



“What I am to be, I am now becoming”

PARENT - STUDENT HANDBOOK

2018-19

Holy Cross Regional Catholic School

2125 Langhorne Road Lynchburg, VA 24501

Phone: 434/847-5436 FAX: 434/847-4156

E-Mail: office@hcfaculty.com

holycrossforyou.org

hcrs-va.org

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.

Vision

A family environment celebrating scholarship, service and Catholic values.

Holy Cross School 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.

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.

Heritage

Now entering our 140th 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 with dedicated teachers and Christian doctrine.

Certification

Holy Cross Regional Catholic School is certified by 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, Superintendent

Administration:

Doug Washington, Principal

Julia Wingfield, Director of Student Services

Adam New, Director of Athletics

Beth Holcomb, Director of Marketing & Development

Ellie Nixon, Director of Admissions & Enrollment

Bruce Hildenberger, Business Manager

Staff:

Fran Harvey, Administrative Assistant

Iris Charter, Bookkeeper

Ron Farringer, Buildings & Grounds

Clergy: Monsignor J. Kenneth Rush, Pastor, Holy Cross; Monsignor Michael D. McCarron, Pastor, St. Thomas More; Rev. Salvador Anonuevo, Pastor, Holy Name of Mary, Resurrection Catholic Church; Father Carlos Lerma, Pastor, St Francis of Assisi, St. Mary's; Rev. James Gallagher, Pastor, Our Lady of Peace/St. Victoria's Catholic Church.

Phone Numbers

Main Office: (434) 847-5436

Office Fax: (434) 847-4156

School email: office@hcfaculty.com

Website: www.hcrs-va.org or holycrossforyou.org

Office Hours: Monday through Friday, 7:45 a.m. – 3:45 p.m.

Summer hours – Monday through Friday, 8:00 a.m. – 4:00 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 and the Office of Catholic Schools.
- Students must adhere to and maintain the academic, conduct and best-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 retaken, d) accept on 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 8th grade for a fee. It begins at 2:50 p.m. and closes at 5:45 p.m. Pre-packaged drinks and snacks are provided. Holy Cross is covered by a Diocesan insurance policy that provides up to \$1,000,000.00 of public liability insurance. The forms for 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. Students may not leave campus and return to ASH.

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 by request with permission from the A.S.H. supervisor. Students must sign in and sign out.
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 who leave campus during A.S.H., with or without permission, 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.
- 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 and may be banned from future school events.

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.

- Holy Cross adheres to VDOE rules re: mandatory school attendance.
- Parents should call or email the school office by 8:30 a.m. if their child will not be in attendance that day; Requests for assignments must be made at that time. Assignments will be available for pick up after 3:30 pm.
- Classwork missed for excused absences only may be made up with no academic penalty subject to the requirements of the individual teacher.
- It is strongly suggested that family trips be taken during holidays from school. Teachers are not required to provide assignments in advance. 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.
- Assignments must be made up within a reasonable amount of time as determined by the teacher.
- If more than ten (10) days or class periods are missed within a year, 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 ten (10) or more times during the year, 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 (≥ 5 , 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 9:43 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.**
- If your child has an appointment, please contact the school by 8:30 am so that we may have him/her in the office awaiting your arrival.
- The school will notify parents about continued absences and tardiness. Attendance and tardiness remain a student/parent responsibility.

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

| | |
|-------------------|--------------------|
| Warning Bell..... | 8:00 |
| Period 1..... | 8:05-8:55 |
| Period 2..... | 8:58-9:43 |
| Period 3..... | 9:46-10:31 |
| Homeroom..... | 10:34-10:43 |
| Period 4..... | 10:46-11:31 |
| Period 5..... | 11:34-12:19 |
| Lunch..... | 12:19-12:46 |
| Period 6..... | 12:49-1:34 |
| Period 7..... | 1:37-2:22 |
| Period 8..... | 2:25-3:10 |

Regular Lunch Schedule

| | |
|------------------------|-------------|
| Elementary School..... | 11:20-11:50 |
| MS/HS..... | 12:19-12:46 |

Regular Dismissal Schedule

| | |
|---|------|
| Departure PK – 1 st grade..... | 2:50 |
| Departure 2 – 5 th grade..... | 3:00 |
| Departure MS/HS..... | 3:10 |

1:35 pm Dismissal Schedule MS/HS

| | |
|-------------------|--------------------|
| Warning Bell..... | 8:00 |
| Period 1..... | 8:05-8:40 |
| Period 2..... | 8:43-9:18 |
| Period 3..... | 9:21-9:56 |
| Period 4..... | 9:59-10:34 |
| Period 5..... | 10:37-11:12 |
| Period 6..... | 11:15-11:50 |
| Lunch..... | 11:53-12:19 |
| Period 7..... | 12:22-12:57 |
| Period 8..... | 1:00-1:35 |

1:35 pm Lunch Schedule

| | |
|------------------------|-------------|
| Elementary School..... | 11:00-11:25 |
| MS/HS..... | 11:53-12:19 |

1:35 pm Dismissal Schedule

| | |
|---|------|
| Departure PK – 1 st grade..... | 1:15 |
| Departure 2 – 5 th grade..... | 1:25 |
| Departure MS/HS..... | 1:35 |

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 and withholding of records.

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 Regional Catholic 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.

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 and on the parent web so that our records will be kept up to date.

Child Abuse Prevention

In addition to faculty/staff members, all parents and other adults who are in contact 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 must be mailed and may not be distributed at school unless the entire class is invited, or all boys/all girls are invited.

Development Office

The Development Office works to enhance the programs at Holy Cross Regional Catholic School. The office supervises the Annual Fund campaign and fundraising 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.

Drop-off and Pick-up

Parents dropping off children in the morning are asked to leave the building by 8:15 for security reasons. All students are to be picked up by 3:20 pm. Students may not be in the building unsupervised after 3:20 pm, but should report to After School Care, or Afternoon Study Hall (MS/HS only).

Emergency Closings

Holy Cross School will make the decision regarding school closings as early as possible. School closing announcements will be posted with WSET-TV, 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. Walk to the assigned place briskly, silently, and in single file.
3. Stand in a single column facing their teacher.
4. 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 Heartland Medical Center. Information in any emergency will be communicated through the Parent-Alert System. PLEASE DO NOT CALL THE SCHOOL as this impedes the ability to address an emergency.

Exams and Exemptions

All students in MS and HS take midterm and final exams at the specified time. All students in high school courses, including high school courses taken in 8th grade, 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 ten (10) or more absences, excused or unexcused, per class per year (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 extracurricular 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. Students who participate in extracurricular activities and programs will have their grades and effort/behavior checked at the end of each grading period and at interims.

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.

Field Trips

Approved student trips of 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 completed a current "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 2nd
3. in ten-monthly installments from July – April
4. in twelve-monthly installments from July – June

All families must enroll in FACTS. Please be reminded that tuition will not be refunded and that parents/guardians make a tuition commitment for an entire school year. 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 Office. 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 |
| After School Care | Registration/re-registration (family) |
| Driver Education | Retreats |
| Dual Enrollment, Tuition and DE textbooks | Technology |
| Field Trips | Testing (standardized, AP and entrance) |
| 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 \$30.00 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. Cell phone use is not permitted during lunch.
- 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, sweep the floor and clean microwaves. 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 may bring their own snacks or purchase them at school if available.**
- Students in grades PK-5 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.
- Lunches are served on 1:35 dismissal 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 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, Geoscience, and one credit for a year of world 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 HCS and the highest GPA as an honors diploma graduate. These awards will be calculated through the interim of the 4th 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 | 0.5 |
| Physical Education | 1 |
| Driver Education | 0.5 |
| 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 | 0.5 |
| Physical Education | 1 |
| Driver Education | 0.5 |

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 | 0.5 |
| Physical Education | 1 |
| Driver Education | 0.5 |
| 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 encouraged to contact the teacher with any questions about homework. 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

| | |
|-------------|--|
| Grades 1-2 | 20-30 minutes |
| Grade 3 | 30-40 minutes |
| Grades 4-5 | 45-60 minutes |
| Grades 6-7 | 60-120 minutes |
| Grades 8-12 | varies depending upon rigor of classes (Honors, AP, Dual Enrollment, etc.) |

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 a minimum GPA of ≥ 3.7 for the three most recent semesters at HCS 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. TDAP vaccine is state required for all incoming 6th grade students. 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. Students are responsible for clean up.**

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. Unauthorized locks are not permitted. Search of a student's person and/or personal property (e.g., automobiles, backpacks, purses, pockets, etc.) may be conducted by the Principal or other designated officials. Any defacing or damaging of lockers will subject the offender to disciplinary action and/or costs to repair damage or replace.

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 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 Regional Catholic 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, 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.

Photographs

Official school photographs and pictures are taken semi-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 school publications. 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 or the Prayer Request Book found in the school chapel.

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 including vapes and all types of related paraphernalia, 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 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 fundraising projects at Holy Cross School. All fundraising 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 emailed at the end of each grading period. An interim report is emailed at the midpoint of grading periods. 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 each schedule change and obtain the Administration'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. **A student who is absent from school, arrives later than 9:43 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
- Seniors may occasionally order food from outside the campus on Fridays 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 or surrounding communities. 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 (major infractions) 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. Major infractions include any physical or emotional harm to another, or violation of any local, state or federal law.

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.

After School Detention

Students who have violated school policy may be subject to After School Detention (ASD). ASD will be held each Friday from 3:15 - 4:15. Detention slips will be sent home for parent signature and must be returned to the Director of Student Services. Failure to return an ASD slip will result in an additional ASD. ASD supersedes other school-related after school functions. If a student is tardy to ASD, student will be assigned an additional ASD. If a student fails to attend an assigned ASD, student will attend the following ASD session. If a student fails to attend the next scheduled ASD, student will receive an in-school restriction. If a student receives three detentions for the same policy violation, parents will be charged \$25 for each detention served after that for the same violation. Chronic minor violations may result in an In School Restriction.

Suspensions/Expulsions

Cause for suspension is defined as a single serious penalty for a violation of school regulations or a pattern of minor or chronic misbehaviors. 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 also occur for academic reasons.

To ensure the safety of all stakeholders, the school expressly reserves the right to search personal belongings of any student or guest of the school, including pockets, bags, lockers, vehicles and any other personal belongings, with or without cause or at random.

Dismissal may also occur due to the conduct of a student’s parent(s) or legal guardian(s), or family member, on or off campus, during any school event, or for any act that has potential to damage or impact the smooth

operation or reputation of Holy Cross Regional Catholic School.

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 may park in the back parking lot but must enter through the front door for security reasons. **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.

Technology Acceptable Use Policy & Electronic Device Policy

Technology Acceptable Use Policy
Catholic Diocese of Richmond
Holy Cross Regional Catholic School

Technology has become an increasingly critical tool to advance learning within the Catholic Diocese of Richmond. We see great potential for its use in the learning process as we seek to meet the mission of Catholic Schools:

To develop and nurture the spiritual, intellectual, social, and emotional growth of each student in the spirit of the Gospels and the teachings of the Catholic Church.

In a world where technology and our society are always changing, God and His Word remain the same. Our values and priorities are based on Biblical principles that transcend the latest technological trend. We want our schools to be a place where students can learn how to use technology as a positive tool to “make disciples of all nations.” Matthew 28:19

Part I: The school, parents/guardians, and students agree to:

- Use school based technology for instructional purposes only.
- Adhere to copyright laws.
- Model appropriate use of technology including social media accounts.
- Engage in online communication that positively represents the school.
- Share concerns of inappropriate technology use with parents or administration.
- Acknowledge the fact that the school cannot control all parts of the internet or incoming email.
- Respect the authority of the administration and the finality of decisions by the administration regarding what is inappropriate use and its consequences.

Specific *agreements* of Holy Cross Regional Catholic School

Part II: All schools within the Catholic Diocese of Richmond agree to:

- Teach students about being successful digital citizens.
- Create student learning opportunities that empower students to be effective lifelong users of technology.
- Will take reasonable precautions to protect students and the integrity of its computer network from misuse by using filtering software. This may include conducting searches of school or personal devices with or without warning. Parents will be notified of searches.
- Report activity that may be illegal to the appropriate authority in addition to parents.
- Empower students to use technology to reach authentic audiences in meaningful ways.

Specific *agreements* of Holy Cross Regional Catholic School:

- Example: Students will complete a GoGuardian account before using certain technology sites.

Part III: All students within the Catholic Diocese of Richmond agree to:

- Model Christ-like behavior and exhibit Christian virtue in the use of technology. (This includes moderation of time spent online, refusing to view or accept pages or files of an inappropriate sexual or violent nature, and not defacing or damaging technology loaned to a student)
- Treat all people and property with respect.
- Understand that their actions reflect directly on the entire school community and on each student. Use the school-provided internet connection and filter while at school.
- Login with his/her own credentials and maintain the privacy of those credentials, only sharing username and password for school accounts with parents and school staff.

Specific agreements of Holy Cross Regional Catholic students:

Part IV: Parents/Guardians of students within the Catholic Diocese of Richmond agree to:

- Monitor student technology use.
- Model appropriate use of technology.
- Recognize that they may be responsible for the cost of any repairs caused by inappropriate behavior

Specific agreements of Holy Cross Regional Catholic School parents/guardians:

Based upon the policies outlined in this document, as well as any technological innovations available after the printing of this document, the school's administration will deem what is inappropriate use. In addition, the cost of any repairs caused by inappropriate behavior will be the responsibility of the student and his/her family.

Telephone Usage

Students may seek permission to use the office phone during their lunch period or homeroom period. 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 or classroom or space within the school. **Use of personal cell phones are not allowed during school hours (8:00 – 3:10) for phone contact or text messaging.** 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.

Possession of a cell phone or any electronic device on campus or at any school-related event is a privilege, not a right. Damage or loss to any cell phone or personal electronic device is the family's responsibility. Any student failing to follow the directions of a teacher or administrator to immediately turn over a cell phone or any other electronic device **for any reason** will lose this privilege and also risk expulsion. The school expressly reserves the right to confiscate and search any phone or device for any reason.

Students not following phone expectations will have their phone confiscated and turned in to the office (assistant principal or principal). For a first offense, a student in good standing will receive a verbal warning and will usually have his/her phone returned at the end of the day upon request. For a second offense, the student's phone will be returned only to the parent at the end of the day upon request. **A third offense will result in loss of the privilege to bring a cell phone to school.**

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 and all school materials have been returned.

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

All Seniors and parents will be provided with current transcripts at the beginning of each school year to verify accuracy.

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 extracurricular 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 tasked 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 are to be purchased through the school's provider, Flynn & O'Hara, and will have the school's logo.

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):

Must be purchased from Flynn & O'Hara.

Holy Cross Polos

*Elementary students – Dark Green

*Middle School students – Dark Blue

*High School – Dark Blue, Yellow, or White

Blue Oxford (MS/HS).

Pants:

Must be purchased from Flynn & O'Hara.

Khaki (long or short):

* 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).

* 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.

* No cuffs or banded ankles

* Shorts must be long shorts, hem should fall no more than two inches above the knee.

Belt (MS/HS)

Skirts/Jumpers:

Must be purchased from Flynn & O'Hara.

Unrolled kilts must be no more than 3" above knee (MS/HS)

Plaid jumper with white blouse (ES girls)

Shoes:

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

Socks (school-wide):

Black or navy

Outerwear:

Must be purchased from the Flynn & O'Hara website.

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

Tights or 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:

Boys: Faces clean shaven, hair off collar, not below eyebrows, ears must show, no unusual hair cuts /colors/styles

Girls: No unusual hair cuts/colors/styles

Miscellaneous:

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

Free Dress

Must conform to modest and appropriate expectations of the Holy Cross uniform code as determined by teachers and administration. Three inch rules for neck, shoulders, and length still apply. The following items are **not** allowed: jeans with holes, tears, or rips; leggings; shirts with inappropriate graphics/words; pajama pants; slippers

P.E. Uniforms for Grades 4 - 10

Dressing out is part of the student's grade. PE uniforms must be purchased through the school.

Senior Dress Code

Seniors are allowed to wear business casual clothing. Clothing 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. Tops must be at least 3 inches across the shoulders.

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

Girls and Boys: College sweatshirts, HC sweatshirts, HC fleeces, or HC jackets are allowed, but no other outerwear 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. Local parishes and their youth leaders are encouraged to contact the school for use of the facilities.

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 any time 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.

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. Volunteers must adhere to the Diocese of Richmond's regulations for diocesan volunteers and must complete required forms available in the Main Office 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.

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.

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!

Holy Cross Regional Catholic School 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 and takes effect upon enrollment with or without acknowledgment of reading this document. In compliance with the Office of Catholic Schools, a parent or guardian is expected to sign the Parent/Student Handbook Agreement form sent home at the beginning of the school year. Holy Cross requires that each student and family recognize his/her responsibility to abide by the handbook and sign the form as well.