

# HOLY CROSS OF SAN ANTONIO

PARENT AND STUDENT HANDBOOK  
2023 - 2024



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<b>HISTORY</b>	<b>6</b>
<b>THE MOREAU TRADITION OF EDUCATION</b>	<b>7</b>
<b>SHARED VISION</b>	<b>7</b>
<b>MISSION</b>	<b>8</b>
<b>THE HOLY CROSS CODE</b>	<b>8</b>
POLICY STATEMENT ON THE CODE AWARD	8
<b>ARCHDIOCESE OF SAN ANTONIO</b>	<b>8</b>
APPRECIATE FAMILIES	8
ARCHBISHOP MEDALLION	9
ENCOURAGE MORAL FORMATION	9
FOSTER A CATHOLIC IDENTITY	9
INVEST IN COMMUNITY BUILDING	9
PROVIDE QUALITY EDUCATION	9
SEEK EQUITABLE DISTRIBUTION	9
SHARE GOVERNANCE	9
SHARE THE SPIRIT	9
SUPPORT PARISH LIFE	9
<b>ATTENDANCE</b>	<b>10</b>
ABSENCE	10
ABSENCE FOR FUNERALS	10
FAILURE DUE TO ABSENCE	11
POLICY	11
RELEASE OF STUDENT DURING SCHOOL HOURS	11
RELEASE OF STUDENT TO POLICE	11
TARDY POLICY	11
TARDY - FIRST CLASS PERIOD	11
<b>BOARD OF DIRECTORS</b>	<b>11</b>
<b>CATHOLIC VALUES POLICY</b>	<b>12</b>
ABORTION	12
CATECHESIS IN HUMAN SEXUALITY AND SEXUAL MORALITY	12
PREGNANCY	12
MARRIAGE AND COHABITATION	12
VALUE STATEMENT	12
<b>CURRICULUM POLICIES</b>	<b>12</b>
ACADEMIC POLICY FOR PROMOTION, RETENTION AND CREDITS	13
MIDDLE SCHOOL	13
SENIOR HIGH SCHOOL	13

CURRICULUM GUIDELINES	13
CURRICULUM OBJECTIVES	14
<b>DISCIPLINE POLICIES</b>	<b>14</b>
ABSENCES	15
ACKNOWLEDGEMENT OF CODE OF CONDUCT	15
CLASSROOM ENVIRONMENT	15
CLASSROOM EXPECTATIONS	15
CONDUCT	15
CONSEQUENCES/WARNING	16
COURTESIES	16
CRIMINAL ACTS/ALLEGED CRIMINAL ACTS	16
DAMAGE/DESTRUCTION OF SCHOOL PROPERTY	16
DESKS	16
DETENTION	16
DISCIPLINARY FEE	16
DISCIPLINARY REFERRAL	17
DISCIPLINARY REVIEW BOARD	17
DISHONEST SCHOOL WORK	17
DISMISSAL FROM A CLASSROOM	17
DISRESPECT	17
DRESS CODE	17
EXPULSION	19
EXPULSION - IMMEDIATE	19
FIGHTING	20
GUN-FREE AND DRUG-FREE SCHOOL ZONE	20
GUM	20
PHYSICAL EDUCATION ATTIRE	20
PROBATION	20
PROBATION CONDITIONS	20
PUBLIC DISPLAYS OF AFFECTION	21
SUSPENSION	21
VOLUNTARY WITHDRAWAL	21
WRITTEN ASSIGNMENT	21
<b>GENERAL ACADEMIC POLICIES</b>	<b>24</b>
ACADEMIC PROBATION	24
ACCESS TO RECORDS	24
CLASS RANK	24
CONFERENCES	24
CREDITS	24
DELAYED GRADUATION	24
DUE PROCESS FOR ADMISSIONS	24

ELIGIBILITY/INELIGIBILITY	24
FAILED COURSES	24
FAILURE DUE TO ABSENCE	25
FIELD TRIPS	25
GRADES	25
GRADE POINT AVERAGES	26
GRADUATION	26
SCHOLAR MONOGRAMS	26
HOLY CROSS SCHOLARS	26
JUNIOR NATIONAL HONOR SOCIETY	26
NATIONAL HONOR SOCIETY	26
NON-CUSTODIAL PARENTS	26
ONLINE COURSES	26
PERMANENT RECORDS/TRANSCRIPTS	27
PROGRESS REPORTS	27
PUBLICATIONS	27
RELEASE OF PERMANENT RECORDS	27
REPEATING COURSES	27
REPORT CARDS	27
SEMESTER EXAMS	27
SEMESTER GRADES	27
SENIOR COMPLETION DEADLINE	27
SERVICE HOURS	27
STANDARDIZED TESTING	27
SUMMER SCHOOL - HIGH SCHOOL	28
SUMMER SCHOOL - MIDDLE SCHOOL	28
TRANSCRIPT REQUESTS	28
TRANSFER OF CREDIT	28
TRANSFER OF RECORDS	28
VALEDICTORIAN AND SALUTATORIAN	28
<b>GENERAL INFORMATION AND POLICIES</b>	<b>29</b>
ACCREDITATION	29
AREAS DESIGNATED FOR STUDENTS	30
ASSEMBLIES, MASS AND PEP RALLIES	30
AUTOMOBILES	30
EMERGENCY RECORDS	30
FRONT OFFICE	31
GUARDIAN/RESIDENCE REQUIREMENTS	31
LOSS OF SCHOOL TIME	31
NON-DISCRIMINATION POLICY	31
OFFICAL SCHOOL PICTURES	31
PARENTAL CONCERNS	31

PARENTAL CONDUCT	31
SCHOOL DAY	31
SCHOOL HOURS	31
SENIOR PICTURES	31
STUDENT TRANSFERS	32
STUDENT TRANSFERS - FROM HOLY CROSS OF SAN ANTONIO	32
STUDENT TRANSFERS - TO/FROM HOMESCHOOLING	32
USE OF SCHOOL FACILITIES	32
VISITING STUDENTS	32
VISITORS	32
<b>GRIEVANCE PROCEDURES</b>	<b>33</b>
COMPLAINTS	33
EXPULSION POLICY PROCEDURE	33
LOCAL GRIEVANCE PROCESS	33
NON-EXPULSION POLICY PROCEDURE	34
<b>HARASSMENT POLICY</b>	<b>34</b>
FREE ENVIRONMENT FOR STUDENTS	34
PROCEDURES - COMPLAINT FILING AND INVESTIGATION	35
<b>HEALTH SERVICES</b>	<b>35</b>
COMMUNICABLE DISEASE	35
EMERGENCY CARDS	35
EXTENDED ILLNESS	35
HEALTH FILE	35
HEALTH SCREENINGS	35
ILLNESS DURING THE SCHOOL DAY	36
IMMUNIZATION RECORD	36
INSURANCE	36
MEDICAL APPOINTMENTS	36
MEDICAL CONDITIONS	36
MEDICATIONS	36
<b>PARENT GROUPS/ASSOCIATIONS</b>	<b>36</b>
BOOSTER CLUBS	36
PARENT-TEACHER CLUB	36
<b>SAFETY POLICIES</b>	<b>37</b>
BLOOD-BORNE PATHOGENS	37
DEFINITIONS	37
FIRE DRILLS	37
GLASS CONTAINERS	37
LOCKDOWN DRILLS	38
LOITERING ON THE CAMPUS OF OTHER SCHOOLS	38

SMOKING	38
SEARCH AND SEIZURE	38
SUBSTANCE ABUSE POLICY	38
TORNADO DRILLS	38
WEATHER OR OTHER EMERGENCY SCHOOL CLOSINGS	39
<b>STUDENT ACTIVITIES</b>	<b>39</b>
ATHLETICS	39
BAND	40
CAMPUS MINISTRY	40
CHEERLEADERS/DANCE TEAM	40
CLUBS	40
EXTRACURRICULAR ACTIVITIES	40
PROMS, DANCES AND SOCIAL ACTIVITIES	40
SCHOOL SPIRIT AT GAMES	41
SENIOR TRIP	41
STUDENT AWARDS	41
STUDENT COUNCIL	41
<b>STUDENT SERVICES</b>	<b>41</b>
ACCOMMODATIONS POLICY	41
ANNOUNCEMENTS	41
BUSINESS OFFICE	41
DANCES AND SPECIAL EVENTS POLICY	42
GUIDANCE	42
GYM LOCKER ROOM	42
I.D. CARDS	42
LIBRARY REGULATIONS	42
LOST AND FOUND	43
LUNCH PERIOD	43
SCHOOL LOCKERS AND PERSONAL BELONGINGS	43
TELEPHONES	43
TUTORING	43
<b>Volunteer Policy</b>	<b>50</b>
<b>BringYour Own device Addendum</b>	
<b>Acceptable Use, Internet Use, CIPA</b>	
<b>ANNUAL ASBESTOS NOTICE</b>	
<b>Proper Use of School Name and Logo Addendum</b>	

**THIS HANDBOOK IS SUBJECT TO CHANGE AT ANY TIME AND THE CHANGES WILL BECOME EFFECTIVE IMMEDIATELY.**

**ANY CIRCUMSTANCE OR OCCURRENCE NOT EXPLICITLY DESCRIBED IN THIS HANDBOOK WILL BE ADDRESSED AT THE DISCRETION OF THE PRINCIPAL.**

## **HOLY CROSS OF SAN ANTONIO**

### **HISTORY**

From 1957-1968

Holy Cross High School was founded in 1957 under the ownership of the Archdiocese of San Antonio. Originally planned to be a vocational school, the Brothers of Holy Cross determined that it would best serve young men and the community as a college preparatory school. With this agreement, the Brothers of Holy Cross accepted the administrative responsibilities and thus the school was given the name of Holy Cross High School.

The education history of Holy Cross High School really began on September 3, 1957, as eighty-four young men from the West Side community enrolled in the first ninth grade. Their campus consisted of an eight-classroom building, a cafeteria, and a residence for the Brothers. Their faculty was three Brothers of Holy Cross and a chaplain. Tuition was \$67.50 per year.

From the beginning, it was determined that tuition costs and subsidies from the Archdiocese of San Antonio would have to be collaborative. This union would ensure the financial stability of the school while not enforcing the ever-increasing financial demands of rising educational costs upon the students and families enrolled at Holy Cross High School. However, by 1968 tuition at Holy Cross High School had risen from \$67.50 a year to \$180.00 annually. The subsidy increased as well. Since Holy Cross High School was not the only Catholic school receiving a subsidy from the Archdiocese, and the climate of the day saw more and more Catholic Priests, Brothers, and Sisters leaving their respective orders, the Archdiocese was forced to come to terms with the rising costs of education and their role as financial provider.

From 1968-1994

In February of 1968, Holy Cross High School was informed by the Archdiocese of San Antonio that all subsidies would end on the final day of the school year. Second, since it was believed that due to its location, Holy Cross High School could not support itself and it should close its doors. This decision was unacceptable to parents, students, faculty, community leaders, and alumni of Holy Cross High School. Their support and the dedication of Ms. Vikki Carr carried Holy Cross High School through these threatening times. It was soon determined that Holy Cross High School would remain open under the sole supervision but not the ownership of the Brothers of Holy Cross. At the same time, several nearby Catholic elementary schools were closing. In response, Holy Cross High School expanded to include grades seven and eight. Holy Cross was now a college preparatory middle and secondary school.

Subsequent years saw the Brothers busy and the educational and spiritual development of its ever-growing student body and the numerous financial hurdles consistent with running a school. Driven by the realization that basic medical needs were missing and that the neighborhood surrounding Holy Cross was classified as a physician shortage area by the U.S. Department of Health and Human Services, students, faculty, and alumni evaluated the immediate medical needs of the community and considered possibilities that might best address the medical shortage. The conclusion led to the establishment of the Holy Cross Family Medical Center in 1981. In 1985 the facility expanded to a permanent facility directly across from the campus, a facility that remains in operation today.

In order to maintain its position as a leading college preparatory education institution for young men, especially for young men from the West Side of San Antonio, a more specific identification as to the ownership of Holy Cross High School needed to be addressed. Ownership took on a few forms with the intention of developing into one that allowed flexibility and timely growth. The first move in this direction agreed upon by both the Archdiocese of San Antonio and the Brothers of Holy Cross led to the incorporation of Holy Cross High School in 1994 as an independent Catholic school governed by a Board of Governors. Responsibility and commitment that should flow from ownership was still lacking.

From 1994-2001

In order that this issue to be settled, it was determined that the responsibility and ownership of Holy Cross High School be transferred to an entity referred to as the Holy Cross Community Services. On December 2, 1998, a representative group of alumni and community leaders approached the Board of Governors and formally requested ownership, a request welcomed and approved by Archbishop Flores. This agreement was formalized on May 23, 2001, thus ensuring that the mission of the Holy Cross Brothers will go forth well into the millennium.

From 2001- Present

Meeting needs and overcoming obstacles have characterized the determination and commitment of Holy Cross. Already faced with threatened closure, the absence of a caring ownership, and the disappearance of feeder schools, Holy Cross is again responding to a community need.

The last Catholic high school serving young ladies on the South and West Sides of San Antonio closed in 2002. These are the same areas from which Holy Cross has attracted young men since its founding in 1957. In order to make the same quality, value-centered, college preparatory education available for young ladies as that offered for young men, Holy Cross became a co-education high school beginning with the 2005-2006 school year. The student body composition remained unchanged ethnically and economically, that is, approximately 95% Hispanic and 30% attended on a privately funded voucher program.

The Brothers of Holy Cross were founded in post-revolutionary France to bring education to the less fortunate where it was not available. That same spirit and dedication animate today's leaders at Holy Cross of San Antonio. Over 85% of the graduates are enrolling in college with many entering elite colleges throughout the United States. Their Holy Cross education prepares them for life with a solid academic background and a genuine spiritual formation.

### **THE MOREAU TRADITION OF EDUCATION**

Believing that education is the premiere response to the Catholic Church's preferential option for the poor, the Brothers of Holy Cross founded Holy Cross High School in one of San Antonio's most underserved areas so that, in the Moreau tradition, a quality, value-centered, college preparatory education could be available.

### **SHARED VISION**

A Holy Cross education is a process that...

Engages the whole person: mind and heart, body, and soul.

Challenges a student through a sequential curriculum and comprehensive activity program to learn habits of the mind and habits of the heart:

the competence to see and the courage to act,  
to think critically,  
to make informed choices,  
to take risks, and always  
to own the consequences of his or her actions.

Finds its best expression as service to others rendered by those with hope to bring.



Is guided by educators in the faith--parents, faculty, staff, and directors--empowered to build a community of the coming kingdom.

Is rooted in a family legacy that nurtures trustworthy friends and lasting relationships.

Defines success in terms of the useful lives of its graduates.

### **MISSION**

Holy Cross School of San Antonio is a Catholic College Preparatory Middle and High School, operated in the tradition of the Congregation of Holy Cross. It serves metropolitan San Antonio with special outreach to the western and southern parts of the city. As a school sponsored by the Congregation of Holy Cross, it seeks to develop young men and women of integrity through education of minds and forming hearts in a family environment which nourishes respect for themselves and others and encourages them to bring hope to others in today's world.

### **THE HOLY CROSS CODE**

Holy Cross students are committed Christians who live by faith. Devoted to their souls' welfare, they reflect often on God. Their daily actions are sanctified by prayer, the practice of virtue, and Christian piety. Since sanctity is their goal, there is a deep devotion to Our Lord and to Our Lady of Guadalupe.

Holy Cross students are studious. Learning is regarded as a duty; intellectual perfection as an honor. In the tradition of Father Moreau, students recognize that Holy Cross is their training ground where they must mold themselves into useful citizens.

Holy Cross students are loyal to God and country. Devotion to their school and teachers is demonstrated by their cooperation, zeal, and spirit. They are friends to all because they are members of the Body of Christ.

In a word, Holy Cross students are persons of faith and honesty, of strength of character through self-mastery, of respect for the Christian family and lawful authority, of leadership in the pursuit of the true, the good and the beautiful. These are the Holy Cross Students.

### **POLICY STATEMENT ON THE CODE AWARD**

The Holy Cross Code Award is given to the senior who demonstrates abilities and responsibilities, as outlined by the Holy Cross Code, in academics, leadership and involvement in the school community, and willingness to be of service to others. In the selection of the Code Award recipient, the senior class and faculty will be asked to give an advisory vote on the senior they recommend to receive the award. The Administrative Council, with the approval of the Principal, makes the final selection.

## **ARCHDIOCESE OF SAN ANTONIO**

### **APPRECIATE FAMILIES**

We recognize the family as the basic faith community in which all members share as active participants in the educational process.

### **ARCHBISHOP MEDALLION**

The Archbishop of San Antonio bestows this award upon the senior at Holy Cross who is committed to assist the Holy Cross Family to encounter the Gospel of Jesus the Christ and to bring about Catholic teachings and values. This student must be Christian, at Holy Cross for a minimum of three years, actively involved in his/her parish and community service programs, and demonstrate spiritual leadership within the school, parish, or community. The recipient is announced at Baccalaureate. At Graduation, he/she receives the Medallion along with a letter of recognition.

## **ENCOURAGE MORAL FORMATION**

We lead by example in teaching moral values that encourage respect and responsibility

## **FOSTER A CATHOLIC IDENTITY**

We prepare students to encounter the Gospel of Jesus Christ and to bring Catholic teachings and values into their lives and the global world.

## **INVEST IN COMMUNITY BUILDING**

We are committed to building a communal spirit that is the heart and reality of Christian formation.

## **PROVIDE QUALITY EDUCATION**

We teach knowledge and critical skills so that students function fully as citizens within a changing technological and multicultural society.

## **SEEK EQUITABLE DISTRIBUTION**

We are challenged to establish just distribution of resources to ensure quality and affordability to families and our Church.

## **SHARE GOVERNANCE**

We seek support and participation from those who share a common vision, mission, and philosophy.

## **SHARE THE SPIRIT**

The fundamental purpose of Catholic schools in the Archdiocese of San Antonio is to proclaim the Good News of Jesus the Christ. His news is one of challenge, love, and unity; His spirit is caught in the lives of students. Affirming that parents are the primary educators and partners of education, we prepare students to share the spirit of Jesus through community building, Christian acts of service, and word and worship. We commit to providing inspiring active learning and quality education so that all students share the Spirit of Catholic Education.

This Vision statement calls forth beliefs that affirm the missionary dynamics of all Catholic Schools in the Archdiocese of San Antonio as we move into the Third Christian Millennium.

## **SUPPORT PARISH LIFE**

We believe that the school contributes to the parish through the formation of students as active participants of the parish community.

## **SCHOOL CHOICE - PARENTAL RIGHT IN EDUCATION**

*As those first responsible for the education of their children, parents have the right to choose a school for them which corresponds to their own convictions. This right is fundamental. As far as possible parents have the duty of choosing schools that will best help them in their task as Christian educators. Public authorities have the duty of guaranteeing this parental right and of ensuring the concrete conditions for its exercise. §2229 Catechism of the Catholic Church*

School Choice or Parental Choice in Education is a state program that provides tuition assistance to parents who choose to enroll their children in non-public schools such as Catholic schools, private schools, home schools, etc. Education is a state responsibility. Unlike 18 other states, the Texas Legislature has always opposed and repeatedly defeated School Choice legislation. Therefore, Holy Cross parents, you are denied financial assistance, you must continue paying tuition and you must continue paying property taxes benefitting your local public school district.

School Choice or Parental Choice in Education can become a reality only if enacted by the Texas Legislature. You, the voters, must make it happen. Definitely it will not happen unless you make it happen.

For more information on School Choice: <https://www.edchoice.org/>

## ATTENDANCE

### ABSENCE

The school calendar is published over the summer and is currently on the school's website to allow parents to plan their activities so as to avoid unnecessary absences from school. Parents have the responsibility to notify the school as early as possible on the day of a student's absence from school. Parents may call (210) 433-9395 or email [molly.calderon@holycross-sa.org](mailto:molly.calderon@holycross-sa.org) to notify the school of any absence. Parents' failure to notify the school on the day of absence will require the student to contact his/her family when he/she returns to school. This delay in the notification will result in a notation of unexcused absence until the matter is clarified.

There is a distinction between excused absences, unexcused absences, and truancy.

1. Excused absences are those occasions when the parent informs the school on the day of the absence of a student's legitimate need to miss school; i.e. illness, etc. However, parents must be aware that although a student is legitimately absent from school, that does not give him/her a right to a passing grade for work missed during his/her absence. Missed classroom work must be mastered for a student to receive a passing grade. Therefore, on returning to school, the student has the responsibility to contact each of his/her teachers to arrange for missed assignments and to take all necessary examinations.
2. Unexcused absences are those occasions when the parent informs the school on the day of the absence of a student's need to miss school for a reason unacceptable to the school; i.e., vacation trip, routine medical appointments, etc. Absences are also recorded on the attendance record as unexcused when a parent fails to notify the school on the day of absence. In either case, the student forfeits the right to make up assignments or to take missed examinations. A student's grade can be adversely affected by unexcused absences.
3. Truancy is an absence from school for the entire day, or a part of the school day, which is not authorized by the parent or school. A student will be placed on Disciplinary Probation if he/she is truant. This probation status will coincide with a review of the student's discipline record by the Disciplinary Review Board. The second truancy may result in expulsion.
4. Absences because of suspension or truancy are unexcused.
5. Any absence, excused or unexcused, is recorded as an absence.
6. Absence from school for one to two class periods is counted as one-half day absent. Absence for three or more class periods is considered a full day absent. This applies to any reason a student is not in school, such as attendance at funerals, appointments with doctors, etc.

### ABSENCE FOR FUNERALS

There are funerals that many students should attend. So that this may be done orderly and that the school has knowledge of who is legitimately absent, the following procedures are in effect.

1. Students wishing to attend a funeral must bring a note from their parent(s) or guardian(s) and the note must clarify the following:
  - a. If the student may attend the Mass only or attend both the Mass and go to the cemetery.
  - b. If the student will drive his/her own automobile.
2. Each student leaving school must present this note to the school secretary at the time he/she leaves school and not in the morning before school.
3. In the case when a large number of students will be attending the same function, the time that students will leave will be announced.
4. Students must report back to school at the end of the services that they had parental permission to attend. Failure to return to school will be treated as truancy from school.
5. Absence from school to attend a funeral is considered an excused absence.

### FAILURE DUE TO ABSENCE

Both academic performance and attendance are required for the successful completion of every course. Therefore, an excess number of absences, whether excused or unexcused, may cause a student to receive a "Failure Due to Absence" grade. Credit may be withheld from a student who is absent **nine (9)** or more classes per semester.

## **POLICY**

State law requires regular and punctual attendance at Holy Cross. Credit is awarded for each course when the student has met the minimum standards established by the school for academic achievement and regular attendance. It is imperative that a student attend school every day unless prevented by illness or convincing family necessity. Perfect attendance means zero absences and zero tardies.

## **RELEASE OF STUDENT DURING SCHOOL HOURS**

The time of dismissal from school is included in the Parent-Student Handbook. Any changes in this time are indicated on the school calendar and the Parents Newsletter. In addition, these times are announced to students.

Students will not be released from school during school hours into the custody of any person other than those listed on the emergency information card for the student. Identification of the person to whom the student is released is required. Parents or guardians will be notified by telephone to make suitable arrangements and documentation will be made when it is necessary to send a student home because of illness or other reasons.

Students may not be sent on errands off the school property or sent home for books, homework, etc, without parental permission.

Students will be released through a definite process conducted by the main office and only with written parental permission.

## **RELEASE OF STUDENT TO POLICE**

When students are released to police the following are observed:

1. Verify that the person is a police officer. The officer is not required to present a warrant to speak with a student but is required to wait until the parents are notified and given a reasonable time to come to the school.
2. Contact and ask the parents or guardian to come to the school to be present with the student during the interview. If a parent or guardian cannot come to school, the Principal or his designee will sit in for the interview in loco parentis.
3. A warrant for arrest must be presented by a police officer before removing the student from school. If the student has been involved in some suspected illegal activity immediately prior to the police arrival on campus, or while the police officer is present, the Principal or his designee must contact the parent or guardian to come to the school.
4. If the parent of a guardian cannot come to the school, then the Principal or designee must accompany the student to the police station.

## **TARDY POLICY**

Students not seated by the sound of the bell to start each class are considered tardy. Students who report to class after the bell must present a tardy slip issued by the school office. Tardiness is cause for corrective action and the following are measures that may be imposed:

1. A first tardy may be excused by the Dean of Discipline.
2. A second tardy incurs a written punishment.
3. A third tardy incurs a detention after school on the same day and is assigned by the Dean of Discipline.
4. A fourth and each successive tardy incurs a Saturday work detention.

## **TARDY - FIRST CLASS PERIOD**

Regular, on time attendance at school is necessary for academic success. A student who is tardy for the first class period of the day must serve detention on that day. If a student is late for the first class period more than five times a semester, then he may lose credit for that class and may be placed on academic probation. This probation status will coincide with a review of the student's attendance, disciplinary and academic record by the Academic Council.

## **BOARD OF DIRECTORS**

The Board of Directors is given its mission to consult the Principal in areas of finances, school enhancement, policy, development, and strategic planning. The Board of Directors is established to serve as a consultative body to the Principal, and is composed of elected, appointed and ex-officio members as set forth in its constitution.

## **CATHOLIC VALUES POLICY**

### **ABORTION**

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the church, the mission of the Catholic School, and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion. Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school. If it becomes known to any member of the school community that a student is contemplating or planning an abortion all reasonable encouragement must be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn child must be treated with compassion and respect.

### **CATECHESIS IN HUMAN SEXUALITY AND SEXUAL MORALITY**

Human sexuality and morality are addressed according to the guidelines issued by the framework established by the United States Conference of Catholic Bishops, and in the Catechism of the Catholic Church.

### **PREGNANCY**

A primary purpose of Catholic Education is to guide students' growth in Christian values and moral conduct. Catholic teaching stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through the fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the pregnant student and the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner.

In order to ensure the best interests of the student(s), parents and the school community, the following guidelines will be implemented:

1. If a Holy Cross student is identified as a father/mother-to-be then, he/she and his/her parents and/or guardians will be called to meet with the Principal.
2. The student will be required to receive appropriate professional counseling consistent with Catholic teaching.

### **MARRIAGE AND COHABITATION**

If the Catholic Church recognizes a marriage of a student as valid, the administration of Holy Cross will determine the status of the student within the school on an individual basis. Such a marriage, in itself, is not cause for dismissal or sanctions against the student. The requirements for such a valid marriage are determined by local Archdiocesan policies. Cohabitation and marriage not recognized by the Catholic Church are causes for expulsion.

### **VALUE STATEMENT**

Holy Cross of San Antonio is a Catholic school and attempts to impart Catholic values through theology classes, various campus ministry programs, and the overall academic and disciplinary programs. Any student known to the administration to be involved in practices contrary to the values of a Catholic education will be addressed by the Dean of Students or Principal in the presence of his parents to establish the validity of the allegation. If unacceptable behavior is established, he/she may then be subject to dismissal if he/she intends to reject the Catholic values on which the school is founded. However, if the student intends to comport himself/herself in a manner consistent with Catholic values he/she may be subject for a specified period of time to forfeiture of his/her privileges to participate in student social and athletic programs. During this specified period of time, the Principal will monitor the conduct of the student. Based on that assessment, the student may be dismissed, the period of forfeiture of privileges extended or all restrictions ended.

## **CURRICULUM POLICIES**

### **ACADEMIC POLICY FOR PROMOTION, RETENTION AND CREDITS**

#### **MIDDLE SCHOOL**

1. Students' academic performance will determine their courses of study.
2. Core courses are English, Social Studies, Mathematics, Theology, and Science.

3. The graduation ceremony is a public expression that the student has completed all requirements for promotion to the next grade level.
4. If a student requires any additional academic class or activity as of the date of graduation, then he/she may not participate in the graduation exercises.
5. The second-semester grade must be 70 or greater and the average of the first and second semesters must be 70 or greater to be considered a passing grade.
6. Students who fail only one course other than English or Mathematics may be promoted to the next grade level without repeating the course.
7. Students who fail either Mathematics or English must successfully complete the Holy Cross Summer Enrichment Program.
8. Students who fail both Mathematics and English must repeat the grade level.
9. Students who fail two classes other than Mathematics or English must repeat one of the courses in summer school with priority given to any core course.
10. Students who fail three or more courses will not be allowed to return to Holy Cross the following year.
11. Required summer school attendance for any failure must be completed at Holy Cross.
12. If a failed course is required and not offered at Holy Cross, then the course may be obtained at an authorized summer school with the prior approval of the Dean of Academics at Holy Cross.
13. Students who do not attend summer school when required or who receive a failing grade in summer school will not be allowed to return to Holy Cross.
14. Students who do not rectify failures as outlined above are not eligible for participation in 8<sup>th</sup> grade graduation or for promotion to the next grade level.
15. Physical Education and Band are credit courses, which are not included in a student's G.P.A. (Grade Point Average).

#### **SENIOR HIGH SCHOOL**

1. A semester grade below 70 is a failing grade.
2. Each semester of a course is one-half credit.
3. Students may earn the full credit for a course if the final average is passing and he/she also passed the second semester for the course in question.
4. Any student must attend summer school if he or she: earns a failing final grade for a course in which case the failed semester(s) must be repeated; or, does not pass the second semester in which case the second semester must be repeated regardless if the final grade is passing.
5. If a course is required in summer school but it is not offered at Holy Cross, then it may be taken at an authorized summer school with the prior approval of the Dean of Academics at Holy Cross.
6. All summer school arrangements must be made with the Dean of Academics within one week after the end of the school year.
7. Students who do not attend summer school when required or who receive a failing grade in summer school may not be allowed to return to Holy Cross.
8. Sequential courses must be completed in that order. (For example: English I must be completed prior to enrolling in English II).
9. Physical Education and Band are credit courses but do not count in the calculation of a student's G.P.A. (Grade Point Average)
10. In order to participate in the Graduation Ceremony, the student must have remediated any failing semester grades and also have satisfied the credit requirements.

#### **CURRICULUM GUIDELINES**

Holy Cross of San Antonio fulfills and exceeds the requirements of The Texas Catholic Conference of Bishops Education Department (TCCB ED). In this same fashion, it fulfills and exceeds the Curriculum Guidelines of the Archdiocese of San Antonio, and the State of Texas via the Texas Essential Knowledge and Skills (TEKS).

## **CURRICULUM OBJECTIVES**

The distinct purpose of Holy Cross of San Antonio is to proclaim the Gospel message of Jesus Christ, to cultivate community and to educate, building upon its Mission and Values for the Holy Cross community of parents, staff, faculty, and students.

Holy Cross of San Antonio provides a holistic curriculum that embraces the totality of the person: intellectual, moral/spiritual, social, and physical. Accordingly, the school organizes its curriculum to ensure that:

### **1. INTELLECTUAL**

- \* students will have the ability to think constructively, and to reason independently
- \* students will become lifelong learners
- \* students will be creative and effective problem solvers
- \* students will be effective communicators

### **2. MORAL/SPIRITUAL**

- \* students will develop a spirit of prayer and worship
- \* students understand the role of the Church in community and world dimensions
- \* students cultivate a sound ability to make moral decisions
- \* students will be ethical and accept responsibility for their actions
- \* students will develop a respect for the rights of others and will work for peace and justice

### **3. SOCIAL**

- \* students will be positive, hopeful, productive, cooperative, and compassionate
- \* students will be prepared for diverse challenges and opportunities
- \* students will respect contributions of all members of society
- \* students will understand and respect cultural differences
- \* students will explore and appreciate the arts

### **4. PHYSICAL**

- \* students will appreciate and care for their health and wellness
- \* students will learn to deal constructively with the psychological tensions inherent in change and adaptation

Below are the current graduation requirements established by Holy Cross of San Antonio in conjunction with the Texas Catholic Conference Education Department:

<b>Theology</b>	4.0 credits
<b>Language Arts</b>	4.0 credits
<b>Mathematics</b>	4.0 credits
<b>Science</b>	4.0 credits
<b>Social Studies</b>	3.5 credits
<b>Economics</b>	0.5 credits
<b>Foreign Language</b>	3.0 credits
<b>Physical Education</b>	1.0 credits
<b>Elective Credits</b>	3.0 credits
<b>Fine, Applied &amp; Performing Arts</b>	<u>1.0 credits</u>
	28 credits

**For additional information please refer to Appendix V.**

## **DISCIPLINE POLICIES**

## **ABSENCES**

If a student is to be absent from school, then either his/her parent or guardian must call the school each day of the absence. On the day the student returns to school, his/her parent or guardian must send a written notice identifying the days on which the student was absent.

## **ACKNOWLEDGEMENT OF CODE OF CONDUCT**

The code of conduct and discipline procedures are contained in this handbook. All parents or guardians are required to sign the statement included at the back of this handbook that they agree to abide by the rules and regulations of the school. Within the first week of school, this handbook is electronically distributed to students and parents for the purpose of communicating all school policies and procedures. Parents and students must complete the Google Form indicating that they have received the handbook and agree to be bound by the provisions it contains. The deadline for returning this signed statement is Friday of the first week of the new school year. Students who do not complete the Google Form by that deadline will not be permitted to attend classes until it is submitted. Absences will be counted. Under the direct authority of the Principal, the Dean of Discipline has the responsibility of overseeing the discipline policies.

## **BULLYING PREVENTION POLICY**

It is the responsibility of every member of the Holy Cross of San Antonio community to keep our school a safe and caring environment and to help make sure that no student is bullied at school. **Bullying occurs when someone repeatedly hurts, frightens, threatens, or leaves someone out on purpose, with their words or actions.** *Verbal Bullying* includes unwarranted remarks, jokes, or slurs, name-calling or teasing, leaving someone out on purpose, spreading rumors about someone, and can include belligerent or threatening remarks that hurt a person. *Physical Bullying* includes unwanted physical touching, contact, assault, deliberate impeding, or blocking movements. Pushing, hitting, kicking, stealing, damaging, another person's things, or throwing things at someone will not be tolerated. *Cyber-bullying* is the act of being cruel to others by sending or posting harmful material online or through a cell phone. A student who believes that he or she has been bullied, or who has seen another student being bullied, should report the problem to a teacher or other adult at school. Any parent who becomes aware of or has concerns about incidents of bullying also should contact a teacher or the Dean of Discipline.

## **CELLULAR PHONES AND OTHER ELECTRONIC DEVICES**

Cellular phones and communication devices brought on campus must be turned off or set to silent/vibrate mode during class. Personal electronic devices including cellular phones, smartphones, mobile computing devices such as laptops and tablets, iPod and similar music players, recorders, cameras, radios, TVs and video games may not be used in any manner at any time that violates Holy Cross Acceptable Usage Policies and/or the regulations in the Parent/Student Handbook. Use of personal electronic devices during class is governed and guided by the teacher(s), coach(es), and/or administrator(s) in charge, and students must put away and/or turn off all personal electronic devices when so instructed. **Students using any device (cellular phone, iPod, mp3, etc.) in any manner that violates these rules must surrender that device immediately. The device may be picked up from the Dean of Discipline and a charge of \$25.00 will be applied to the student's FACTS account.** The respective Dean will keep track of repeat offenders and deal with them accordingly.

## **CLASSROOM ENVIRONMENT**

Regulation of the classroom environment is the responsibility of the teacher. Teachers and not students are to regulate blinds, windows, and air-conditioning units. Students who deface any classroom area, such as desks, walls, bulletin boards, etc. will be subject to disciplinary action and restitution charges. The teacher's desk is a private area and students are not to investigate the contents in or on the desk.

## **CLASSROOM EXPECTATIONS**

Classrooms are primarily places of learning. All activities, procedures, and regulations must be directed to that one goal. Fundamentally, this means that each day, students will be present, will possess the required materials, and will have satisfied the requirements of all assignments. Students who in any way interfere with or interrupt the learning process



either for themselves or for others are subject to disciplinary action, including dismissal from school. Student conduct and discipline begins at home and cannot be the responsibility solely of Holy Cross.

### **CONDUCT**

Students are always expected to conduct themselves as maturing Christians: a credit to their faith, their school and their fellow students and should conduct themselves courteously and respect the rights of others. All students have an obligation to assist in the discipline of the school. Students should walk, never run in the halls. Shoving, horseplay, loud talking, whistling, and boisterous conduct are to be avoided. Students should not leave or stack their books in the corridor or in front of a classroom door before, during, or after school. Students should respect the physical plant, which includes the buildings, lawns, walkways, and parking areas.

### **CONSEQUENCES/WARNING**

Any student who is involved in a single minor disciplinary infraction within the classroom may be corrected verbally or asked to discuss the situation with the teacher outside of class time.

### **COURTESIES**

Rules of discipline in many instances outline common courtesies. Some of these courtesies are delineated below to remind students that Holy Cross students are always courteous.

1. Whenever a guest, faculty member, or adult enters the classroom, students should stand in silence and remain standing until acknowledged and told to be seated.
2. When responding to a faculty member or other adult, students should say "yes sir" or "no sir" or "no Brother" or "no Sister," and the like.
3. Students should follow common courtesy that are acceptable in today's society, for example - Students should cover their mouths or noses when sneezing or coughing.

### **CRIMINAL ACTS/ALLEGED CRIMINAL ACTS**

As a community, Holy Cross and its members have a right to a good name. The personal choices of individuals involving themselves in acts or activities that are criminal, or allegedly criminal, reflect negatively on that good name. Consequently, Holy Cross will adhere to the following policies.

1. Any student charged with a criminal act, or suspected of complicity in a criminal act, by a competent law enforcement authority is automatically subject to a suspension, expulsion or an appearance before the Disciplinary Review Board.
2. This disciplinary action refers solely to the good name of the School and the individual members of the School community. It is not intended and should not be assumed to imply a judgment as to the guilt or innocence of the party or parties involved.
3. The determination as to whether a student is involved in such acts or activities as listed above will be based on the reports of the involved city, county, state, or federal law enforcement agencies.

### **DAMAGE/DESTRUCTION OF SCHOOL PROPERTY**

The school is common property and everyone has the responsibility to assure that it is properly maintained. It was built for use today and in the future. Anyone causing destruction either intentionally or unintentionally will be assessed replacement cost and be subject to dismissal.

### **DESKS**

Desktops are for reading and writing materials. At no time should anyone sit on the desktop. The use of any materials that may mark or deface the desktop writing surface is prohibited.

### **DETENTION**

A teacher may assign a student to serve a detention period for repeated disruptions of class time. Any student receiving detention will report to the assigning teacher's classroom at the end of the last period on the same day in order to serve the detention. Failure to serve detention is a serious offense and will result in additional action by the Dean of Discipline. Detention must be served on the day assigned. If there is a serious conflict that might prevent a student from serving detention, then the parent/guardian must speak with the Dean of Discipline on the day in which the detention is to be served.

## **DISCIPLINARY FEE**

The Dean of Discipline will assess a disciplinary fee of \$25.00 to students assigned a Saturday work detention. This fee will be added to the student's FACTS account.

## **DISCIPLINARY REFERRAL**

A disciplinary referral is a written statement by a teacher to the Dean of Discipline that a student has failed to respond to expected behavior despite disciplinary actions imposed by the teacher. Disciplinary referrals are sent immediately when a student engages in serious violations of school rules and/or policies. Students assigned a referral are to report to the Dean of Discipline after school. The Dean of Discipline is empowered to assign Saturday detentions, to request a conference with the student's parent/guardian or to levy a more severe penalty. If there is a serious conflict that might prevent the student from serving a Saturday work detention, the parent/guardian must speak with the Dean of Discipline by the preceding Friday.

## **DISCIPLINARY REVIEW BOARD**

The Disciplinary Review Board composed of the Dean of Discipline and faculty members will meet with the student, his/her parents and other concerned parties to review the circumstances, which led to the student's appearance before the board. The Disciplinary Review Board will then meet privately to evaluate any mitigating circumstances. They will then recommend to the Principal or his designee the conditions of probation or the dismissal of the student from school. The Principal will make the final decision.

## **DISHONEST SCHOOL WORK**

Acts of dishonest schoolwork are a serious matter and may result in a failing grade and/or other disciplinary sanctions. Acts of dishonest school work include, but are not limited to, the following: lending or copying homework in or out of class, giving or receiving answers to quizzes, tests or examinations, entering an academic testing situation with an unfair advantage, plagiarism, or violating testing procedures as defined by a teacher in an individual classroom.

If a student is suspected of dishonest schoolwork, the teacher may confront the student at the time of the incident, after the class period, or at the end of the school day. At the discretion of the teacher, students thought to be involved in dishonest schoolwork, will receive a "Notification of Cheating" form stating the circumstances and require the signature of a parent. A second such incident will require a parental conference with the Academic Dean. Continued dishonest school work may lead to dismissal from the school.

## **DISMISSAL FROM A CLASSROOM**

A student dismissed from a classroom by a teacher will report immediately to the Dean of Discipline's office. If the Dean of Discipline is not available, the student will report to the school secretary and follow directions. Failure to observe this procedure may result in immediate suspension.

## **DISRESPECT**

No student or teacher is to use any name or phrase that is derogatory towards another person. If a student is disrespectful to a member of the faculty, staff, or student body, then the student shall be reported to the Dean of Discipline. If a member of the faculty or staff is disrespectful to a student, then the matter must be made known to the Principal.

## **DRESS CODE**

Holy Cross recognizes the responsibility of parents for the appearance of their child and seeks cooperation in maintaining the following standards before, during or after school, and at any school related event.

If there is any question regarding conformity to the dress code, parents/guardians or students should consult the Deans of Discipline prior to purchasing or wearing questionable clothing.

- A student's appearance should be clean and neat, reflecting respect and sensitivity for him/her and others. Clothing which is worn or tattered is not permitted. Tattoos are highly discouraged and must be covered at all times.

- Any tattoos deemed offensive, vulgar, obscene, reflecting gang significance, etc., must be removed.
- A \$25.00 disciplinary fee will be assessed for students that did not address the necessity to shave as determined by the Dean of Discipline.
- All students' shirts must be tucked in at all times. Clothing unacceptable at Holy Cross include jeans, steel-tipped boots or shoes, taps on shoes, T-Shirts, hooded sweatshirts, bandanas hanging from pockets or worn around the head, chains hanging from pockets, earrings, shirts with pictures, diagrams or words not reflective of Holy Cross values, hats worn inside the building, or carried to classes. Wearing baseball caps backward and/or baggy pants are never permitted at school or at any school activity.
- There should be no distracting hairstyles or hair dye treatments. The Deans of Discipline are empowered by the Principal to determine what specific style of hair is considered unacceptable.
- Students must wear dress shoes and crew socks (solid navy blue, solid black, or solid white) at all times. No bright or neon colors will be allowed. Anklets are not considered socks.
- A "mass attire day" may be announced in anticipation of a special assembly or school event. On such days, students are required to wear their mass attire.
- Repeated violations of the dress code may lead to detentions, work periods, Saturday work detention, probation, suspension, and/or dismissal.
- Ostentatious or excessive jewelry such as earrings, necklaces, bracelets, etc. are not permitted.

**This includes school related activities such as dances, games, festivals, etc. In any situation, the Deans of Discipline are the final authority as to the acceptability of a student's dress.**

### **Dress Code – Girls**

#### *Regular Uniform Options*

- White short sleeve blouse with long navy/plaid tie (Dennis)
- Holy Cross logo polo shirts ( HC Business Office)
- Navy & grey plaid five box pleat skirt (Dennis)
- Navy flat front slacks (Dennis)
- Navy five box pleat skirt or kick pleat skirt (Dennis)
- Holy Cross jackets and sweatshirts during winter months (HC Business Office)
- Jackets or shirts won through competition can be worn for one week after event
- Solid white, navy or grey knee-high socks (no logo or anklets socks)
- Black and white saddle oxford or black or brown penny loafer shoes

#### *Mass Day Uniform*

- White short sleeve blouse with long navy/plaid tie (Dennis)
- Navy & grey plaid five box pleat skirt (Dennis)
- White, navy or grey knee-highs (Dennis)
- Holy Cross jacket or navy pullover sweater (Dennis) during the winter months (Option)
- No shorts or pants on dress days

#### *P.E. Uniforms*

- Approved Holy Cross P.E. and athletic tops and bottoms - HC Business Office

### **SKIRTS MUST BE NO SHORTER THAN 3" ABOVE THE KNEE**

***Makeup, jewelry, and hairstyles should be consistent with the wearing of a uniform and the school environment***

### **Dress Code – Boys**

#### *Regular Uniform Options*

- Holy Cross logo polo shirts (HC Business Office)
- Navy or khaki relaxed or regular pleated pants (Dennis)
- Solid black or brown dress shoes or boots (No steel toed shoes, Tennis, Sperry, Vans or Deck Shoes permitted)
- Holy Cross jackets or sweatshirts during winter months (HC Business Office )

- Jackets or shirts won through competition can be worn for one week after event
- No shorts allowed for boys
- Socks must be worn. Solid navy blue, solid brown, solid white, and solid blue crew socks only (no anklets)

#### *Dress (Mass) Day Uniform*

- White dress shirt with HC tie (HC Business Office)
- Navy or khaki relaxed or regular pleated pants (Dennis)
- Holy Cross jacket during the winter months (HC Business Office) (Optional)

#### *P.E. Uniforms*

- Approved Holy Cross P.E. and athletic tops and bottoms - HC Business Office

### **DRESS CODE – PROMS, HOMECOMING AND OTHER SCHOOL SPONSORED ACTIVITIES**

Girls will wear semi-formal attire or formal gowns or pantsuits.

- Dresses are to be no more than 3 inches above the knee (front and back). This also applies to slits in dresses. Dresses must also be at the appropriate length even if leggings are worn underneath the dress.
- Dresses may not be extremely low-cut in the front or back. The front of the dress must not fall below the bra line; the back of the dress must not fall below the waist.
- Dresses may not be extremely tight/form-fitting. Be aware of the material that gathers and rises when you walk.
- No pinning will be allowed to bring dress-up to code.
- Dresses may not be made of see through fabrics or nude looking fabrics. Examples: Tulle, Netting, or Illusion.

The following will not be permitted:

- Two-piece formal gowns or pants and top, where the midriff is showing.
- Dresses with revealing cut-outs.
- Shorts
- Torn clothing

Boys are to wear tuxedos, suit or sportcoat, but at a minimum, they are expected to wear semi-formal wear, such as slacks, nice shoes, and a nice shirt and tie. Torn clothing will not be permitted. All Holy Cross male students must be clean-shaven and earrings are not allowed.

If the attire is questionable, students are encouraged to show their evening wear to the Dean of Students beforehand to determine if it is Catholic School appropriate. The determination of the appropriateness of student dress and grooming shall rest with the principal and administrators.

Students and their dates who are non-compliant with the dress code will not be admitted to the event. No refunds will be given for dress code infractions in which result in students being asked to leave.

### **EXCEPTIONAL CASES**

In exceptional cases resulting from a single major offense, Holy Cross of San Antonio reserves the right to expel, suspend or place a student on Disciplinary Probation. The Dean of Discipline in consultation with the Principal will determine the severity of response in such cases. Single major offenses which are subject to this special action include, but are not limited to: drugs; theft of school or personal property; the sale or acceptance of stolen property; vandalism; possession of weapons; fighting; insubordination; insults to faculty; staff or students; possession of fireworks; gang-related activity; acts of immorality or passive participation in any of the aforementioned acts. Rather than test the system or hope for a favorable ruling, it is better to anticipate expulsion for any of the above or similar offenses.

### **EXPULSION**

A student may be expelled when other means of discipline have failed. A student may be expelled immediately for certain very serious reasons and/or after a single violation if, despite his previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students. Holy Cross has the option of indicating this action on a student's permanent record.

## **EXPULSION - IMMEDIATE**

Students may be subject to immediate expulsion when they:

1. Participates in disruptive activities by a group such as a gang.
2. Possesses, uses or delivers narcotics, dangerous drugs or alcohol on the school campus or school-sponsored activities.
3. Smokes or uses any tobacco products on school property or at a school-related activity.
4. Possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school-related activity.
5. Threats of bodily injury or harm to a student or school personnel.
6. Assaults a student, parent or any school personnel.
7. Vandalizes school property or the property of others.
8. Engages in chronic or repeated behavior that disrupts the learning environment.
9. Engages in an activity that is considered unacceptable according to the teachings of the Catholic Church.

## **FIGHTING**

It is difficult to identify a single culprit in a fight between two students. It is not as simple as determining who struck first or threw the first punch. The responsibility for causing a fight is frequently shared by both parties because of a pattern of intimidation and/or verbal abuse over a period of time that preceded the incident. Fighting in school is further complicated by the misguided loyalty of friends who attempt to intervene on the side of one party that creates the danger of escalating an incident involving two students into a brawl inviting all to participate.

Fighting in school is a serious violation of school regulations and will not be tolerated. Therefore, both sides in the dispute must share some responsibility for the incident. Punishment will be administered and may include suspension, dismissal or disciplinary probation. Any third parties who joined the conflict or remained to observe the conflict are subject to punishment including suspension or dismissal.

## **GUN-FREE AND DRUG-FREE SCHOOL ZONE**

In cooperation with state authorities, Holy Cross will enforce the "Gun-Free and Drug-Free Zones" policy which prohibits the possession, use and/or sale of weapons and or drugs, or look-alike weapons and/or look-alike drugs within 1000 feet of a school property; onto Holy Cross property or bus or at a sponsored athletic, social, or extracurricular activity. The property of Holy Cross is bounded on either side by public schools, thereby extending the "school zone" beyond the 1000 feet limit of Holy Cross' own property. Any student in violation of this policy is subject to arrest by the police, and immediate suspension pending a hearing to consider possible expulsion from Holy Cross.

In general, the policy will be zero tolerance. It is better to expect this than to hope for any different interpretation or enforcement.

## **GUM**

It has become more and more difficult to keep up with the amount of inappropriately discarded gum on school property. Not only is this a hygienic problem, but it has now become an economic problem for the school. We will therefore assess an automatic \$25 fine to any student who is issued a gum chewing detention. All fines will be charged to the student's FACTS account.

## **PHYSICAL EDUCATION ATTIRE**

Physical Education is a required course in the curriculum. The official Physical Education uniform must be worn on the days the class meets. (The "official uniform" is the school purchased t-shirt and shorts, which can be purchased in the business office). Other equipment is not acceptable for Physical Education class nor for the Athletic Period.

## **PROBATION**

At Holy Cross, probation is intended to be part of a constructive process directly involving parents with teachers and administrators in supervising the performance of their son/daughter. Notification that a student has been placed on either academic or disciplinary probation will require a conference with a school administrator to review the reasons for the probation status. The administrator will formulate the conditions under which the student will be allowed to remain at Holy Cross and determine the length of the probation period. Failure to abide by the terms of probation will require both the

student and his parent(s) to appear before the Disciplinary Review Board. The Disciplinary Review Board may recommend to the Principal or his designee an extension of the probation status or expulsion. It is hoped that the early involvement of parents in monitoring the student's behavior will be a positive influence and of benefit to all parties concerned.

### **PROBATION CONDITIONS**

The conditions of academic or disciplinary probation are intended to set attainable goals that will help the student change his/her behavior within a specific time frame and not to punish or discourage him/her. The conditions and duration of probation will be shared with each of the student's teachers and their cooperation will be sought in assisting the student to adjust to the demands of the probation. If the student fails to conform to the conditions of probation, at the discretion of the Dean of Discipline or the Vice Principal, the student's parents may be required to appear before the Disciplinary Review Board.

### **PUBLIC DISPLAYS OF AFFECTION**

Students should remember that our campus is ultimately an environment where Christian morals and values remain at the forefront of all that we say and do. Therefore, students should refrain from any public display of affection that contradicts those values or that are deemed offensive to other students, faculty, and/or parents.

The following actions are deemed unacceptable behavior and consequences may range from a parent conference, detention, suspension, or referral to the Dean's office: kissing on the lips, holding hands, sitting on another's lap, groping another student, hugging/holding.

### **SUSPENSION**

For repeated disregard of school regulations or a serious violation of a school policy, a student may be suspended from attending classes until the Dean of Discipline, the Principal, or another designated school administrator interviews his/her parents. The administration wishes to keep the time a student is removed from classes to a minimum and, therefore, parents should take the earliest opportunity to respond to the call for a conference with school authorities. Holy Cross will document the violation and the reasons for the suspension. In general, the suspension will last no longer than three days, and the days of suspension are absences. The parental conference may result in the student being placed on probation or expelled.

### **VOLUNTARY WITHDRAWAL**

In the context of disciplinary consideration, parents have the right to withdraw the student from Holy Cross at any time. Pending actions, or the results of actions or decisions that were pending at the time of withdrawal may be affixed to the student's permanent record even though the student has been withdrawn.

### **WRITTEN ASSIGNMENT**

A teacher as a penalty for minor classroom disruptions may require a written assignment. This assignment is to be completed and turned in to the teacher before the beginning of class on the next school day. Such an assignment is intended as a notice to the student that certain behavior is unacceptable and unless improved will be met with more punitive responses.

## **FINANCIAL POLICIES**

### **CONTRACTS**

Only the Principal may sign a contract or give assurance of payment for any product or service in the name of Holy Cross of San Antonio. Any student or parent, who attempts to obligate the school without the specific approval of the Principal, may be found personally liable for any obligation implied in the name of the school.

### **Payment Policies**

Tuition payments form the primary source of financial support for the academic programs of Holy Cross of San Antonio Catholic School. Tuition payments are the responsibility of the parents. Failure to pay tuition seriously jeopardizes the fiscal health and stability of the school.

Holy Cross of San Antonio utilizes FACTS Management Program, a third-party tuition collection firm, to handle our tuition payments. When you set up your account, payments are automatically withdrawn much like online bill payments. **All families must enroll in the FACTS Program to make their payments.**

### **Flexible Payment Options**

Through FACTS there are several tuition payment options to choose from. Please be aware that there is a fee charged by FACTS for this service. Your payment options and the related fees are as follows:

- 3 or more payments, includes the FACTS Incidental Billing Platform \$50
- 1 or 2 payments and includes FACTS Incidental Billing Platform \$20

### **The FACTS plan offers two different ways to pay for tuition:**

- 1) Electronic debit, as authorized by parents, from their bank accounts (checking or savings accounts).
- 2) Credit cards – FACTS Management Company accepts American Express, Discover, Master, and VISA Card. If you choose to pay tuition through your credit card, **FACTS Management will charge you a 2.85% fee per credit card payment.**

Accordingly, the financial policies are:

- The annual tuition and fees may be divided into eleven (11) monthly installments due July through May, may be paid in full by the first Friday in August, or may be paid in two installments due in July and January.
- Tuition will be prorated based on a ten-month school year for anyone changing status during the school year. Students withdrawn after orientation will be charged for August tuition.
- If a payment has been missed through FACTS,
  - o a second attempt will be made by FACTS 15 days later and if 2<sup>nd</sup> payment missed
  - o a third and final attempt will be made 15 days later.
- After three consecutive payments have been missed, the student(s) will be excluded from school and that payment must be paid in the form of cash, certified check or money order. Children who report to school on the 46th day will not be admitted to classes and the parent will be contacted by the principal's office to come and pick up their student(s).
- Should extenuating circumstances occur which inhibit the parent's ability to pay tuition, it is the responsibility of the parent to make contact with the school principal or tuition manager as soon as possible to make alternate arrangements for payment.
- No family may return to school if payments for the previous school year, including all fees, have not been paid in full by July 1. Past due tuition balances will be pursued through legal action.
- No student's name will be added to a class roster in August if an activated FACTS Agreement or payment in full has not been received by July 1. If a response has not been received by July 1, the school will assume that you will not be returning, and your place will be offered to the next family on the waiting list.
- The school has the right to refuse class admittance to any student whose account is delinquent more than forty-five (45) days. The student may return to class when the delinquent account is current and the Principal agrees to reinstate the student. Student(s) excluded from school cannot participate in extracurricular activities.
- Fall semester tuition must be current by Christmas break. Tuition not current by this time will exclude your student(s) from spring semester classes.
- Transcripts, report cards, awards and diplomas are the property of the school and may not be issued to the student (or parents of the student) if the student's account is delinquent.
- Graduating eighth and twelfth-grade students that have tuition balances will not be permitted to participate in graduation activities until tuition balances are addressed.

- Any delinquent payments must be paid in certified funds. This policy is not meant to be punitive, but in fairness to all families and our mission to educate, we expect our families to maintain current tuition accounts. The school has a history of working in good faith with families in need, but families must communicate with the school, commit to a payment plan that is acceptable to all parties, and fulfill the terms of the approved payment plan.

## **TUITION**

To simplify the tuition and fees process, Holy Cross has implemented a single tuition amount. Most fees, textbooks and athletic costs are included in this single tuition amount. Although Holy Cross continues to be the most affordable catholic college preparatory high school in San Antonio the tuition charged does not fully cover the cost per student incurred by the school. The school makes up the substantial difference by annual fundraising activities among parents, alumni, alumni parents, and friends of the school.

- **High School Tuition - \$10,285**
- **Middle School Tuition - \$6,930**

## **Discounts**

- 3% on full-tuition less scholarships/assistance paid on or before the first Friday in August
- Custodial parent/guardians with more than one student at Holy Cross will receive a \$500 discount per sibling

## **Personal items not included in tuition:**

- Uniforms \$200 - \$300 per year (estimate)
- PE Clothing \$25 - \$50 per year (estimate)
- Bookstore purchases, consumables, parking spots, physicals, testing fees, school publications, senior retreat and field trips

## **TEXTBOOKS AND CONSUMABLES**

Textbooks are the property of Holy Cross and are loaned to the students and will be turned-in at the end of the course. Students will cover all textbooks. Uncovered textbooks may result in a fine. Books damaged or missing will be charged to student(s). However, there are other materials that the students might need for their classes such as workbooks, handouts, locks, P.E. uniforms, etc. These are items that the student will keep even after he/she completes his/her studies at Holy Cross. Consumables and other non-returnable materials will be issued to the students and the charges will be added to their accounts.

## **FINANCIAL OBLIGATION**

Financial arrangements and prompt payment of tuition is the responsibility of the custodial parent/guardian to Holy Cross. If another person is responsible to pay any part of the amount due for the child(ren), and he/she fails to pay when due, the parents/guardians must agree to pay all amounts due immediately upon notification by the school.

## **RETURNED PAYMENT CHARGES**

A charge of \$25 will be added to your FACTS account for payments returned or not honored. Refer to the FACTS agreement for their payment and fee schedule.

## **NSF Charges**

Checks presented for payment to the Business Office and returned by the financial institution will be charged a \$30 NSF fee to students FACTS account through incidental billing.

## **EXTENUATING CIRCUMSTANCES**

If a family encounters unusual or extenuating circumstances affecting payment arrangements, they must contact the Business Office (Family Finance Coordinator) at (210) 436-4257.



## **WITHDRAWAL REFUNDS**

Students withdrawing will be charged tuition through the entire month they depart. Depending on payments made, withdrawals may result in a refund or a payment due.

## **FINANCIAL AID/TUITION ASSISTANCE AND SCHOLARSHIPS**

- **HOPE FOR THE FUTURE** – the Archdiocese of San Antonio requires an annual application to assist families in Catholic Schools with their tuition payments. Partial financial assistance is awarded to families and is based on service to the school and financial need. Applications are available online. Hope for the Future recipients are notified in April and July. If families are awarded, they are posted to their FACTS account in September. Please visit <http://www.hopeforfuture.org/> for more information.

## **GENERAL ACADEMIC POLICIES**

### **ACADEMIC PROBATION**

Academic Probation is a designation to a student and his/her parents/guardians that his/her academic performance is not acceptable. Such indicators may be one grade below 70 or three grades between 70 and 73, or as determined by the Dean of Academics. Also, a student may be placed on Academic Probation as a condition for admission to Holy Cross. The terms of the probation will be discussed at the time the Probation is enacted.

### **ACCESS TO RECORDS**

Parents and students have the right of access to records and the right to request that statements be changed or deleted. If Holy Cross does not agree to changing or deleting any portion of the record, then statements made by parents or student should be included in the record. Formal requests by parents or guardians for access to the student's record must be made in writing and require twenty-four hours notice.

### **CLASS RANK**

Class ranks are calculated using semester grades. A student's absolute ranking will be indicated on his/her transcript.

### **CONFERENCES**

Consultation with teachers is available. Parents are encouraged to discuss their child's progress with teachers and administrators as needed throughout the year. Conferences can be arranged through individual teachers by scheduling an appointment.

### **CREDITS**

Most courses are two-semester courses and a student can earn one-half unit/credit each semester. To earn this one-half unit/credit, the student must receive a passing grade for that semester average. Holy Cross reserves the right to deny or not accept any transfer credits.

### **DELAYED GRADUATION**

Most students will complete their high school education in four years. At times a student may falter and need to repeat a course. In some special cases, a student may need to take a reduced academic schedule. Repeating a course or taking a reduced academic schedule may cause a student to require more than four years to complete his/her high school education. Hopefully, these exceptional students can be identified as early as possible so that they can make the mental and emotional adjustments. Holy Cross of San Antonio is willing to accommodate such students. While there are some program differences or diploma options, the requirements for graduation are essentially the same for all students even though the time needed to complete these requirements may vary. It must be understood, though, that students who are in need of a delayed graduation program will not cross the stage at graduation, but rather receive their diploma once all academic requirements are satisfied.

## **DUE PROCESS FOR ADMISSIONS**

In all admissions and academic concerns, students are accorded due process. Appeals should be made to the Academic Dean who may, in turn, present the case to the Academic Council. Persons appealing an academic or admissions decision have the right to appear before the Academic Council. The Principal is the final authority in all academic and admission decisions.

## **ELIGIBILITY/INELIGIBILITY**

Holy Cross realizes the importance of developing the whole student. When disharmony occurs in a student's life, the school has an obligation to intercede. Students who do not place enough emphasis on their academic studies, as evidenced through two or more failures on a progress report or report card, will be ineligible for extracurricular activities on the day of publication of the grade report. Students can regain their eligibility status when the next report card or progress report indicates fewer than two failing grades. A student who is ineligible may participate in practice activities but is not allowed to participate in formal interscholastic activities. However, the Administration reserves the privilege to declare a student ineligible for other reasons such as conditions of probation, discipline, academics, or parental request.

## **FAILED COURSES**

Any student who fails a course for either the first or second semester and earns a failing final average in the same course will be required to attend summer school at Holy Cross. If the course(s) needed is not offered at Holy Cross, pending the approval of the Academic Dean, a student may attend another accredited summer school program. To gain admission in August, the student must present to the Academic Counselor an official summer school report card showing the successful completion of all failed course work. Students who have failed more than a total of four semesters may not be readmitted.

Any student must attend summer school if he or she:

1. earns a failing final grade for a course. In this case, the semester(s) he or she failed must be repeated.
2. does not pass the second semester. In this case the second semester must be repeated regardless if the final grade is passing.

It is preferred that all summer school classes are taken during the summer session offered at Holy Cross. However, if a course is not offered at Holy Cross then the course may be taken at another accredited summer school program with the permission of either the Dean of Academics or the Academic Counselor. To gain admission in August, the student must present to the Academic Counselor an official summer school report card showing the successful completion of all failed course work. Students who have failed more than a total of four semesters may not be readmitted the next school year.

## **FAILURE DUE TO ABSENCE**

Both academic performance and attendance are required for the successful completion of every course. Therefore, an excess number of absences, whether excused or unexcused, may cause a student to receive a "Failure Due to Absence" grade. Credit may be withheld from a student who is absent nine (9) or more classes per semester.

## **FIELD TRIPS**

Field trips must be related to the curriculum. The school must provide adequate transportation and supervision. Each student must have a signed and dated release form from his/her parents for each field trip. The Principal must approve any school-sponsored outing. Approval of such trips will be based on these considerations:

1. Relationship of the nature and purpose of the trip to the mission, philosophy, and goals of Holy Cross.
2. The ability of the parents to pay for the trip while meeting all other school financial obligations.
3. Appropriate supervision by school personnel.
4. Educational objectives and goals must be explicitly stated.
5. Students that are not in acceptable standing academically and behaviorally in all of their classes may not go on the field trip.
6. Students must wear the same teacher/sponsor designated attire. Students with worn or altered attire will not be permitted to attend the field trip.

Students going on a field trip must complete the "Field Trip Written Consent Form". This form can be obtained from the sponsor or moderator of the field trip. **(NOTE: All forms necessary for Field Trips are at the end of the handbook.)**

### **GRADES**

Grades are reported numerically. On occasion comparison with alpha grades may be desired. For that reason, the following may serve as a guide.

100 - 95	= A+	79 - 77	= C+
94 - 90	= A	76 - 74	= C
89 - 85	= B+	73 - 70	= D
84 - 80	= B	Below 70	= F

### **GRADE POINT AVERAGES**

Student grade point averages are calculated each semester. Cumulative grade point averages include all course work done at Holy Cross except study hall, office practice grades, physical education, and band.

### **GRADUATION**

All graduates from Holy Cross of San Antonio will have successfully completed the academic requirements of the State of Texas, the academic conditions set by the Texas Catholic Conference Education Department, and the academic requirements specific to Holy Cross of San Antonio. The graduation ceremonies, both twelfth grade and eighth grade are considered to be a public acknowledgement that the students have met all the requirements for graduation.

### **SCHOLAR MONOGRAMS**

Students who perform well academically deserve public recognition by their peers and by the general public. To bring this recognition to these students, Holy Cross acknowledges the following awards:

1. Students named a Blue & Gold Scholar for seven consecutive quarters receive a Blue & Gold Scholar Certificate.
2. Students named a Dujarie Scholar for seven consecutive quarters receive a Dujarie Scholar Monogram.
3. Students named a Moreau Scholar for seven consecutive quarters receive a Moreau Scholar Monogram.

Middle School students receive certificates in place of monograms.

### **HOLY CROSS SCHOLARS**

The list of Holy Cross Scholars is determined and published at the end of each quarter. The categories of Holy Cross Scholars are as follows, and are based on quarter grades.

Top 5% of class	Moreau Scholar
Top 10% of class	Dujarie Scholar
Top 25% of class	Blue & Gold Scholar

A failing grade or an incomplete grade disqualifies a student from scholar eligibility.

### **JUNIOR NATIONAL HONOR SOCIETY**

The purpose of the Junior National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character. All students in the seventh and eighth grades who have been on the honor roll each grading periods are eligible for membership. The election of members to the Moreau Chapter of the Junior National Honor Society shall be by a council, consisting of the Principal and four members of the faculty, who are selected by the Principal.

### **NATIONAL HONOR SOCIETY**

Membership in the Moreau Chapter of the National Honor Society is by invitation from the faculty and administration and is based on both academic performance and service to the school community. It is both an honor and a responsibility. Members are expected to continue demonstrating the qualities of scholarship, service, leadership, and character. These members also serve as representatives and hosts for Holy Cross of San Antonio. Their unique area of service is tutoring. The National Honor Society functions under its own constitution and bylaws.

## **NON-CUSTODIAL PARENTS**

In the absence of a court order to the contrary, Holy Cross will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Holy Cross has the right to ask divorced parents to furnish a copy of the custody section of the divorce decree.

## **ONLINE COURSES**

The use of online credit recovery high school courses will be limited to three - one-semester courses for the duration of the student's high school. All online courses must be pre-approved by the Academic Dean and should be taken through Holy Cross online program.

## **PERMANENT RECORDS/TRANSCRIPTS**

Permanent Records are maintained for all students who attend Holy Cross. Included on the Permanent Records are the semester grades for all classes taken, for all standardized testing results, academic honors, Grade Point Averages, academic honors, disciplinary records and other remarks that the administration considers significant during the student's enrollment at Holy Cross. The final GPA is the GPA as of the student's date of graduation or date of withdrawal.

## **PROGRESS REPORTS**

Students advance best when they monitor their progress. Holy Cross facilitates this communication between the teacher and student, and between the teacher and parent by providing a mid-quarter Administrative Progress Report. The Administrative Progress Report is distributed to all students midway through each quarter and the date is indicated on the school calendar.

## **PUBLICATIONS**

School publications serve to foster the creative talents of students and to assist and support the school in its public relations. Such publications are available to students, parents, pastors, and the community at large. All publications must be reviewed and approved by the school administration.

## **RELEASE OF PERMANENT RECORDS**

Holy Cross will not release school records without written authorization except in the instances below:

1. Transcripts will be mailed to colleges and universities to which the student has applied and for which requests by the student have been made for such information.
2. Transcripts will be released upon receipt of a court order or subpoena.
3. Information from the permanent record may be released in emergencies when a student is critically ill or immediate care is needed.

## **REPEATING COURSES**

Repeating a course because of a failing grade should ordinarily be done at Holy Cross during the summer school session. If the course is not offered at Holy Cross, or if the student has a serious reason to take a course at another school, then the procedure for transferring credit must be followed.

## **REPORT CARDS**

Report cards are distributed to parents four times each school year. The dates on which the report cards are distributed are listed in the school calendar. Parents should take advantage of this opportunity to discuss their son's/daughter's performance. Tuition accounts must be current to receive a report card.

## **SEMESTER EXAMS**

All students are required to take semester exams during the scheduled exam days. Parents should not make vacation plans during this exam time. Any student who has been given prior approval to miss a scheduled exam will be required to take an "incomplete" for the semester and complete the exam at a date to be arranged.

## **SEMESTER GRADES**

The semester grade is used to determine a student's GPA and credit for that course.

## **SENIOR COMPLETION DEADLINE**

A senior must complete all graduation requirements and clear all financial obligations by May 1<sup>st</sup> in order to participate in the graduation ceremony and receive a diploma.

## **SERVICE HOURS**

Service hours are required of all students each year and are considered a part of their class or academic requirements. Completion of their service hours is necessary to satisfy their course requirement in Theology. Documents and instructions for this requirement are available from Theology teachers, the Office of Christian Service, appendix 1 of this handbook, and the school website under the Academic tab.

## **STANDARDIZED TESTING**

Standardized testing, an integral part of the academic program, allows parents, students and teachers an opportunity to evaluate a student's progress. Middle school students take the NWEA. Freshmen, Sophomores and Juniors will take the PSAT test in October. Seniors are urged to take the SAT or ACT college entrance tests during their junior or senior year. Scores from standardized testing are kept on a student's permanent record and copies are kept in the counselor's office.

## **SUMMER SCHOOL - HIGH SCHOOL**

Holy Cross usually offers the following courses each summer for the high school division:

English I, II, III and IV	Algebra I, Geometry, Algebra II
Theology I, II, III and IV	Spanish I, II, and III
World History, U. S. History	Classes for advancement will be specially scheduled

## **SUMMER SCHOOL - MIDDLE SCHOOL**

Holy Cross of San Antonio offers an Enrichment Program emphasizing mathematics, language arts, reading, and writing. The Enrichment Program is divided into two segments: Mathematics and Language Arts. Enrichment courses are offered to students with low test scores, or to students wishing to improve their skills.

## **TRANSCRIPT REQUESTS**

Current students requesting a transcript for college admission or scholarship purposes must do so through the Counselor's Office. All other students must request a transcript at the Business Office. A minimum of twenty-four hours notice is required in order for the processing of a transcript and will only be issued if the student's financial account is in good standing.

## **TRANSFER OF CREDIT**

Holy Cross will accept a credit from another school only if prior authorization was obtained from the Academic Dean at Holy Cross. Failure to meet these conditions may result in the credit not being accepted.

## **TRANSFER OF RECORDS**

Holy Cross will only release permanent records and health records to a receiving school when that school applies directly by mail, email or facsimile. This request must be signed by an official of the requesting school and imprinted with the school seal. A copy of the student's permanent record and the original health records will be transferred. These records will be released without an on-site parent's signature, since it is assumed that the receiving school has that signature on file. All special education or psychological test results, which are to be released to a receiving school, must include a parent's signed release of that information.

Records will be released only when all outstanding financial debt owed to Holy Cross by the parents is liquidated. Such debt includes outstanding tuition and fees, as well as school property that has not been returned. Any student that is not cleared of obligations to Holy Cross will not be able to enroll in another Catholic School in the Archdiocese until all debts are cleared at Holy Cross. In addition, no personal, official copy of either permanent record card or health record can be

given to any individual except in the circumstance of individuals who will be moving out of the country and who must take these with them in a sealed envelope. An official copy is one that contains an authorized signature and school seal.

### **VALEDICTORIAN AND SALUTATORIAN**

For the purpose of the Graduation Ceremony, the Ceremonial Valedictorian is the senior who has attended Holy Cross for the entirety of his high school career (4 years) and has the highest academic ranking (GPA) at the conclusion of the third quarter of the senior year. The Ceremonial Salutatorian is the senior who has attended Holy Cross for the entirety of his high school career (4 years) and has the second highest academic ranking (GPA) at the conclusion of the third quarter of the senior year.

If two or more students attain the exact highest academic ranking (GPA) at this time then they are named co-valedictorians for the Graduation Ceremony, and there is no salutatorian. However, these are not final GPA's. A student's final GPA and total credits earned are determined by all grades earned and which include grades received at the end of the second semester of the senior year. The final GPA and class rank may differ from that at the end of the third quarter but it is the final GPA and credits earned that become part of the student's permanent record. Also, it is the final transcript or permanent record that is ultimately requested by colleges and universities.

## **GENERAL INFORMATION AND POLICIES**

### **ACCREDITATION**

Holy Cross maintains the accreditation standards of the National Catholic Educational Association (NCEA), and the Texas Catholic Conference of Bishops Education Department (TCCB ED).

### **ADMISSIONS PROCESS**

#### **Application Process:**

1. Incoming 9th grade students wanting to attend Holy Cross must take the HSPT.
2. All students will be interviewed after taking the HSPT.
3. Letters of recommendation will be requested from the student's current school.
4. HSPT results and status of acceptance will be mailed to the applicant after the above has been completed.
5. To complete the admissions process, all students must submit a completed application via the school website and include a copy of their up to date immunization record.
6. Students are notified of their status once records, recommendations, and HSPT scores are received.

Holy Cross of San Antonio admits students of any religion, race or national origin to programs and activities of the school with all rights and privileges. Equal opportunity and access is provided to persons without regard to religion, race, national origin or gender in the implementation of employment policies and procedures. This policy is in compliance with Title VI and Title VII of the Civil Rights Acts of 1964 and Title IX of Education Amendments of 1972. Additionally, the policy of the Independent Schools Association (ISA) requires that all accredited schools maintain an environment free of all forms of unlawful discrimination. Applicants should note that all students are required to enroll in religious studies each year and to respectfully attend all Catholic religious services planned for the student body.

#### **Criteria used for the admissions decision:**

1. Applicant's motivation for attending Holy Cross
2. Elementary grades for incoming middle school students & middle school grades (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grades to include standardized test results) for incoming freshmen
3. Attendance record
4. Discipline record
5. Teacher and/or Principal recommendations
6. HSPT scores

## 7. Interviews with students

### **Transfer students** (students entering into Holy Cross in 7th, 8th, 10th, 11th, and 12th grades)

These include:

1. Transfer students who are registered in another public, private, or charter middle or high school.
  2. Transfer students who are registered in a Catholic middle or high school.
- Students that have been asked to leave or expelled from a school will not be considered for admission.

### **Readmission Policy:**

Students who have transferred to other area schools and apply for readmission will be considered on an individual basis.

### **Scholarships:**

Holy Cross of San Antonio offers Scholarships to high achieving students entering into the 9<sup>th</sup> grade. In order to qualify for scholarship, students must take the HSPT at Holy Cross and be in good standing. The scholarship value is \$1,000 and is renewable based on the ability of the school to continue the award and the student academic record. Holy Cross is a beneficiary of the Hope for the Future tuition assistance program through the archdiocese and awards tuition assistance to qualified applicants.

### **Special Education Policy:**

While serving many diverse needs of our students, it is important to understand that Holy Cross of San Antonio does not have a special education department. Neither the facilities nor the personnel to address or enact any specific accommodations or modifications listed in a document such as an ARD, IEP, or 504 plan are available at Holy Cross of San Antonio. However, when the school is made aware of such circumstances it will seek parent permission to inform teachers of any special needs for individual students. From that point on, and at the teacher's discretion, varied instructional methods and extra help can be made available to the student. While teachers may provide this help to students, please note that no modifications will be made to the existing curriculum and graduation requirements of Holy Cross of San Antonio.

### **AREAS DESIGNATED FOR STUDENTS**

Students should not be in any unsupervised areas. Students are NOT ALLOWED to be in the following locations during the school day.

1. Cars, parking areas or parking lots
2. Athletic fields, gym locker room or gym except during PE
3. The cafeteria, except during scheduled snack or lunch periods

In addition, Middle School students are not allowed to leave the campus after school with anyone except their parent or guardian.

### **ASSEMBLIES, MASS AND PEP RALLIES**

All student assemblies, religious celebrations, and scheduled pep rallies are mandatory for all students. During student assemblies and scheduled pep rallies, students are to sit in assigned sections. When the speaker or guest approaches the microphone and podium, students should stand, maintain silence, and follow customary courtesies.

**Dress Day Uniforms** (refer to Dress Code) are the required attire at student liturgies. Students must conduct themselves with the reverence and respect due the religious occasion.

Pep rallies are considered an integral part of student life and are intended to inspire enthusiasm. Students are to show courtesy to the cheerleaders, dance team and school visitors at all times. After the assembly or pep rally, students are to remain seated until dismissed by the Principal or his delegate.

## **AUTOMOBILES**

Parking on the property of Holy Cross is a privilege, not a right, and the privilege may be revoked at any time for the actions of a dangerous or irresponsible driver. Of particular concern are the following:

1. All students who drive to school and park in the Holy Cross parking lot must be licensed drivers, have proper vehicle insurance, must register their vehicles with the Business Office and obtain a parking permit.
2. The parking permit must be properly displayed at all times. Failure to do so may result in the automobile being towed away at the owner's expense.
3. The parking fee is determined each year and payable at the Business Office.
4. Students who drive to school are to use only the assigned spaces provided in the school parking lot. No student is to park in front of the school or in the area reserved for the coaching staff next to the Gym. They should not block the cafeteria loading dock area or park near the trash container.
5. As soon as the car is parked, students must leave the parking area. Students may not return to the car until after school. Students are not to loiter in the parking lot or sit in their cars playing their car radios.
6. Drivers are reminded that there is a 10 mph speed limit on school property. Students who ignore the 10 mph speed limit on school property will permanently forfeit their privilege to park on school property.
7. Vehicles with sensitive alarm systems will not be permitted to park on school property. The Dean of Discipline is empowered by the Principal to make such a determination.
8. Radios or other audio systems must be lowered to a volume heard only within the vehicle once school property is entered.

## **EMERGENCY RECORDS**

An emergency information record card is kept for each student enrolled in the school. These cards contain information that is pertinent in case of accident or illness. Parents must submit emergency card information changes throughout the school year as they occur. Students do not have access to other students' cards.

## **FRONT OFFICE**

Only students assigned to the front office or students having official business are permitted in the front office/administrative office area. Students should use the north or south doors for entrance or exit from the main building, and not the front (west) doors.

## **GUARDIAN/RESIDENCE REQUIREMENTS**

Parents play an essential part in the student's school life, not only in terms of support and guidance but also in terms of participation in various school-related activities. Students must reside with a parent or legal guardian. The school must be provided with a notarized copy of guardianship. If a student should change residence to that of other than a parent or legal guardian, the student may be asked to withdraw from Holy Cross of San Antonio.

## **LOSS OF SCHOOL TIME**

In the case of an emergency for which extended school time is lost, students will be expected to make up equivalent time as directed by the administration.

## **NON-DISCRIMINATION POLICY**

Holy Cross of San Antonio does not discriminate on the basis of age, gender, religion, race, color, national or ethnic origin, or disability, in its educational programs, admissions policies, employment policies, financial aid, or other school administered programs.

## **OFFICIAL SCHOOL PICTURES**

Behind A Lens is the official school photographer for the 2023-2024 school year. All families will automatically be enrolled in the basic photo package, and can choose to upgrade their selection.

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Please note that all photo package charges will appear on your FACTS account in the September billing cycle as an "incidental". Approaching the charges in this manner allows flexibility for families to pay for this expense in partial payments until the December tuition payment is due.



## **PARENTAL CONCERNS**

If the student and/or parents have concerns about a grade or some other matter pertaining to a specific course, a conference with the teacher involved should be arranged. Every effort should be made on the part of the parent, student, and teacher to satisfy all concerns. It is the policy of the administration that such parent/teacher conferences should occur before requesting administrative intervention. If no satisfactory agreement is reached, the parent and/or teacher should contact the Principal for additional help in resolving the matter.

## **PARENTAL CONDUCT**

The integrity of the educational process requires appropriate and responsible conduct on the part of administrators, faculty, staff, students and parents. Parental behavior that disrupts campus community life or the integrity of the educational process may result in the student not returning to Holy Cross of San Antonio for the subsequent year of study.

## **SCHOOL DAY**

The school day begins at 8:00 AM. Students are expected to report on time so that they are present for attendance and announcements. All students are assigned a lunch period each day. Dismissal is generally at 3:15 PM; variations in the daily schedule are announced in advance.

## **SCHOOL HOURS**

The main school office and the school building are open daily from 7:30 AM to 4:00 PM. Faculty and members of the administration are available for conferences by appointment.

## **SENIOR PICTURES**

All seniors are expected to take a cap and gown photograph on the day(s) scheduled by the school. This will be the official graduation photograph used in the yearbook. If a student is absent on the aforementioned scheduled days, he or she is expected to go to the photography studio contracted by the school to take their official graduation photograph.

## **STUDENT TO TEACHER RATIOS**

Holy Cross of San Antonio abides by the students to teacher ratios outlined by the Texas Catholic Conference -- Education Department.

## **STUDENT TRANSFERS**

Holy Cross accepts transfer students into all levels except the senior year; however; exceptions are at the discretion of the Administration. Mid-year transfers are detrimental to a student's education and are discouraged. The admissions process and criteria also apply to transfer students.

## **STUDENT TRANSFERS - FROM HOLY CROSS OF SAN ANTONIO**

When a student transfers from Holy Cross of San Antonio a copy of the permanent record and the original health record is sent to the receiving school when that school applies directly by mail. These records are released without an onsite parent's signature, since it is assumed that the receiving school has that signature on file. All special education or psychological test results that are to be released to a receiving school must include a parent's signed release of that information.

## **STUDENT TRANSFERS - TO/FROM HOMESCHOOLING**

Holy Cross of San Antonio recognizes the rights of parents to choose an academic institution best meeting their child's needs. Credits will be accepted from accredited schools or accredited homeschooling programs. In the case of non-accredited schools or programs, students must test at their grade level on a standardized test such as the Stanford Test of Academic Skills, or that selected by Holy Cross of San Antonio. Holy Cross Administration will make the final decision in extraordinary situations. In addition to other usual criteria and expectations the following may be required:

1. Official Birth Certificate.
2. Baptismal Certificate (Catholics Only).
3. Immunization records.
4. Official cumulative record or transcript of the previous grade.

5. Completed the Archdiocesan transfer form (if applicable).
6. Social Security card (copy)

### **USE OF SCHOOL FACILITIES**

1. All buildings and grounds should be vacated by 9:00 PM or ½ hour following a school-sponsored activity.
2. Any organization having a meeting in a school building must have its moderator present. The building must be left orderly and secure.
3. No student should be in the school building after hours without a faculty member present.
4. In general, Holy Cross does not lease its athletic facilities. Their use is restricted to students and alumni for classes, social functions, recreation, etc. The Principal must approve any use of the athletic facilities.
5. Rental of the gym or athletic fields by Holy Cross alumni or any other group must have the prior approval of the Principal and satisfy the requirements of Holy Cross' insurance carrier.
6. Use of any school-related facility requires approval by the person in charge of that facility.

### **VISITING STUDENTS**

Some extracurricular activities allow participation by other students. They are to be treated with utmost respect. At no time is there to be physical contact between boys and girls. Unless accompanied by the respective sponsors or moderators, all visiting students will report to the main office or to the north porch of the main building. They are not to gather in any of the rooms or buildings without the supervision of their sponsor or moderator. Students are never allowed in the locker room, change rooms or physical fitness room. Loitering or strolling other areas will be cause for losing the privilege of participating in Holy Cross activities. Holy Cross students will be responsible for informing the visiting participants of these regulations.

### **VISITORS**

All visitors must first report to the main office. It is only with the approval of one of the administrators that a visitor may enter the campus. Ordinarily, someone will be assigned to escort the visitor. Failure to report to the main office and secure permission to visit the campus is sufficient cause for requesting police assistance to remove the intended visitor.

### **WITHDRAWAL PROCEDURE**

If a student is withdrawing from Holy Cross of San Antonio, then he/she and/or his/her parents must do the following:

1. Schedule an exit interview with the Director of Admissions
2. Obtain a withdrawal form from the Director of Admissions
3. Obtain all the required signatures of clearance, the final being that of the Principal

Notice to an instructor or their office does not cancel registration or a student contract with the Business Office. Please note that the withdrawal process will take at least two school days to be completed. Withdrawal without proper notice may result in failure in all courses for the semester and the parent or guardian will be responsible for full payment of all tuition and other charges. Holy Cross reserves the right to rescind any tuition assistance award when a student voluntarily withdraws or is mandated to withdraw by Holy Cross.

## **GRIEVANCE PROCEDURES**

### **COMPLAINTS**

Holy Cross provides an opportunity for individuals to be heard in redress from a policy, regulation, or decision that is perceived to work hardship on an individual or group. A student shall present his/her complaint in the presence of his/her parents/guardians. The primary aim is to establish and publish the procedure to be followed and to provide fair notice and hearing of the matter. Complaints may be heard from individuals, parents, and parent organizations. Holy Cross seeks to provide effective ways of addressing and resolving these situations while at the same time providing a consistent forum for redress of perceived wrongs.

Complaints are generally in a few categories. They may be academic, disciplinary, or organizational. Initial complaints must be first addressed to the immediate person involved such as the teacher, moderator, sponsor, or director. If there is no resolution to the grievance, an appeal may be made to the Administrator of that branch of school activity or

department. In all grievances that do not involve expulsion, the Principal is the final authority and will entertain grievances only after the following steps have been taken.

### **EXPULSION POLICY PROCEDURE**

Parents who seek redress for their expelled son/daughter must first confer directly with the Principal. If the parents wish to appeal the decision of the Principal, then they may initiate a formal grievance within three (3) business days following the Principal's decision. The procedure is as follows:

- 1) Parents will submit a written statement addressed to:  
Holy Cross Grievance Committee  
C/O Holy Cross of San Antonio  
426 N. San Felipe  
San Antonio, TX 78228
- 2) The statement must contain at least the following:
  - a. The expulsion decision as upheld by the Principal
  - b. A summary of the immediate cause of the expulsion
  - c. A summary of the proceedings to this time
  - d. The remedy being sought
  - e. The relevant telephone numbers, addresses, etc. needed for contacting them

### **LOCAL GRIEVANCE PROCESS**

Parents who seek to file a grievance must first confer directly with the Principal. If the parents wish to appeal the decision of the Principal, then they may initiate a formal grievance within three (3) business days following the Principal's decision. The grievance must be submitted in a written statement to:

Holy Cross Grievance Committee  
C/O Holy Cross of San Antonio  
426 N. San Felipe  
San Antonio, TX 78228

### **NON-EXPULSION POLICY PROCEDURE**

All complaints that do not result in expulsion will be resolved at the local school level. The Local Grievance Committee will not hear these matters.

## **HARASSMENT POLICY**

### **FREE ENVIRONMENT FOR STUDENTS**

Holy Cross of San Antonio does not condone harassment of any kind. All students are to be treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities.

**SEXUAL HARASSMENT** must be defined as unwelcome sexual advances; requests for sexual favors; verbal, nonverbal, or physical conduct of a sexual nature; or other conduct or communication of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an employee's employment or a student's academic success or achievement of any other nature.
2. Submission to or rejection of such conduct by an individual is used as a basis for a decision affecting a student or an employment action affecting an employee.
3. Such conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonable interference with a student's school performance or employee's work performance by creating an intimidating, hostile, or offensive school/work environment.
4. Sexual harassment examples may include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, social media and electronic communication (texting and sexting) or contact by any other means.

**VERBAL HARASSMENT** includes derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.

**PHYSICAL HARASSMENT** includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.

**INTERNET HARASSMENT** includes, but is not limited to the following:

**Cyber-stalking:** the use of the Internet, email or other electronic communications to stalk, and generally refers to a pattern of threatening or malicious behaviors; may be considered the most dangerous of the three types of Internet harassment, based on a posing a credible threat of harm.

**Cyber-harassment:** differs from cyberstalking in that it is generally defined as not involving a credible threat; usually pertains to threatening or harassing email messages, instant messages, blog entries and websites dedicated solely to tormenting an individual.

**Cyber-bullying:** electronic harassment or bullying among minors within a school context (school property, school busses, and official school functions). Believing that activities off-campus can have a chilling and disruptive effect on children's learning environment, any type of said harassment that originates off the school campus is also subject to sanction by school officials.

The sanctions for Internet Harassment range from school/parent interventions to misdemeanors and felonies with detention, suspension, and expulsion in between.

Holy Cross of San Antonio:

1. Implements this policy through meetings with administrators, ensuring that they understand the policy and its importance.
2. Makes all staff members, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
3. Remains watchful for conditions that create or may lead to a hostile or offensive environment.
4. Establishes practices designed to create an environment free from discrimination, intimidation or harassment.

Each student has the responsibility to:

1. Behave in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Informing anyone harassing him/her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the Principal or Dean of Discipline. If either is not available, report incidents to the Dean of Students.
5. Discontinue immediately once informed that his/her conduct is perceived as discriminatory, intimidating, harassing or unwelcome.

Believing that activities off-campus can have a chilling and disruptive effect on children's learning environment, any type of said harassment that originates off the school campus is also subject to sanction by school officials.

#### **PROCEDURES - COMPLAINT FILING AND INVESTIGATION**

The following procedures must be followed for filing and investigating a harassment claim.

1. The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the person must report the harassment to the Principal. In the case of sexual harassment allegations, the person is free to raise the issue with another administrator if he/she prefers to do so.
2. If the complaint is against the Principal, the person must report the incident to the President of the school board.
3. As soon as the verbal report has been given, the school personnel must report the incident to the principal.

4. The person alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
5. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegation.
6. Once the facts of the case have been gathered, the Principal, in consultation with the President will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including expulsion.
7. If the complaint is against a non-employee such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

## **HEALTH SERVICES**

### **COMMUNICABLE DISEASE**

If a student contracts a serious communicable disease, the school office should be contacted and provided with the information necessary to the welfare of the entire student body. Any questions or concerns should be directed to the school administration.

### **EMERGENCY CARDS**

An emergency information record is kept for each student. This contains information that is pertinent in case of accident or illness. Information listing an address, phone numbers (home and work), physician, dentist and emergency contact persons is required annually. Also required is a permission form and liability release for emergency medical treatment, and if necessary, transportation by ambulance or private car in the event that parents or emergency contacts cannot be reached. Information in these must be kept up to date at all times. Students do not have access to other students' personal data.

### **EXTENDED ILLNESS**

Parents must notify the school office whenever it is anticipated that student illness will result in an extended absence. The school office will then contact the Counselor for assistance in contacting teachers for assignments during the student's absence. Any absence of three (3) days or more requires a physician's note on return.

### **HEALTH FILE**

A health file is maintained on each student. This file includes immunization records, vision and hearing screenings, pertinent medical information and the doctor's name. Health records are confidential. They are available to the Principal, faculty, and staff if there is a need. The student's original Health Record is given to the receiving school when the student transfers to another school. A copy of the Health Record is to be kept as part of the permanent record.

### **HEALTH SCREENINGS**

Scoliosis testing for ninth grade and vision and hearing screening for seventh grade are provided by Holy Cross as part of the School Health Program, and required by the Health Department of the Texas Education Agency. Lice screenings are referred to the office as needed. Parents may choose to use a private physician and to send the results to the school.

### **ILLNESS DURING THE SCHOOL DAY**

If a student becomes ill during the school day, he/she should report to the school office. As the student can only be released to the authorized adult, the parent/guardian will be contacted to pick up the student, or if the student is able to drive, to provide permission for him/her to leave campus. In the case of serious illness or accident, appropriate medical personnel will be contacted, and if necessary, the student will be transported to a medical facility.

### **IMMUNIZATION RECORD**

By Texas State Law, to attend classes a student must be up to date with immunizations and also provide the school with verification that he/she is up to date.

### **INSURANCE**

The Student Accident Insurance Policy covers all students during travel to and from school, while attending school, and while attending a school-sponsored and supervised activity. This is secondary insurance. This same coverage can be

expanded to 24 hours for an additional charge paid by the student. Coverage for football is separate and paid by each participant. An insurance packet is provided for each student at the beginning of the school year.

### **MEDICAL APPOINTMENTS**

While some medical appointments can only be arranged during school hours and necessitate a student's absence from school, the parent has an obligation to try to arrange medical appointments for after school hours. When such appointments are necessary, the parent must present a signed note stating the time and place of the appointment for approval. This approved absence from school should be arranged the day before the appointment. Only the Principal or a Dean may excuse a student from school during the school day. These are considered excused absences (meaning that missed academic material may be made up) unless otherwise determined.

### **MEDICAL CONDITIONS**

A parent has the obligation to inform school authorities at the beginning of the school year, or as soon as possible after a condition is diagnosed, of any medical condition that might limit a student's participation in school academic or extracurricular activities.

### **MEDICATIONS**

Only medication prescribed by a physician or dentist, dispensed by a registered pharmacist, and accompanied by the medication permission form signed by the parent/guardian will be given during school hours.

Each student's medication must be in its original container and clearly labeled with the following information.

1. Student name
2. Physician/Dentist name
3. Date
4. Name of medication
5. Dosage
6. Directions for administration
7. Duration of administration

## **PARENT GROUPS/ASSOCIATIONS**

### **BOOSTER CLUBS**

Where appropriate, extracurricular activities such as athletics and band are accompanied by booster clubs. These clubs assist in providing additional financial and other support for these activities.

### **PARENT-TEACHER CLUB**

The purpose of the Parent-Teacher Club of Holy Cross is to foster partnership between the home and the school, and which aids the Principal in providing programs and financial resources for the improvement of the educational programs. All teachers are to be available to the parents for consultation. The constitution and by-laws of the PTC Federation are used as the blueprint for the Parent-Teacher Club of Holy Cross.

## **SAFETY POLICIES**

### **BLOOD-BORNE PATHOGENS**

Holy Cross follows the Blood-Borne Pathogens Exposure Control Plan approved by the Texas Catholic Conference Education Department.

1. The designated waste receptacle is located in the area of the health coordinator. Whenever handling waste material, latex or equivalent gloves are required.
2. Since schools are not viewed as generators of "regulated medical waste," biohazard labels are not required.
3. The Principal appoints the Local Health Coordinator. The Local Health Coordinator is responsible for ensuring that required health screenings are performed and documented; maintaining health records and submitting required reports.

### **CHILD ABUSE LAWS**

Holy Cross of San Antonio abides by all laws governing the definition of child abuse according to the state of Texas.

## **HOLY CROSS CAFETERIA**

The Holy Cross contracts a food service company that possesses a Food Establishment License issued by the City of San Antonio Metropolitan Health District -- Food Sanitation Division.

## **CLOSED CAMPUS**

Holy Cross of San Antonio is a closed campus. This is to say, no student may leave campus during school hours without being signed-out in the front office by an authorized adult. After school, no middle school student may leave campus but must remain until picked up by their responsible party.

## **DEFINITIONS**

"Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

"Under the influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated. Students who violate this policy shall be subject to disciplinary action including expulsion.

A student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student's use shall not be considered to have violated this policy. Authorized school personnel must administer any prescribed medication.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy. Students involved in such actions shall be expelled from school, with no exceptions. Administrators may search lockers, student automobiles, and other personal property for alcohol, drugs, or other controlled substances.

Please note: It is unlawful in the State of Texas for minors to use, buy, sell, or possess alcohol. Any Holy Cross Student who may be recognized by the State of Texas as an emancipated citizen by reason of age of majority or marriage, may not claim an exception to the school policy on forfeiture of his right to use, buy, sell or possess alcohol.

## **FIRE DRILLS**

A fire evacuation plan is posted in each classroom. Students should study the plan and become familiar with it. When the fire alarm (3 bells/tones) sounds, students should immediately stand and file out of the room with the teacher. No one is to pass another student or break the line of march. Running and talking are not permitted. The first students to reach the outside doors should hold them open until all have left the building. Two rings of the bell/tones signal the return to class. To disregard these instructions is a serious violation of public safety and may lead to disciplinary action.

## **GLASS CONTAINERS**

No glass containers are allowed on Holy Cross of San Antonio campus.

## **LOCKDOWN DRILLS**

Students are urged to be safety-conscious and follow the lockdown regulations exactly for emergency lockdown drills.

## **LOITERING ON THE CAMPUS OF OTHER SCHOOLS**

Students are reminded that it is against the laws of the State of Texas to be on the property of a public or private school while that school is in session. Students who have a legitimate need to visit another school after dismissal from Holy Cross are reminded that they are subject to the regulations of the school they are visiting and may be charged with loitering or trespassing. Students should arrange to meet at a safe and convenient place off the property of that school.

## **SMOKING**

City Ordinance does not permit smoking on school property. Furthermore, the State Educational Code requires that students are not permitted to smoke, carry or chew tobacco products at any time in any part of the school property, including at dances or other extracurricular or school-sponsored activities. This policy also includes any e-cigarettes and any other “vaping” paraphernalia.

## **SEARCH AND SEIZURE**

Since the legal relationship between Catholic Schools, the students, and their legal guardians is one of contract law, the parent/student handbook of rules and regulations governing school operations and procedures must contain a statement concerning the use of lockers, the possession of illegal substances and objects, and the resulting disciplinary action for violation of the school rules in these areas.

The school Principal and/or his designee may search student desks, lockers, and belongings including, but not limited to, handbags, briefcases, backpacks, and other items in a student’s possession.

Authorized school personnel may conduct a reasonable search of a student or his locker, vehicle, and/or belongings when they have probable cause to believe that the student has an item in his possession which may constitute a criminal offense under the laws of this state or other items prohibited by school rules.

Holy Cross of San Antonio is committed to providing a safe environment for our students. The school employs a drug detection agency to come in during the school year to do random drug searches. Please be aware that according to state law anything on the school’s property is legally subject to search. This includes cars in the parking lots, lockers, school bags, etc.

In a circumstance that calls into question the use of alcohol or illegal drugs by a student, the school reserves the right to request the student be subjected to drug or alcohol testing.

## **SUBSTANCE ABUSE POLICY**

No student shall possess, use, or attempt to possess, use, or be under the influence of any of the following substances on school premises during any school term, or off school premises at any school related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including, but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, e-cigarettes, or any volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-changing, mind-altering, or behavior-altering drug.

## **TORNADO DRILLS**

Students are urged to be safety-conscious and follow the fire regulations exactly for emergency tornado drills.

## **WEATHER OR OTHER EMERGENCY SCHOOL CLOSINGS**

In case of inclement weather, or other emergency school closing, Holy Cross will follow the directions announced by the Archdiocesan Superintendent of Catholic Schools.

## **STUDENT ACTIVITIES**

### **ATHLETICS**

All athletic programs are under the supervision of the Director of Athletics and Principal. Holy Cross High School is a member of the Texas Association of Private and Parochial Schools (TAPPS). Holy Cross Middle School is a member of the Archdiocesan Interscholastic Athletic League (AIAL). The school athletic programs will follow the policies and procedures as outlined by both leagues as well as establishing local policies created by the athletic department and administration and approved by the Principal. The following are some pertinent rules with which all student-athletes should be familiar:



1. Physical Exam – All students wishing to participate in any athletic program sponsored by Holy Cross must have an annual physical examination before they will be allowed to try out for a team.
2. All High School Athletes must have all TAPPS forms on file for the current year. Those include Steroid Use, Cardiac Event, Concussion, Acknowledgement of Rules, and any other forms deemed necessary. If the student is a transfer then they should have an approved transfer form on file with TAPPS prior to competing at the varsity level.
3. Age Limit--High School Students shall not take part in any contest if they have reached or passed their nineteenth birthday by the first day of September.
4. Ten Semester Rule No one shall take part in any contest after the end of the tenth consecutive semester following their first enrollment of the eighth grade.
5. Holy Cross requires that student-athletes have a full day's attendance on the day of the contest. If the contest is on a Saturday, then the student-athlete should have a full day's attendance on the last school day prior to the contest. The Principal or Director of Athletics may approve exceptions to this rule.
6. If an athlete is suspended from school the following guidelines apply:
  - a. If the suspension is on the day of a contest the athlete will not be allowed to compete
  - b. If an athlete is suspended for a period of less than 3 days and it does not coincide with a contest they will serve a minimum of a half-game suspension. The suspension could be longer at the coach's discretion in consultation with the athletic director and administration.
  - c. If an athlete is suspended for a period of 3 days or longer then they shall not be allowed to compete in any contests during that time or the next scheduled contest.
  - d. Under no circumstances shall an athlete serving a suspension be allowed to attend practice or contests during the suspension period.
7. Students must have a full day's attendance in order to participate in practice on that day. The Principal or Director of Athletics may approve exceptions to this rule.
8. The athletic director will suspend any student who is ejected by an official from any contest from further competition pending a review of the facts and circumstances and will also report the ejection to the appropriate league office (TAPPS or AIAL) within the allotted time indicated by the respective league. All league rules regarding ejections will be enforced. The Principal or Director of Athletics will prescribe the appropriate corrective action that is needed and will inform the head coach, the athlete and the athlete's parent/guardian personally of the duration and the condition of the corrective action.
9. Varsity letters are awarded to athletes who fulfill the requirements in a particular varsity sport. The head coach of each sport will establish the letter policy and the requirements to earn a varsity letter.
10. Athletes receive only one letter regardless of the number of sports or the number of years they have lettered. A certificate will be provided for additional letters earned in subsequent years or sports. All letters and numeral awards for each sport will be at the determination of the head coach for that sport.
11. The school will award varsity letters; athletes, at their own expense, must purchase their letter jackets and any award patches for team or individual, district, and state honors.
12. Game Day Dress Code: All student-athletes are required to follow the Holy Cross Dress Code. On game day the Principal may approve the wearing of jerseys, team polo's or shirt/tie to promote the contest. All items must be approved through the principal's office. Team polo's must be approved by the Athletic Director. Any league guidelines regarding dress code will be taken into consideration by the administration.

#### **BAND**

Band members may not assemble for practice inside any building unless supervised by the director or another faculty member.

#### **CAMPUS MINISTRY**

Campus Ministry provides opportunities for student prayer, worship, and service. It provides spiritual counseling, and gives students opportunities to enhance their Catholic faith beyond the theology classroom.

Campus Ministers, consisting of teachers and students, prepare and organize school liturgies, special class liturgies and retreats, provide opportunities to receive the sacrament of reconciliation, and supervise student voluntary service programs.

At Holy Cross, no distinction is made between Catholic and non-Catholic students. All students are expected to participate in religious activities, the development of Catholic values, and a respect for one's own personal worth and that of others. In particular, sixth graders, seventh graders, eighth graders, freshmen, sophomores and juniors must participate in a retreat day. Seniors are strongly encouraged to participate in a school-sponsored overnight retreat. Students are required to fulfill a service project supervised by their theology teacher. Service projects may also include food drives, new student orientation, music ministry, peer counseling, and student prayer services. With the approval of the Archbishop, eight seniors are chosen to serve as Eucharistic Ministers. They assist the campus ministry staff with liturgies, prayer services, and peer counseling during retreats.

### **CHEERLEADERS/DANCE TEAM**

The respective moderator must be present whenever the Cheerleaders or Dance Team assemble. All payments and charges relating to the Cheerleaders or Dance Team members must be processed through the Business Office.

### **CLUBS**

Clubs for specific purposes may be formed with the approval of the Principal. Each club will have a faculty moderator approved by the Principal. The faculty moderator must supervise all club activities and any club money collected from any source must be kept in the business office.

The faculty moderator represents the school in all matters pertaining to the club and must attend all meetings of the club organization.

### **EXTRACURRICULAR ACTIVITIES**

1. Participation in some form of extracurricular activity plays an important role in the education of the Holy Cross student. Teachers should encourage students to actively participate in the school's extracurricular programs and bring their individual talents to enriching these programs.
2. The Principal is responsible for all extracurricular activities and is responsible for coordinating schedules with the Director of Athletics when the interests of the two groups do not coincide.
3. Unless approved in advance a student may not practice or participate in an extracurricular activity on days in which he does not have a full day attendance.
4. Students participating in authorized extracurricular activities during school hours are allowed to make up any missed academic assignments or tests. These arrangements should be made with the respective teachers before the absence.

### **PROMS, DANCES AND SOCIAL ACTIVITIES**

As themes and traditions may vary for these events, the rules and regulations outlined in this handbook must be preserved and obeyed. Specific reminders may be issued to prevent any late misunderstandings. The Dean of Discipline will handle violations.

### **SCHOOL SPIRIT AT GAMES**

Coaches and athletes expend a great deal of time, energy and skill when they represent the school in interscholastic competition. The student body is asked to support the team with enthusiasm and spirit. Our manner of support should not become a distraction to the effort on the field by rude or insulting cheers, comments or gestures directed at officials, opposing team or opposing fans. All Holy Cross cheers and banners should reflect support for our team and not focus on the opposition. Students may be prohibited from attending any or all-athletic events if their behavior is considered by the administration to be disruptive or unacceptable in any manner.

### **SENIOR TRIP**

The senior class moderator is responsible for the senior trip. The trip, which takes place during Spring Break will be organized for members of the senior class and administrator/faculty chaperones. Final arrangements for the trip must have the approval of the Principal. Seniors must be current with their FACTS accounts before they will be

allowed to participate. A non-refundable deposit for the ski trip is due by November 15<sup>th</sup>, with a monthly payment thereafter for the months December, January, February. The remaining balance must be paid by March 1st. two weeks prior to departure.

### **STUDENT AWARDS**

Students may receive awards for various activities or deeds. These are spelled out in the respective activities.

### **STUDENT COUNCIL**

Members of the Student Council are student officials of Holy Cross. Their role is one of leadership and they represent Holy Cross in student activities both outside as well as inside the school. For activities held at or sponsored by Holy Cross they will serve as hosts, guides, coordinators, or other capacities as needed. They must also demonstrate leadership that develops the spirit of the Holy Cross Student Body.

## **STUDENT SERVICES**

### **ACCOMMODATIONS POLICY**

When students are in need of accommodations to support their academic success and their family provides official documentation to support this need, Holy Cross will respond in the following fashion. Upon receipt of the official documentation, the Dean of Academics will evaluate the document and call for a meeting of the Holy Cross Accommodation Committee. As a group, it will evaluate the report of the Dean of Academics as well as all information provided in order to determine which accommodations are essential to the success of the student at Holy Cross. Once produced, the Holy Cross Accommodations Form will provide teachers with a framework of expectations that will help address the needs of the student named above. All completed forms will be presented to the parents at a meeting outlining what accommodations will be provided at Holy Cross. It is at this time that parents may submit their concerns and input as to the process and the committee's findings. Once this meeting has transpired, the student's teachers, counselor and Dean of Academics will monitor the student's progress and keep the parents informed of any concerns.

### **ANNOUNCEMENTS**

Announcements will ordinarily be made at the beginning of the first class period each day. Prayer and the pledge of allegiance will precede the announcements. Students should stand at their desks during the prayer, and join in the recitation of the pledge of allegiance. All announcements should be typed, dated, signed by a faculty member, and submitted to the front office before 8:00 AM.

### **BUSINESS OFFICE**

All financial transactions are under the authority of the business office. This includes tuition or other charges to a student's account, and therefore all payments must be made to or through the business office. If there are any questions related to finances or charges, then they are to be directed to the business office at (210) 433-1611.

### **DANCES AND SPECIAL EVENTS POLICY**

The Dean of Discipline and/or moderator of the group sponsoring the dance are empowered by the Principal to decide what clothing and appearance are appropriate for the dance. Students must go into the dance area as soon as they arrive on the campus. No one will be allowed to loiter in the parking area, in front of the gym or other parts of the campus at any time during the dance. Students who leave the dance area are to leave the school grounds immediately.

Off duty police officers will be hired to provide security for all dances held at Holy Cross. Faculty members and parent chaperones are empowered by the Principal to make known to students what behavior is considered disruptive or unbecoming. Standards of Christian morality are expected of all present at the dance. Students who are corrected by a faculty member or parent chaperon are expected to cooperate, even if they disagree. Students who wish to challenge such corrections should speak with the sponsor of the dance on the next school day. Students still not satisfied should bring the matter to the attention of the Principal.

## GUIDANCE

The Counseling Department will support students with academic counseling, social-emotional counseling, college preparation, career assistance, and parent teacher student conferences. Through the use of Naviance, our students will develop a comprehensive plan for college, career, and life readiness. Students in 6th-10th grade will develop skills in building relationships, self-management, conflict resolution and bullying prevention, in addition to others. Students in 11th and 12th grade will be supported through test preparation, the college admission process, applying for financial aid, and researching scholarship opportunities.

## GYM LOCKER ROOM

Any student using the locker room for physical education class or athletic purposes must use the lockers provided in the locker room to secure all personal belongings. Students are not to leave their personal belongings and/or book bags unattended in the locker room. Valuables may be given to a teacher/coach for safekeeping.

During school hours or during athletic practice times, only Holy Cross students are permitted in the locker room. This includes the areas immediately outside the locker rooms.

## I.D. CARDS

Student pictures and I.D. cards are issued at the beginning of the school year. Students must carry this I.D. card with them at all times. There is a \$25.00 fee charged for all new and duplicate identification cards.

## LIBRARY REGULATIONS

1. The library opens at 7:30 AM and closes at 4:00 PM.
2. The library collection is composed of a variety of materials including reference, circulating, and periodicals. Students should familiarize themselves with the materials so they will be prepared to conduct research and supplement their studies.
3. All circulating materials must be checked out at the librarian's workstation. Books and periodicals circulate for two weeks. Materials may be renewed unless another student has placed a reserve on the item(s). The student I.D. card also serves as a library card and is required to check out materials.
4. Students are limited to an accumulation of six (6) items on loan. When there is a class assignment involving the same resources, students will be limited to two (2) books in the same subject area. This allows the library resources to be shared among students conducting similar research.
5. Late fines are 25¢ per day per item. Overdue notices are run every Tuesday. Should the library materials not be returned by the fourth week the student will be turned over to the Dean of Discipline who will assist the librarian in obtaining the overdue materials and fines owed. The same will apply to students who have returned materials but not paid the fines. Borrowing privileges will be blocked once unpaid fines/billed materials exceed \$5.00. Students who are repeatedly late in returning materials and/or in paying fines may have their borrowing privileges suspended.
6. Damaged or lost materials will be charged at replacement cost.
7. A quiet atmosphere must be maintained in the library at all times. Failure to comply will result in ejection from the library.
8. **Students may not take backpacks into the library. Cell phones may not be used in the library at any time unless authorized by the supervising adult.**
9. **Internet access in the library is limited to educational research.** Access to chat rooms is strictly prohibited. E-mail use should be applicable to the student's schoolwork. **Students not in compliance will lose their Internet privileges. Students must present their student I.D. card and sign in to use the Internet.**
10. **Students must sign in with the librarian for all computer use. The student I.D. is required for computer use except searching the Follett online catalog.**
11. All library materials must be returned prior to the end of the school year. Failure to do so will result in an assessment for the replacement cost of the materials. Seniors and eighth-grade students will not be approved for graduation until library materials are returned and fines settled. Other students owing materials and/or fines at the end of the school year will have a hold placed on their report card until they have settled with the library.

## **LOST AND FOUND**

Any articles found on school property should be turned in to the business office. Students are reminded to label their books and personal property. Owners of found articles may be required to pay a handling fee when reclaiming the article. At the end of the school year, any useful unclaimed articles will be given to charity.

## **LUNCH PERIOD**

Students are scheduled to particular lunch periods each day. Students are not permitted to take books, study materials, or electronic devices to the cafeteria during the assigned lunch period. Each student is to take their turn in the serving line. There is to be no "cutting in" or reserving places for friends. Everyone is expected to act in an orderly manner so that meals may be eaten in a quiet pleasant atmosphere. Each person sitting at a given table is responsible for the appearance of the table and chairs after the meal. All trash is to be placed in the trash containers. Students not in the library or cafeteria may congregate outside the double doors on the south side of the cafeteria but may not be in the classroom corridors or in front of the building. Holy Cross does not participate in the National School Lunch Program, the National School Breakfast Program, or the Milk Program.

## **SCHOOL LOCKERS AND PERSONAL BELONGINGS**

Lockers are to be kept locked and personal belongings are to be stored in lockers. Every locker in the school building now has improved security protection. It should not be necessary for students to carry large book bags with them during the school day. If needed, additional locker space can be provided to store athletic equipment or heavy clothing. Under no circumstances are students to take bookbags to the cafeteria, computer rooms or library. Book bags or personal belongings should not be left outside the cafeteria, computer rooms, or library unattended. Holy Cross reserves the right to inspect lockers at any time. Students must purchase combination locks from Holy Cross. Parents and students are reminded that expensive jewelry should not be worn to school. If a student opens another student's locker without permission or takes another student's property in jest or theft, the student is subject to immediate suspension and an appearance before the Dean of Discipline.

## **TELEPHONES**

1. Students are not to use the office phones except in cases of immediate necessity or because of school business, and then only with permission.
2. A student may be called to the office to receive a phone call only in cases of an emergency.

## **TUTORING**

Teachers are available each day after school to provide extra assistance to students. Teachers may also require students to report for assistance after school. Failure to report is considered a serious infraction. Parents should encourage their son/daughter who needs assistance to take advantage of these opportunities.

### **BYOD Policy Addendum**

Holy Cross is offering all students a Chromebook for their use to improve student access to online curriculum resources. While a student may decline acceptance of the Chromebook, all students are required to bring and use a non-smartphone device in class each day as smartphones do not have sufficient screen size or input ability to support our online curriculum properly. The student must bring a school-furnished Chromebook or iPad, Android Tablet, PC or Apple Laptop, or a similar non-smartphone device to class daily. While students may bring their smartphones or other cellular phone devices to school, they must be stowed inside the student's backpack or book bag and kept on mute/silenced during all classes. If phones are found out in the open in a classroom, it will be confiscated, given to the Dean of Discipline, and a \$25 fee will be assessed per instance.

### **Chromebook Policy**

Chromebooks will be distributed during the first week of school. Parents and the student must sign and return the Chromebook Policy Agreement before the Chromebook can be issued to the student. *Students/Parents have the right to decline acceptance of the Holy Cross Student Chromebook; however, as the student must bring either a school-furnished Chromebook or their iPad, Android Tablet, PC or Apple*

Laptop, or a similar non-smartphone device to class each day, *the student/parent is then responsible for supplying an appropriate non-smartphone educational device for their daily use.*

Training documents and videos will be available online for students to refer to when needed.

Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Students will receive the same Chromebook each year while attending Holy Cross.

The Chromebook is the property of Holy Cross. Any student who transfers out of Holy Cross must return the Chromebook and accessories. If the Chromebook and its accessories are not returned, the parent/guardian will be held responsible for payment in full.

Students are responsible for the general care of the Chromebook that Holy Cross has issued them. Chromebooks that are broken or fail to work properly must be returned to the school office. A loaner device may be available at school but is not guaranteed. If a loaner Chromebook is needed and available, one may be issued to the student until their Chromebook can be repaired or replaced.

The Holy Cross Chromebook Warranty does not cover loss or theft of the Chromebook; students must take precautions to prevent theft or loss of their device. Any device lost or stolen will be charged to the student's account and must be paid in full before a replacement device can be issued. A police report must be filed and provided to the school in the event of theft.

#### General Precautions:

- No food or drink is allowed next to the Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry Chromebooks while the screens are open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose the Chromebook to extreme temperature or direct sunlight for extended periods. Extreme heat or cold may cause damage to the laptop.

#### Carrying the Chromebook:

The protective case of the Chromebook will provide basic protection from everyday use. However, it is not designed to prevent damage from abusive handling. For example, you shouldn't toss or drop the bag if the Chromebook is inside. Carrying the Chromebook in a padded backpack or padded book bag is acceptable, provided the backpack or book bag is handled with care.

#### Screen Care:

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

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. *Do not* use the Chromebook's window cleaner or any type of liquid or water. To clean the screen, you can purchase individually packaged pre-moistened eyeglass lens cleaning tissues. These are very convenient and relatively inexpensive.

#### Using the Chromebook At School:

The Chromebook is intended for use at school every day. In addition to teacher expectations for Chromebook use, school calendars, academic handbooks, student handbooks, and schedules will be accessed using the Chromebook. At school, students must only connect to the school's wireless internet connection. Students must be responsible for bringing Chromebooks to all classes unless their teacher advises explicitly not to do so.

#### At Home:

Students may begin taking Chromebooks home after orientation has been completed. Students who leave their Chromebooks at home *may* be loaned an alternative Holy Cross-owned device for the day if a device is available. If no device is available, it shall be at the teacher's discretion as to the student consequences for each class period for which the device was missing. Repeated violations of this policy may result in referral to the administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Teachers may permit students use of personal headphones.

Managing Your Files and Saving Your Work:

Students must save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer or device with internet access. Students using Google Drive to work on their documents will not need to save their work, as Google Drive will save each keystroke as the work is completed. It will be the student's responsibility to maintain the integrity of their files and keep proper backups.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Holy Cross. Administration or teachers may do spot checks for compliance at any time.

Students may add appropriate music, photos, and videos to the Chromebooks. Personalized media is subject to inspection.

As the Chromebook is intended for educational use, apps and files which do not support educational use are prohibited.

All rules and regulations in the Holy Cross Acceptable Use Policy apply to the Chromebooks at all times, whether used in school or at home.

## **COMPLIANCE WITH CIPA AND INTERNET SAFETY POLICY OVERVIEW**

### **(CHILDREN'S INTERNET PROTECTION ACT)**

Holy Cross of San Antonio has undertaken a series of actions designed to insure the safety of our children while accessing the Internet. These actions, in accordance with the educational purpose of all Holy Cross educational technology, are designed both to prevent students from accessing inappropriate or illicit content, as well as to protect the privacy and safety of our students.

Holy Cross informs all students and employees of the appropriate and acceptable use of technology, and the consequences of inappropriate use of technology, through the Acceptable Use Policy (AUP). This policy is distributed to all students and employees, with acceptance acknowledged in writing by the student, parents or employee before any access to educational technology or the Internet is allowed.

Permission to broadcast the images of students via Distance Learning, Streaming Web-Based Video and/or the Internet is given via the Distance Learning/Video Release Form distributed with the AUP in the Student Handbook.

As more teachers and students produce content for web pages, the Acceptable Posting Policy (APP) has been designed to inform all students and employees as to appropriate content to be placed on web pages for worldwide distribution via the Internet. In addition to providing guidelines for acceptable web page content, the APP also protects student's privacy.

Holy Cross has always provided secure access firewalls and CIPA-compliant (Children's Internet Protection Act) content filtering to guard against student access to inappropriate or illicit web content. Holy Cross

employs the latest Fortinet FortiGate firewall security and content filtering technology including a downloaded library list of denied (forbidden) sites (refreshed nightly to keep up with the proliferation of inappropriate and illicit web sites) combined with a locally edited list of acceptable and denied sites that are age appropriate and in the context of the student's current curriculum.

Student E-Mail access is filtered and controlled through Google Classroom and our Fortinet FortiGate firewall, which automatically screens for illicit sites, attachments and content.

The proliferation of viruses via the Internet, E-Mail and other media is controlled through regularly updated virus protection software and filters. This insures viruses do not flood disturbing, disrupting or offensive material into student files or E-Mail, and keeps our systems working at peak efficiency.

To keep outside "hackers" from breaching our servers and systems and obtaining private information, Holy Cross' already extensive security measures are strengthened by a Fortinet FortiGate firewall. This firewall only allows authorized users from the outside to connect to our secure servers, and further insures that only authorized individuals have access to student and employee data.

Finally, any backup media containing student or employee information are stored in secure, locked locations, and are overwritten with invalid data or otherwise physically destroyed before disposal, just as paper documents are shredded.

Holy Cross has always put a premium on the safety and security of our students. The dangers of revealing information to strangers over the Internet are discussed with students as they begin to access school technology. The school is committed to providing a safe, enjoyable, technology-rich learning environment designed to prepare all students for the technology-dominated workplace.

If you have any questions regarding Holy Cross of San Antonio's compliance with CIPA or Internet safety, please contact the principal.

## **Holy Cross of San Antonio CIPA Compliance Policies**

### **Introduction**

It is the policy of Holy Cross of San Antonio to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Definitions**

Key terms are as defined in the Children's Internet Protection Act. Access to Inappropriate Material to the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

### **Inappropriate Network Usage**



To the extent practical, steps shall be taken to promote the safety and security of users of the Holy Cross of San Antonio online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and
- (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Holy Cross of San Antonio staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Principal or designated representatives.

The Principal or designated representatives will provide age-appropriate training for students who use the Holy Cross of San Antonio's Internet facilities. The training provided will be designed to promote the Holy Cross of San Antonio's commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Holy Cross of San Antonio's Internet Safety Policy.
- b. Student safety with regard to: safety on the Internet; appropriate behavior while online, on social networking Web sites, and in chat rooms; and cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the School's acceptable use policies.

### **Adoption**

This Internet Safety Policy was adopted by the Board of Holy Cross of San Antonio, on 01/22/2011.

### **CIPA definitions of terms:**

**MINOR.** The term "minor" means any individual who has not attained the age of 17 years.

**TECHNOLOGY PROTECTION MEASURE.** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

**OBSCENE,** as that term is defined in section 1460 of title 18, United States Code;

**CHILD PORNOGRAPHY,** as that term is defined in section 2256 of title 18, United States Code; or

**HARMFUL TO MINORS.** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**SEXUAL ACT; SEXUAL CONTACT.** The terms sexual act" and sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

## **INTERNET ACCEPTABLE USE POLICY (AUP) (FOR EMPLOYEES, COMMUNITY, LIBRARY PATRONS AND STUDENTS)**

The Holy Cross of San Antonio Acceptable Use Policy explains and defines the responsible and ethical use of educational technology for all students. All rules embodied herein are designed to guide students in the appropriate and acceptable use of school technology and are designed to help both the student and the school. This policy also governs the use of student-owned personal electronic devices including wired or wireless desktop, portable and handheld computing devices, cameras, and cellular telephones whether they are used on or off-campus.

Access to technology and electronic communication systems, including computer networks and the Internet, is made available exclusively for instructional and administrative purposes in accordance with school guidelines and regulations. Access to these systems is a privilege, not a right.

All students are required to acknowledge receipt and understanding of the Student Acceptable Use Policy document and must agree in writing to comply with all regulations and guidelines contained herein. Students will not be allowed access to any educational technology at Holy Cross until their acknowledgment form has been signed.

Once their acknowledgment form has been signed and returned, each student will be issued a Google Classroom G-Mail account allowing access to the appropriate educational information systems.

### **Acceptable Use Policy**

**Holy Cross of San Antonio declares the following unethical and unacceptable behavior just causes for taking disciplinary action, suspending or revoking access privileges, suspending or dismissing the student, and/or initiating legal action in any case in which the student:**

- Uses the network and/or any attached equipment for illegal, inappropriate, subversive or obscene purposes or activities. Illegal activities shall be defined as activities violating local, state, and/or federal laws, including the use of the network to commit forgery, fraud, or assist in the commission of a felony. Inappropriate use shall be defined as a violation of the intended educational or administrative use of the network. Subversive activities shall be defined as activities undermining the security of local, state or national governments, or activities intended to cause mental anguish, bodily injury or death to any citizen or group of citizens, including "cyber-bullying" and "flaming" (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums). Obscene activities shall be defined as a violation of generally accepted social standards for the use of a publicly-owned and operated communications vehicle, including possession or transmission of any form of pornographic or erotic material;
- Uses the network and/or any attached equipment for any illicit activity, including violation of copyrights, patents, institutional or third-party copyrights, license agreements, or other contracts, whether the activity is conducted via the public Internet, private intranet or through peer-to-peer file sharing. Illicit activities also include transmitting or accessing information designed to aid or abet an individual or group in violating the law, including all forms of access to gang-related, terrorist-related or organized-crime-related web sites, weblogs and bulletin boards;

- Uses the network and/or any attached equipment to obtain and/or distribute illegally (“traffic”) via the public Internet, private intranet, or through peer-to-peer file sharing any and all digital music, video, movie and/or software from copyrighted sources. This expressly prohibits accessing, executing or installing Internet and/or peer-to-peer file-sharing software for the sole purpose of accessing or disseminating non-public-domain content and prohibits accessing websites and web rings designed to traffic or disseminate non-public-domain content and entertainment including, but not limited to, digital audio files, videos, movies, and executable software code;
- Intentionally disrupts network traffic, deliberately “crashes” the network or connected systems or tampers with communications cabling and/or devices;
- Damages or destroys computer and/or network equipment or deliberately degrades system performance, including executing “Denial of Service” or similar attack code and/or infection of computers or servers with viruses or malware;
- Discloses his/her Google Classroom G-Mail or other student passwords to another student or attempts to disclose or discover another student’s password;
- Attempts to copy school-owned software for personal gain attempts unauthorized transport of school-owned software beyond school boundaries attempts to install privately-owned software onto a computer or the network or transmits any non-public-domain software via electronic mail or the Internet;
- Downloads, transfers, accesses or otherwise installs programs and/or executable code or files onto any computing device without permission and/or supervision;
- Uses Holy Cross network or computer resources for commercial or financial gain;
- Steals or vandalizes data, equipment or intellectual property;
- Gains or attempts to gain unauthorized access to internal and external resources or entities, including “hacking” into networks, web sites, private electronic mail accounts, weblogs (blogs) or bulletin boards;
- Gains or attempts to gain unauthorized access to external resources or entities via the use of Internet proxy sites and/or proxy servers designed to bypass school monitoring, security and content filtering devices;
- Forges or alters electronic mail messages or faxes, posts anonymous messages, acts as a “troll” (lurking anonymously on message boards for the purpose of disparaging other users), engages in “flaming” (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums), deliberately propagates spam or uses an account or password owned by another user;
- Invades or assists others in invading the privacy of an individual or group, including “cyber-bullying” and the use or deployment of any form of virus/worm, Trojan (a program appearing to be beneficial while serving as a delivery vehicle for malicious content), identity theft or phishing (gaining personal information through nefarious means) executable code or software;
- Possesses or conveys any data in any form including magnetic (disk/tape/memory device), optical (CD-ROM) or hardcopy (paper) which might be considered a violation of these rules.

Students will be held accountable for all activities and data transfers occurring on both school-owned computers and their personal technology devices. Any illegal or illicit use will be tracked to the student logged in. Students must properly log out of their Google Classroom and related educational accounts when their activities are complete.

### **Usage of Personal Electronic Devices**

Students are governed at all times by the Holy Cross of San Antonio Acceptable Use Policy, covering all usage of student-owned personal electronic devices on school property and at all school-sponsored events. Personal electronic devices include but are not limited to student-owned desktop, laptop, tablet, and handheld computing devices, whether wired or wireless, USB drives, cameras, smartphones, and all related telecommunications devices.

### **The following activities are regulated by the Acceptable Use Policy:**

- Students are prohibited from using a camera phone/smartphone/smartwatch or any device including a camera capable of capturing and transmitting still or full-motion images in any way that violates school policies, including illicit and illegal use;

- Students are prohibited from using film or digital cameras and film or digital camcorders in any way that violates school policies, including illicit and illegal use;
- Students may not use personal electronic devices or media including but not limited to CD/DVD burners and USB “flash” or “jump” drives (USB keys) to illegally duplicate and/or distribute copyrighted materials including music, video, movies and software;
- Students may not load a bootable, alternate operating system on any school-owned computer from any student-owned source or media, including floppy disks, CD/DVD discs or USB devices (“flash” or “jump” drives (USB keys), USB hard drives or USB CD/DVD drives);
- Students are prohibited from using any portable wired USB IP-telephone devices or wireless Wi-Fi IP telephone devices (such as Vonage, V-phone or MagicJack) that can make/place calls to/from a private phone number on school networks at any time;
- Students are prohibited from using smartwatch devices (e.g., Apple Watch, FitBit) in any way that violates school policies regarding the use of cellular and/or smartphones; because smartwatches typically communicate with and act as an extension of smartphones, they must be removed and/or deactivated when so directed by a teacher or administrator;
- Students are prohibited from using any personal electronic devices, whether wearable, wired or wireless, that may impede instruction and/or disrupt the learning environment, including high-power laser torch devices, electronic cigarettes (e-cigarettes) and other vaporizing (vaping) paraphernalia;
- Students are prohibited from using virtual reality (VR) or augmented reality (AR) devices ( e.g. Google Cardboard, Oculus Rift) in any way that violates school policies or disrupts the learning environment, and all such devices must be removed, stowed away and deactivated when so directed by a teacher or administrator;
- Students are prohibited from using any wearable, automated life-logging or live-video-blogging cameras, such as Memoto or GoPro, at any time without prior written permission from school administration. Such written permission, if granted, must specify the circumstances, times and situations during which any such camera may be enabled;
- Students are prohibited from using any augmented reality (AR) equipment, such as Vuforia or Google Glass, at any time without prior written permission from school administration. Such written permission, if granted, must specify the circumstances, times and situations during which any such device may be enabled, and must further specify the circumstances, if any, during which any video recording capabilities may be enabled;
- Students are prohibited from deploying any form of an aerial drone, for photography or other purposes, without prior written permission from school administration. Such written permission, if granted, must specify the circumstances, times and situations during which any such drone may be utilized.

Students may not acquire, through wired or wireless connection, school-provided network or Internet access without first agreeing in writing to all facets and tenets of the Holy Cross of San Antonio Acceptable Use Policy.

Violations of these policies may result in the immediate confiscation of the involved device(s) or media as appropriate. Depending upon the nature and severity of the violation, the confiscated device(s) or media may be held in evidence indefinitely.

Students with questions or concerns regarding the Student Acceptable Use Policy should contact the principal.

**2023-2024 HOLY CROSS OF SAN ANTONIO PARENT-STUDENT  
MASTER CONSENT FORM**

\_\_\_\_\_  
PRINT STUDENT'S FULL LEGAL NAME

\_\_\_\_\_  
GRADE

The undersigned here acknowledges: (I) the reading and understanding of the rules and regulations of the 2023-2024 PARENT-STUDENT HANDBOOK; (II) the decision regarding the VIDEO/PHOTO CONSENT, WAIVER AND RELEASE; and (III) the decision regarding the HOLY CROSS STUDENT ACCEPTABLE USE POLICY AUTHORIZATION.

**I. 2023-2024 PARENT-STUDENT HANDBOOK**

We have read and reviewed the Student Handbook and agree to abide by the rules and regulations contained therein.

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF STUDENT

\_\_\_\_\_  
DATE

**II. VIDEO/PHOTO CONTEST, WAIVER AND RELEASE**

During the school year, Holy Cross of San Antonio students are often involved in activities that require taking pictures and developing videos for social media use, multimedia projects, Internet Web Design, videotaping, yearbook photos, virtual field trips, video courses and/or interviews. Some of the above-mentioned media may also be used by the newspapers, shown on television, broadcast on local radio, video conference or used in various school publications.

The undersigned hereby \_\_\_\_\_ consents \_\_\_\_\_ do not consent for my child to be photographed, videotaped, interviewed, and participate in virtual field trips for possible use in newspapers, television, radio broadcasts, videoconferences, school websites, social media sites, and school board publications, as further described in the Parent-Student Handbook.

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

**III. HOLY CROSS STUDENT ACCEPTABLE USE POLICY AUTHORIZATION**

As a parent, I understand that this form **must be signed and returned to the school office** before my child is allowed access to school networks, computer systems, and the Internet.

By signing below, I acknowledge that my child and I have received and read the school's Student Acceptable Use Policy in the Student Handbook governing the use of educational technology and understand that my child and I are obligated to become acquainted with the rules, procedures and policies outlined in the Student Handbook and the disciplinary procedures and penalties contained in the Student Code of Conduct.

I certify that both my child and I understand this policy and that as a parent I have read and reviewed it with my child and explained its implications.

I understand that both my child and I will be held accountable for my child's actions and that disciplinary and/or legal action will result from violations of this policy.

I authorize my child to use technology (including computers, the instructional network, e-mail, the Internet, and World Wide Web) in this school.

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF STUDENT

\_\_\_\_\_  
DATE

**\*\*RETURN COMPLETED AND SIGNED FORM 1<sup>ST</sup> PERIOD TEACHER NO LATER THAN AUGUST 23, 2021\*\***

## Volunteer Policy

In order to volunteer at Holy Cross of San Antonio, the checklist found below must be completed and all training and checks must be completed to the satisfaction of the principal.

In conjunction with the policy established by Holy Cross of San Antonio, the Brothers of Holy Cross, and the Archdiocese of San Antonio, the principal will be the final arbiter of whether or not a volunteer is allowed to begin, continue, and/or stop serving at Holy Cross of San Antonio

Volunteer Name: \_\_\_\_\_

Scope of Service: \_\_\_\_\_

Please check off when received/completed:

Application received: \_\_\_\_\_

Copy of Archdiocesan Criminal Background Check attached: \_\_\_\_\_

VIRTUS Safe Environment Training Certificate attached: \_\_\_\_\_

Orientation of Holy Cross Code of Conduct for a Volunteer: \_\_\_\_\_ Date Completed: \_\_\_\_\_

August 1, 2023

# ANNUAL ASBESTOS NOTICE

Dear Parents, Faculty and Staff,

This is our annual notice of the presence of asbestos containing materials in our school. The location and condition of these materials are found in the approved Management Plan, which is located in the Principal's office.

In January 2022 we had our required three year re-inspection of which were conducted by AES. The results of the inspection and surveillance are recorded in the Management Plan.

Sincerely,

Rene Escobedo, Ed.D.  
Principal

## **Notice to Families/Vendors: Proper Use of School Name/Logo**

Attention All:

In an effort to curtail the improper use of the Holy Cross of San Antonio brand/ name, and/or the improper use of the HC logo, we are informing all parents, parent groups, and vendors that the use of these items without consent from Holy Cross of San Antonio administration is expressly prohibited.

Going forward, any fundraising that involves using the school name or logo must be cleared by the principal or one of his appointees.

We appreciate the good intentions of those who proudly display our teams and organizations within their fundraising endeavors, however, Holy Cross has a legal obligation to oversee how their branding is being used, and is entitled to determine who should benefit from any financial gain through the use of their branding.