

HOLY CROSS HIGH SCHOOL
SCHOOL HANDBOOK CONTRACT AGREEMENT

By enrolling your child in Holy Cross High School, you agree to be governed by the policies and regulations stated in the 2013-14 handbook. The school reserves the right to review individual performance to determine if the student and the school can continue to benefit by the student's continued presence. Your cooperation and support will help ensure the education of your student and the smooth operation of our school.

All parents/guardians, along with their student, must sign this agreement acknowledging the receipt and the understanding of the policies in the
2013-14 Parent/Student Handbook.

I have received and read the Holy Cross High School 2013-14 Parent/Student Handbook. I understand the policies stated in this handbook and I agree to be governed by these policies and regulations. I also give permission for my student to walk to St. Lawrence Church for Mass when scheduled.

Print Name _____ *Student* _____
of Student: _____ *Signature:* _____

Parent/Guardian Signature: _____ *Date:* _____

Students: Please return this signed form by Friday, August 16th to your GAB Advisor.

STUDENT HANDBOOK 2013-2014

ABOUT THE SCHOOL

Holy Cross High School was founded in 1984. Preceded by the all female Angela Merici High School and the all male Bishop David High School, Holy Cross joins the best of these traditions in a Catholic Coeducational high school, the only one of its kind in Jefferson County. The school occupies twenty-three acres of land at 5144 Dixie Highway in southwest Jefferson County. The school building contains classrooms, a fully equipped computer lab, a word processing center, a media classroom, administrative offices, locker rooms for both men and women, an art room, three science labs, a full library/media center, and guidance area. The main building also houses a cafeteria, gymnasium and a chapel. Tennis courts, a field house equipped with weight training facilities and locker space, a softball/baseball complex, a football field, and a track complete the present campus.

STATEMENT OF PHILOSOPHY

Holy Cross High School embraces the goal of developing the intellectual, spiritual, social, and physical growth of adolescents within an environment reflective of the teaching of Christ. Holy Cross, as a Catholic institution, is guided by the belief in each individual's worth as a child of God. A primary focus, therefore is the cultivation of formal religious formation coupled with the propagation of Christian moral and spiritual values. Holy Cross, as an academic institution, seeks to provide challenging and stimulating academic opportunities commensurate with the individual student's abilities and interests. The academic requirements and curriculum offerings reflect a strong belief in a general liberal education as being the best preparation for either further academic study or direct entry into society's work force.

MISSION STATEMENT

Holy Cross High School is a Catholic co-educational high school sponsored by the Archdiocese of Louisville and is an integral part of the educational mission of the Roman Catholic Church. Holy Cross provides an excellent secondary education within a faith community and is dedicated to the development of young men and women spiritually, academically, socially, physically, and emotionally. Holy Cross High School provides a nurturing environment committed to lifelong learning, social justice, and community service.

This agenda belongs to: _____



“THE COAT OF ARMS”

In developing this coat-of-arms, it was intended to keep it synonymous, to a degree, with the official school logo. Thus, the logo is a prominent part of the crest. The Holy Cross coat-of-arms is divided “per pale”, i.e., in the terms of heraldry, it has both a male and a female half. Traditionally, husbands and wives “impaled” their crests in order to signify the importance of their family unit. As “family” is an integral concept of the Holy Cross philosophy, our

crest is divided in this manner. In color, these two halves will be maroon and gray, respectively. By impaling our coat-of-arms, we also allude to the fact we are coeducational.

- (1) As indicated previously, the most prominent part of this coat-of-arms is the CROSS itself. As the name of our community, it will remain the one symbol, which will serve to remind us of where we have traveled to get where we are. It will encourage us to strive always to live cheerfully the life that God give us. In times of despair, the Cross will be a sign of strength. In time of happiness, it will call us forth into deeper communion with God and each other, through Jesus. It is truly the Holy Cross of Jesus that binds us as one, and which gives our lives meaning. Without our death, we cannot have a deeper, fuller life.
- (2) In the top left corner of the shield rest the CROWN AND STARS, symbol of the Assumption. This insignia identifies Holy Cross as a school within the Archdiocese of Louisville, whose cathedral takes its name from the Assumption.
- (3) In the top right corner of the shield lies the FLEUR-DE-LIS, traditional symbol of the City of Louisville, the seat of this Archdiocese and the city with which Holy Cross is identified. (In the media, we are referred to as Louisville Holy Cross.)
- (4) Between the symbols representing the Archdiocese and the City of Louisville, is found the RIBBON with the inscription, “In Hoc Signo Vincis.” This traditional quote, “By This Sign, Conquer”, brought moral strength and conviction to Constantine, the first Christian Emperor. At Holy Cross, we, too, receive great strength and conviction from our belief in Jesus Christ, the Son of God, by whose Cross we are given new life. “By this sign”, we shall also conquer: academic pursuits, spiritual decisions, athletic competitions, and life’s problems.
- (5) Behind the Cross lie the bishop’s CROSIER and the shepherd’s WALKING STAFF. The first represents the Bishop David community and traditions; the latter, Angela Merici’s. Bishop David, having been raised to the episcopacy, and Angela Merici, constant pilgrimage maker, solidify the two communities which are the background to the formation of Holy Cross. Thus, their overlapping positions behind the Cross.
- (6) At the base of the Cross stays the FLAME. It has a threefold meaning: (a) as the flame of the Holy Spirit, it demonstrates God’s presence and guidance in our endeavors, our spiritual aspects; (b) as the flame of Wisdom, it represents our high academic goals; (c) as the Olympic flame, it stands for our excellent athletic program which strives to develop our physical well-being.
- (7) Entwined at the base of the shield are OLIVE BRANCHES, traditional Church signs of Peace and Justice. Just as Jesus said, “I am the vine, you are the branches”, we are daily reminded at Holy Cross of our Christian obligation to work for Peace and Justice in the building up of God’s kingdom.
- (8) Surrounding the base of the coat-of-arms is a banner which proclaims: “I Glory in the Cross of Jesus.” Taken from the letter of St. Paul to the Galatians, this quote signifies a certain motto for Holy Cross High School. Everything else that is depicted on the crest may be summed up by this one quote, for it is through the Cross of Jesus that our lives find meaning. This quote will serve in years to come as an invitation to the entire Holy Cross community to give glory to God by accepting the Cross of Jesus, His Son.

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NOTICE OF NONDISCRIMINATION POLICY AS TO STUDENTS: Admission to Holy Cross High School, is determined on a yearly basis. Holy Cross High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, or athletic and other school-administered programs.

I. GOALS AND EXPECTATIONS

A student leaving Holy Cross should be able to demonstrate:

1. Knowledge of the principles of the Catholic faith.
2. Knowledge of subjects necessary to fulfill and/or exceed scholastic requirements.
3. Service through generosity and self-sacrifice in the school or community.
4. Leadership by using positive talents in school or community activities.
5. Mannerly conduct by respecting oneself and others.

A student may expect from Holy Cross:

1. Instruction in the basic principles and doctrine of the Catholic faith.
2. Opportunities and encouragement to participate in prayer, worship, programs, retreats and service.
3. The experience of Christian community which emphasizes respect and concern for the student as an individual.
4. A curriculum with proven educational value.
5. A disciplined atmosphere conducive to learning.
6. Educational guidance, as well as, college, career and personal counseling.
7. Excellent teachers with professional qualifications.
8. A fair assessment based on classroom performance, quality of achievement and assignments.
9. An accurate permanent record system with the access to inspect and review.
10. Fair and respectful treatment.
11. A wide range of extra-curricular activities providing for physical, mental, spiritual, and social growth.

Holy Cross expects its students to:

1. Conduct themselves as Christians.
2. Obey school regulations.
3. Demonstrate a desire to learn.
4. Ensure an atmosphere of learning for others.
5. Show respect to teachers, students, school officials and all persons and their property with whom they come in contact.
6. Learn the content and skill of courses; conduct studies properly and complete assignments on time.

A. TRANSFER POLICY

All requests to transfer to Holy Cross from another high school will be carefully evaluated. Criteria for transferring stresses the following:

- The student is leaving their previous school in good standing academically and behaviorally.
- The student and his/her parents will be interviewed by the Principal and the Administrative Deans or a Counselor.
- Grades from the previous school must be made available.
- There should not be personal circumstances that would hinder the student's success at Holy Cross or jeopardize the reputation of the school.
- The student must have a strong desire to attend Holy Cross.
- Acceptance will be on a semester probationary status.
- No Senior transfer accepted after first day of school.

Transferring from one school to another can be a difficult experience and assistance will be available from a school counselor to help with the student's adjustment.

B. USE OF SCHOOL FACILITIES

Student's use of school facilities requires the presence of a faculty member, coach or sponsor. This applies to the library, gym, locker rooms, field houses, track, cafeteria, and classrooms. Only tennis and basketball shoes are to be worn on the gym floor. No cleats may be worn in the building. Only regulation smooth-soled shoes may be worn on the tennis courts. No metal spikes/cleats may be worn on the track.

C. FAN BEHAVIOR AT ATHLETIC EVENTS

Whether at home or away, all members of the Holy Cross community, including students, parents, faculty/staff, and alumni, are expected to support our athletic teams in a manner that reflects the values of our Catholic Christian identity. Verbal and/or physical taunting and/or harassment of another school's players, cheerleaders, or coaches, derogatory remarks about another school or the officials either directly or through cheers or chants are not acceptable behavior. Persons who engage in such unacceptable behaviors are subject to removal from the premises with no refund of any admission charge. Repeat offenders may be banned from attendance at future athletic contests.

D. STUDENT READMITTANCE POLICY

All infractions of school rules that cause a student to be dismissed or withdrawn are serious offenses. Re-admittance to the school will be on a case by case basis. Requests for re-admittance will be reviewed by a committee consisting of the President, Principal, Administrative Deans and school counselor. The review will include but not be limited to the following:

1. The infraction of the school rules that caused the dismissal or withdrawal.
2. The student demonstrates that he/she has learned from the separation and it will benefit him/her and the school if he/she is re-admitted to Holy Cross.
3. The student has attended a different school, in a traditional classroom setting, for one year.
4. The improvement of academic performance and conduct as evidenced by the past and current records of the student.

5. The student and parents (or guardian) meet with the committee and the student demonstrates a strong desire to return to Holy Cross and commits to following the rules and policies of the school.
6. The student will provide two letters of recommendation, one from a teacher and one from an administrator.
7. The student will return on a probationary status for six months.
8. The final decision will be at the direction of the President.

II. ACADEMICS

A. SCHOLASTIC REQUIREMENTS

The program of studies at Holy Cross is designed to make it possible for students to acquire that common body of knowledge and skills characteristic of the educated Catholic and at the same time, through carefully selected elective subjects, develop their special aptitudes.

Student schedules are constructed cooperatively between administration, teachers and students. Final schedules are sent in July prior to the school year. Any changes to a student's schedule must be made within the first week of the semester and have written parent permission. No schedule changes (unless teacher recommended) will be made after this time.

All students are required to be enrolled in Theology and six other classes per semester. To qualify for promotion, a student should have earned units of credit according to the following schedule:

Entering Sophomore Year - 7 credits Entering Junior Year- 14 credits
Entering Senior Year - 21 credits

To qualify for graduation a student must successfully complete a minimum of 28 credits. All students must complete 84 hours of Christian Service including successful completion of Senior Service Project in order to qualify for graduation.

The candidate for graduation is required to include the following constants among the courses offered:

Theology	4 credits
English	4 credits
Mathematics	4 credits (3 of which are: Algebra I, Geometry, Algebra II)
Social Sciences	3 credits (2 of which are: United States & World History)
Science	4 credits (2 of which are: Biology I & Chemistry or Physics)
Health and P.E.	1 credit
Humanities & Technology	1 credit
Language	2 credits
Electives	5 credits
Christian Service	84 hours

These requirements exceed the Pre-College Curriculum Requirements for the State of Kentucky.

Any student who fails a course in a major area must make up this credit at an Administration-Approved summer school. If the failed course is offered at Holy Cross' Summer School Program, it must be made up at Holy Cross. Any exceptions must be approved by the Administration.

In order to return to Holy Cross, a student must make up any failed course. An "Incomplete" must be made up by the middle of the next grading period. If not, the grade will be recorded as a failing grade.

Any first semester exams that are missed must be completed by **January 3, 2013**. Any second semester exams that are missed must be completed by **May 31, 2013**.

In the case of extended illness, the student must request a meeting with each teacher to develop a plan for completion of work. This plan must be approved by the Administration.

B. SENIOR GRADUATION

A senior who fails a single senior credit will be allowed to participate in *graduation exercises; a diploma will be conferred upon completion of the credit.

A senior who fails more than one senior credit or is more than one credit short of total graduation requirements at the end of the year will **not** be allowed to participate in *graduation exercises. *Graduation exercises include the Commencement Ceremony and Baccalaureate Liturgy. All students will be required to complete 84 hours of Christian Service in order to qualify for graduation. Students must attend Baccalaureate and Graduation practice in order to participate in these events.

C. REPORT CARDS

An official report on the scholastic progress of each student is made to the parents at the end of each of the four marking periods. Numerical grades are used for individual marking periods and exams.

For the purpose of calculating a student's grade point average, the following is used:
(93+ = 4.0), (92 = 3.9), (91 = 3.75), (90 = 3.6), (89 = 3.5), (88 = 3.4), (87 = 3.25), (86 = 3.1), (85 = 3.0), (84 = 2.9), (83 = 2.75), (82 = 2.6), (81 = 2.5), (80 = 2.4), (79 = 2.25), (78 = 2.1), (77 = 2.0), (76 = 1.75), (75 = 1.6), (74 = 1.5), (73 = 1.4), (72 = 1.25), (71 = 1.1), (70 = 1.0), (69 and below = 0.0).

Grades for make-up courses will NOT affect the GPA.

Final report cards are not released if a student has outstanding debts, including tuition, lunch account, class fees, athletic uniforms/equipment, books, lock, retreat fees, etc.

D. TRANSCRIPTS & PORTFOLIOS

A record (transcript) of high school courses, credits and standardized test scores is required when a student applies for college. The first transcript requested will be sent by the school at no charge. Subsequent transcripts are \$3.00 each. Transcripts should be requested from the college counselor and a parental release form must be on file. Transcripts will not be released until all financial obligations have been met, including obligations beyond tuition (retreat fees, lunch account, athletic uniforms/equipment, books, locks, etc.). Unofficial transcripts will only be released to requesting schools.

E. STUDENT PROGRESS

Student's grades are updated using *Edline*. Teachers are required to post to *Edline* a minimum of every two weeks. Parents are encouraged to check student progress using *Edline*.

F. HONOR ROLLS

The honor roll is calculated according to the GPA and is reported as follows:

Principal's List: 4.0 GPA

First Honors (Maroon List): 3.8 GPA and above

Second Honors (Gray List): 3.6 GPA and above

1st Semester Honor Roll

2nd Semester Honor Roll

G. FINAL GRADE

Holy Cross High School grants credit on a semester basis. A student's semester grade is determined in the following manner:

Quarter Grade	40%
Quarter Grade	40%
Semester Exam	20%

As an institution which believes that education is a continuous process, Holy Cross High School also seeks to recognize the improvement a student has made throughout the year. Therefore, the policy of granting credit for a year-long course will reflect the following: If a student fails the first semester, but passes the second semester with a grade of not less than 80 and with a margin great enough to allow for a 70 average, the student's grades will be changed to reflect that average. However, a student's grade will not be changed if the student should pass the first semester and fail the second semester even though the grades could be averaged to reflect a passing grade.

H. ACADEMIC LETTER

A student may earn an academic letter by accumulating a total of 12 points based on Honor Roll designation. Each time a student is listed on the Principal's List, the student earns: 4 points; First Honors (Maroon List): 3 points; and Second Honors (Grey List): 2 points.

I. CLASS EXPECTATIONS AND PROCEDURES

Each teacher will distribute to students a copy of classroom expectations and policies. This information will also be posted on the class *Edline* page. Students are expected to abide by those policies in these classes. These policies shall include, but not be limited to, grading policies, title(s) of required text(s) and materials for the course, homework expectations, classroom behavior procedures, policies on cheating, and policies on absences. A copy of the policies for each class shall be on file in the administrative office and posted on the class *Edline* page.

J. CHRISTIAN SERVICE PROGRAM

The Holy Cross Service Program attempts to express the philosophy of our school and our Christian faith. Hence, all students will be required to participate in the Service Program to varying degrees as described in their Theology class expectations and procedures. Quality of participation will be incorporated in the Theology class grade. All service hour forms are due to the student's Theology teacher the Monday prior to the end of the grading period. Any hours submitted after this day but before the end of the grading period will result in a maximum credit of 60%. Any hours submitted after the grading period will not be given credit for the grade;

however, these hours will count toward the graduation requirement. Students who are behind in earning service hours at the end of each school year will be ineligible from extra-curricular activities until these hours are completed.

All students will be required to complete 84 hours of Christian Service in order to qualify for graduation, including the successful completion of the Senior Service project. A passing grade on the project equates to successful completion. Each student will be held accountable for this project in his/her theology class. The combination of service hours performed and successful completion of the project make up the graduation requirement.

III. CO-CURRICULAR ACTIVITIES

There are many opportunities for students to develop a positive sense of social awareness through the many clubs, activities, and sports offered at HCHS. Students who truly represent the value of Holy Cross High School have earned the privilege of representing the school in clubs, offices, and sports. When deemed appropriate by the Administration, this privilege may be suspended/revoked at any time, in accordance with national by-laws, if applicable.

A. ORGANIZATIONS / ACTIVITIES

National Honor Society	
Big Brother/Sister Program	Cougars for Christ
Pep Club	Ping Pong Club
Drama Club	Powder Puff
Dances and Mixers	Power Lifting
Fishing Club	Retreats
Guild Council	Spanish Club
Holy Cross Ambassadors	Student Aides
Literary Magazine	Y-Club (KUNA & KYA)
Mathematics Team	National Art Honor Society

B. INTERSCHOLASTIC ATHLETICS

<u>Boys/Girls</u>		<u>Girls</u>	<u>Boys</u>
Basketball	Swimming	Dance Team	Baseball
Bowling	Tennis	Field Hockey	Football
Cheerleading	Track	Softball	Powerlifting
Cross Country	Volleyball		Wrestling
Golf			
Soccer			

C. ELIGIBILITY

1. Academic

As part of Holy Cross High School's eligibility requirements, students must maintain a certain level of academic success during the semester and earn a specific number of credits from one

semester to the next. Students are expected to earn credits at a rate that will keep them on schedule for graduation. Any student who is 2 credits or more behind is declared ineligible. If at any time a student is failing more than one class, he/she is declared ineligible until they are passing all but one class. When a student is declared ineligible, it means that the student is unable to participate in extra-curricular activities for the school. **This includes all games, practices, conditioning, clubs, activities and field trips. Curriculum based field trips will be decided at the discretion of Administration.**

2. Conduct/Behavior

In order to maintain quality representation, the following policy has been implemented in addition to the rules regarding academic eligibility:

Weekly Grade/Conduct Report

Conduct grades are a very important part of the eligibility process. Conduct will be monitored on a weekly basis the same as academics. Students who receive three or more demerits in one week will be placed on the Weekly Grade/Conduct Report and will be ineligible for the following week. Demerits of any nature are considered and must have been issued during the reporting period of the weekly report. The Administrative Deans will identify those students who are conduct ineligible and will make all final determinations on weekly conduct grades. When a student is declared ineligible, it means that the student is unable to participate in extra-curricular activities for the school. **This includes all games, practices, conditioning, clubs, activities and field trips. Curriculum based field trips will be decided at the discretion of Administration.**

Conduct Codes - given at each grading period.

The conduct grades listed below are used in each class, as well as the PDP period at Holy Cross:

- (E) Excellent - The student is to be commended for his/her behavior and serves as a role model to others.
- (S) Satisfactory - The student's conduct is acceptable. The student is cooperative and is willing to change when necessary.
- (N) Needs Improvement - The student frequently needs to be corrected. Continued improvement is still expected.
- (U) Unsatisfactory - The student frequently needs to be corrected. He/she is not cooperative and deliberately ignores any correction. There is no sign of improved behavior.

Conduct Procedures

Cooperative behavior is expected from anyone who represents Holy Cross in any way or represents any segment of the student body. Any student receiving two Unsatisfactory (U) conduct grades in any one quarter will be put on ineligible status. At the beginning of the ineligible period, the Administration will notify the student and parents of his/her status.

This ineligibility status lasts for a three week period, beginning on the date of distribution of report cards for the quarter. During this three-week period, the student is not allowed to participate in extra-curricular activities. When the designated period has expired, the Administration will contact the student's teachers who have issued a conduct grade of "U", in order to update the information on the student's behavior. The information obtained will then be reviewed. If the student's conduct has not improved, the student's conduct will be evaluated on a weekly basis. Should a change in status occur, the Administrative Dean's will then notify the student, parents and faculty. If ineligibility continues more than one quarter, the student will also be removed from any elected office. Conduct grades for the fourth quarter will place students on conduct probation for the next school year.

Any serious violation of school rules or policy resulting in suspension may also involve dismissal from any office, club, or sport at the time of suspension. Dismissal will become effective when the student is notified by the Administration.

IV. DISCIPLINE

The goals of the discipline policies of Holy Cross High School stem from the school's philosophy: "Holy Cross High School embraces the mission of developing the intellectual, spiritual, social, and physical growth of adolescent youth within an environment reflective of the teaching of Christ." As a Catholic school, HCHS is marked by an atmosphere of self-respect, respect for all persons and a respect for property.

To and from school, during the day, online, at athletic, social or other places of assembly, students are expected to conduct themselves as Christians. **All students will be accountable for their behavior in and out of school.** Any action taken by students which would offend the rights and/or sensitivities of others or which are detrimental to the reputation or image of the school will not be tolerated and may result in dismissal.

Respect for self, others and property, and self-discipline are qualities expected of Holy Cross students in and out of school. It is the responsibility of all members of the Holy Cross community to see that this climate is created and observed. Final authority in matters of discipline rests with the President. Students required to leave Holy Cross are not allowed to attend any Holy Cross sponsored event without prior administrative approval.

A. DISCIPLINE ADVISORY COMMITTEE

The role of the Discipline Advisory Committee is to review and discuss behavioral concerns and make recommendations. The committee is chaired by the Administrative Deans and comprised of selected faculty members. The committee will convene upon the needed review of students who have failed to demonstrate a commitment to academic study through poor behavior and conduct. The committee makes recommendations regarding student discipline to the Principal.

B. GENERAL CONDUCT - Standards of behavior for student conduct include, but are not necessarily limited to, the following:

1. Tobacco products, alcohol and drugs are not permitted on school property at any time.
2. Students are not permitted to bring food or drinks outside the cafeteria unless approved by the administration.
3. All students are expected to keep the campus and school buildings clean. Defacement or abuse of the personal property of another student or of school property will be paid for by the student responsible and could also result in other disciplinary action.
4. To and from school, at games and other places of assembly, students must conduct themselves as young ladies and gentlemen. Serious misconduct at such times is cause for dismissal or other disciplinary action from the school. Students are accountable to school authorities for any conduct which involves the reputation or image of the school.
5. When Holy Cross is not in session, no student is allowed to visit another school.
6. Running inside the school is not permitted at any time.
7. There is to be no snowball throwing at any time on school property.
8. Acts of common courtesy (opening doors for others, helping others, etc.) are to be observed by each student.
9. During lunch periods, students are reminded that "cutting in line" is not permitted. (Allowing teachers to be served before students is a sign of respect.) "Please" and "thank you" to the people who serve you, cleaning up after yourself, and observing generally accepted rules of

behavior for dining rooms promote a warm, friendly atmosphere conducive to an enjoyable time for all and should be upheld by all students.

10. Lockers are school property. A student may go to his/her assigned locker only before school (after 7:40 a.m.), between classes, and after school. The locker must have a school-issued lock. Any other lock will be cut off and the school will not be responsible for the personal belongings of the students. The administration reserves the right to search any locker and/or seize any contents of lockers at any time. It is the student's responsibility to keep his/her locker locked at all times. Students are not allowed to share their lockers/combination with others.

11. Students will not be allowed to carry bookbags, back packs, or athletic bags during the academic day. Purses must be smaller than 15"W x 10"H. **All books and purses must be under the student desk at all times during class.**

12. For all school sponsored field trips, students must use transportation as mandated by Holy Cross. This includes all sporting events held off campus during the school day. When a student from Holy Cross attends a curricular or extracurricular activity at another school, he/she is expected to abide by the policies of that school and to represent the spirit of Holy Cross. Any violation of the host school's policies is considered a violation of the policies of Holy Cross and will be treated according to the student policies of Holy Cross. Administrators of other schools have been invited to contact Holy Cross when any such violation occurs.

13. Periodically, assemblies will be scheduled to add a dimension for the student otherwise unavailable in the curriculum. Since school time is being used, all assemblies are mandatory except when announced by the administration. Students are to give proper attention and respect to all speakers. Talking, side comments, or "horsing around" is unmannerly and will not be tolerated.

14. Parking at school is a privilege, not a right. Those who drive to school are expected to register their vehicles, display their Holy Cross permit in their vehicles, show respect for safety rules and be considerate of others. **The speed limit on school property is 10 mph.** Driving on school property in a reckless or careless manner will result in forfeiture of driving and parking privileges. Repeated offenses of non-compliance of not registering a vehicle may result in demerits and/or the vehicle may be towed. No student is permitted to go to the parking lot while school is in session, to do so is a serious offense and could result in suspension. **Students are not allowed to sit in their cars before school, once parked they must enter the school building. Loitering around cars is prohibited.** The school is not responsible for cars or their contents while parked on property. The administration reserves the right to disable a vehicle, if necessary, search any car and/or seize contents therein while parked on property. Drivers are not allowed to use cell phones (talking or texting) while driving.

15. Students must conform to the norms of conduct expectations established by the teacher for his/her classroom. Teachers will generate their own disciplinary actions for students who fail to abide by classroom rules. Teacher generated consequences can be: detention after school, writing assignments, doing extra schoolwork or doing cleaning in the classroom after school. Detentions supersede all other activities, e.g. practices, games, or activities. A one day delay is allowed in the case of detentions so as not to create a family transportation hardship. Demerits are not issued for violations of classroom rules unless the student has not complied with the teacher generated discipline. A teacher may dismiss a student from class for flagrant violations of classroom rules. The student will be sent to the office and referred to the Administrative Deans.

16. A student must have his/her school-assigned agenda with his/her own hall pass in it, signed by a teacher, in order to be in the hallways at times other than between classes.

17. If there is ever a time when an authorized school personnel is not present in the classroom, students are expected to notify the office immediately.

18. Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of 5 years in prison and a ten thousand dollar fine. Any student possessing a weapon on school property or at a school function will be expelled.

19. Cheating on the part of a student is a form of stealing. Plagiarism from resource material or other students is a form of cheating. Individual classroom teachers have the authority to prescribe consequences in the written expectations provided to students. Serious cheating offenses or repeated incidents will be reported to the administration and disciplinary action and/or the denial of credit can result.

20. Articles lost or found should be reported or taken to the Main Office immediately. Students are expected to be honest and responsible. Students are expected to be responsible for the care of their personal belongings. All personal property should be identified, if possible. Items of extreme value should not be brought to school. All valuables should be locked in the student's assigned locker. Purses, wallets, books, clothing, as well as other items left unattended present opportunities for theft.

C. USE OF ELECTRONIC EQUIPMENT

Students are not allowed to have in use cellphones, gaming systems, *iPods*, cameras, or other electronic devices on campus or at school functions at any time during the school day. Students are not allowed to have lasers of any kind. Students may use personal electronic devices with the teacher's approval for instructional purposes ONLY, and adhere to the BYOD (bring your own device) policy. All confiscated equipment will be returned to a parent or guardian only after one week for a first offense, after two weeks for a second offense and at the end of the year for a third offense. In addition, students using cell phones or other electronic technology at any time in restrooms or locker rooms are subject to more serious disciplinary procedures. Videotaping, audio recording and photography (without teacher approval) during school hours is not allowed. **Students are not allowed to have cell phones in use or visible at any time during the school day (from the time entering the building until the last bell at 2:50).**

D. DEMERIT POLICY

The demerit policy consists of demerits given for disciplinary infractions as outlined under Penalties for Accumulated Demerits. Teachers may impose other penalties as they apply to all minor offenses which disrupt the class or school day. If a student receives demerits and feels they were not warranted, the student must first see the person who issued them. After this initial conference, if a student is not satisfied, he/she may approach one of the following individuals who will help to mediate between the student and the person issuing the demerits - the Counselor or Administrative Deans.

E. PENALTIES FOR ACCUMULATED DEMERITS

The number of demerits is based on one academic year total. Each demerit is followed by written notification to the parent via *Edline* the day the demerit is issued. If a student receives the following number of demerits during an academic year (first day of class through the last day of summer vacation), they will receive the corresponding penalty.

- After receiving 5 demerits, the student and his/her parent(s) must attend a conference with the Administrative Dean and School Counselor.
- After receiving 9 demerits, the student will receive a one day out of school suspension. A parent conference with the Administrative Dean will be required at this time to set up terms of probation.
- After receiving 12 demerits, the student will receive a two day out-of-school suspension. the student will be placed on probationary status. The terms of the probation will be determined by the Administration.
- After receiving 15 demerits, the student will be withdrawn/expelled from Holy Cross.

Demerits will be issued according to the following (including but not limited to):

One demerit offenses

Up to five minutes late for class or school

Not in conformity to the dress code
Disruptive behavior in the cafeteria/gym/hallways/assemblies/liturgies
Eating or drinking in class or hallways
Cheating on minor quizzes or assignments (also a zero for assignment)
Profane language or vulgarity
Failure to return required forms with parent signature
Failure to show for a teacher imposed compensatory session
Illegal parking in the school lot
In hallways without agenda or hall pass
Cafeteria problem
Disrespect
Missing detention
Using cell phone or other electronic device
Being in an unauthorized area
Sleeping in class

Two demerit offenses

More than five minutes late for class
Being asked to leave class for disciplinary reasons
Defiance of authority
Possession of tobacco products
Cheating on regularly scheduled tests or assignments (also receives a zero)
Parking in adjoining properties during a school day
Cutting class
Blatant disrespect

Three demerit offenses

Cheating on major tests or assignments (also receives a zero)
Lying to a faculty/staff member
Plagiarism (also receives a zero)
Disruptive behavior during in-school suspension
Any use of tobacco products on school grounds or while in any Holy Cross uniform
Gambling on school property (cards, dice, chips, etc.)

Five demerit offense

Any student showing up at school or any school function under the influence of alcohol/drugs, or with alcohol and/or drugs will receive a one week out of school suspension, mandatory student assistance program, and five demerits, plus any other administrative penalties deemed necessary.

Three to fifteen demerit offenses (penalty would depend on severity of offense)
Administration reserves the right to determine demerits upon review.

Threatening a teacher, student or staff member
Harassment (Sexual, Verbal, Physical, or Visual)
Serious vandalism
Conduct detrimental to reputation of school
Fighting
Forgery/falsifying signatures
Stealing from teachers, students or staff members
Inappropriate behavior
Reckless driving on school property or at school activities at any time
Leaving the campus without permission
Possession of weapon on school grounds

F. DETENTION POLICY

Holy Cross recognizes that there are sometimes circumstances that a student may be late for school or out of dress code. Because of this, the following detention procedure for such instances is as follows:

Detention may be served for demerits issued for dress code violation and morning tardy. After a student has acquired 10 dress code violations in a semester he/she will forfeit the privilege of "out of uniform" days for the remainder of the semester

Detention may be served after a student has exhausted his/her five free morning tardies.

Once a student receives a dress code or morning tardy demerit, he/she has two days to serve detention.

- Detention is conducted as follows:
 - Monday, Tuesday, Thursday, and Friday from 3:00 p.m. – 3:30 p.m. in room #32. The door will be shut and locked at 3:00 p.m. and no student will be admitted late.
- If a demerit is issued on a Tuesday, a student must attend the Thursday detention.
- Parents will be e-mailed notification when a dress code or tardy demerit is issued in order for parents to make transportation arrangements for detention.
- Students must be in full dress code to serve detention.
- Students must bring assignments from school to work on during this time. If the student fails to bring work, he/she will be provided a Holy Cross handbook to copy during this time.
- If a student does not complete his/her work, attempts to sleep, or talks during detention, the given demerit will be issued.

G. PROBATION

Probation is the final warning to a student that their behavior and/or academic progress must be corrected in order to remain part of the Holy Cross community. The length of a probation may last anywhere from a quarter up to an entire school year. As part of probation, a student may be required to meet with a school counselor for guidance and assessment. Follow-up may be required and this will be at the parents' expense. When put on probation, a written agreement will be developed that clearly states the expectations of the student. Failure to abide by the conditions of the probation agreement will result in the stated consequences. A student can be placed on probation at any time for misconduct, poor academic performance, or poor attendance. Students who are on probation at the end of the year may be placed on probation for the following school term. The Administrative Deans will monitor and review a student's progress while they are on probation.

H. CONDUCT PROBATION

When a student receives 10 or more demerits in a given school year, the student will be placed on Conduct Probation for the following school year. The terms of Conduct Probation are as follows: 1) The student shall not receive more than five demerits in either the First or the Second

Semester of the school year, and 2) If the student exceeds the number of demerits allowed in a given semester, it will be considered a violation of the probation and will result in dismissal from Holy Cross High School.

I. OUT OF SCHOOL SUSPENSION

The student is excluded from school and all school activities for a period of time determined necessary by the Administration and will be counted as absent during that time. The student is only allowed to make up major tests, etc. that are missed due to the suspension. Normal assignments may not be made up.

J. DISMISSAL

The student is separated from school membership. Students dismissed from Holy Cross are not allowed to attend any Holy Cross sponsored event, or to be in the building or on the premises without prior administrative approval.

K. WEAPONS/DANGEROUS INSTRUMENTS

No Holy Cross student shall knowingly be in possession of or involved in the transfer, storage, or use of a firearm, explosive device, weapon, or dangerous instrument. Holy Cross High School adheres to the rules stated in the Archdiocese of Louisville Handbook for Catholic Schools.

L. CRIMINAL GANG-LIKE ACTIVITY

Criminal gang-like activity (defined as any on-going organization, or group of three or more persons, whether formal or informal having as one of its primary activities the commission of one or more criminal acts) will not be tolerated at Holy Cross High School or at any school-sponsored activity. Students will not wear/display explicit gang-like symbols. Violation may result in suspension and/or other appropriate action as deemed by the administration.

M. HARASSMENT

Holy Cross, a Catholic school, believes strongly in the dignity, and equality of each person. **Any form of harassment or racial discrimination**, whether subtle or overt, is contrary to the mission and purpose of Holy Cross. This type of behavior is totally unacceptable for any student or employee of the school. Harassing behavior is subject to the penalties outlined as follows:

1. Sexual harassment includes unwelcome sexual advances. Requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly; (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile or offensive learning environment.

2. Verbal harassment includes derogatory comments, jokes or slurs. It can include belligerent or threatening words spoken and/or written to another individual.

3. Physical harassment includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.

4. Visual harassment includes derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, novelties or gestures.

5. Cyber harassment, also known as "cyber bullying", includes online threats and insults intended to embarrass, harass, or terrify. This includes, but is not limited to, posts made on: *Facebook, Twitter*, etc.

6. Text Messaging harassment includes text messaging threats and insults intended to embarrass, harass, or terrify.

N. THREATENING BEHAVIOR

Any behavior deemed threatening is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as statements, gestures or actions intended to cause harm to another and/or damage to property.

Behaviors deemed threatening are to be addressed in the following manner:

- Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel. Any incident of fighting warrant any involved persons to be dismissed from school immediately for a minimum of one day.
- Student's parent/guardian is notified, as well as any other agencies if needed.
- Student is suspended from school pending the results of a mental health assessment conducted by an appropriately credentialed professional. Principals may consult with the Family Counseling Office for assistance in determining an adequate mental health assessment.
- Student may not attend school, any school activity, or be present on school grounds pending the results of the mental health assessment and a final placement decision.
- Mental health assessment results and recommendations are shared with the principal who makes a final placement decision that may include conditions for reinstatement and follow up. In making the final placement decision, the principal considers the results of the mental health assessment, any history of problematic behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. If a student engages in threatening behavior a second time, the student may be dismissed from school.

O. HOMICIDAL THREATS

If a homicidal threat is made, the above steps are to be followed, and the police are to be contacted. The student(s) who have been threatened, as well as their parents, are to be notified as soon as possible.

V. PROCEDURES

A. DAILY SCHOOL PROCEDURES

1. School doors open at 7:15 a.m.. No student is to arrive on campus earlier than 7:15 a.m.. Classrooms open 10 minutes before first block (7:40 a.m.). There is to be no loitering or unnecessary noise in the hallways or classrooms before the opening bell. Students must wait in the cafeteria if they arrive prior to 7:40 a.m.
2. Students are encouraged to use restroom facilities during the change of classes. Use of restrooms and other facilities during class is not allowed without permission from the teacher, and the student must have his/her signed agenda to be released during class time
3. During the school day students may not leave the school grounds without prior written permission of a legal guardian and the Administration.
4. When a student changes address, telephone number, or parish, a parent/guardian must report it to the Main Office in writing. The student's emergency information must also be on file in the Main Office.
5. If a student feels ill, the student should report to the Main Office to contact a parent/guardian. Students are not allowed to text parents while in school. The student will remain in the office until a parent is contacted. No student may drive him or herself off campus in the event of an illness.
6. Students may not use the school phones without permission.
7. Holy Cross is equipped with an elevator for the convenience of visitors, the elderly, and physically challenged or injured students. Students are not to use the elevator without written permission from the Main Office.

8. Lost or found articles should be brought or reported to the Main Office. Books and other belongings should be clearly marked with the owner's name.
9. Students are responsible for the regulations in this book and for the information contained in the daily announcements. All daily announcements are read at the beginning or end of the day.
10. No special deliveries (flowers, candy, pizza, etc.) to a student will be permitted during school hours.
11. **Students must vacate the grounds at dismissal unless under the direct supervision of a faculty/staff member, coach or sponsor.** The building is locked at 3:30 and students are not allowed to re-enter without approval.
12. **The teacher-signed student agenda is to be used as a hall pass.**
13. When a student inadvertently leaves an item at home or a parent needs to give a student a message, this item or message may be left with the main office staff to be given at an appropriate time that does not interrupt instruction. Students will not be called out of class for these items or messages to be delivered.
14. There is a charge of .20 per copy for students requesting copies to be made.

B. STUDENT PROCEDURE FOR LATE ARRIVAL SCHEDULE DAY

When school is on Late Arrival Schedule, students are encouraged not to come on campus prior to 8:30 a.m.. In the event where transportation cannot be arranged and the student must arrive earlier than this time, the following procedure must be followed:

- Once the student arrives on campus, the student must enter the cafeteria. No loitering will be tolerated.
- Students must remain in the cafeteria until the first warning bell at 8:40 a.m..
- If a student is arriving early, he/she must bring homework/materials to work on during this time.
- Students are to utilize this time as a study hall.

C. ATTENDANCE

Regular school attendance is essential for students to obtain full benefit of instruction offered at Holy Cross. Absence or tardiness is a handicap to the student and a distraction to the teacher and other members of the class. Furthermore, parents and students should bear in mind that the attendance record is a part of each student's permanent record.

Students are counted absent for ½ day if they arrive after 9:30 a.m. or leave before 1:30 p.m. Students who have outside appointments and who are away from school more than 2 hours will be counted absent for ½ day. Half day absences result in ineligibility for extracurricular activities on that day.

Students who are absent from school due to illness or who are ½ absent may not participate in any athletic, social, or school event until the next scheduled school day without approval of the Principal.

- Absence from school due to vacation, non-school related sports competitions, etc. will be considered unexcused absences. Missed assignments may not be made up, only major tests and only with prior administrative approval shall an exception be made.
- Absences that precede a special event such as Prom, spring break, Ring Dance, etc. require a doctor's note for an excused absence. Students who have an unexcused absence the day before Ring Dance/Prom are not allowed to attend the Ring Dance/Prom and will not be refunded.
- If parents are aware that a student will be absent for an extended period of time (three days or longer) the parents should inform the Main Office. The Administration will decide if this is an excused or unexcused absence. If this is an excused absence, the school will aid

by requesting teachers to provide homework assignments and obtaining books needed from the student's locker.

- When an illness or emergency requires a student to be absent or tardy from school, the parent must notify the school by telephone (447-4363, press #2) before 8:30 a.m. When a student returns to school after **any** absence, the student must present a written excuse signed by a parent in order to be re-admitted to class. E-mail is not considered a written excuse. The excuse must be presented to the Main Office before school. The student will then be given a ticket authorizing his/her return to class. If a student forgets to bring an excuse or no telephone call has been received, the student will need to obtain an "unexcused admission slip" from the Main Office. If the situation is not cleared the following day, the student is subject to further disciplinary action.
- For the first 9 absences, a parent note can be counted toward the excused absence. After the 9th absence only a doctor's note will be counted as an excused absence.
- If a student becomes ill to the point where he/she must leave school, a parent or someone from the emergency information will be contacted. A parent or someone from the emergency information may sign out and pick up the student. Students may not drive themselves off campus in the event of an illness or for a scheduled appointment without a signed note submitted prior.
- Holy Cross does not participate in "take your child to work" day, but encourages its students to utilize days off from school to have such experience.

If a student is absent on a day immediately preceding or immediately following a scheduled holiday and has not received the administration's prior approval, a doctor's note must be presented upon the student's return to school. Failure to do so will result in that day being treated as an "unexcused" absence. This includes Spring Break and prom.

- **It is always the student's responsibility to see the teacher after an absence to determine a program for completing work missed. Students must be available after school to take make-up assignments, exams, etc. Work missed due to unexcused absence will not be allowed to be made up. Chronic absenteeism makes success in the classroom difficult and improbable.**

ANY STUDENT WHO MISSES 10 OR MORE CLASS SESSIONS PER SEMESTER, WILL BE REPORTED TO THE ADMINISTRATION. UPON CONSULTATION BETWEEN THE ADMINISTRATION AND THE CLASSROOM TEACHER, CREDIT MAY or MAY NOT BE ISSUED.

D. NO PASS/NO DRIVE LAW

Kentucky State Law results in the denial or revocation of a student's driver's license for two different reasons: Academic Deficiency and/or "Dropping Out" of School (Excessive Absences, or Traditional Dropout). The law states that Academically a student must be passing 66% (5 out of 7) of their courses (per semester). "Dropping Out" is the term used for a student with nine or more unexcused absences in a semester (absences due to suspension are considered unexcused), or the student has dropped out of school. Whether it be an Academic Deficiency and/or "Dropping Out" of school (excessive absences, or Traditional Dropout), the name of the student is reported to the Division of Driver Licensing. ***Only doctor's note excused absences will be counted as excused absences for this law.*** The law requires the student be in compliance the following semester in order to be removed from the list.

E. COLLEGE VISIT

Seniors are allowed one excused absence per year for a college visit. In order to qualify, the college must be outside Jefferson County. All college visits must have prior administrative approval. **The procedure:** Bring a parent note at least two days before the visit. The note is given to the Administrative Dean who will give the student a form for teachers' signatures. After securing these signatures, the student returns the form to the Administrative Dean. ALL classwork must be made up. Verification from University after returning must be presented to the Administrative Dean. Failure to comply with the procedures will result in the day being considered an unexcused absence and work may not be made up. Visits may not be taken on the day preceding or following a school holiday without prior Administration approval.

F. PERFECT ATTENDANCE

Holy Cross High School recognizes students who maintain a perfect attendance record throughout each/all of their four years. In order to qualify for this recognition, students must attend class daily. **Early dismissal, late arrivals and suspensions will disqualify students from perfect attendance recognition.** The only exception which will be considered is attendance at a funeral of an immediate family member or grandparent.

G. TARDINESS

After the bell has sounded for the beginning of school or class, no student will be admitted to class without a late slip from the attendance office. The school is aware that circumstances will upon occasion make it impossible for a student to be on time. The nature of the excuse will dictate the action taken. Once at school the only excuse for being tardy is being detained by a faculty member. Students will be admitted to the class only if they have a signed note from the faculty member who detained them or a note from the Main Office.

Students are allowed 5 "free" tardies (late arrival to school) without demerit penalties. When the student exceeds the "free" tardy limit, he/she must serve detention. After 15 tardies, a parent/guardian conference will be required with the Administrative Dean.

H. DOCTOR/DENTIST APPOINTMENTS

Doctor and/or dentist appointments should be made for hours outside the regular school day or on days when school is not in session. If some extenuating circumstance makes it necessary to see a doctor/dentist during school time, a note must be turned in to the Main Office at least one day in advance.

I. MEDICATIONS

Students are not allowed to self-dispense nor have in their possession any medications, including prescribed and/or over-the-counter medicines, during the school day. Students should take any necessary medications at home under parental supervision. When it is necessary for a student to receive any medication at school, either prescribed or over-the-counter medicines, the following procedures must be followed:

1. Parent/guardian and prescribing physician must complete a prescription form which is kept on file in the school office.
2. Only prescriptions/medicines sent to school in the original container with the original prescription label attached will be dispensed.
3. Prescriptions/medicines will be kept in a secure location in the school office and dispensed only by authorized school personnel.
4. A log will be kept of the medicine dispensed.
5. Students with asthma may carry prescribed inhalers for use when necessary, while observing procedure 1.

Written notification is required so that the school can respond appropriately in the event of an emergency.

J. UNEXCUSED ABSENCES

An "unexcused" absence/truancy is considered "cutting". On these days, students are not allowed to make up any work missed. This constitutes grounds for further disciplinary actions. (See Demerit Policy)

K. LUNCH PERIODS

When the bell sounds students must go to their lockers, place all unnecessary items in it, and retrieve all materials for after-lunch classes. Students must proceed moderately and quietly to the cafeteria. Being late to lunch is the same as being late to a class. Once in the cafeteria, students are not allowed to go to another part of the building without permission from the moderator. Prior to the bell ending lunch students are to clean their areas and use the restroom. Once the bell sounds students are to move quietly to their next class.

L. DISMISSAL

When the bell for dismissal sounds, students must proceed in good order to their locker and leave the building by the Student Entrance/Exit on the side of the building. Crosswalks are to be used at all times in moving from one place to another on the school grounds. The front door is not an exit.

M. WITHDRAWAL PROCEDURE

If parents wish to withdraw a student from Holy Cross, they must first notify the Principal (by phone or in person) to discuss the reason for withdrawal. The parents must then obtain and complete a Withdrawal Form provided by the school's Registrar. This form must also be signed by other official offices of the school to insure that all obligations have been met (see Tuition Payment Policy on pages 30-31). This form must be completed and all obligations met before grades can be forwarded to another school. An official transcript will only be released to the requesting school once the withdrawal forms have been completed and all financial obligations have been met (See Tuition Payment Policy on pages 30-31).

VI. DRESS CODE

The details listed below are expected to be sufficient to establish the intent of HCHS that the students exemplify neatness, self-respect, and modesty. Students are expected to comply with these regulations while on school property. **The Administration of HCHS retains the right of determining compliance in all areas of the dress code. Also, moderators and coaches may require more stringent guidelines for participation in co-curricular activities.**

A. YOUNG WOMEN

1. Blouse: An oxford dress shirt with Holy Cross logo, short or long sleeve, white or maroon, are the only acceptable shirts. The buttons on the collar must be buttoned. Only top button can be unbuttoned. *Any shirt or undergarment worn beneath a girl's shirt must be solid white and cannot be long sleeve when wearing a short sleeve uniform shirt. Students who come to school without a proper dress shirt will be sent to the office and will be provided with a "loaner" dress shirt for the day but will still receive a dress code violation.*

2. Slacks: *Slacks can be worn all year, but must be worn in the months of November, December, January and February.* Slacks must be navy or khaki. ***They must be true dress straight-leg pants with no exterior pockets.*** They must not have any alterations from the original state (i.e. split cuffs). *No corduroys, jeans, cargo, carpenter, hip huggers or flair bottoms are allowed. No faded khaki or stone colored pants are allowed.* The waistband and belt must be visible at all times. Sagging is not allowed.

3. Uniform Skirt: ***Skirts are only worn in the months of August, September, October, March, April and May.*** Skirts must be purchased from a designated distributor. Skirts may be

gray, maroon or plaid, and should be proper and modest in length (no more than 3 inches above the knee and must exceed the fingertips when arms are to the side). Waistband must be visible at all times. Skirts must be buttoned at all times.

4. Shorts: *Shorts are only worn in the months of August, September, October, March, April and May.* Shorts must be purchased from a designated distributor and may be khaki or navy; shorts may not be rolled up.

5. Belt: A plain or braided belt must be worn. **No metal eyelets or studs are allowed on the belt.** The only buckle allowed is the original buckle – **no large metal buckles are allowed.** Belts must be visible at all times. Belts must be solid in color.

6. Uniform V-Neck Sweaters (Maroon or Gray) or Sweatshirts (Gray): Uniform sweaters and sweatshirts may be worn. They must be purchased from the Cougar Den. A white or maroon oxford shirt must be worn under the sweater or sweatshirt and the collar must be visible at all times.

7. Socks: Socks must be worn at all times, cover the ankle and must be visible. Socks must be white, navy, or gray in color. No commercial logos can appear on the socks. No nylon stockings or no-show socks of any kind are allowed. Cotton or wool tights must be white, navy, gray or maroon.

8. Shoes: Dress or athletic shoes must be worn. All foot apparel must be in neat and clean condition. They must be tied, buckled or fastened. **Sandals, Crocs and backless shoes may not be worn. Boots may only be worn with pants and may not have pants tucked inside of the boots. House shoes, slippers or cloth bottom shoes are not allowed.**

9. Jewelry and Make-up: All jewelry and make-up must be in moderation and good taste. Body piercing is not allowed including nose, eyebrows, etc. Gauging of the earlobes is not allowed. Visible tattoos are not allowed.

10. Hair: Hair must be neat and clean. No extreme hairstyles or unnatural colors are permitted. No head coverings or head bands wider than 1 ½ inches are allowed.

B. YOUNG MEN

1. Shirts: An oxford dress shirt with Holy Cross logo, short or long sleeve, white or maroon, are the only acceptable shirts. The buttons on the collar must be buttoned. Only top button can be unbuttoned. *Any shirt or undergarment worn beneath a boy's shirt must be solid white and cannot be long sleeve when wearing a short sleeve uniform shirt. Students who come to school without a proper dress shirt will be sent to the office and will be provided with a "loaner" dress shirt for the day but will still receive a dress code violation.*

2. Ties: Dress ties may be worn and must be in good taste; shirt collars must be buttoned.

3. Slacks: Slacks must be navy or khaki. They may be *Dickies, Dockers* or other appropriate brands of uniform pants. They must not have any alterations from the original state (i.e. split cuffs). *No corduroys, jeans, cargo, carpenter, hip huggers or flair bottoms are allowed. No faded khaki or stone colors are allowed.* Waistband and belts must be visible at all times. Sagging is not allowed.

4. Uniform V-Neck Sweaters (Maroon or Gray) or Sweatshirts (Gray): Uniform sweaters and sweatshirts may be worn. They must be purchased from the Cougar Den. A white or maroon oxford shirt must be worn under the sweater or sweatshirt and the collar must be visible at all times.

5. Shorts: *Shorts are only worn in the months of August, September, October, March, April and May.* Shorts must be purchased from a designated distributor and may be khaki or navy; shorts may not be rolled up.

6. Belt: A plain or braided belt must be worn. **No metal eyelets or studs are allowed on the belt.** The only buckle allowed is the original buckle – **no large metal buckles are allowed.** Belts must be visible at all times. . Belts must be solid in color.

7. Socks: Socks must be worn at all times, cover the ankle and must be visible. Socks must be white, navy, or gray in color. No commercial logos can appear on the socks. No nylon stockings or no-show socks of any kind are allowed.

8. Shoes: Dress or athletic shoes must be worn. All foot apparel must be in neat and clean condition. They must be tied, buckled or fastened. **Sandals, Crocs and backless shoes may not be worn. Boots may only be worn with pants and may not have pants tucked inside of the boots. House shoes, slippers or cloth bottom shoes are not allowed.**

9. Jewelry: All jewelry must be in moderation and good taste. Body piercing is not allowed including nose, eyebrows, etc. Gauging of the earlobes is not allowed. Visible tattoos are not allowed.

10. Hair: Hair must be neat and clean. No extreme hairstyles or unnatural colors are permitted (including mohawks). No ponytails are allowed. Hair length should be such that it does not cover the eyes nor completely cover the ears and should not exceed the bottom of the collar. Boys are expected to be neatly shaven. Beards and mustaches must be short & trimmed. Athletic teams may require players to be clean shaven.

C. HOLY CROSS SPIRIT DAYS

Spirit Days are given at the discretion of the administration. On these days, all students may wear a Holy Cross spirit shirt with their school uniform slacks or skirt. All shirts, except sweatshirts, must be tucked in at all times. The shirts must state "Holy Cross" or "Cougars". Jackets, windbreakers and shirts from team camps are not allowed. On Mondays of the school year, seniors are allowed to wear their senior sweatshirts/tee-shirts with their school uniform.

D. JEANS DAYS/DRESS DOWN DAYS

Jeans of any color may be worn. No cut or torn jeans may be worn. Sweatpants or flannel pants in neat and clean condition are permitted. No yoga pants or spandex (form fitting) pants may be worn. Athletic/dress shoes and socks must be worn. A Holy Cross Spirit shirt must be worn on these days (see Spirit Day above). T-shirts do not have to be tucked in. Hats and caps may not be worn in the school building.

E. SPECIAL EVENTS

The dress code for formal events such as National Honor Society Induction, Awards Celebration, Ring Ceremony, etc. must be clean, neat and appropriate. Female students may not wear dresses with bra-like tops, plunging necklines, bare midriffs or lowered waistlines. Male students should dress appropriately. Collared shirts, dress slacks, sweaters, jackets, and ties are acceptable. Male students are not allowed to wear earrings. Visible tattoos are not allowed. All decisions regarding dress will be made by the administrator in charge and are final.

VII. HOLY CROSS COMMUNITY ASSISTANCE

In its commitment to its mission, Holy Cross High School strives to provide opportunities for the development of the whole person. The following services are provided to help facilitate this process.

A. COUNSELING PROGRAM

The counselors help monitor personal progress as needed which could include help with family, alcohol or drug use and/or other mental health problems. Individual, group and family counseling is also available. Students, parents, teachers or administrators may generate referrals. Confidentiality is adhered to and information shared by a student or family will be kept confidential, as long as the information does not create a life, health or safety issue.

B. LEARNING CONSULTANTS

The Learning Consultants provide special services for students with diagnosed learning differences, as well as for students experiencing academic difficulties. An appropriate plan is developed and shared with the classroom teachers to insure that these young people have the opportunity to reach their academic potential.

C. COLLEGE CONSULTANT

This individual provides assistance in choosing colleges, finishing applications, providing information about scholarship opportunities and standardized test requirements. He or she also closely monitors student's yearly credits to insure progress toward graduation.

D. PREGNANCY POLICY

Holy Cross High School actively supports the moral teaching of the Catholic Church including the unacceptability of premarital sexual relationships. If a student pregnancy does occur, Holy Cross will offer support and avenues of guidance to both female and/or male students.

As soon as possible, the student and his/her parents are required to inform the Principal of the pregnancy. The Principal will set up a counseling program with the parents. After the initial meeting, the Administration requires a statement from the student's doctor indicating her physical condition will allow her to remain at Holy Cross for her classes. The parents and student must sign a statement releasing Holy Cross from any liability in regards to the pregnancy and agree to continue with prenatal care while attending Holy Cross. A female in the final trimester of pregnancy must have a written doctor's approval and Administrative approval in order to participate in school related activities, including graduation. During the time the female is not attending classes, the male must have Administrative approval in order to participate in school activities, including graduation. Married students may NOT attend Holy Cross. The Holy Cross student may not bring his/her child to school events.

E. POLICY AND PROCEDURES FOR CHEMICAL ABUSE AND DEPENDENCY

Possession of drug paraphernalia and behavior indicative of drug/alcohol use: Holy Cross recognizes that behavior and attitudes that indicate and condone drug/alcohol use by the student body are a problem in and of themselves and are not acceptable in the school community. Behaviors such as possession of drug paraphernalia, talking with peers about the use or purchase of marijuana or other drugs, or bragging about a recent incident of weekend drunkenness are inappropriate and indicate a possible drug/alcohol problem on the part of the student(s) involved.

Whenever such behavior or reported incidents come to the attention of faculty/staff, either directly or indirectly, or when there is a reasonable suspicion that a student is engaging in unhealthy behavior, the following steps will be taken:

1. Students will be held accountable for any inappropriate behavior observed in school.
2. Students will be referred to the Counseling Program.
3. Recommendations of the Counseling Program must be addressed by the Administration, students and parents.

Possession of, Under the Influence of, and/or Using Alcohol and/or Other Unauthorized Chemical(s): When a student is found, for the first time, in possession of, under the influence of and/or using alcohol and/or other unauthorized chemical(s), on the way to or from school, at school, or before, during or after a school sponsored event, the unauthorized substance will be taken away from the student, the parents will be called to take the student home and, when necessary, legal authorities will be notified in accordance with Kentucky State Law. A conference with the student, parents, and school administration will follow such an incident. Families who choose not to agree with the recommendations in conjunction with administrative approval, will be required to withdraw their son or daughter from Holy Cross High School.

Repeated Incidents: After a first incident, the unauthorized substance will be taken away from the student. The parents will be called to take the student home and, when necessary, legal authorities will be notified in accordance with Kentucky State Law. A conference with the student, parents, and the school administration will follow such an incident. For repeated offenses, all of the above will take place. However, disciplinary measures will be more strict and expulsion could result.

Trafficking: If a student is caught at school, or at a school sponsored function, with the intent of distributing alcohol and/or unauthorized chemicals, the unauthorized substance and/or paraphernalia will be confiscated and the parents will be called to take the student home.

The legal authorities will be notified in accordance with the Kentucky State Law. A conference with school Administration, parents, and student will follow such an incident and the student will be withdrawn at this time.

VIII. DANCE/SPECIAL EVENT REGULATIONS

Holy Cross sponsors many activities throughout the year. The following are general policies which apply to those activities which are most frequent. These policies are posted in every classroom.

A. Regulations for Holy Cross Students and Guests at School Dances/Events:

1. For all dances/events, no admittance after one half hour after dance begins. No student may leave until one half hour before the dance ends.

2. Dress codes will be established by the faculty sponsors. Dress for dances must be clean, neat and appropriate. Formal or semiformal attire is required unless the dance theme dictates otherwise. Female students may not wear dresses with bra-like tops, plunging necklines, bare midriffs (**including side cut-outs**), or lowered waistlines. Male should dress appropriately. Collared shirts, dress slacks, sweaters, jackets, and ties are acceptable. All decisions regarding dress will be made by the administrator in charge and are final.
3. Only HCHS students, their dates and friends are to be admitted. Each student is allowed to bring one guest. Guests must be registered at the time of ticket purchase and submit required documentation from his/her school's administrator. A list of dance attendees and permission slips must be submitted to the principal 3 days prior to the dance. Prom and Ring Dance guest list must be approved 3 weeks before the event.
4. School officials will check to see if students are under the influence of alcohol or drugs. Students and dates will be expected to speak their name into a Passive Alcohol System Device. If the device shows that a student and/or date are under the influence of alcohol: 1) they will not be permitted to enter the dance/event, and 2) their parents will be contacted and requested to pick up the student and/or date. If the parents or family member cannot be contacted, the police will be notified. Any student and/or date refusing the test will not be permitted to enter the dance/event.
5. Once a student leaves, he/she must leave school property/event location. No loitering in the parking lot will be permitted. Students and/or guests may not leave the dance prior to one half hour before the end of the dance.
6. The only restrooms to be used are those on the same floor as the dance/event.
7. Students are required to check-in purses/coats at the discretion of the faculty sponsors.
8. When weather warrants, a cloakroom will be provided.
9. Generally speaking, once a student enters a dance, he/she cannot go back to the car. However, if a student requests access to the car, he/she must be accompanied by an adult chaperone or security guard.
10. Future attendance at dances for anyone who fights/provokes a fight will be determined by the administration.
11. Inappropriate behavior, including but not limited to dancing and gestures, (Holy Cross students and/or guests) can be reason for dismissal from dances/events. Lewd, sexual or suggestive dancing, as well as any other inappropriate dancing will not be allowed. The student and/or date will be warned. If they continue this type of dancing, their parents will be contacted and requested to pick up the student and/or date.
12. No hats are allowed, with the exception of "top hats" at formal dances.

IX. NATIONAL HONOR SOCIETY

The National Honor Society seeks to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Because instances of cheating and/or plagiarism impact the characteristics of character and scholarship, any student reported by a teacher to have been involved in such activities will be ineligible for membership, regardless of his/her grade point average, for the academic year in which he/she was reported. Likewise, because instances of bullying or harassment, including cyber bullying, impact the characteristics of character and leadership, any pupil reported, by an administrator or a teacher, to have engaged in these activities will also be ineligible for membership, regardless of his/her grade point average, for the academic year in which he/she was reported.

A. REQUIREMENTS FOR ADMISSION TO THE NATIONAL HONOR SOCIETY

1. A Junior or Senior who has at least a cumulative 3.30 GPA will be considered for membership in the National Honor Society. Eligible students will be notified by the NHS advisor.
2. Besides the academic standard, the student must demonstrate that he/she has superior qualities in character, leadership and service. These include school, parish and civic participation. These qualities must be documented and submitted on his/her information sheet upon nomination in order for consideration in the faculty vote.
3. Once a student has the required average, teachers evaluate him/her according to the (above-named) criteria. A faculty committee recognized by the principal reviews the evaluations and selects members for the current year. The advisor is an ex-officio, non-voting member of the committee.
4. Good grades alone are not assurance of membership in the society. The other three qualities bear equal weight in determining membership.
5. A student must maintain all of the standards from the time of election in order for membership to be maintained.
6. Notification of induction/rejection will be mailed home to the student and his/her family. If a student is accepted, information regarding expectations and the induction ceremony will be included. If a student is rejected, notification of the area in which the student scored the lowest will be indicated in order for the student to strengthen that particular area for future induction.

X. TUITION AND FEES

A. TUITION PAYMENT POLICY

Tuition is collected in the following manners and must be current at all times.

1. Single payment due June 15.
2. Two payment plan due June 15 and December 1.
3. Monthly payment plan. Payments budgeted over 10 months beginning in July. Deductions to be made on the 5th or 20th of the month.

All student accounts must be set up on one of the three payment plans listed above.

An additional fee of \$50.00 will be charged if a parish reports a different participation status. Beginning in December, each parish reports the participation status to Holy Cross.

There will be a \$30 fee for all payments returned to Holy Cross due to insufficient funds. After three occurrences, only cash, money order or certified check will be accepted.

Students who withdraw or are expelled from Holy Cross will be obligated for tuition and fees as follows:

Any time during the . . .

1st Semester - (Once attending), 50% tuition and 100% students fees,

2nd Semester – (Once semester begins), 100% tuition and 100% student fees.

Until all financial obligations are met, including obligations beyond tuition (retreat fees, lunch account, athletic uniforms/equipment, books, lock, etc.) student diplomas, transcripts, report cards, immunization certificates, no documentation will be released.

Special attention should be paid to the following:

- A. Report Cards - No student is entitled to quarterly report cards, final report cards, transcripts, or a certificate of graduation until the account is settled.
- B. Registration - Before a student will be allowed to return for the next school year, all balances must be paid in full. Contacts should be made through the Finance Office.
- C. Special Events - All balances **MUST** be current for a senior who wishes to attend the Baccalaureate and graduation exercises.
- D. Students whose accounts are not current at the end of each grading period may not be allowed to return the next quarter and/or take semester exams.

The school recognizes that on occasion it will become necessary to extend special considerations to families due to unforeseen circumstances. In this event, the parent/guardian will be required to submit information that would substantiate the claim of inability to pay. At that time, discussions can take place with the Director of Finance to remedy the situation.

XI. FINANCIAL ASSISTANCE

Holy Cross High School is aware of the commendable sacrifices families must make to allow students to attend a Catholic high school. To aid families to meet financial obligations, Holy Cross offers the following:

Archdiocesan Financial Aid Program – Families apply for financial aid through an outside agency by the name of Private School Aid Service. Holy Cross High School administers a comprehensive financial assistance program that provides tuition assistance to students on the basis of demonstrated financial need. The tuition assistance program reflects a significant commitment of the Holy Cross community, the Alumni, and the many other benefactors of the school. The mission of our financial assistance program is to make the benefits of a Catholic education at Holy Cross available to all families who demonstrate financial need. Application forms are available in January and families are notified in May of the results. Please note: If you apply for financial assistance, your student **MUST** be registered at Holy Cross in order for your application to be considered.

Holy Cross Work Study Program - If your student has been granted financial assistance, or you have more than one student at Holy Cross at the same time, they are eligible for work study. This program allows students to work after school or in the summer and earn an hourly wage that will be applied toward their tuition. Work study assignments are made on a year-to-year basis and reapplication each year is necessary. Letters are mailed from the Finance Office to all students eligible.

Family Discounts – If you have two children enrolled at Holy Cross, you are eligible to receive a 10% reduction in tuition for the youngest child. If you have three children enrolled at Holy Cross, you are eligible to receive a 10% reduction in tuition for the two youngest children.

Scholarships - Holy Cross offers a variety of scholarship opportunities for incoming freshmen, as well as, renewable scholarships for returning students. Students must qualify for financial assistance to receive a scholarship.

2013-2014 Holy Cross High School

Student Tablet Handbook and User Terms & Conditions Agreement

Holy Cross High School
5144 Dixie Hwy.
Louisville, KY 40216
Phone: 502-447-4363
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1. OVERVIEW

Holy Cross High School is excited to implement the 1:1 Laptop Initiative and believes the program offers vast, diverse, and unique resources to students. Our goal in providing this program to students and teachers is to promote educational excellence at Holy Cross High School by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting or in accordance with the teachings of Catholic Christianity. However, it is the school's belief that the valuable information and interaction on these networks far outweigh the possibility that a user may locate material that is not consistent with the educational goals. Internet users, like traditional library users, are responsible for their actions in accessing online resources. In addition, the smooth operation of the Network/Internet relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network and internet resources in compliance with Catholic Identity.

It is the school's belief that the tablet PC will help students develop skills that are critical in our 21st century work world. These 21st century skills include:

- Critical thinking & Creativity
- Collaboration & Communication
- Problem solving skills
- Information and computer skills
- Interpersonal and self-direction skills
- Technology literacy

Tablet computers will allow students to direct their own learning and have a greater reliance on active learning strategies. Students will be able to transfer knowledge across disciplines. The increased access to technology will enhance instruction and provide more achievement opportunities for students.

Once the tablet is issued to a student, the tablet will stay with him or her for the remainder of the school year, or until they withdraw from school. Students will be responsible for bringing the tablets to school with them, taking them home at the end of the day, and charging them for use before the next day. It is important to note that these units stay with the students 24 hours a day, and are not left unsecured at school at any time.

2. RECEIVING YOUR TABLET

Tablets are issued prior to the start of school. Students must attend a mandatory workshop and a parent must attend a mandatory meeting. They must attend this meeting prior to receiving a tablet. Parents and students must sign and return the Student User Agreement for the Holy Cross High School document before the tablet will be issued to the student. Students will not be issued a tablet pc until a tuition and leasing agreement is in place with the Finance Department.

Tablets will be collected at the end of each school year for maintenance, cleaning, and software installation. Students will be reissued their original tablet each year while enrolled at Holy Cross.

3. TAKING CARE OF YOUR TABLET

Students are responsible for the general care of the tablet they have been issued by the school. Tablets that are broken or fail to work properly must be taken to the Director of Technology.

3.1 General Precautions

- No food or drink is allowed next to your tablet.
- Cords, cables, and removable storage devices must be inserted and removed carefully into the tablet.
- Tablets must remain in the protective case issued by the school at all times.
- Students must carry tablets with protective cover over the screen at all times.
- Tablets and protective case must remain free of any writing, drawing, stickers, or labels with the exception of school issued sticker.
- Tablets must always be secured and must never left unattended.
- Students are responsible for coming to school with their tablet's battery charged for school each day. Batteries must be fully charged before entering the school building.

3.2 Carrying Tablets

The carrying case provided with the tablet has sufficient padding to protect the tablet from normal treatment and provide a suitable means for carrying the computer. The guidelines below should be followed:

- It is recommended that tablets should be within the carrying case when moving from one location to another. Carrying cases can hold other objects, but these must be kept to a minimum to avoid placing too much pressure

and weight on the tablet. The protective case must be closed and facing inward when using the carrying case.

3.3 Screen Care

The tablet screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the tablet when it is closed.
- Do not place anything near the tablet that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Do not use cleaner of any kind on the tablet. Clean the screen with a soft, dry cloth, or an anti-static cloth.
- Do not wear jewelry on the wrist or hand while using the tablet, as these items may scratch the screen.

3.4 Tablet Identification

Student tablets are identified in a manner specified by the school. Tablets can be identified in the following ways:

- Record of serial number and Holy Cross ID
- Individual user account name and password
- Tablet name as entered in the Windows operating system software

3.5 Password Protection

Students are expected to password protect their tablet and keep that password confidential.

4. USING YOUR TABLET AT SCHOOL

Tablets are intended for use at school each day. Students must be responsible to bring their tablet to all classes. At the beginning of class, the tablet must be ready to use. The class will not be expected to wait.

4.1 Tablet Left at Home

If students leave their tablet at home, they must immediately report to the office to phone a parent to bring it to school. Repeat violations of this policy will result in disciplinary action (see student handbook). Loaner tablets will not be issued to students who leave their tablets at home.

4.2 Tablet Undergoing Repair

Depending on the reason for repair, loaner tablets may be issued to students. A limited supply of loaner tablets is available.

4.3 Charging Your Tablet Battery

Tablets must be brought to school each day in a fully charged condition. Students need to charge their tablets each evening. Repeat violations of this policy will result in disciplinary action according to the Student Handbook.

4.4 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

4.5 Printing

Student tablets do not have access to network printers on campus.

5. MANAGING FILES AND SAVING YOUR WORK

5.1 Saving Documents

Students must save documents to his/her SkyDrive account. Student documents saved to the My Documents folder on the tablet or in any other manner will not be backed up by Holy Cross. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for failing to submit work.

5.2 Saving data to removable storage devices

The tablet computer is equipped with a SD card slot and USB port for removable storage.

6. TABLET SOFTWARE

6.1 Originally Installed Software

The software originally installed by Holy Cross High School must remain on the tablet in usable condition and be easily accessible at all times.

The tablet is supplied with a Windows 8 operating system. Licensed software provided with all new tablets includes:

- Microsoft Office 365 including Word, Excel, OneNote, Outlook, Powerpoint and Publisher
- JAVA
- Quicktime
- Rosetta Stone
- Real Player
- Mozilla Firefox
- FoxIt Reader

- Finale NotePad
- Geometer's SketchPad
- DataStudio (Science Lab Probeware)
- PaintShop Pro 7
- LanSchool (Classroom Management Software)
- Symantec EndPoint Protection (Server based AntiVirus)
- WatchGuard Filtering System (Internet filtering while on school premises)
- SharePoint
- Digital Textbooks and Resources

Licenses require that the software be deleted from the tablet at the completion of the course.

6.2 Virus Protection

The tablet has anti-virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be updated and upgraded transparently from the network. The school's file server is also installed with virus protection software. If your tablet is not automatically updating, a notification will appear on the screen at boot-up, and you should notify the Director of Technology immediately.

6.3 Additional Software

The tablet is configured with group policy constraints that the user inherits when he/she logs on to the tablet. These policies prohibit users from installing software. Any attempt to circumvent the group policy constraints will be subject to disciplinary action (see Student Handbook).

6.4 Microsoft Updates

Microsoft releases updates for its software on an as needed basis. Your tablet is configured with Windows Software Update Services which will download updates to your tablet automatically. However, so that your tablet's resources will not be absorbed while you are working, the updates will not be installed without a command from the user. After updates have been downloaded, the user will be prompted to restart at the next log in to allow for these updates to properly install. Since this will prolong the shutdown process, the user can choose to do the installation at a later time, but should never continually delay the installation.

6.5 Inspection

Student tablets will be inspected randomly throughout the year to check for compliance of the Student Tablet Handbook and User Terms and Conditions

Agreement. Students who are found out of compliance may be subject to a \$50 re-imaging fee and disciplinary action.

6.6 Software Upgrades

Upgrade versions of licensed software are available from time to time. It may be necessary to re-image the tablets periodically throughout the school year.

7. USER TERMS AND CONDITIONS

The use of Holy Cross High School's technology resources is subject to the following terms and conditions:

7.1 Use of Technology Resources

The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of Holy Cross High School, along with state and federal regulations. In compliance with federal law, the school shall make reasonable effort to restrict access to inappropriate materials and shall monitor the online activities of the end users while on campus. Consistent with all Holy Cross policies and procedures off-campus compliance with these regulations are expected to be followed by the user and monitored by parents/guardians.

7.2 Network User Accounts

Network user accounts are considered the property of the school. Network administrators may review school computers to maintain system integrity and to insure that users are using them responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers, including email, will be private.

7.3 Prohibited Technology Resources Activities

Prohibited technology resources activities include, but are not limited to, the following:

- 7.3.1. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 7.3.2. Accessing or using any form of peer-to-peer file-sharing program using the school network
- 7.3.3. Vandalizing, damaging, or disabling property of the school, another individual or organization
- 7.3.4. Accessing another individual's tablet, materials, information, or files without permission.
- 7.3.5. Using the network or Internet for commercial, political campaign, or financial gain purposes.

- 7.3.6. Releasing files, home addresses, personal telephone numbers, passwords, or other vital information that gives access to others.
- 7.3.7. Promoting or soliciting for illegal activities.
- 7.3.8. Using the resources of the school or the Internet to bully or harass another person.
- 7.3.9. Attempting to repair, remove, or install hardware components reserved for an authorized service technician.
- 7.3.10. Violating copyright or other protected material laws.
- 7.3.11. Subscribing to mailing lists that are not teacher-directed, sending mass e-mail messages, or utilizing other services that generate several messages that can slow the system and waste other users' time and access.
- 7.3.12. Intentionally wasting school resources.
- 7.3.13 Taking pictures, videos and/or sound recordings while on campus without the permission of a teacher and/or an administrator.

7.4 Prohibited Computer Network Activities

Prohibited computer network activities include, but are not limited to, the following:

- 7.4.1. Attempting to log on to the network or Internet (servers, routers, switches, printers, firewall) as a system administrator.
- 7.4.2. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- 7.4.3. Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- 7.4.4. Creating, uploading, or transmitting computer viruses.
- 7.4.5. Attempting to defeat computer or network security
- 7.4.6. Circumventing the *Watchguard* filtering software

7.5 Consequences for violations

Demerits will be issued based upon the severity of the infraction as outlined in the Holy Cross Student Handbook and decided upon by Administration.

7.6 Interruption of Services

Holy Cross High School does not guarantee that its technology resources will be uninterrupted or error-free, nor does it make any warranties as to the results to be obtained from use of the service, accuracy, or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising from the use or inability to use the network or Internet.

7.7 User Responsibility

Parents/Guardians shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school explicitly agrees to pay.

7.8 Security or Equipment Problems

Any security or equipment problems arising from the use of technology resources must be reported to the Technology Director or the Administration.

7.9 Tablet Maintenance

Students will be held responsible for maintaining their individual school tablet computer and keeping them in good working order.

- 7.9.1. Computer batteries must be fully charged and ready for the first block class each day.
- 7.9.2. Protective Cases: Student use of school approved protective case for tablets is expected at all times.
- 7.9.3. Tablet carrying case furnished by the school must be returned with only normal wear and no alterations to avoid paying for a replacement bag.
- 7.9.4. Computers that malfunction or are damaged must be reported to the Technology Director. The school will be responsible for repairing computers that malfunction resulting from accidental or normal use. The Accidental Damage Protection (ADP) Policy covers operational or structural damage due to common accidents like drops, electrical surges, or failure of the integrated screen. Parents/Guardians will be responsible for damages outside of this coverage.
- 7.9.5. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally, whether it is his or her own machine or another student's machine. Disciplinary action will be issued based upon the severity of the damage as outline in the Holy Cross Student Handbook and decided upon by Administration.
- 7.9.6. Tablet computers that are stolen must be reported immediately to the Technology Director, the Administration, and the Police Department.
- 7.9.7. The student will be responsible for the safety and security of his or her tablet computer. Because of the value of the equipment, and because it belongs to the school, students must keep their tablet computers secure at all times. Tablets must be taken to every class; however, in the event of a special activity such as Mass, Pep Rally,

etc. tablet must be stored in the student's locked locker, or on their person. If an unattended tablet computer is turned into the Technology Coordinator or the school office, disciplinary action will be issued in accordance with the Student Handbook.

7.10 Returning the Tablet

The student's tablet and accessories will be returned to the Technology Director at the end of each school year. Students who withdraw, or are suspended/expelled, or terminate enrollment from Holy Cross High School for any other reason must return the tablet and all accessories on the date of termination.

If a student fails to return the tablet computer at the end of the school year or upon termination of enrollment from Holy Cross, transcripts will not be released and the parent/guardian will be subject to criminal prosecution and/or civil liability according to the terms of the lease agreement. The parent/guardian will also pay the replacement cost of the tablet computer, or if applicable, any insurance deductible. Furthermore, the parent/guardian will be responsible for any damage to the computer, consistent with the Holy Cross Student Tablet Handbook and User Terms, Conditions and Lease Agreement, and must return the tablet computer and accessories to the Director of Technology in satisfactory condition.

8. E-MAIL

8.1 E-mail

Students will be issued an e-mail account and are expected to adhere to responsible usage. Guidelines for usage are as follows:

- 8.1.1. Always use appropriate language.
- 8.1.2. Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- 8.1.3. Do not send mass e-mails, chain letters, or spam.
- 8.1.4. Maintain high integrity with regard to email content.
- 8.1.5. Do not use as a private chatting tool during class.
- 8.1.6. Holy Cross High School e-mail is subject to inspection by the school.
- 8.1.7. E-mail accounts may be disabled at any time for use infractions.

9. REPAIRING OR REPLACING YOUR TABLET

9.1 Warranty

This coverage is included as part of the purchase price of the equipment. The manufacturer warrants the tablets from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction, and will repair or replace the tablet. The warranty does not warrant against damage

caused by misuse, abuse, accidents, or computer viruses. Please report all tablet problems to the Technology Director.

9.2 Accidental Damage Protection

Holy Cross High School has purchased a Lenovo 3 Yr ADP/Depot Repair to protect the tablets against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional, or frequent damage, or cosmetic damage. Lenovo will assess the tablet damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. Holy Cross High School's Director of Technology will arrange for service repairs and replacements for defective parts and acts of accidental damage. Please report all tablet problems to the Director of Technology.

9.3 School Protection

INSURANCE FOR THEFT, LOSS, OR FIRE: Tablets that are stolen, lost, or damaged by fire are not covered by the warranty or the accidental damage protection outlined previously. Intentional damage is likely to not be covered by any insurance protection. Please consult with your insurance agent for details about your personal coverage of the tablet computer.

9.4 Claims

All insurance claims must be reported to the Director of Technology, Director of Finance or Principal. Students or parents must file a police or fire report and bring a copy of the report to the school office before a tablet can be repaired or replaced. Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to law enforcement and insurance company personnel for prosecution. A student making a false report will also be subject to disciplinary action.

10. FREQUENTLY ASKED QUESTIONS

10.1 Can I use the tablet and software throughout my career at HCHS?

Students will use the same machine through their career at Holy Cross High School. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at HCHS. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

10.2 What if I already have another model or brand of tablet computer?

You will be required to use the school issued tablet for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. Holy Cross High School is also limited to provide maintenance service or assistance for computers purchased by the school. For these reasons, other tablet computers will not be used on the Holy Cross network at school.

10.3 Can I have my tablet computer during the summer?

No. All tablets will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their tablets again at their orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage, and Holy Cross's policy regarding the ethical use of computers.

10.4 What about insurance against theft, loss, or fire?

Your tablet computer is very portable and very valuable, making it an attractive target for thieves. The school does not offer insurance against theft, loss or fire. Contact your insurance provider to inquire about additional riders. The best insurance is to take care of your tablet. Do not leave your tablet unsecured in the building, classroom, commons area, or car. Always know where your tablet is! Above all, take your computer home each night.

10.5 Does Holy Cross High School provide maintenance on my tablet pc?

Yes. The Director of Technology will coordinate maintenance for students. Students enrolled at Holy Cross High School will be covered for items described in the warranty agreement and accidental protection plan. Please consult the warranty agreement so that you understand what is and what is not covered.

10.6 What will I do without a computer in my classes if my tablet unit is being repaired, or while I am replacing it if it is lost or stolen?

Holy Cross High School stocks a limited number of tablet computers that can be loaned on a first come, first-served basis. You will be able to arrange for a loaner unit with the Director of Technology. If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.

10.7 How do I connect to the Internet at home?

If you have high speed access, you may connect to the Internet using a wireless ethernet connection

10.8 Will there be facilities to back up the files I create on my tablet?

No. The school will not provide such services. Students are encouraged to save files on SkyDrivePro (cloud-based) and use multiple forms of back-up.

10.9 What if I want to add options to my tablet?

Only Holy Cross High School is authorized to add options and upgrades to your tablet computer.

10.10 What if I want to run another operating system on my tablet?

Only the operating system chosen by Holy Cross High School will be authorized to run on a student-issued tablet computer.

10.11 What has the school done to help prevent students from going to inappropriate sites?

Holy Cross High School has *Watchguard* software products on the network which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be initially directed to the Director of Technology and then appropriate Administration. In addition, all tablet computers have a program called LanSchool installed on them. This monitoring software allows teachers to observe individual student computer activity in the classroom. Parents should monitor the student's use while at home. The internet blocks in place at school do not carry over to your home wireless network. Parents are strongly encouraged to monitor the child's use while at home.

10.12 What if a user brings a tablet in for repairs and "objectionable data" is detected?

Students are responsible for policing themselves. If a student inadvertently downloads or accesses inappropriate material, it is his or her responsibility to immediately report it to the classroom teacher, principal, or Director of Technology upon identification. Students who have "objectionable data" on their tablet, but have chosen not to report it, will be referred to the principal's office for disciplinary action.

10.13 If the accessories to my tablet are lost or stolen, how much will it cost to replace them?

Lost/Damaged Power Cord-\$50

Lost/Damaged Stylus-\$45

Lost/Damaged Carrying Case-\$40

Lost/Damaged Protective Case-\$55

10.14 Will the school provide a keyboard for the tablet?

No; however, students may purchase from a retailer an external USB keyboard to attach to the tablet if they choose. For more information regarding keyboards compatible with the tablet see the Director of Technology.

10.15 What is the procedure a student should use if he/she encounters a problem with the tablet, software, etc. while working at home on an assignment?

Teachers will require student access to the internet to complete homework. Internet being “down” will not suffice as an excuse for not completing homework. If a student encounters problems with the tablet or software he/she will need to come to the Technology Center at 7:30 a.m. on the next day to report the issue. If the Director of Technology finds the problem to be something out of the control of the student he will notify the teacher regarding the night’s assignment.

11. STUDENT USER AGREEMENT FOR HOLY CROSS HIGH SCHOOL

Acceptance of Contract Terms and Conditions – All terms and conditions as stated in this document are applicable to Holy Cross High School. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and condition shall be governed and interpreted in accordance with the laws of the Commonwealth of Kentucky, and the United States of America.

We (student and parent/guardian) have read and understand the Holy Cross High School Student Tablet Handbook and User Terms and Conditions Agreement. We further understand that any violation of the regulations may constitute a criminal offense. Should the student commit any violation of this agreement, the said student’s privileges may be limited or revoked, and school disciplinary action and/or appropriate legal action may be taken.

With the start of a new school term, this student agreement, along with the attached consent form will be sent home with each student enrolling at Holy Cross High School.

Student should initial each line below to indicate they have read and understand the expectations:

_____ I will take good care of my assigned tablet.

_____ I will never leave my tablet unattended.

_____ I will never loan my tablet to other individuals.

_____ I will know where my tablet is at all times.

- _____ I will charge my tablet's battery every night at home.
- _____ I will not change any settings on my tablet without permission.
- _____ I will not change the name of my tablet.
- _____ I will keep food and beverages away from my tablet.
- _____ I will not disassemble any part of my tablet or attempt any repairs.
- _____ I will protect my tablet by always carrying it securely in the case provided.
- _____ I will never take my tablet out of the protective case unless specifically told to do so.
- _____ I will keep the tablet case clean, without marks or decorations.
- _____ I will not deface the serial number, ID sticker, or any other identification information on any tablet.
- _____ I will not do anything to my tablet or any other tablet that would interfere with its regular operation, its use in class, or its educational use.
- _____ I understand that disciplinary consequences will be implemented if I choose to misuse the tablet in any way contrary to the Student Tablet Handbook or the mission/values of Holy Cross High School.
- _____ I will not use my tablet camera to take photos or movies on campus without the permission of a teacher or administrator.
- _____ I will not take a photo or movie of a person without their permission and knowledge.
- _____ I will not record audio without a person's permission and knowledge.
- _____ I understand that my tablet is subject to inspection at any time without notice and remains the property of Holy Cross High School.
- _____ I will file a police report in case of theft, vandalism, and other acts beyond my control.
- _____ I will be responsible for all damage or loss caused by neglect or abuse.
- _____ I agree to return the tablet, case and power cords in good working condition if I leave Holy Cross High School or by the designated date at the end of the school year.

