7
	8	1	5	4	8

DAILY SCHEDULES

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

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

E-LEARNING DAYS

In the event of a weather-related or emergency maintenance/facilities school closure, The Academy of the Holy Cross may announce an e-Learning Day. A notification will be sent through SchoolMessenger and posted on the school website. 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 by 11:59 PM**. Failure to complete assigned work during e-Learning days may result in a zero (0) in the gradebook. 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.

ACADEMIC POLICIES & 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 Study on the Holy Cross website provides a complete listing of the courses offered and the process involved.

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 third 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 to the Scheduler. 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 third full week of school. For year-long courses, no schedule changes are permitted in the second semester.

Any course dropped before the end of the third 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 WP (withdraw-passing) or WF (withdraw-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 & 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 the Student Support Program. Advisors will monitor students' academic progression throughout the school year.

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.

Grades are updated and previewed biweekly based on unweighted 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/guardians will be made. In addition, a meeting between the student, her parents/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.

A student may be placed on Academic Probation if her performance on semester assessments demonstrates significant academic concern. This may include failing multiple semester assessments or earning semester assessment grades that indicate she has not demonstrated sufficient mastery of course material, regardless of her overall course grades.

EXPECTATIONS & 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 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 10:15 AM, students are expected to have the assignment ready to be submitted at 10:15 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 the end of the day 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%, including weekends, 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 <u>all</u> of her teachers involved at least <u>24 hours in advance by email</u>** 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 ASSIGNMENTS

Holy Cross has summer assignments 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 Student Portal and Parent Zone on the school website. Failure to complete the required summer assignments may result in a grade of zero (0).

ACADEMIC PROGRAMS & 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, college-level 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 (0.70) 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 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 and classroom interaction. 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.

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

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 several 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 Study includes:

English:	Theology:	Social Studies:
Movie or the Book	Religions of the World	Microeconomics
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 and collaboration. 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 transcripted college credit from Rochester Institute of Technology (RIT) or another partner school. **Scholarships and college credit opportunities for students who complete PLTW coursework can be found here.** The Science Department Chair will provide additional information regarding the process for earning college credit.

Courses offered currently include:

- Honors Biology and Environmental 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, experiential opportunities, and a senior capstone project, scholars develop the skills, confidence, and intellectual curiosity needed for future academic success.

Additionally, at the end of sophomore year, scholars select a specific pathway, either Gillespie STEM or Spes Unica Humanities that will guide their capstone work. During their junior and senior years, scholars will research a topic of interest in their proposed path with direct mentorship from an expert faculty member and the continuing guidance of the program's directors. The capstone project offers scholars the opportunity to demonstrate their academic abilities through inquiry, research, writing, and presentation, setting them up for success as they prepare for their college academic journeys.

During this four-year program, scholars are held to rigorous coursework requirements, are expected to demonstrate academic integrity in all that they do, and are to remain in good standing with all school policies. For continued membership in the

program, students must take three credits of advanced classes (honors or higher) each semester and maintain a 3.50 unweighted grade point average throughout the program, with no grade lower than a B.

MADELEVA SCHOLAR PROGRAM

The Madeleva Scholars Program is an honors program designed for students who seek to live out most fully the Academy's mission of courage, compassion, and scholarship. Through rigorous academics, meaningful service, leadership opportunities, and personal reflection, Madeleva Scholars are challenged to grow as thoughtful learners, compassionate leaders, and women of purpose. 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. Students must maintain at least a 3.0 unweighted GPA, complete 40 additional service hours while enrolled in the program, starting the summer going into sophomore year (along with written reflection on their service activities), and complete a capstone project. Through the capstone project, students will research the root causes of an identified social issue, study Catholic Social Teaching (CST) and apply the themes of CST to their chosen social issue to identify a proposed solution. Any student who does not meet the deadlines outlined by the program may be removed from the program.

SAINT MARY'S PROGRAM

Holy Cross's Saint Mary's Program (SMP) is a program designed for college-bound students diagnosed with documented learning differences. The goal of the SMP is to help these young women embrace their learning differences and 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. **Admission to the program is based on mandatory current full psychoeducational evaluation.** During this period, the student can maximize her study habits at school and take advantage of the resources available.

The 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
- support accessing 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 the Director of the St. Mary's Program.

MOREAU INCLUSION PROGRAM

Holy Cross believes that students with special needs, like all students, should have opportunities to reach their full academic, social, and spiritual potential. Through the Moreau Inclusion Program, Holy Cross provides a modified, inclusive academic experience for young women with intellectual disabilities, reflecting our mission to educate students in a Christ-centered community rooted in courage, compassion, and scholarship. Additional information about the Moreau Inclusion Program can be found on the school's website and in the Program of Study.

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 Senior Internship Coordinator and senior advisors. 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 voice-over presentation or vlog and her time log to Senior Internship Coordinator. Through an application process, students are selected and 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**. In order to participate in a field trip, a student must also complete and submit the proper school permission form signed by a parent/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 & STUDENT CONDUCT

ATTENDANCE POLICY

Regular attendance is essential to academic success and full participation in the life of The Academy of the Holy Cross. Students are expected to attend all classes, Tartan Time activities, school assemblies, liturgies, and other required school programs. Excessive absences or tardies interfere with learning, hinder academic growth, and may result in academic or disciplinary consequences.

Attendance records become part of a student's permanent school record. Colleges, employers, and government agencies may request attendance information as part of their review processes.

Classes begin promptly at 8:00 AM and the instructional day ends at 2:50 PM.

ARRIVAL & DISMISSAL

Students must enter and exit campus through Student Entrance 1. Parents/guardians must use Entrance 1 for student drop-off and pick-up unless otherwise directed by the Administration.

To maintain safety and efficient traffic flow:

- The front circle may not be used for student drop-off or pick-up.
- The faculty parking lot may not be used for student drop-off or pick-up.

Students arriving before 7:30 AM must report directly to the Student Commons.

Students must be under the supervision of a school employee, coach, moderator, or designated adult whenever they are on campus outside the regular school day. Students may not remain unsupervised or loiter in hallways, classrooms, parking lots, or other campus spaces.

Following dismissal, students may remain on campus if they are:

- Participating in a school-sponsored activity under faculty or staff supervision, or
- Waiting for transportation home.

EXCUSED & UNEXCUSED ABSENCES

Excused absences include:

- Personal illness
- Death in the immediate family
- Religious observances
- Approved college visits
- Other circumstances approved in advance by the Principal or Dean

All other absences are considered unexcused. Students with unexcused absences may not receive credit for work, assessments, or assignments due during the absence.

The Principal retains final authority in determining whether an absence is excused or unexcused.

REPORTING ABSENCES, LATE ARRIVALS, & EARLY DISMISSALS

Holy Cross utilizes SafeArrival, powered by SchoolMessenger, for attendance reporting.

Parents/guardians must report all absences, late arrivals, and early dismissals no later than 8:30 AM on the day of the absence.

If a student is marked absent and no report has been received, SafeArrival will issue automated notifications by phone, email, and text message until the absence is verified.

Attendance information may be submitted through:

- The SchoolMessenger App
- The SchoolMessenger online portal

Timely communication helps ensure student safety and accurate attendance records.

MEDICAL DOCUMENTATION

Extended illness or frequent absences due to health concerns must be verified by a physician.

Absences of more than three consecutive school days require physician documentation uploaded through SafeArrival upon the student's return to school.

Students returning from a medical or dental appointment during the school day must submit physician documentation through SafeArrival. Failure to provide required documentation may result in the absence being recorded as unexcused.

ATTENDANCE & EXTRACURRICULAR ACTIVITIES

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.

COLLEGE VISITS

College visits are considered excused absences when approved in advance through the College Counseling Office.

Second-semester juniors and first-semester seniors are permitted up to four (4) college visit days. Seniors may take an additional three (3) college visit days during the second semester, for a maximum of seven (7) college visit absences.

College visits are not permitted during Assessment Week or on the final day of a semester.

EARLY DISMISSALS

If a student feels ill and wishes to be dismissed early from school, she must go to the Health Room. The school nurse will determine with the student and parents/guardians whether the student should be dismissed from school. Students may not contact parents/guardians directly for dismissal.

Whenever possible, medical and dental appointments should be scheduled outside school hours.

If a student must leave school during the day:

1. A parent/guardian must submit the early dismissal through SafeArrival.
2. The Attendance Officer will notify the classroom teacher and dismiss the student.
3. The student must sign out at the front desk before leaving campus.
4. Students returning the same day must sign back in at the front desk.
5. Students leaving early from the gym must sign out at the front desk before leaving campus.

Students leaving school before the end of the day must submit all assignments due that day prior to departure. Any work not submitted before leaving will be considered late. If students do not follow these protocols, they will receive detention.

Students may not sign a parent/guardian's name on notes, forms, or school documents under any circumstances.

Students who leave campus without signing out are subject to disciplinary consequences.

TARDINESS

A student is considered tardy if she arrives after the bell.

Tardiness disrupts instruction and interferes with the learning environment. Students arriving late due to a medical appointment must provide official documentation upon arrival.

Students arriving late to a gym class must report to the front desk, sign in, and obtain a tardy slip. The front desk will notify the gym of the student's arrival. Because the gym is locked once class begins, students will not be permitted to enter without a tardy slip. Students who fail to follow this procedure will be sent back to the front desk and assigned a detention.

Students who miss more than one-half of a class period will be recorded absent from that class unless excused by physician documentation.

Students who are unexcused tardy to a class during an assessment forfeit the time missed due to their tardiness. Additional time will not be provided, and the assessment must be completed within the remaining scheduled assessment time.

Students who demonstrate a pattern of chronic tardiness may be placed on an Attendance Contract and may receive additional disciplinary consequences.

TRUANCY & UNAUTHORIZED ABSENCES

A student is considered truant or unauthorizedly absent if she:

- Is absent from school or class without permission.
- Leaves school grounds without authorization.
- Skips a class while on campus.
- Forges documentation related to attendance.
- Fails to attend a required school activity during the school day.

First Offense

- The student will receive an in-school suspension. Parents/guardians will be notified.

Second Offense

- The student will receive an out-of-school suspension. The student will also meet with an administrator to develop an attendance improvement plan.
- During an out-of-school suspension, students may not receive credit for daily classwork, homework, participation activities, or other routine assignments due during the suspension. Such work will receive a grade of zero.
- Students may make up quizzes, tests, projects, semester assessments, and other major assessments according to school procedures.

Third Offense

- Continued violations may result in separation from Holy Cross following a review involving the student, parents/guardians, and school administration.

FAMILY VACATIONS DURING THE SCHOOL YEAR

Holy Cross strongly discourages family vacations during the academic year.

Families choosing to schedule a vacation during the school year must notify the Attendance Officer and obtain approval from the Principal at least two weeks in advance.

Students remain responsible for all missed work, assessments, and classroom instruction.

Teachers are not required to provide assignments before a planned absence.

Missed assessments may be replaced with alternate assessments at the teacher's discretion.

Vacation absences count toward a student's cumulative attendance record and may affect eligibility for academic honors, extracurricular participation, course credit, or other school programs.

Family vacations do not excuse students from responsibilities associated with athletics, performances, rehearsals, practices, or co-curricular commitments.

Families are strongly encouraged to schedule vacations during school breaks whenever possible.

ATTENDANCE EXPECTATIONS & CONSEQUENCES

Regular attendance and punctuality support academic success. Students will be placed on an Attendance Contract when their attendance is observed to affect their academic performance or raises a concern. Holy Cross counts absences and tardies separately for each course.

When a student accumulates seven (7) absences in a specific course during a semester, or seven (7) tardies in a specific course during a semester, the student may not be permitted to participate in any school-sponsored extracurricular activities.

When a student accumulates ten (10) absences in a specific course during a semester, or ten (10) tardies in a specific course during a semester, the student may be subject to a one-letter-grade reduction in that course.

For semester courses, attendance counts apply to that semester. For year-long courses, counts carry over from the first semester into the second. The Principal has sole discretion to grant exceptions on a case-by-case basis when extenuating circumstances warrant them. Excessive or chronic absences may result in loss of course credit or separation from Holy Cross.

Students who spend the majority of the class period in the Health Room or Counseling Office are recorded as absent from that class in PowerSchool. Field trips are an extension of the classroom and do not count as absences.

SURROUNDING RESIDENTIAL COMMUNITIES

The Stoneybrook townhouse community, Cloister Drive and Strathmore View are private property.

While Holy Cross students may access these areas on foot, students may not be dropped off or picked up anywhere within these neighborhoods. Unauthorized vehicles are prohibited from entering or parking in these communities. Violations may result in disciplinary consequences.

HOLY CROSS CODE OF CONDUCT

PHILOSOPHY

As a Catholic school sponsored by the Sisters of the Holy Cross, The Academy of the Holy Cross is committed to fostering a community rooted in respect, integrity, responsibility, and accountability. Students are expected to conduct themselves in a manner consistent with the mission and values of Holy Cross at all times, including on campus, at school-sponsored activities, while representing the school, and in circumstances where their conduct substantially affects the school community.
Students are expected to:

- Treat themselves, others, and property with dignity and respect.
- Demonstrate honesty and integrity in academic, social, and extracurricular settings.
- Follow the directions of faculty, staff, administrators, coaches, and moderators.
- Contribute to a safe, welcoming, and harassment-free environment.
- Use technology responsibly and appropriately.
- Attend classes and school activities as required and arrive on time.
- Accept responsibility for their actions and decisions.

ACADEMIC EXPECTATIONS

Unless specifically authorized by a teacher:

- All work must represent a student's own effort and understanding.
- Collaboration is permitted only when expressly authorized.
- Sources must be cited appropriately.
- Written assignments may be submitted through originality-checking software such as Turnitin.

ACADEMIC INTEGRITY

Academic integrity is essential to the educational mission of Holy Cross. Students are expected to complete their work honestly, give proper credit to the work of others, and comply with all teacher instructions regarding assignments, assessments, collaboration, technology, and artificial intelligence.

HONOR CODE PLEDGE

At The Academy of the Holy Cross, academic honesty, integrity, and personal responsibility are fundamental expectations of every student.

Students affirm 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 will be completed without unauthorized assistance."

By signing the Student and Parent Handbook, students and parents acknowledge and agree to this Honor Code Pledge.

PROGRESSIVE DISCIPLINE

Holy Cross is committed to helping students learn from their choices through restorative practices and developmentally appropriate interventions. In many cases, disciplinary consequences will progress in severity when misconduct is repeated or patterns of behavior persist.

Consequences may include:

- Warning
- Demerit
- Detention
- Parent conference
- Loss of privileges
- Behavior Contract
- In-School Suspension
- Out-of-School Suspension
- Separation from Holy Cross

The Administration reserves the right to determine the appropriate disciplinary response in each situation. Depending on the nature and severity of the misconduct, any consequence may be imposed without first applying lesser disciplinary measures.

ACADEMIC INTEGRITY VIOLATIONS

Academic integrity violations include, but are not limited to:

Cheating

- Copying another student's work
- Giving or receiving unauthorized assistance
- Using unauthorized materials or resources during assignments or assessments
- Attempting to engage in any of the above
- Unauthorized use of electronic devices during assessments

Lying or Falsification

- Providing false information to faculty, staff, or administrators
- Forging signatures or documents
- Falsifying academic records or school forms

- Providing false information during school investigations

Plagiarism

- Presenting another person's words, ideas, research, or work as one's own
- Improper or missing citations
- Submitting purchased, copied, or ghostwritten work
- Failure to acknowledge sources appropriately

Unauthorized Use of Artificial Intelligence or Technology

- Using AI-generated content without teacher permission
- Using prohibited digital tools or applications
- Using technology in a manner inconsistent with teacher instructions or assessment expectations

HONOR COUNCIL

The Honor Council supports a culture of integrity, accountability, and personal responsibility.

The Council consists of:

- Principal
- Assistant Principal for Academics
- Dean of Student Life
- Assistant Dean

The Honor Council may review matters involving academic integrity, honesty, or significant conduct concerns. The Council will review relevant information, meet with students when appropriate, and determine or recommend outcomes consistent with school expectations and values. Additional faculty or staff may participate as needed. Honor Council proceedings are confidential and conducted with care, fairness, and respect for all involved.

Parents/guardians will be notified when disciplinary consequences are issued.

ACADEMIC INTEGRITY CONSEQUENCES

Cheating, Lying & Falsification

- First offense: 0% on the assignment
- Second offense: 0% on the assignment with a possible suspension
- Third and subsequent offense: 0% on the assignment; parent meeting with administration and student support staff; may include possible separation from the school

Plagiarism (including unauthorized use of AI)

- First offense: can range from issuance of a warning through loss of partial credit
- Second offense: can range from loss of partial credit to 0% on the assignment, dependent on the amount of the work that is plagiarized, with possible suspension
- Third and subsequent offenses: 0% on the assignment; parent meeting with administration and student support staff; may include possible separation from the school

Unauthorized possession of any electronic device during an assessment will result in a grade of 0% on the assessment.

Parents/guardians will be notified of all academic integrity violations.

STUDENT BEHAVIOR EXPECTATIONS & GUIDELINES

GENERAL EXPECTATIONS

Students are expected to:

- Demonstrate respect toward all members of the community
- Respect school and personal property
- Behave appropriately in classrooms, hallways, assemblies, athletic events, dances, and school-sponsored activities
- Cooperate with school personnel
- Exercise sound judgment both in person and online
- Refrain from behavior that disrupts the educational environment

COMMUNICATION EXPECTATIONS

All members of our community, including students, parents/guardians, faculty, staff and administrators, are expected to communicate respectfully and professionally at all times.

Students are encouraged to advocate for themselves by communicating directly with teachers regarding academic concerns before seeking parent intervention.

Teachers will provide opportunities for academic support through Tartan Time, study hall, office hours, and after-school assistance.

Teachers are not expected to respond to emails outside of working hours. Emails sent after hours, on weekends, or during school closures will be considered received on the next business day.

STUDENT RESPONSIBILITY

Students are responsible for arriving at school prepared with all necessary materials.

Holy Cross will not accept deliveries of forgotten lunches, assignments, projects, textbooks, athletic equipment, or other personal items during the school day.

Students who forget their iPad may obtain a loaner device through the Technology Office.

Food is not permitted in classrooms or the Media Center during the school day unless specifically authorized by a teacher.

ELECTRONICS & TECHNOLOGY

Holy Cross maintains a distraction-free learning environment.

Students may not use cell phones, smart watches, earbuds, AirPods, smart glasses, non-corded headphones, or similar devices between 8:00 a.m. and 2:50 p.m. unless specifically authorized by a teacher for instructional purposes.

All devices must remain powered off and stored in lockers during the school day.

Students needing to contact a parent/guardian must do so through a teacher, dean, or administrator.

ELECTRONICS CONSEQUENCES

First Offense

- Device confiscated until the end of the school day
- Detention

Second Offense

- Device confiscated
- Parent communication
- Detention

Third Offense

- Device confiscated
- Parent communication
- Detention
- Daily device check-in with the Dean's Office for the remainder of the semester
- Additional disciplinary consequences as appropriate

Holy Cross reserves the right to impose additional consequences for repeated violations or for any use of technology that disrupts the educational environment.

UNIFORM & APPEARANCE

Students are expected to wear the approved Holy Cross uniform and present themselves in a neat, clean, and appropriate manner throughout the school day.

Specific uniform requirements are published annually and are considered part of this Handbook. The Administration reserves the right to determine whether a student's appearance complies with school expectations.

Out-of-uniform days, dances, ceremonies, internships, and other special events may have separate dress requirements. Students who fail to comply may be required to change clothing, may lose participation privileges, or may be subject to disciplinary consequences.

The Academy of the Holy Cross

Uniform Policy

	Class of 2029 & 2030	Classes of 2027 & 2028	
Polo	White polo or purple polo with logo *(year round)* *Tommy Hilfiger*	White, purple, or lavender polo with logo *(year round)* *Flynn O'Hara*	White polo or purple polo with logo *(year round)* *Tommy Hilfiger*
Dress Shirt	White Oxford with logo (*optional*) *Tommy Hilfiger*	White Oxford with logo (*optional*) *Flynn O' Hara* **or** *Tommy Hilfiger*	
Skirt	Purple pincord skirt (8/25-10/31 & 3/1-5/29) Purple black plaid (11/1-2/27) *Tommy Hilfiger*	Gray skirt *(year round)* *Flynn O'Hara*	Purple pincord skirt (8/25-10/31 & 3/1-5/29) Purple black plaid (11/1-2/27) *Tommy Hilfiger*
Pants	Gray Dress Pant *(optional)* *Tommy Hilfiger*	Gray Dress Pant (*optional*) *Flynn O'Hara* ***or*** *Tommy Hilfiger*	
Socks	Solid white socks *(any height approved)*		
Footwear	Primarily white sneaker		
Outerwear	Solid black spandex shorts or leggings *Approved uniform sweatshirts can be found in the Tartan Shop		

DANCES, SOCIAL EVENTS & SENIOR PRIVILEGES

All school dances and social events are school-sponsored functions and are subject to all Holy Cross policies.

Students and guests are expected to conduct themselves appropriately and comply with all directions provided by school personnel and chaperones.

Students who leave a dance may not return.

Students are responsible for the conduct of their guests.

Holy Cross reserves the right to deny admission to or remove any student or guest whose behavior is inconsistent with school expectations.

Senior privileges are intended to recognize leadership, maturity, and commitment to the school community. Senior privileges may never include intimidation, exclusion, hazing, or behavior that interferes with the educational experience of other students.

HOLY CROSS DISCIPLINE SYSTEM

ADMINISTRATIVE AUTHORITY

The Administration reserves the right to investigate concerns, meet with students, determine appropriate disciplinary consequences, and address conduct that violates school expectations or is inconsistent with the mission and values of Holy Cross.

Administrators may speak with students during the school day without prior parental notification when necessary to address academic, behavioral, safety, or school-related concerns.

Parents/guardians will be notified as appropriate based on the nature of the situation.

DEMERITS & DETENTIONS

Students who accumulate three demerits during a semester will receive a Tartan Time detention.

Demerits reset at the conclusion of each semester.

Students and families are responsible for monitoring demerit totals through PowerSchool.

Detentions must be served as assigned and take precedence over all other student commitments.

Failure to attend a detention or arriving late may result in additional disciplinary consequences.

BEHAVIOR CONTRACTS

Students demonstrating ongoing or significant behavioral concerns may be placed on a Behavior Contract outlining specific expectations and conditions for continued enrollment.

Failure to comply with a Behavior Contract may result in suspension or separation.

IN-SCHOOL SUSPENSION

Students assigned to In-School Suspension (ISS) must:

- Arrive on time.
- Complete all assigned coursework.
- Follow all directions of supervising personnel.
- Remain focused on academic work throughout the day.
- Complete any assigned reflection or restorative activities.

OUT-OF-SCHOOL SUSPENSION

Students assigned Out-of-School Suspension (OSS) may not attend school, be present on campus, or participate in school-sponsored activities during the suspension period.

Students may make up missed assessments but may not receive credit for missed daily classwork.

A re-entry meeting may be required before the student returns to school.

SEPARATION FROM HOLY CROSS

Holy Cross may require a student to withdraw or may separate a student whose conduct is deemed harmful to the school community or inconsistent with the mission and values of the school.

Prior to separation, a conference will ordinarily be held with the student, parents/guardians, Principal, and President.

SAFETY & COMMUNITY STANDARDS

ALCOHOL, DRUGS, TOBACCO & VAPING

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 Holy Cross. 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 school 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 separation from the 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. Possession or use of a vaping device will result in an out of school suspension or additional disciplinary action.

RESPECT FOR PROPERTY

Students are expected to respect both school property and the property of others.

Theft, vandalism, or intentional damage may result in disciplinary consequences, restitution, or both.

HARASSMENT, BULLYING, DISCRIMINATION & 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 Student Life. 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/Guardians

Holy Cross will notify the parent/guardian of the alleged victim and the parent/guardian of the alleged violator regarding reports alleging a violation of this Policy, in accordance with applicable law and school procedures.

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.

SPECTATOR CONDUCT AT ATHLETIC EVENTS

All spectators are expected to demonstrate sportsmanship, respect officials and participants, and represent Holy Cross positively.

Profanity, harassment, unsportsmanlike conduct, possession of prohibited substances, damage to property, and disruptive behavior are prohibited and may result in removal from the event and additional disciplinary action.

ACCEPTABLE TECHNOLOGY 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 Technology 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 Holy Cross, 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 Technology Use Policy.***

NETWORK ETIQUETTE & ACCEPTABLE TECHNOLOGY USE

1. The school's code of conduct extends to the electronic world.
    a. Technology is not to be used to harass or bully others, in or out of school.
    b. Technology is not to 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 is not to be used to watch videos or stream content.
    g. Technology is not to 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. <u>Never</u> provide personal information online.

9. <u>Always</u> 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 Acceptable Technology 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
- 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 & 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 within the school community. 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 & 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 Technology 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 Technology Use Policy when using the internet and all network resources.

ARTIFICIAL INTELLIGENCE (AI)

The Academy of the Holy Cross has an AI policy and guidelines. The school reserves the right to revise its AI policy and guidelines based on the needs of our community.

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

Advisors will monitor students' academic progression throughout the school year.

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.

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 & 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. Student Advisory Boards include:

- Anti-Racism and Social Justice Advocacy Student Advisory Board
- Health and Wellness Board
- Sustainability Board
- Student Government Association (SGA)
- Peer Ministry
- Big Sister/Little Sister
- Booster Club

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.

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.

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 date listed below. 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 2026-2027 school year are as follows:

- Madeleva Summer Service Hours: September 4, 2026
- Seniors: April 5, 2076
- Freshmen, Sophomores, Juniors: April 23, 2027

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 23, 2027 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 2026-2027 school year, the Day of Service is April 13, 2027.

Christian Service Program is a curriculum requirement at the Academy of the Holy Cross. As such, effective immediately, students who are not up to date on any missing hours will be ineligible to participate in any extracurricular activities in the 26-27 school year until hours have been submitted and approved in MobileServe.

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.

HONOR SOCIETIES

Young women at The Academy of the Holy Cross have the opportunity for membership in the Moreau Chapter of the National Honor Society, as well as numerous department-specific honor societies.

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 3.50 cumulative GPA.

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.

Department-specific honor societies include:

- Science National Honor Society
- Computer Science National Honor Society
- Mu Alpha Theta Math Honor Society
- Rho Kappa National Social Studies Honor Society
- National English Honor Society
- Latin Honor Society
- French Honor Society
- Spanish Honor Society
- International Thespian Society
- Tri-M Music Honor Society
- National Honor Society for Dance

Each honor society has its own eligibility requirements, and students receive information about the timeline and process for pursuing membership during the spring semester. More detailed information about each of our honor societies can be found on the school website.

Juniors will be invited to apply to honor societies in the spring semester junior year and new members are inducted in the spring. In order to be eligible for consideration for membership in Holy Cross honor societies, a student must have an overall cumulative unweighted GPA of 3.50. If a student has more than two Honor Code violations, they will not be eligible to apply to any honor society. Additionally, students on a Behavior Contract are not eligible to apply to any honor society. If a student is admitted to the Chapter, she must maintain these criteria until she graduates.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association 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 Association

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 Government 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 Government 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 dismissed from 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: JV Soccer, Varsity Soccer, JV Field Hockey, Varsity Field Hockey, Freshman Volleyball, 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: JV Golf, Varsity 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 6 (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 and Commencement Liturgy. The opportunity to participate in the actual event is dependent upon attendance at the rehearsal. A student must meet with the Dean of Student Life 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 and Commencement Liturgy. **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 First Cousins Catering, 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, 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 1:00 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 with reasonable cause.

LOST & FOUND

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

VISITORS

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 Academy of the Holy Cross does not permit students to leave campus using third-party transportation services, including ride-sharing services, unless prior parental permission has been provided and confirmed by school administration. This restriction reflects both student safety considerations and the fact that many ride-sharing companies prohibit unaccompanied minors from using their services. Students may not depart campus in a ride-sharing vehicle without administrative approval and documented parent/guardian authorization.

EMERGENCY INFORMATION

The Academy of the Holy Cross has implemented an emergency contact system called SchoolMessenger. This system sends a voicemail 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.

FIRE DRILLS & 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

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.

When there is a delayed opening, 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. Please refer to the section on e-Learning Days for information regarding any assignments due on days in which Holy Cross is closed. Parents are encouraged to sign up for text alerts through SchoolMessenger for the latest schedule-related announcements.

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, 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 Health Room 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. Students who spend an entire class period in the Health Room or Counseling Office will be considered absent from that class and coded accordingly in PowerSchool.

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 and stored with the nurse. Students may not self-carry or self-administer OTC meds, nor share with other students under any circumstances. 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.

CONCUSSION PROTOCOL (RETURN TO LEARN/PLAY)

Students must be evaluated for a suspected concussion within 48 hours of injury or incident. During this initial 48-hour window, students will not need to complete any graded homework, classwork, or assessments. A student with a suspected concussion should be evaluated by a licensed healthcare professional who has experience managing concussions for guidance about when it is safe to return to regular activity. Students will work with the Student Support Coordinator to track assignments and create a make-up plan, and with Athletic Trainer on the Return-to-Play Protocol. Throughout the Return-to-Learn/Play protocols, documentation from the licensed healthcare professional must be provided to the school at least every two weeks.

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 and senior internship locations.

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.

At times, a student may require a level of support, treatment, or recovery that extends beyond the resources available within the school setting. In such circumstances, Holy Cross may require outside evaluation, treatment, counseling, or a Medical

Leave of Absence when the school determines that doing so is necessary to support the student's well-being, safety, or ability to participate successfully in the educational program.

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 & 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 late fall of Junior year with an evening meeting for families, followed by an individual student meeting, a family meeting, and small group sessions with the College Counseling team. 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

College applications may 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.