



**Holy Cross**  
REGIONAL CATHOLIC SCHOOL  
*A Catholic school for all faiths since 1879*

# PARENT - STUDENT HANDBOOK

2016-17

Holy Cross Regional Catholic School  
2125 Langhorne Road Lynchburg, VA 24501  
Phone: 434/847-5436 FAX: 434/847-4156  
E-Mail: [office@hcrs-va.org](mailto:office@hcrs-va.org)  
[www.holycrossforyou.org](http://www.holycrossforyou.org)

## **Welcome to another exciting year at Holy Cross Regional Catholic School!**

This handbook contains the procedures and policies of Holy Cross School. Please review them with your child and for reference purposes. As partners in our school's mission, your help in supporting our policies is vital. Thank you in advance for your support.

The school reviews its policies on an annual basis. However, at any time the school reserves the right to add, delete, or modify any policy in order to insure our intended objective as well as to maintain the quality and integrity of the school's program.

If you have questions or concerns, please feel free to call the school office at 847-5436 between 8:30 a.m. – 3:00 p.m. Monday through Friday.

### **Vision**

A family environment celebrating scholarship, service and Christian values.

### **Mission Statement**

Our mission is to cultivate within the Holy Cross Regional Catholic School community a challenging learning environment grounded in Christian values and Catholic traditions that empowers our students to engage in a lifetime of learning, service, and citizenship; challenges them to become leaders in our global society; and encourages them to share the message of God.

### **Heritage**

Now entering our 137<sup>th</sup> year, Holy Cross Regional Catholic School had its beginnings in downtown Lynchburg. Deeply embedded in the history of Lynchburg, Holy Cross has contributed to the formation of the local community since 1879. Founded by the Daughters of Charity, the order of religious sisters begun by St. Elizabeth Ann Seton, Holy Cross has provided an excellent education through the special link with dedicated teachers and Christian doctrine.

### **Certification**

Holy Cross Regional Catholic School is certified by the Southern Association of Colleges and Schools and the Virginia Catholic Education Association. Each teacher is required to hold a valid teaching certificate with an endorsement for each special assignment held or be working toward such endorsements.

### **Diocese of Richmond**

Holy Cross Regional Catholic School is a member of the Diocese of Richmond.  
7800 Carousel Lane Richmond VA 23294-4201  
Voice: 804-359-5661 Fax: 804-358-9159 Web site: <http://www/richmonddiocese.org>  
Ray Honeycutt, Acting Superintendent

### **Holy Cross Regional Catholic School**

2125 Langhorne Road Lynchburg, Virginia 24501-1449

### **Mary Sherry, Principal**

#### **Administration:**

Doug Washington, Assistant Principal  
Luke Bobbit, Director of Athletics

#### **Staff:**

Iris Charter, Bookkeeper  
Ron Farringer, Buildings & Grounds  
Fran Harvey, Administrative Assistant; Registrar  
Ann Hoffman, Business Manager  
Beth Holcomb, Director of Enrollment and Marketing

**Clergy:** Monsignor J. Kenneth Rush, Pastor, Holy Cross; Monsignor Michael D. McCarron, Pastor, St.

Thomas More; Rev. Salvador Anonuevo, Pastor, Holy Name of Mary; Father Carlos Larma, Pastor, St Francis of Assisi; Rev. James Gallagher, Pastor, Our Lady of Peace/St. Victoria's Catholic Church; Deacon Gordon Cartwright; Father Sal Anonuevo, Resurrection Catholic Church.

### **Phone Numbers**

Main Office: (434) 847-5436  
Office Fax: (434) 847-4156  
School e-mail: office@hcrs-va.org  
Web site: www.hcrs-va.org

**Office Hours:** Monday through Friday, 7:45 a.m. – 3:45 p.m.  
Summer hours – Monday through Friday, 9:00 a.m. – 3:00 p.m.

### **Admissions and Registration**

Admission to Holy Cross School complies with the eligibility policy of the Diocese of Richmond which states that, "All school-age children belonging to supporting Catholic parishes are eligible for attendance in that regional school, pending availability of space. Each Catholic school retains the right to set local registration procedures and admission policies provided they comply with the Diocesan guidelines and regulations. The Principal is responsible for the final decision regarding acceptance or non-acceptance to the school."

- Holy Cross School does not discriminate in admissions on the basis of race, color, sex, creed or national origin. However, the following considerations are made in this order: a) siblings of current students are given priority over non-Holy Cross families, b) practicing Catholics, c) children of Holy Cross alumni, d) all other qualified applicants based on a dated waiting list.

Pre-Kindergarten students must be four (4) years of age by September 30th. The age for admission to Kindergarten and First Grade is in accordance with Virginia State Regulations/Office of Catholic Schools.

- Students must adhere to and maintain the academic, conduct and effort requirements of the school, as well as the general school and Diocesan policies.
- Birth and baptismal certificates, as well as a health certificate, which includes immunization records (dates required), and vaccination certificates (dates required) must be presented and verified before the student is admitted to school. All other required information must be in the school office before any student will be considered for admission.
- Holy Cross School must be able to accommodate the student with an academic schedule.
- Holy Cross School reserves the right to place a student in a grade level that the school determines, through a variety of factors, is most suitable to his/her capabilities. This may include repeating a grade or placement in a grade level below application.
- Financial responsibilities must be current with evidence that these responsibilities will be maintained.
- In the applicable grade level, all students must participate in the Diocesan required Human Sexuality Program.
- For the most part, the entrance assessment is a placement test. However, when scores are low, the school reserves the right to a) deny entrance, b) request additional information, c) request that the entrance assessment be re-taken, d) accept on extended probation. The entrance assessment alone may not deny entrance nor guarantee acceptance to Holy Cross.
- Holy Cross reserves the right to deny entrance if the school concludes the student a) cannot meet the demands of the curriculum or Code of Ethics, b) has been professionally evaluated with a specific learning disorder, c) has falsified or deleted information requested by the school.
- If a grade is full, a waiting list will be maintained. Students will be admitted following procedures listed in the admissions documentation/Office of Catholic Schools' guidelines.
- Holy Cross School also reserves the right to deny entrance based upon a student's record of behavior from his/her previous school(s) or community.

## After School Care

The After School Care program is provided for students in Grades PreK through 8<sup>th</sup> grade. It begins at 2:50 p.m. and closes at 5:45 p.m. Pre-packaged drinks and snacks are provided. The child-care staff is certified annually by a physician to be free of disability that would prevent them from caring for children. Holy Cross is covered by a Diocesan insurance policy that provides up to \$1,000,000.00 of public liability insurance. The cost of After School Care may be obtained in the Main Office. Students and parents are expected to comply with all policies and regulations established annually by the After School Program coordinator. Failure to do so will result in dismissal from the program.

**Please note: The school is not responsible for the supervision and safety of any student before 7:45 a.m. or after 3:15 p.m. unless the student is participating in a school sponsored program. Students not participating in a school sponsored program must report to After School Care, or when offered, Afternoon Study Hall.**

Afternoon Study Hall (A.S.H.) is a privilege offered to HS/MS students in good standing, as determined by the principal, and who are able to follow A.S.H. expectations:

1. Students are to arrive by 3:20 pm. Upon arrival and departure, students will sign in and out using the book on the teacher's desk, including the times of arrival and departure. A.S.H. closes at 6:00 pm but may close earlier depending upon circumstances. A.S.H. is not provided on 1:35 dismissal days unless otherwise announced.
2. Students are to be respectful of others and follow the directions of the supervising adult at all times.
3. Students attending A.S.H. must come with study or reading materials. Students may use electronic devices at the discretion of the supervising teacher provided the devices are not a distraction to others and provided the use of devices conforms to the school's BYOD policy. Except under circumstances approved by the supervising teacher, students are not to listen to music without headphones.
4. Students may communicate with each other at the A.S.H. supervisor's discretion, so long as they are quiet and communication is not a distraction to others.
5. Students may go to their locker or use the restroom or consult with a classroom teacher with permission from the A.S.H. supervisor.
6. Food and drink are permitted in the portion of A.S.H. that does not have computers, provided students clean up after themselves. Food and drink are not permitted near computers.
7. Students wishing to leave campus and then return to A.S.H. later must provide the signed permission form from parent(s) or legal guardian(s). (E-mails, faxes and phone calls are not acceptable forms of written permission.) While off campus, students are the responsibility of the parent(s) or legal guardian(s).
8. The school reserves the right to cancel or change the hours of A.S.H. for any reason. In the event that A.S.H. is cancelled or changed, students and parents are responsible for making alternative transportation arrangements.
9. The supervising adult may opt to take all A.S.H. students to home games, time permitting. Supervising adults may not leave A.S.H. students unsupervised during games but will remain at the game until relieved.
10. Students will follow all expectations as described in the current *Parent-Student Handbook* (including dress code) and all applicable local, state and federal laws.

## Athletics

Holy Cross Regional Catholic School offers a well-rounded program of interscholastic sports. All athletes, coaches, parents, and students are expected to abide by all school rules, both on and off the field/court of competition as well as in the stands. We represent Holy Cross School and therefore must adhere to the rules of the school upon departure to and return from any and all athletic events, including behavior on the bus to and from the game. The coach is ultimately responsible for team behavior, including on the bus.

Not every student who tries out for a team will make the team. The coach determines team rosters and the results must be honored. Additionally, students who make a team may not get to play in some games. Who makes a team and who plays in a game is an option left solely to the coach.

**Any student participating in athletics must:**

- Make Christian behavior and academic excellence the top priorities.
- Have an annual physical on file in the Athletic Office submitted by a certified physician.
- Pay all fees required for the sport prior to the first game.
- Travel to and from events with the team unless his/her parent/guardian is present for transportation.
- Student athletes may travel to and from LOCAL area away games providing their own transportation ONLY signed parental/guardian permission. Students may not provide transportation to other athletes/team members to said events without signed parental permission (FAX, voice messages and e-mail are not acceptable).
- Be responsible for damages or loss of team uniforms. All uniforms must be turned in when requested by the Athletic Director.

Holy Cross cheers for our team and never against the opponent. Noisemakers and any form of inappropriate dress are not allowed. Regardless of a call, officials at all athletic contests must be respected. Anyone who does not conduct him or herself in a sportsmanlike manner will be asked to leave the campus.

Any questions or concerns regarding athletics should be directed to the Athletic Director.

## **Attendance, Absences & Tardies**

Students are legally required to attend school on a daily basis.

- Absences and tardies are considered unexcused except for the following: hospitalization, documented illness by a physician or parent, funerals and approved school-related trips.

- Parents should call or email the school office by 8:30 a.m. if their child will not be in attendance that day; upon return from an absence, the student should turn in to the front office a note from doctor or parent explaining the absence in order to verify excused v. unexcused status in school records.

- Classwork missed **during a period of excused absence** may be made up with no academic penalty subject to the requirements of the individual teacher. Classwork missed during a period of unexcused absence may be made up at the discretion of the teacher; assignments missed due to unexcused absences may be subject to academic penalties.

- It is strongly suggested that family trips be taken during holidays from school. Teachers will not provide assignments in advance of unexcused absences. Assignments may be requested so that the student can pick them up upon his/her return; assignments for unexcused absences will be given at the discretion of the teacher and administration.

- Students who are absent for one day should get assignments from RenWeb, a classmate or from the teacher upon return to school. Requests for school assignments during an extended absence of two or more days must be made by 8:30a.m. the second day of the absence so that the teachers have sufficient time to prepare the assignments. These assignments must be picked up by the close of the school day or the school reserves the right to discontinue this service.

- Assignments must be made up within a reasonable amount of time as determined by the teacher.

Generally, a student is granted one additional day for every day's absence to make up assignments.

- If more than ten (10) days or class periods are missed within a semester, except for hospitalization, documented illnesses by a physician or approved school-related trips, a student severely jeopardizes

his/her chances to receive credit for the subject(s). Additionally, the student may receive an incomplete grade due to prolonged absence. **Students who are absent eight (8) or more times during the semester, excused or unexcused, lose the final exam exemption privilege.**

- Students are expected to be in school each day and to be on time for school and all classes.
- A student arriving tardy to school must report directly to the Main Office in order to obtain an admit slip; chronic tardiness ( $\geq 10$ , excused or unexcused) may result in disciplinary action.
- No student may be removed from school by anyone except the parent/guardian unless previous documentation is on file in the Main Office.
- A student who must leave the campus will be signed in and out by the parent/guardian in the Main Office. Students will not be dismissed from school based on a verbal permission; parents must provide written permission or personally sign the student out in the office.
- **A student who is absent from school, arrives after 8:55 a.m. or leaves early may not participate in or attend an after-school or evening function on the day of their absence unless approved in advance by the administration.**
- The school will notify parents about continued absences and tardiness. Attendance and tardiness remain a student/parent responsibility.

**Perfect attendance is defined as being present every day, all day. Students serving In-school Restriction (ISR) will not earn perfect attendance.**

**Students who are ill should stay at home to avoid jeopardizing other students' health. Students are not permitted in school with any of the following:**

Pink eye	Chicken Pox	Fever or vomiting
Head lice	Measles	Fifth's Disease

This includes, as well, any other ailment or condition that may jeopardize the physical or emotional well-being of any other member of the school community.

## Bell Schedules

School begins at 8:00 a.m. for Middle/High and at 8:10 a.m. for Elementary

Regular MS/HS Schedule	1:35 Dismissal MS/HS
Warning Bell .....8:00	Warning Bell.....8:00
Period 1 ..... 8:05-8:55	Period 1..... 8:05-8:42
Period 2 ..... 8:58-9:43	Period 2..... 8:45-9:22
Period 3 ..... 9:46-10:31	Period 3.....9:25-10:02
Homeroom..... 10:34-10:43	Period 4.....10:05-10:42
Period 4 ..... 10:46-11:31	Period 5.....10:45-11:22
Period 5 ..... 11:34-12:19	Homeroom.....11:25-11:35
Lunch..... 12:19-12:46	Period 6.....11:38-12:15
Period 6 ..... 12:49-1:34	Period 7.....12:18-12:55
Period 7 ..... 1:37-2:22	Period 8.....12:58-1:35
Period 8 ..... 2:25-3:10	
 <b>Regular Lunch Schedule</b>	 <b>Regular Elementary Dismissal Schedule</b>
Elementary School ..... 11:20-12:00	Warning Bell.....8:10
MS/HS ..... 12:19-12:46	Departure PK – 1 <sup>st</sup> grade..... 2:50
.....	Departure 2 – 5 <sup>th</sup> grade.....3:00

Alternate schedules for late openings, etc., are available on the website.

## Books

Textbooks are rented to students as part of their tuition/fees. Students are expected to return books at the end of the school year in a similar condition in which they were issued. Failure to do so will result in

being charged a replacement fee.

### **Bus Transportation to Forest and Bedford**

Students are required to adhere to all school rules while on the school bus, including athletic and any other extra-curricular/social school event. Violations are subject to the disciplinary procedures of Holy Cross School. A parent/guardian and student signature on the bus regulations will be required.

The school bus will not stop at any destination other than its planned route. No stops will be made within Lynchburg city limits.

Emergency changes to bus schedules due to inclement weather, bus breakdowns, etc., will be made via RenWeb Parent Alert. Bus routes and fees are subject to annual change and will be available through the office.

### **Bring Your Own Device (BYOD) – See pp. 15-17**

### **Change of Information**

Please report any change in student or family information (phone numbers, address, e-mail address, employment, marital status, etc.) to the Main Office so that our records will be kept up to date.

### **Child Abuse Prevention**

In addition to faculty/staff members, all parents who work with the students or chaperone field trips are required by the Catholic Diocese of Richmond to take the VIRTUS training (see Volunteers). Holy Cross abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

### **Class Parties/Socials/Private Parties**

Elementary students have class parties as determined by the elementary staff. Middle school and high school students have socials/class parties/dances as proposed to and approved by the administrative team. Invitations for private parties may not be distributed at school unless the entire class is invited, or all boys/all girls are invited.

### **Clubs/Extracurricular Activities**

Holy Cross School sponsors a wide variety of extracurricular clubs and activities. Students are encouraged to participate in as many as they are able. (See also Honor Societies)

### **Development Office**

The Development Office works to enhance the programs at Holy Cross Regional Catholic School. The office supervises the Annual Fund campaign and fund raising to provide much needed revenue for Holy Cross School. Parents, grandparents, faculty and staff, alumni, parents of alumni, corporations, vendors, parishioners and friends of Holy Cross are contacted and encouraged to donate to the Annual Fund. Tuition, fees and parish subsidies do not cover the entire expense of sending a student to Holy Cross School. Generous donations are needed to maintain and improve the quality of education at our campus. Alumni are encouraged to support their Alma Mater financially and spiritually and, of course, are welcomed and encouraged to visit the campus regularly.

### **Dress Code (see Uniforms)**

### **Emergency Closings**

Holy Cross School will make the decision regarding the closing of school as early as possible. School closing announcements will be posted with local media and through the RenWeb Parent Alert system. **In general, all extracurricular activities are cancelled when the school is cancelled. However, activity sponsors may conduct optional practices with approval from the Principal. “Optional” means students will not be penalized if unable to attend any event on any day school is cancelled.** Under some circumstances, such as prolonged school closings, etc. extracurricular events (games/plays, etc.)

may be conducted on afternoons/evenings when school is closed with approval from the Principal. Activity sponsors/coaches are responsible for communicating schedule changes.

## **Emergency Drills/Evacuation Plans (Abbreviated)**

### **During fire drills, students should:**

1. Rise in silence when the alarm sounds.
2. Close windows and doors.
3. Walk to the assigned place briskly, silently, and in single file.
4. Stand in a single column facing their teacher.
5. Return to classroom when the signal is given.

### **During a tornado/disaster drill, students should:**

1. Rise in silence when the alarm sounds.
2. Walk briskly and silently to the assigned place in a single file.
3. Sit facing the wall and put hands over the head.
4. Return to classroom when the signal is given.

### **During an earthquake drill, students should:**

1. Drop to the floor and cover head immediately.
2. Crawl under desk or nearest table.
3. Listen for further instructions.

### **During an intruder/lockdown drill, students should:**

1. Rise in silence when the announcement is made.
2. Close and lock all classroom doors and windows; pull all shades.
3. Quietly move to a corner of the classroom least visible to the door or windows.
4. Remain quietly until notified with further instructions.
5. Students should never leave the room or open the door for any reason.

**Holy Cross follows a Crisis Management Plan in case of any type of emergency.** In the event that students need to be evacuated from the building for a prolonged period or in inclement weather, students will be moved to Tabor Retreat Center, BB&T Bank or McGurk House. Information in any emergency will be communicated through the Parent-Alert System whenever possible.

## **Exams and Exemptions**

All students in MS and HS take midterm and final exams at the specified time. All students in high school courses who maintain a 93% or better (not 92.5) average may be exempt from taking the final exam.

Extra credit will not be given in any class in order to qualify for an exemption.

School attendance affects the privilege of exemptions. **A total of eight (8) or more absences per class per semester, excused or not excused (including college visits), will result in the loss of the privilege of exam exemptions even though a student fulfills the academic exemption requirements. Students with extreme extenuating circumstances, such as a hospitalized illness or death in the family, may appeal to the administration for an exemption within five school days after the extenuating circumstances. Excessive tardies may also result in the loss of exam exemptions as determined by administration.**

## **Extracurricular Eligibility**

Every student is encouraged to try-out for school sponsored extra-curricular activities. These activities help promote solid relationships and a sense of accomplishment. They also serve to help promote a positive self-image and a well-rounded individual.

In order to participate in an extracurricular program, a student **MUST** be in good academic and behavioral standing with the school. In order to represent Holy Cross School in any extracurricular

activity or program, a student must perform to his or her full potential in all subjects and must maintain the disciplinary and ethical standards set by the school. Even if these standards are met and maintained, the Principal reserves the right to make ongoing and final decisions about eligibility. In addition, parents may decide at any time that their son/daughter is not working to potential and thus remove their child from a team or program. Students who participate in extracurricular activities and programs will have their grades and effort/behavior checked at each grading period, including the interims.

### **Student Eligibility for Extracurricular Activities**

**Student eligibility for any extracurricular activity will be determined at the end of each 9 weeks.**

At interim report time, middle and high school students having below a C- (70) will be required to see their teacher(s) after school on Thursdays or other days by mutual arrangement. The student will not be allowed to participate in the activity on tutorial days without a note from his/her teacher explaining that he/she has had the necessary tutorials. The student will be responsible for securing and delivering the note to the activity sponsor or Athletic Director.

Eligible students expected to attend tutorials (i.e., with a D average) may compete (not practice) with their team on a Thursday, only if needed to avoid a team penalty (such as forfeiture), **provided the student has made alternative tutorial arrangements with the teacher in advance of the competition.** This option is not available for students ineligible to compete (i.e., with an F in any given class at the end of a 9-week grading period).

A student **failing** any course at the **end of the nine weeks** will be suspended from the activity or team. The student may ask to be re-evaluated by the administrative team every two weeks after the nine weeks for reinstatement to the team if necessary progress has been made. The student will not be allowed to participate in any extracurricular activity during suspension periods. School administration may use discretion during this process.

#### **Ineligibility means:**

- The student cannot participate in any practices, games or competitions and may not travel to away competitions.
- The student must attend after school tutoring on Thursdays and other times as the schedule allows.
- Ineligible seniors lose lounge privileges.

### **Field Trips**

Approved student trips of significant educational or spiritual value are permitted each year. Field trips of any kind to anywhere are subject to the directives of the Office of Catholic Schools. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance, poor attendance, and/or poor conduct. After teachers secure approval from the principal and make the necessary arrangements, written permission forms must be signed by parents/guardians and submitted prior to departure. **No verbal or emailed permission will be accepted for field trips.** Parents and students are financially responsible for all field trips.

Student travel and related field trips must comply with the directives of the Diocese of Richmond. This includes use of private vehicles, insurance regulations and volunteer drivers. A volunteer driver must have a completed "Volunteer Driver" information sheet on file in the front office. **Appropriate car seats must be in place for all children under the age of eight.** Overnight trips are subject to diocesan approval and must be adequately staffed according to diocesan guidelines. The behavior of students while on a field trip is expected to comply with school policy as outlined in this handbook.

### **Financial Information**

#### **Tuition**

Tuition may be paid in the following manner:

1. in full due July 1st
2. in two installments - due July 1st and January 2<sup>nd</sup>
3. in ten-monthly installments from July – April
4. in twelve-monthly installments from July – June

Holy Cross School uses the services of FACTS for the purpose of tuition collection. Please be reminded that tuition will not be refunded and that parents/guardians make a tuition commitment for an entire school year. Certain school records will not be released until all accounts are paid in full and all school-owned items have been returned in satisfactory condition.

**Tuition Assistance**

A program of tuition assistance may be available for those who qualify (families whose completed application indicates a financial need). Information is available in the Finance and Enrollment Offices. The application must be submitted by March 1st. Additional information or requirements are available from the Finance Office. The amount of assistance will vary from year to year depending upon the number of applicants and the amount the school can budget for such purposes. No family will be considered for assistance unless a yearly application is made with and processed by FACTS TUITION MANAGEMENT PLAN.

**Other Financial Responsibilities**

The following NON-REFUNDABLE FEES may be required depending upon student activities and program expectations:

Athletics	Forensics
Club Activities	Graduation
Class supplies and various academic publications	Online Courses
Day Care	Registration/re-registration (family)
Driver Education	Retreats
Dual Enrollment and DE text books	Testing (standardized, AP and entrance)
Fieldtrips	Transportation

No student will be permitted to re-register or begin a new school year until all financial obligations have been satisfied from the previous year or current balance due.

A \$300.00 NON-REFUNDABLE annual family registration fee will be required at the time of re-registration/registration.

A \$25.00 fee per check will be charged for any check returned by the bank.

**Free Dress Days**

The school sponsors Free Dress Days to highlight programs and to have fun. Please see “Uniforms” for free dress day guidelines.

**Food Services**

Students may bring lunch from home or purchase food in the cafeteria, including hot lunches and a la carte items.

- Proper decorum is expected at all times in the cafeteria and while at cafeteria recess (inside and outside). Students are expected to converse in a quiet and orderly manner.
- After eating lunch all students are required to clean their area and discard their trash. Designated students are further required to clean a set of assigned tables and sweep the floor. Failure for a designated student to clean his/her area will result in an additional week assignment.
- Student food and drinks are to remain in the cafeteria, other than at snack time during homeroom or in the classroom with teacher permission.
- Students in grades PK-8 are not permitted to use the drink machines during the school day. High school and middle school students may use the cafeteria drink machines during lunch as well as before and after school. **No student may use the drink machines in the gym during the school day. Students may not use the faculty drink machine in the announcement room.**
- Lunches are not served on half days and only to elementary students on 1:35 dismissal days. Parents/guardians of a student in the After School Care program are encouraged to send a larger

nutritious snack/lunch on half-days.

- Except for seniors, students are not allowed to order food out. No student may leave the campus to obtain food or drink during the school day. Students must obtain permission from administration to invite a guest to lunch.

- **All students should be prepared to pay for his/her lunch. Lunches may not be purchased on credit.**

- Gum is not permitted during the school day.

## Fundraising

All fundraising will be conducted according to Diocesan Policy Manual, section 908, p. 139, and must be approved in advance by the school principal. The school prohibits students from engaging in door-to-door fundraising.

## Grade keys

Scale	Unweighted	Honors	AP/DE
100-97 A+	4.3	4.8	5.3
96-93 A	4	4.5	5
92-90 A-	3.7	4.2	4.7
89-87 B+	3.3	3.8	4.3
86-83 B	3	3.5	4
82-80 B-	2.7	3.2	3.7
79-77 C+	2.3	2.83	3.3
76-73 C	2	2.5	3
72-70 C-	1.7	2.2	2.7
69-67 D+	1.3	1.8	2.3
66-63 D	1	1.5	2
62-60 D-	0.7	1.2	1.7
59 and below F	0	0	0
W/P - Withdrew/Passing			
W/F - Withdrew/Failing			
(0) against GPA			

## Graduation Requirements

Graduation from Holy Cross School is only permitted for students leaving the 12th grade. All other rites of passage are celebrated informally (no formal graduation procedures such as caps, gowns, etc.).

Graduating students are required to attend, in formal attire, all exercises pertaining to their graduation.

Formal attire is clearly stated and stipulated by the school administration on a yearly basis. Graduation is considered a formal event and is conducted in the Church, thus graduates and families will act reverently.

Commencement speeches and programs must be reviewed and approved by the school principal/designee.

The school reserves the right to change, delete, or nullify any commencement speech that does not reflect the mission and philosophy of the school, the Catholic Diocese of Richmond, or of the Catholic Church.

Eighth graders can earn high school credit for Algebra I, Geo-Science, and one credit for a year of foreign language.

Colleges reserve the right to give exemptions for AP courses pending scores and/or dual enrollment courses based on grades. Qualified students who are approved to take college courses may have those courses count towards diploma requirements as well as GPA.

The top three end-of-year senior awards (Valedictorian, Salutatorian, Third Honors) are based upon a minimum of four years attendance in the High School and the highest GPA as an honors diploma graduate. These awards will be calculated through the interim of the 4<sup>th</sup> quarter marking period. Second semester dual enrollment and online courses are not included in the calculations of these awards.

Software-generated GPAs are unofficial. Official GPAs will be verified by the assistant principal and cross checked by the math department chair.

**General Diploma (24 Credits)**

Religion	4
English	4
Mathematics	3
Science	3
Math or Science	1
Foreign Language	2
Social Studies	3
Health	1/2
Physical Education	1
Driver Education	1/2
Electives	2 or more as needed.

**Advanced Diploma (27 Credits)\***

Religion	4
English	4
Mathematics	3 (Algebra I and two courses above Algebra 1)
Science	3
Math or Science	1
Foreign Language	3 (3 years of one language or 2 years each of 2 languages)
Social Studies	4
Health	1/2
Physical Education	1
Driver Education	1/2
Electives	2 or more as needed.

\*with no repetition of courses and a minimum C+ grade point average overall

**Honors Diploma (29 Credits)\***

Religion	4
English	4
Mathematics	4 (Algebra I and 3 courses above Algebra 1)
Science	4
Foreign Language	4 (4 years of one language)
Math or	
Foreign Language	1
Social Studies	4
Health	1/2
Physical Education	1
Driver Education	1/2
Electives	1 or more as needed.

\*with no repetition of courses and a minimum C+ grade point average overall

It is the student/parent responsibility to complete the application process for all dual enrollment classes and to have official dual-enrollment transcripts sent directly to both HCRS and all colleges to which the student has applied to for admission; parents are responsible for fees, books and transportation related to dual-enrollment courses.

Beginning with the graduating class of 2015, all students must have completed a) a minimum of one online course; b) a course in Economics and Personal Finance. NOTE: Taking the Economics and Personal Finance course online fulfills both requirements.

## Homework guidelines

Parents/guardians are urged to provide surroundings conducive to study, stipulate a daily time frame for homework and encourage their student to complete assignments on time. Parents/guardians are asked to consult with the teacher(s) when the student comes home regularly without any homework or with, in their opinion, homework that is taking too long, or is too difficult to complete within the reasonably established time frame (See below).

Homework does have an impact on the interim and quarterly grading process. It is important that homework be completed and be done so in accordance with the Holy Cross Code of Ethics listed in this handbook. As a general guideline, homework assignments should total the following minutes per night:

Grade 1	15 minutes	Grade 7	105 minutes
Grade 2	30 minutes	Grade 8	120 minutes
Grade 3	45 minutes	Grade 9	135 minutes
Grade 4	60 minutes	Grade 10	150 minutes
Grade 5	75 minutes	Grade 11	165 minutes
Grade 6	90 minutes	Grade 12	180 minutes

Please be reminded that most 6th through 12th graders have at least one study hall or Exploratory period per day. This provides a great opportunity to get a head start on assigned homework. Any questions concerning homework should be directed to the classroom teacher. See the "Absence" policy for homework requests.

## Honor Roll

Students who have earned the appropriate grades will be listed on the school's honor roll. Students earning all A's in class subjects with satisfactory or better in all other areas will be listed on the Principal's Honor Roll. Students earning all A's and B's in class subjects with satisfactory or better in all other areas will be listed on the Honor Roll.

## Honor Societies

Membership in the **National Honor Society** is a privilege. The names of students who have maintained an overall GPA of .93 for the three most recent semesters will be given to high school teachers for membership consideration based on the qualities of character, leadership, and service in addition to scholarship. Members are required to live by the guidelines and standards of Holy Cross Regional Catholic School and of the National Honor Society. Failure to live up to these standards will result in dismissal from the society. The Principal, in consultation with the NHS moderators, reserves the right to make all final decisions regarding societal issues including probation, dismissal, and reinstatement. Membership eligibility is the spring of the 10th grade through the 12th grade.

Membership in the **National Junior Honor Society** is an honor bestowed upon a student. Selection for membership is by a majority vote of the faculty council and is based on outstanding scholarship, character, leadership, service, and citizenship. To be eligible for membership the candidate must be a member of the 7th, 8th, or 9th grade. Candidates must have a cumulative scholastic average of .93 as calculated from the following subjects: English, Literature, Math, Religion, Science, Social Studies/History and Foreign Language. The cumulative average will consist of all grades in the above mentioned subjects beginning with the first quarter grades of the sixth grade year. Additional consideration will be given to performance in PE/Health and Exploratory courses as success in these courses are indicative of a well-rounded student and are a part of the school's curriculum. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship.

## Immunizations

All incoming students must comply with the state ruling regarding required immunizations. Immunization records (dates required) and vaccination certificates (dates required) must be presented and verified before students can enroll. Copies will be kept in their permanent file and updated annually.

## **Insurance**

Diocesan regulations require that every student must be covered by the Diocesan school insurance plan, even if covered by other insurance. This insurance is renewed annually and is included in the school fees.

## **Library/Media Lab**

The elementary and MS/HS libraries and media lab are open during regular school hours for classes and/or student use. All students and parents must agree to and sign the computer Acceptable Use Policy that is distributed by the technology departments. No student is allowed to use any school computer until a signed Acceptable Use Policy is on file. **No food or drink is permitted in the media labs except during Afternoon Study Hall while at tables away from computers.**

## **Lockers/Locker Room**

Students must keep their lockers neat and in good order. They may not place any inappropriate picture, poster or other visual display in or on their locker. If they wish to place pictures of their immediate family or friends in their locker they may do so. The area surrounding lockers must be kept free of trash and clutter. All books, book bags, and gym bags must be placed in the lockers and not in the hallways. Lockers are subject to inspection by the Principal or designee at any time. Search of a student's person and/or personal property (e.g., automobiles, etc.) may be conducted by the Principal or other designated officials. It is only necessary that a search be reasonable and related to the school's rights in these regards. Any defacing or damaging of lockers will subject the offender to disciplinary action.

Students should not place money or other valuable items in their lockers. The school will not be responsible for lost or misplaced belongings. Students may request a school combination lock from his/her homeroom teacher to store electronic learning devices (i.e. Smartphones, laptops, Ipad with keyboards, eReaders, Ipods and MP3Players) in accordance with the school's BYOD policy (see pp. 15-16 below). Students may not use their own locks on any school locker. Each student is responsible for his/her own locker and must respect the lockers and possessions of their classmates. A student must not open another student's locker or gym bag. Failure to comply with this regulation may result in expulsion from Holy Cross School.

The locker rooms should be kept neat and orderly.

## **Maternity/Paternity Policy**

If a student becomes involved in a pregnancy, whether boy or girl, the student is entitled to be treated in a Christian manner, with understanding and consideration for their well-being and the good of the child. The student(s) involved should contact the administration as soon as possible to discuss a course of action in conjunction with the families and the administration.

## **Parent Conferences**

Parent conference days are listed on the calendar. In addition to those days, middle and high school teachers are available on Thursday afternoons until 4:00 for conferences and tutorial time. Please take advantage of this time to talk with teachers regarding your son/daughter's progress. Conferences should be scheduled in advance.

## **Personal Items**

Students may not bring sound systems, beepers, hair dryers/curling irons, or other electronic equipment/games without approval from the administration. Students may not bring to campus any item(s) that may interfere or disrupt the regular school day. Weapons of any kind, or any item that could be used as a weapon, are prohibited and the student who brings such is subject to dismissal. Unauthorized items will be confiscated and returned only to a parent while the student is subjected to disciplinary action. Students should not bring large sums of cash to school.

**Students who bring cell phones and other personal electronics must turn them off or on silent during the academic day: 8:00 a.m. to 3:10 p.m. Students may use phones during homeroom and during lunch. Otherwise, phones/electronics should be kept in backpacks, purses, lockers or**

**pockets and not be taken out during the academic day without teacher permission.**

Absent related honor code violations or other extenuating circumstances, confiscated student phones will be returned to first-time offenders at the end of the school day. If confiscated a second time, the phone will be returned to the student's parent or legal guardian. If confiscated a third time, the phone may be held until the last day of school and the student may lose the privilege to bring a cell phone to school.

The only exception is the use of the following electronics for educational purposes as described in: the "Holy Cross School Bring Your Own Device (BYOD) Policy" (see pp. 15-17 below): Smartphones, laptops, I pads with keyboard, eReaders, Ipods, and MP3 Players. Failure to comply with this regulation will result in confiscation of the phone as well as disciplinary action.

The school explicitly reserves the right to search any data on any student's cell phone or any other electronic device if there is reasonable suspicion that the phone or device may have been used in violation of any school rule. Any cell phone or electronic device seen or heard (not turned off or on vibrate) during school hours, except during homeroom and lunch, is a violation of school rules.

Student possession of a cell phone on school grounds, or on a school-sponsored trip, is a limited privilege and not a right, therefore the school retains all rights to prohibit the possession or use of any cell phone or any other electronic device to any and all students at any time.

All students with a cell phone on campus or while on any school-sponsored event must register the cell phone number with the school.

The school, its agents, employees or volunteers are in no way responsible for any damages, loss or theft, to any cell phone or any other electronic device brought onto school grounds, or on a school-sponsored trip, by any person, with or without permission. The school expressly requires as a condition of admission and enrollment that students and their families assume all liability whatsoever for any cause of action directly or indirectly related to usage of cell phones or any other electronic devices.

Failure of any student to immediately provide any cell phone or any other electronic device to a teacher or administrator upon request, whether turned on or off or in use or not, may alone be grounds for expulsion.

Any and all information discovered that is not related to the original search, but may be determined by the Principal to not be concordant with the school's mission, may be sufficient to warrant expulsion from the school at the sole discretion of the Principal.

Any information discovered not related to the original search may be reported to appropriate law enforcement agencies as needed to protect individuals and/or groups from imminent harm, or to protect school property.

## **Holy Cross Regional School Bring Your Own Device (BYOD) Policy**

Our students live in a world where they have immediate access to information anytime and anywhere. Many students own devices that can be used for educational purposes, allowing them to learn in their own style. Holy Cross School is investigating the educational benefit of allowing students to bring in and use their own technology in class. This technology includes laptops, smart phones, tablets, IPads, eReaders, and internet capable media players such as IPods.

Here are some important guidelines for use of personal devices in the school:

1. Any student wishing to use a personally owned electronic device at Holy Cross School must read and have parents sign the BYOD user agreement.
2. Students take full responsibility for their device.
3. Students bringing electronics to school do so at their own risk. The school will not be held responsible if an electronic device is lost, stolen, misplaced or misused. Misuse of devices in non-school settings is a family issue and not a school issue.
4. Students are expected to bring all devices to school fully charged.
5. Personally owned devices are not permitted to connect to the internet through a 3G, 4G, or other service provider. Students must access the internet via Holy Cross's content filtered wireless network.
6. Teachers are responsible for supervising student access to the internet and ensuring that access is being used for educational purposes.
7. Students shall not access or use social networking or chat sites.
8. Students may not use devices to record, transmit, or post photos or videos of any person on campus without the permission of a teacher.
9. Generally speaking, devices cannot be shared.
10. The use of cases to transport electronic devices to and from school is encouraged. Students will be allowed to transport their devices in the cases throughout the school day. Steps will be taken to secure devices.
11. Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to use personal devices in school for a period of time commensurate with the infraction.
12. Students must comply with any teacher's request to inspect a device for appropriate content, or to refrain from using a device.
13. Use of all devices in the classroom will be up to the discretion of each teacher.
14. Students will be assigned a school Gmail account to be used for school projects. Through using Google Documents students can easily create, edit, share, and save documents online.

### **Guidelines for Specific Devices**

#### **Smartphones**

1. When using phones as part of a school activity, phones must be put in airplane mode and/or have 3G or 4G phone service turned OFF during class time.
2. When using phones as part of a school activity, they must be connected to the school's WIFI system if the teacher in the classroom authorizes students to do so.
3. No texting is allowed in class unless it is part of an educational activity being supervised by the teacher.
4. Phones will be allowed to be used during class for educational activities only when specified by the teacher.
5. Phones will be allowed to be used before and after school, during lunch and homeroom. They may not be used in the halls, bathrooms, gym, or during study hall.

#### **Laptops and Ipads with Keyboards**

1. Students may bring in laptops or Ipads with keyboards for use during class for note taking, research, etc. under the supervision of the teacher.
2. Devices should be fully charged.
3. Students will not have access to networked printers on their devices and should save all work on a USB drive or on a "cloud" website such as Dropbox, Box, or Google Docs.
4. Students will be instructed on proper printing protocol. Students are responsible for printing their completed work before the start of the school day. Teachers will not print off work for students. No work is to be emailed to teachers unless instructed to do so.
5. Use of laptops should be limited to school-related activities only. No games or videos allowed.

### **Ipods/MP3Players**

1. Students may use iPods or MP3 players to listen to music during study halls ONLY.
2. Headphones or earbuds are mandatory and will not be provided by the school. They may not be shared.
3. Students who play music during any time other than study hall will be subject to disciplinary action.
4. These devices may be used for educational activities at the discretion of the teacher.

Students will be permitted to use a school-issued lock to secure personal devices in lockers. Students may not use their own locks on school lockers.

All guidelines listed above are subject to revision once the program is implemented.

### **Photographs**

Official school photographs and class pictures are taken annually. Parents/guardians are not required to purchase these pictures. A signed release by parent/guardian needs to be on file for every student at Holy Cross. Failure to sign a release will result in that student's picture not appearing in any publication of the school. Release forms are distributed annually during orientation.

### **Prayer**

School-wide prayer is conducted every day. We gladly accept and encourage your prayer requests. Please submit them in writing at any time to the front office.

### **Prescription and over-the-counter medications**

In order for students to be dispensed prescription or over-the-counter medications, a student must have a written, signed permission from the parent/guardian on file in the Main Office. The only medication that the school can supply is Tylenol. Any other medication must be supplied by the parent/guardian. All medications must be submitted to the office in their original containers with the label intact. Parents are to pick up medications from the office the last day of school.

All medications are dispensed at the Main Office. It is the student's responsibility to report to the Main Office for medications. All medications dispensed are logged and are taken in the presence of an adult employee/or administrative designee.

**Any illegal or mood modifying drug or substance, including alcohol and tobacco and e-cigarettes, is strictly prohibited. If brought to school, or used by a student while representing the school at any school function, the student will be subject to dismissal from Holy Cross School (see Student Conduct).**

### **Promotion/Retention**

Advancement to the next grade level is based on a student's daily performance, test results, recommendations of teachers, successful completion of current grade level expectations, and the student's ability to complete work successfully on a more advanced level. The administration, in consultation with teachers and parents, may require the repetition of a grade or subject, tutoring, or summer school classes when it is believed that such action will better prepare the student academically or emotionally for the next grade level. Up to two failed courses may be successfully completed during the summer if preapproved by the administration. More than two failures may result in retention.

Class attendance may also affect academic standing. Prolonged unexcused absences may result in failure (see Attendance policy).

### **PTO**

The primary mission of the Parent-Teacher Organization (PTO) shall be the advancement of Catholic education and the welfare of the children of this school. This organization is also active in sponsoring

fund raising projects at Holy Cross School. All fund raising shall be in compliance with Diocesan rules. All parents are members of the PTO. Parents are encouraged to attend the meetings and to volunteer their time throughout the school year to help the PTO meet our goals.

### **Registration/Course Selection**

In the spring, registration and course offering forms for the following year are distributed to the students. After serious and careful consultation with parents/guardians and teachers, each student should indicate his/her choice of a program for the next school year. Parents/guardians must sign the Course Selection Form prior to the student returning it.

### **Report Cards/Records**

Parents/guardians of students who attend Holy Cross Regional Catholic School have the right to inspect and review their child's educational records. The law grants the same rights to students 18 years of age or older. A student's records are confidential. The release of this material is the responsibility of the Principal upon receipt of written authorization from the student's parent, guardian or a student 18 years of age or older.

A report card is sent home at the end of each grading period. An interim report is sent home at the mid-point of grading periods, both of which are available online via parent portal of RenWeb. Basic considerations in evaluating and grading students are class participation, written work, initiative, attitude, behavior, creativity, test performance, as well as effort and conduct. If a parent/guardian has concerns or questions regarding academic progress reports, grades, or classroom procedures, please contact the school to arrange a conference with the teacher(s).

Holy Cross Regional School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Schedule Changes**

After consultation with parents, the teachers involved, and the administration, and only if unusual circumstances warrant, a student may secure written, parental/guardian permission for a schedule change and obtain the Principal's final approval. Students will have two (2) full weeks to add or drop a class. Beyond this period, a student may withdraw from a class passing (WP) or failing (WF) and it will be noted on his/her transcript.

### **School Functions**

A Holy Cross student attending any school-sponsored function, whether at Holy Cross School or at a designated location, must abide by all rules and regulations of Holy Cross School as well as any specific regulations for the particular event. These rules and regulations will be communicated prior to each event. **A student who is absent from school, arrives later than 8:55 a.m., or leaves early may not participate in nor attend a school function on that day or evening unless approved in advance by the administration.**

### **Senior Privileges/Requirements**

Seniors must attend Baccalaureate and Graduation and pay all fees involved.

Seniors must have a senior portrait taken by the school-contracted photographer.

Seniors have the following privileges:

- early lunch line privilege
- senior dress
- use of the senior lounge provided the lounge is kept neat and clean. Seniors are required to clean the senior lounge before the end of each school year.
- the use of cafeteria drink and snack machines during lunch and lounge time

Only seniors may occasionally order food from outside the campus (usually on Tuesdays & Thursdays)

with permission from the Principal and subject to specific regulations. They may not order food for any underclassman, nor may they leave campus to pick it up.

### **Service Hours/Retreats**

Jesus reminds us that what we do for the least of his brethren we do for Him. With this in mind, Holy Cross School requires each student to perform service hours. Service time is defined as time given freely and willingly without pay or compensation to benefit another person, group or establishment. Service time should include a combination of volunteer work within the school, the student's parish, and the Lynchburg Community. Holy Cross School encourages service projects and further suggests that each family be involved to some degree with this Christian responsibility/opportunity. The Elementary school will sponsor 5-10 hours of service time as part of the school program. Middle and High School students are required to complete the minimum service hours as follows:

- Grades 6 - 8: **15 Hours**
- Grades 9: **20 hours**
- Grade 10: **25 hours**
- Grade 11: **30 hours**
- Grade 12: **35 hours**

**Parents and students will be alerted to due dates and expectations regarding submitting service hours by letter from religion teacher at the start of the school year.**

Retreats are part of the religion program and all students are required to attend.

### **Student Conduct**

All students are required to adhere to and live by the Holy Cross Code of Ethics and Creed. Violations of the Code of Ethics, Creed and the behavior policies of the school or of individual teachers are subject to disciplinary procedures of Holy Cross School and of the individual teacher. However, the school adheres to the premise that a student's behavior is reflective of his/her home-life and parental direction or guidance. The school further adheres to the position that the student and parent(s) are responsible for student behavior. Thus student misbehavior becomes a parental issue. With this in mind, the school will involve the parent(s) when a student makes the choice to violate school policy or procedure. Holy Cross School further expects students and parents to fully support any and all decisions made regarding student misbehavior or failure to comply with school policy. Disciplinary procedures may range from a verbal warning to expulsion.

Each teacher is responsible for maintaining effective discipline. Any parental questions or concerns regarding discipline should be directed to the teacher for resolution before concern is directed to administration.

**Steps to be used for minor or chronic misbehavior include:**

**Step 1.** Verbal warning

**Step 2.** Time-out/Detention

**Step 3.** Solicit parent help

**Step 4.** Refer to administration

If misbehavior continues after parental contact, the teacher may refer student to the administration. Administration may assign the student to in-school restriction or out-of-school suspension. The student is responsible for any work missed due to restrictions. Restrictions may result in loss of extracurricular eligibility and/or exam exemptions. Continued misbehavior may result in expulsion. Any serious misconduct should be reported to the administration for direct action.

**Major Infractions:** Students who unlawfully use, consume, possess or distribute drugs or alcohol, tobacco, e-cigarettes and/or any related paraphernalia, or who possess weapons or other dangerous articles on school property or at school activities are subject to appropriate disciplinary action (including but not limited to expulsion) as determined by the Principal.

### **Respect for Others**

A student may not touch another student or his/her personal belongings. Failure to comply with this respect policy will result in disciplinary action. This is a student/parent responsibility and thus should be discussed at home as well as at school. Again, Holy Cross School strongly believes that proper Christian behavior, good manners, kindness to others, morality and ethics begin in the home with the family. The school serves to reinforce what the family begins as the parents are ultimately responsible for their children's behavior at home and at school.

Holy Cross School provides a safe environment for all individuals. Verbal or written threats or any other action made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats, seriously or in jest, face detention, suspension, and/or expulsion.

### **Bullying Policy (MS/HS)**

The school strongly believes in empowering students with a direct and simple strategy to address bullying. Bullying is defined as "a pattern of one-sided, verbal, non-verbal, written, or physical abuse." The four-step process is to be described to all middle and high school students at the beginning of each school year:

**Step 1.** Tell the person privately that his/her actions are hurtful and must stop to avoid "Step 2."

**Step 2.** If the hurtful actions continue, take one or two witnesses with you to tell the person he/she has one last chance to behave respectfully to avoid "Step 3."

**Step 3.** If hurtful actions continue, inform the teacher. The teacher will inform each set of parents and document.

**Step 4.** If hurtful actions continue, tell the school administrator. The school administrator will take disciplinary action, most likely involving removing the "bully" from the school for a specific period of time.

**If hurtful actions continue after "Step 4," the "bully" may be required to leave the school permanently.**

### **Academic Dishonesty**

Academic dishonesty is considered a serious ethical offense of the Holy Cross School Code of Conduct that shows lack of respect for the work of others and harms the entire school community. The following activities are considered to be forms of Academic Dishonesty:

- a) Giving or receiving answers during a test
- b) Using unauthorized sources of information during a test
- c) Giving, copying, or receiving information or inappropriate help (as deemed by the teacher) on an assignment specified as an individual assignment, homework or classwork
- d) Unauthorized use of a calculator, computer program, or communicative device during a test or exam
- e) Plagiarism, or the presenting of someone else's ideas or work, as one's own

Any type of academic dishonesty will result in a grade of "0" for the assignment and or detention. Second offenses may result in in-school restriction; multiple offenses will result in dismissal from school.

### **Suspensions/Expulsions**

Suspension is defined as a serious penalty for a violation of school regulations. A copy of the suspension detailing the offense will be sent to the parent/guardian. All suspensions are at the sole discretion of the Principal.

The Principal, after consultation with the Diocesan office, reserves the right to remove a student from school. Again, any expulsion from Holy Cross School is at the discretion of the Principal in compliance with the Office of Catholic Schools. As with a suspension from school, expulsion may include anything that in the judgment of the Principal damages the good name of Holy Cross Regional Catholic School or in any way causes danger (in any manner) to anyone on or near the campus of Holy Cross Regional Catholic School. Dismissal may also occur for academic reasons.

It should be noted that a student of Holy Cross Regional Catholic School is a student (abiding by all rules and regulations) during the school day or at school events held on or off campus. At other times, students fall under the supervision of their parents. Students suspended or expelled may not attend any school-related event on or off school grounds during the period of suspension/expulsion.

## **Student Drivers**

Qualified students may drive a personal vehicle to and from school. In order to drive to/from school, a student must have on file a signed Student/Parent Driver Agreement Form. They must adhere to all traffic regulations, especially as they enter and leave the school parking lots. This must be done in a safe and orderly manner. Failure to comply, even on the first offense, will result in the loss of driving privilege to/from the school for a stated period of time. Students will park in the back parking lot. **Student drivers taking a first-period course outside the school building (dual enrollment at LC, etc.) should enter the building by the front entrance when arriving to school and may park in the front lot.**

## **Study Hall**

All study halls are a structured, supervised time for study or reading. Middle and High School students may use the Media-Lab with signed permission for academic/research purposes only. Violations will result in loss of this privilege or disciplinary action.

## **Telephone Usage**

Students may use the office phone or their personal cell phone during their lunch period or homeroom period only. In the event of an emergency any time during the day, the office staff will contact the parent. Students are not to use the phones in any other office within the school. **Personal cell phones are not allowed during school hours (8:00 – 3:10) for phone contact or text messaging, except during homeroom or lunch (see pp. 14-16).** If you wish to contact a teacher, you may call the office and leave a message or email the teacher with a message. Please respect the teacher's family time and do not contact them at home unless requested.

## **Transcripts**

In the event of a transfer or withdrawal from Holy Cross Regional Catholic School, a copy of the student's transcript will be forwarded to the new school upon request of that school at no charge to the student. Additional transcripts are furnished at \$3.00 per transcript. No transcripts will be sent until all financial obligations have been met.

Students/Parents are responsible for having colleges send dual enrollment transcripts to Holy Cross Regional School and higher learning institutions (colleges/universities, etc.).

All HS students and parents will be provided with current transcripts at the beginning of each school year to verify accuracy. Juniors and seniors will verify transcript accuracy after the beginning of each second semester.

## **Transfers**

Students transferring to another school are required to return all books and school materials to the teacher. A Release of Records Form must be signed by parents/guardians before a student's records will be transferred to another school. Health records and transcripts will be mailed directly to the new school. All financial obligations must be met before any records are transferred.

## **Tutorial Sessions**

Middle and high school teachers remain in their classrooms on Thursday afternoons until 4:00 for tutorial purposes. Students are encouraged to take advantage of this additional help. Students who are ineligible to participate in extra-curricular activities due to grades must attend these tutorial sessions and failure to attend may result in further disciplinary action.

## **Uniforms and Dress Code**

Modesty and appropriateness in appearance and dress are expected at all times while at school and at all school functions. Parents are asked to ensure that compliance with the dress code is met daily. Please take the time to look at your child before he/she leaves home in the morning. Proper dress will be reviewed daily.

All new Holy Cross uniform pieces purchased through the school's provider, Flynn & O'Hara, will have the new logo. Students may still wear items with the previous Holy Cross logo as part of their school uniform.

**The uniform/dress code is in effect throughout the school day from arrival on school grounds to departure and on any school sponsored trip unless otherwise specified.** Students may not change out of uniform at the end of the school day unless they are involved in a school extracurricular activity/After School Care that requires a change of clothing.

**Shirts (must be tucked in):**

Holy Cross Polos (purchased through Flynn & O'Hara)

Elementary students – Dark Green

Middle School students – Dark Blue High School – Dark Blue, Yellow, or White

Blue Oxford (MS/HS) Boys must wear with tie.

**Pants:**

Khaki (long or short):

- \* All pants/shorts should be dress khakis (similar to the current style from Flynn & O'Hara); business casual style.
- \* All pants/shorts should have belt loops and belts MUST be worn with pants/shorts at the middle and high school levels (all shirts must be tucked in with the exception that girls wearing the new banded bottom polo do not have to have shirt tucked in).
- \* No denim khakis, no rivets, no designs, no painters pants, no flair bottoms, no cuffs – pants should be similar in style to current selections at Flynn & O'Hara.
- \* No low rise or low cut pants/shorts – all pants/shorts should fall at the natural waist.
- \* Shorts must be long shorts, hem should fall no more than two inches above the knee.

Belt (MS/HS)

**Skirts/Jumpers** (purchased through Flynn & O'Hara):

Unrolled kilts, 3" above knee (MS/HS)

Plaid jumper with white blouse (ES girls)

**Shoes:**

Low-top (at or below ankle), tennis or flat dress

**Socks:**

Solid white or dark (blue, black, brown, grey)

**Outerwear:**

Holy Cross Wear (Any spirit wear purchased through the school is acceptable)

Leggings may be worn under a dress or skirt but not as pants:

Solid dark blue, dark green, or black, ankle length; no sweatpants

**Personal Appearance Policy**

**Hair:**

Clean shaven, off collar, not below eyebrows, ear must show, no unnatural color (such as blue, green, purple, etc.)

**Miscellaneous:**

No visible tattoos; no visible body piercing (except ears for girls); no unusual or excessive make-up or jewelry; no hats

**Free Dress**

Must conform to modest and appropriate expectations of the Holy Cross uniform code as determined by teachers and administration.

**P.E. Uniforms for Grades 4 - 10**

Any dark green, black, or dark blue shorts with PE t-shirt purchased through the school; tennis shoes and socks.

## **Senior Dress Code**

Seniors must conform to modest and appropriate expectations of the Holy Cross uniform code as determined by teachers and administration.

**Girls:** Shirts/polos/knit shirts with sleeves; dresses, capris, slacks, or skirts (appropriate length); low top dress shoes, dress sandals or boots. No athletic wear, t-shirts, denim or flip-flops. Skirts/dresses should be no more than 3 inches above the knee and shirts no more than 3 inches below the neck. Skirt length and blouse necklines must conform to the HCRS 3-inch rule. Leggings can be worn if the top reaches mid-thigh both front and back.

**Boys:** Shirts/polos/knit shirts with collars and sleeves (shirts must be tucked in); slacks or dress walking shorts with belt; low top shoes or sandals with straps. No athletic wear, t-shirts, denim or flip-flops.

Girls and Boys: College sweatshirts and HCRS sweatshirts are allowed, but no other fleeces or outdoor coats or jackets are permitted.

A senior may lose his/her senior dress privilege if he/she fails to comply with the dress code.

## **Use of Facility**

Use of school facilities will follow the directives of the Diocese of Richmond. Permission to use any part of the facility must be granted in advance by the Principal. Factors to be considered are availability, proper insurance, costs, appropriateness of use, and the completion of a "Hold Harmless and Indemnification" agreement.

## **Visitors**

All visitors to the building must sign in at the front office and obtain a visitor pass.

No parent/visitor may enter a classroom for any reason at anytime without prior approval from the front office. Students may not have other students or friends visit them at school for any reason, including lunchtime, unless prior permission has been granted by the Principal and the teacher(s).

## **Volunteers**

Volunteers are a vital part of the school program. In fact, Holy Cross School expects every parent to volunteer his/her time or service to the school during some part of the school year. Some of the services rendered are tutoring, library work, assisting with the health program, cafeteria duty, room parents, up-keep of building/grounds, clerical work at home or school and special activities. If any parent wishes to volunteer for the current school year, please call the school office at 847-5436 or send a note to the school. Volunteers must adhere to the Diocese of Richmond's regulations for diocesan volunteers and must complete required forms available in the Main Office as provided by the Virginia Department of Social Services Child Protective Division as well as take the diocesan sponsored VIRTUS training. A volunteer must report to the main office, sign in and pick up a name badge. Volunteers must, at all times, represent Holy Cross School in a Christian manner. Like faculty and staff, volunteers must practice their Christian faith in deed and worship.

## **Revisions to the Handbook**

The Administration reserves the right to modify any part of the Handbook's contents as required. Parents will be notified of any changes by email and/or the website.

## **Holy Cross Creed**

We, the students and faculty of Holy Cross School, believe in purity of living, respect for authority, courteous manners, achievement through effort, loyalty, service and integrity of character. We believe in living up to the best that is within us at all times, whether alone or with many, and keeping the faith within ourselves, our homes, our city, our country, and our God.

## **Code of Ethics**

Students are expected to do their own academic assignments, including homework. Holy Cross School adheres to the philosophy that “Honor is better than honors.” Any violation to the Code of Ethics will be dealt with in an immediate and serious manner. Students must do their own work!

### **Pledge**

On my honor, I pledge to live by and follow the Code of Ethics and the Creed at Holy Cross Regional Catholic School. I further pledge that I will neither give nor receive assistance on any academic assignment or evaluation unless my teacher gives me permission to do so. I further pledge that I will not tolerate such behavior from my classmates. In addition, I will do my best to treat each person I meet with dignity, respect, and kindness. I will strive to conduct myself in a manner that indicates a commitment to my Christian obligation.

**The Parent/Student Handbook is an addendum to the enrollment contract. In compliance with the Office of Catholic Schools, a parent or guardian must sign the Parent/Student Handbook Agreement form sent home at the beginning of the school year. Holy Cross requires that each student recognizes his/her responsibility to abide by the handbook and sign the form as well.**