



# **Student & Parent Handbook 2018-2019**



Holy Cross High School  
26-20 Francis Lewis Boulevard  
Flushing, New York, 11358  
Phone: 718-886-7250 | Fax: 718-886-7257  
Email: [info@holycrosshs.org](mailto:info@holycrosshs.org)  
Visit us online: <http://www.holycrosshs.org>

## SCHOOL INFORMATION

Holy Cross High School is an incorporated Catholic High School:

- Founded by the Brothers of Holy Cross, Eastern Province, and sponsored by the Congregation of Holy Cross, Moreau Province
- Chartered by the Regents of the University of the State of New York
- Accredited by the Middle States Association of Colleges and Secondary Schools

Holy Cross High School admits students of any gender, race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.

Holy Cross High School does not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of educational policies, admission policies, loan programs and athletic or other school administered programs.

**Holy Cross High School reserves the right to make any changes in the Handbook/Calendar during the year that it deems necessary.**

# STUDENT-PARENT HANDBOOK ACKNOWLEDGEMENT

2018 – 2019

## HOLY CROSS HIGH SCHOOL, QUEENS, NEW YORK

My child and I have read and reviewed the contents of the STUDENT-PARENT HANDBOOK for the current academic year. We realize that we are responsible for fulfilling the rules and regulations of this handbook.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent Name: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Print Student Name: \_\_\_\_\_

Please circle student grade:    9       10       11       12

As of September 2017, the only email account Holy Cross High School will communicate through is the assigned **SCHOOL GMAIL ACCOUNT**.

**Please initial acknowledging activation of your account.** \_\_\_\_\_

## CONTACT INFORMATION 2018 - 2019

HOLY CROSS HIGH SCHOOL, QUEENS, NEW YORK

YEAR OF GRADUATION \_\_\_\_\_

NAME OF STUDENT \_\_\_\_\_  
(Please Print) Last First Middle

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBERS (format: xxx-xxx-xxxx)

Home # \_\_\_\_\_ Student Cell # \_\_\_\_\_

Father Work # \_\_\_\_\_ Mother Work # \_\_\_\_\_

Father Cell # \_\_\_\_\_ Mother Cell # \_\_\_\_\_

Father Employer # \_\_\_\_\_ Mother Employer # \_\_\_\_\_

**Emergency contact, in the event that parents/guardians cannot be reached:**

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

Relationship to student : \_\_\_\_\_

Phone number (format: xxx-xxx-xxxx) : \_\_\_\_\_

*My student and I have read and reviewed the contents of the STUDENT & PARENT HANDBOOK for the 2018-2019 academic year. The Handbook can be accessed online at [www.holycrosshs.org](http://www.holycrosshs.org). We realize that we are responsible for fulfilling the rules and regulations that it contains. In addition, I understand that all tuition payments for 2018-2019 school year must be completed by the dates stated in the 2018-2019 official calendar and that Holy Cross reserves the right to withhold educational services for lack of payment.*

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent Name: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

## TABLE OF CONTENTS

<b>STUDENT-PARENT HANDBOOK ACKNOWLEDGEMENT</b>	<b>2</b>
<b>CONTACT INFORMATION 2018 - 2019</b>	<b>3</b>
<b>THE HISTORY OF HOLY CROSS HIGH SCHOOL</b>	<b>5</b>
<b>MISSION STATEMENT</b>	<b>6</b>
<b>THE HOLY CROSS STUDENT</b>	<b>7</b>
<b>CHARACTERISTICS OF SCHOOLS SPONSORED BY THE CONGREGATION OF HOLY CROSS</b>	<b>8</b>
<b>OBJECTIVES</b>	<b>9</b>
<b>SCHOOL SHIELD</b>	<b>10</b>
<b>CAMPUS MINISTRY AND RELIGIOUS EDUCATION</b>	<b>11</b>
<b>CODE OF CONDUCT</b>	<b>12</b>
<b>STUDENT BEHAVIOR</b>	<b>13</b>
<b>ATTIRE AND APPEARANCE</b>	<b>18</b>
<b>ACADEMIC POLICIES AND CURRICULUM</b>	<b>20</b>
<b>DEPARTMENT OF GUIDANCE</b>	<b>23</b>
<b>ATTENDANCE</b>	<b>24</b>
<b>CO-CURRICULAR ACTIVITIES</b>	<b>27</b>
<b>HOLY CROSS REGULAR DAILY SCHEDULE</b>	<b>28</b>
<b>LITURGY SCHEDULE</b>	<b>29</b>
<b>CAMPUS</b>	<b>30</b>
<b>MISCELLANEOUS</b>	<b>31</b>
<b>STUDENT ASSEMBLIES AND ACTIVITIES</b>	<b>33</b>
<b>BUSINESS OFFICE</b>	<b>34</b>
<b>MEDICAL OFFICE</b>	<b>36</b>
<b>TELEPHONE AND EXTENSION DIRECTORY</b>	<b>38</b>
<b>Appendix A. Technology and Internet Use Rules</b>	<b>39</b>

## **A. THE HISTORY OF HOLY CROSS HIGH SCHOOL**

The plans for Holy Cross High School in Queens began on the campus of the University of Notre Dame in the early 1940's out of a friendship between The Reverend Monsignor Edmund Reilly, Pastor of St. Thomas Aquinas Church in the Flatlands section of Brooklyn and The Reverend Father Frank Frederick Schulte, C.S.C. The Brothers of the Congregation of Holy Cross were invited to staff the Boys' Department of St. Thomas Aquinas School in 1944 and St. Francis Assisi School (also in Brooklyn) in 1947. Within two months after staffing St. Thomas Aquinas, the Brothers were invited to establish a high school in the Bayside West section of Queens.

Due to World War II and some difficulties the Diocese of Brooklyn encountered in securing the land on which Holy Cross was built, in September 1955, ten years after the initial plans were envisioned; Holy Cross High School officially opened its doors in the still incomplete building. With the enthusiastic support of interested parents, and the leadership of the Brothers of Holy Cross, who assumed all financial responsibility and built the school through their own funding, Holy Cross was well on its way to educating generations of young people in the context of Christian values and the Holy Cross tradition.

In 2017, Holy Cross High School enhanced its mission by announcing the decision to move to co-education. In doing so, Holy Cross High School joined the vast majority of the twenty-two secondary and post-secondary academic institutions sponsored by the Congregation of Holy Cross in the United States who have also observed the guidance of Blessed Basil Moreau, the founder of the Congregations of Holy Cross. In 1856 Moreau wrote, "How we educate the mind will change with the times; how we cultivate the heart is and will remain timeless." The mission to educate young people in the Holy Cross traditions of Catholic faith and to prepare them for future life situations, remains as important now as it did when the school first opened.

## **B. MISSION STATEMENT**

Holy Cross High School, a Catholic college preparatory school in Queens, New York, educates the hearts and minds of young people following the educational and spiritual vision of Blessed Father Basil Moreau, founder of the Congregation of Holy Cross.

Holy Cross embraces students who reflect social and economic diversity. The school strives to instill within each student a desire to identify and fully develop God-given talents while pursuing excellence in all endeavors.

Holy Cross' varied academic programs and activities nurture and promote spiritual, intellectual, creative, social and psychological growth and development. As Blessed Father Basil Moreau wrote in 1856, "Education is the art of helping young people to completeness."

### **PHILOSOPHY STATEMENT**

Holy Cross High School, sponsored by the Congregation of Holy Cross, demonstrates and teaches in the Catholic tradition. We believe this requires each person to recognize the need for the following: a spirituality centered in Christ; a developed intellect; emotional, physical and social maturity; and an understanding of the Christian truth of each person's developing relationship to other persons.

The faculty, staff, administration, and Board of Directors are dedicated to the spiritual development of young people who are moral, courageous, and of service to others. We recognize that a student's education and development are reinforced by active participation in the school, the community, and places of worship. Civic and moral responsibility are exemplified and promoted.

The curriculum of Holy Cross High School is designed to stimulate interest, intellectual curiosity, and creativity. We strive to develop each student's innate capacity for independent decision making, good judgment, and respect for others.

It is through the integration of these spiritual and human potentials that a student will be capable of enjoying, contributing to and appreciating life and embracing the eternal God.

Our philosophy is rooted in the vision of our founder, Blessed Basil Moreau, and in the two hundred year old tradition of the Congregation of Holy Cross. We are part of network of Holy Cross education in the United States which includes twenty-two secondary and post-secondary academic institutions. Whether you find yourself on the campus of the University of Notre Dame or in the hallways of Holy Cross High School, Flushing, the characteristics of a Holy Cross education remain the same.

## **C. THE HOLY CROSS STUDENT**

- A Holy Cross student is primarily concerned with moral and ethical behavior, which is the essence of Christian living.
- A Holy Cross student is well-mannered, educated, and aware of the feelings and views of others.
- A Holy Cross student strives for a solid grasp of academics and a warm association with dedicated teachers.
- A Holy Cross student demonstrates care for self.
- A Holy Cross student seeks the will of God through prayer and by listening to others who also seek to serve the Lord.
- Holy Cross alumni find ways to serve their communities in a variety of professional, skilled and volunteer capacities.

*Board of Directors, Administration, Faculty, and Staff, 2017*

## **D. CHARACTERISTICS OF SCHOOLS SPONSORED BY THE CONGREGATION OF HOLY CROSS**

- A Holy Cross school exists primarily to evangelize and to educate in the faith. This is accomplished through religious instruction, spiritual and moral guidance and a Campus Ministry program.
- A Holy Cross school views itself as part of the local Church.
- A Holy Cross school serves a diverse population.
- A Holy Cross school finds ways of providing educational opportunities for the poor and disadvantaged.
- A Holy Cross school is a community and a family.
- A Holy Cross school's mission includes helping students to get the best education possible.
- A Holy Cross school selects and retains teachers with great care.
- A Holy Cross school's mission includes helping students become active and informed citizens.
- A Holy Cross school's mission includes instilling in each student a strong sense of personal self worth and feelings of accomplishment.
- A Holy Cross school helps students to develop all aspects of their humanity.
- A Holy Cross school provides an orderly learning environment.
- A Holy Cross school provides efficient and well maintained facilities.

## **E. OBJECTIVES**

The Board of Directors, administration, faculty and staff are committed to the following objectives:

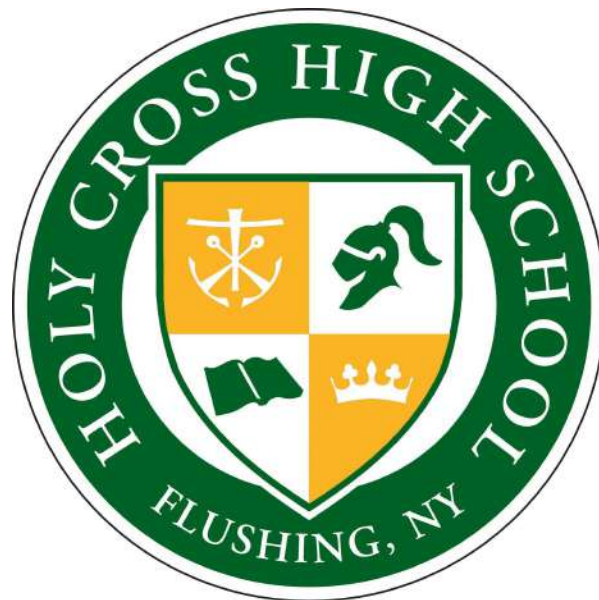
- To provide a Catholic environment which develops informed and involved Christians.
- To offer a challenging academic college preparatory program.
- To promote and retain a dedicated faculty and staff who are committed to the school's educational mission and to their own professional growth.
- To instill in all students the Holy Cross tradition of Christian service and civic involvement.
- To incorporate the use of innovative technologies in the curriculum by teachers and students.
- To provide personal counseling and guidance, college planning assistance, and career counseling.
- To ensure an atmosphere that fosters mutual respect and an appreciation of diversity.
- To encourage student participation in varied activities which promote leadership, self-esteem, and school involvement.
- To convey a positive and well-respected public image to the general community.
- To maintain a financially stable institution with a clearly focused development and public relations program and a significant endowment commitment.

## F. SCHOOL SHIELD

### The Meaning of The Seal of Holy Cross High School

The seal of Holy Cross High School is an outward expression of our heritage, our values, our traditions, and our commitments. The emblem is rich in symbolism centering on the student, the community, the diocese and the Congregation of Holy Cross (C.S.C.).

The upper left corner of the shield displays the coat of arms of the Congregation of Holy Cross - a Cross with the Anchors of Hope holding it firmly in place.<sup>1</sup> The open book is Wisdom, and the crown represents Queens County in which the high school is located. The Knight is our mascot.



---

<sup>1</sup> The seal of the Congregation of Holy Cross is represented by a cross surmounted at its base by two anchors, the Christian symbol for hope. The motto of the Congregation is the Latin phrase "Crux Ave Spes Unica" reflecting the conviction that the cross is our only hope.

## **G. CAMPUS MINISTRY AND RELIGIOUS EDUCATION**

Holy Cross High School is founded upon a tradition of learning, spirit and faith. The tradition of faith is developed through the Department of Religious Education and the Campus Ministry Program.

The Religious Education Curriculum emphasizes teaching the Christian message of salvation in a structured, content oriented, introspective and structured program of study. Each year has a specific focus of attention designed to build a foundation of faith, in partnership with parents, from which our children and families will grow in their knowledge of God and the Roman Catholic Church.

The Campus Ministry Program coordinates the celebrations of faith in the life of Holy Cross. Deep-rooted in the guiding principles of the Congregation of Holy Cross, that of making God known, loved and served, Campus Ministry concentrates its efforts on conducting *year specific retreats* for faculty and students, coordinates all charity drives conducted throughout the school year, manages the *Knight to Knight Mentoring Program*, i.e. ensuring each incoming freshman is paired with a Campus Minister mentor/big brother/ big sister.

The Campus Ministry department assists the President, as the Spiritual Leader of the high school, to enliven the Gospel in the hearts of all who study and work at Holy Cross.

### **LITURGY, PRAYER AND RELIGIOUS OBSERVANCES**

Holy Cross is a Catholic High School rooted in the Gospel of Jesus Christ, and the faith history of the Congregation of Holy Cross. Its faculty and students have long worshiped and expressed their faith in prayer and liturgy. These practices and the understanding of prayer and worship are foundational to education at Holy Cross. Students must attend all school liturgies and religious services. Proper behavior and respect are mandatory.

**Please check the website for Mass schedule. All are welcome and encouraged to attend.**

## **H. CODE OF CONDUCT**

Students at Holy Cross are responsible for observing a code of behavior rooted in its philosophy and objectives. It is expressed most simply as a compassionate behavior. Students treat each other and their environment with respect, aware of the needs of others. This is one of the fundamental lessons taught at Holy Cross.

### **STUDENT RIGHTS**

Each Holy Cross Student has a right to:

- Learn
- Be treated in an honest and trustful way
- Attend a clean school and have his/her property treated with respect
- Feel safe and secure
- Move about the campus without disturbance
- Respectfully express himself/herself

### **STUDENT RESPONSIBILITIES**

Each Holy Cross student is responsible to behave in a manner that:

- Promotes respectful and responsible interaction with teachers, staff and other students
- Creates an environment so teachers and students may learn, free from any type of harassment or distraction
- Encourages academic, physical, social, spiritual, and emotional growth
- Is respectful of the school property and the property of others
- Fosters safety in our school

## I. STUDENT BEHAVIOR

**Office Referrals** – Written documentation for violations of the Code of Conduct (Section H), and a consequence of inappropriate student behavior.

**Notice of Incident** - Written notice of an office referral is ordinarily given to the student at the time of the incident.

**Correspondence** – Weekly emails and PowerSchool Reports are generated and sent to the school gmail account on behalf of the office of Assistant Principal for Campus Life.

**Consequence for referrals** – Office referrals can result in an array of consequences including, but not limited to, a phone call, a teacher-student conference, a parent conference, removal from classroom, detention, or suspension.

The time allotment for detention will be given by the Assistant Principal for Campus Life and range from one to several hours, depending on the severity of the incident.

**Detention** – when a student accumulates three hours of detention, the student must report to the next scheduled *Saturday Detention*. In this situation, both parent and student will receive notice; the parent will receive an electronic notice and the student will receive a Saturday detention notice in school.

**Location and Time** - Saturday Detention operates from 9 A.M. – 12 P.M. in either the cafe or in other designated areas within the building.

**Outstanding Penalty** - Failure to report to Saturday Detention, without permission from the Assistant Principal for Campus Life, will result in consequences that may include, but are not limited to, after-school detention or suspension. Work and other school activities are not valid excuses for missing detention.

**Detention Policy** - Students should report to detention in dress code, and are to bring academic assignments or assignments will be given.

The Assistant Principal for Campus Life may conduct mandatory detention on days when school is not in session.

A student who serves detention is ineligible for all extracurricular activities on that day. This includes: clubs, sports (practice/game), activity, dances, etc.

## **PROHIBITED**

**Social Media:** The use of social media is public and can be viewed by anyone. Derogatory comments, pictures or posting, defaming the faculty, staff, student body or ideals of Holy Cross High School by any student is grounds for dismissal.

**Harassment:** Holy Cross is committed to maintaining a learning environment free from any type of harassment and/or violence, where all students and employees can work and study together comfortably and productively. Holy Cross considers any acts of harassment to be of a most serious nature, always and everywhere contrary to the Church's teaching on the dignity of human beings. This includes verbal, physical, emotional, bullying or cyber-bullying, including sexting (either sending or receiving), and sexual harassment.

**Hazing,** pranks or initiation are absolutely prohibited. These are serious matters and reasons for immediate suspension of a student and may also be cause for dismissal. All physical violence, force or threats, including fighting or affiliation in any organization that promotes these activities, is prohibited. Students are required to report any such incidents.

**Bullying,** both physical and/or emotional, will not be tolerated. Holy Cross finds that a student's ability to learn and to meet high academic standards, and the school's ability to educate its students, are compromised by incidents of harassment, discrimination, taunting or intimidation, and will not be tolerated. All members of the Holy Cross community are to be treated with the utmost respect and civility. All complaints contrary to this will be investigated promptly and aggressively. Appropriate disciplinary action, including a mandated educational component, will be taken whenever any type of harassment is found to have occurred.

**Sexual Harassment** is the imposition of unwelcome and/or unwanted verbal, physical or written acts, of a sexual nature, that create an uncomfortable, hostile or intimidating environment. Holy Cross is committed to an environment free of such conditions, and will aggressively investigate any and all reported incidents. Appropriate disciplinary action, including suspension or dismissal from Holy Cross will be taken whenever an incident of harassment is found. All educational material must be free of inappropriate or obscene writing and/or pictures. It is the student's responsibility to keep his/her possessions free of such material.

**Unauthorized possession of another person's property** is grounds for dismissal. Students are prohibited from selling anything at Holy Cross without permission of Administration.

**Weapons** of any kind or description are prohibited. Possession of a weapon of any kind is grounds for dismissal. Menacing or threatening behavior to any of the Holy Cross community

will not be tolerated. Anyone involved faces dismissal. Any student interfering with the school's security system faces immediate dismissal.

**The use of audio or video equipment** inside the building, without the permission of the Administration, is strictly prohibited. Any unauthorized posting of any such material online is grounds for dismissal. Students are not allowed to hang any signs or post notices in the building without permission of the faculty or Administration. **Personal devices** are not permitted to be used in the building at any time, unless used in a supervised, educational environment as specified by a teacher.

## **CELL PHONE POLICY**

**The Administration of Holy Cross High School reserves the right to confiscate a phone at any time.** All communication between student and parent, including, but not limited to, phone calls, text messages, emails, etc., are strictly prohibited during school hours unless authorized by Administration. If a student needs to contact his/her parent, the student should report to the Attendance Office. All medical issues should be dealt with through the Medical Office. If a parent needs to contact a student, the parent should call Ext. 510 or 518.

Students may use their cell phone only during the following times:

- Before school in the cafeteria or auditorium
- After school

Responsible use of a cell phone complies with the Code of Conduct outlined in Section H.

At no time shall a student use his/her cell phone or iPad/tablet to capture photographic or video content.

At no time shall a student use his/her headphones/earbuds during the school day without expressed permission from faculty or administration.

**A cell phone should never be out during the school day. Phone calls should be made outside of school hours only. Consequences for prohibited use of cell phones are as follows:**

- First offense -phone will be returned to the student at the end of the day. 2 hours of detention time is given. A parent must come to the school to pick up the student's phone.
- Second offense – A Saturday detention will be assigned to the student. A parent must come to the school to pick up the student's phone.
- Third offense - 2 Saturday detentions will be assigned to the student, in addition to an after school detention being assigned for a minimum of 1 hour. A parent must come to the school to pick up the students phone.

## **DRUGS AND ALCOHOL**

Holy Cross has a zero tolerance policy regarding drugs, drug paraphernalia, alcohol and controlled substances. Please note that the unauthorized use of prescription drugs and/or steroids constitutes illegal drug use. The use and/or possession of any of these, on or near the school property, in transit, or at any school sponsored event is strictly prohibited. Students in violation of the above policy are subject to severe disciplinary action, including dismissal from Holy Cross High School.

Holy Cross reserves the right to require drug or alcohol testing of any student who is suspected of using or being under the influence of any illegal substance. Additionally, the school may conduct random drug testing at any time. If the school becomes aware of, or suspects, a student has a dependency problem outside of the school, the school may require the student to enroll in a substance abuse program. Refusal to comply with the requirement of enrolling in a substance-abuse program may result in dismissal.

The self-acknowledgment of a substance dependency by a Holy Cross student is a different matter. The Guidance Department of Holy Cross High School will assist any student who willingly comes forward seeking help to address the problem.

## **FINES**

Smoking/vaping is not allowed in the building or within 200 yards of the perimeter of Holy Cross. Students caught smoking cigarettes, virtual or electronic cigarettes, or vaping, will receive detention and a fine of \$50.00. Students responsible for defacing the building (including graffiti), and/or destroying school property for any reason must pay the full cost of the replacement, plus labor charges assessed. In addition, the student will pay a fine of \$100. These fines will be added to the tuition payments.

## **TECHNOLOGY AND INTERNET USE POLICY**

The conduct of our students online, whether in school or not, should always reflect the highest ideals of the Holy Cross community. Please review Appendix A in its entirety for the technology and internet use policy.

## **DISCIPLINARY PROBATION**

A student may be placed on Disciplinary Probation for an accumulation of disciplinary incidents and/or chronic absences/ tardiness. Insubordination, endangering the safety, morals or health of others, stealing and the destruction of school property are some of the offenses which could place a student on immediate Disciplinary Probation.

A student placed on Disciplinary Probation must meet with his/her Guidance Counselor on a regular basis. A student who remains on Disciplinary Probation for two consecutive quarters is ineligible for all co-curricular and extra-curricular activities, including participation on school trips. Administration also reserves the right to declare any student ineligible for all co-curricular activities based on infractions of the Code of Conduct at any time during the school year. A student who remains on Disciplinary Probation for an extended period of time is subject to dismissal from Holy Cross High School. The status of a student placed on Disciplinary Probation will be reviewed quarterly by the Assistant Principal for Campus Life. Any student placed on Disciplinary Probation is eligible to be removed from probation after that student has demonstrated reformed behavior over a suitable amount of time. The decision to remove a student from Disciplinary Probation is made by the Assistant Principal for Campus Life.

## **SUSPENSION**

The Administration reserves the right to suspend a student for a serious violation of the Code of Conduct at Holy Cross. Suspended students may not return to class until a parent or guardian meets with the Assistant Principal for Campus Life. Suspended students are not permitted to attend any co-curricular or extra-curricular activity. Violation can result in immediate dismissal.

## **DISMISSAL**

The Administration of Holy Cross High School reserves the right to dismiss a student due to a major violation of school rules and/or an ongoing pattern of conduct unbecoming of a Holy Cross student. This includes a student's conduct at events outside school and online which violate the spirit of the Mission, Philosophy and Objectives of Holy Cross. Dismissal can occur at any time during or after the school year.

## **APPEAL PROCESS FOR A DISMISSAL DECISION**

Should a student be referred for dismissal, parents and/or students may request a hearing with the Principal. The written request for appeal is normally received by the Principal within three days after the notification of dismissal is received by the student and his/her parents. A final appeal of the decision of the Principal may be referred to the President. The decision of the President is final.

## J. ATTIRE AND APPEARANCE

Adherence to the dress code is a sign of respect students have for themselves and the school community. A Uniform Dress Code serves to heighten awareness that the business of learning is a serious enterprise. All accessories (including jewelry) must be businesslike in nature. Parents are asked to support and emphasize these policies with their children. The Assistant Principal for Campus Life, as well as the Assistant Principals/ Dean of Students, reserves the right to make subjective judgments on any student's attire or personal appearance and may request that the student make changes. **The Assistant Principal for Campus Life, as well as the Assistant Principals/ Dean of Students, reserve the right to send home any student who is not in compliance with the attire and appearance guidelines.**

### INCOMING FRESHMEN

#### Required:

Incoming Freshmen Boys will be required to wear:

- The official Holy Cross polo shirts in either white, grey or green
- The official Holy Cross black or grey pants
- Black Oxford or Penny Loafer style shoes with black soles (no sneakers)
- Black leather belt.
- Gym clothes -Holy Cross T-shirt and shorts (to be purchased at bookstore).

Incoming Freshmen Girls will be required to wear:

- The official Holy Cross polo shirts in either white, grey or green
- The official Holy Cross black or grey pants or plaid skirt
- Black tights or knee socks,
- Black Oxford or Penny Loafer style shoes with black soles (no sneakers).
- Gym clothes -Holy Cross T-shirt, shorts or sweatpants (to be purchased at bookstore).

#### Optional:

All students have the option of wearing a Holy Cross grey pullover sweater, green varsity cardigan, or green Under Armour® quarter zip.

Please note green and dark grey polo shirts, as well as under armor quarter zip, are only available at the Holy Cross bookstore.

## **CURRENT STUDENTS**

Rising sophomores, juniors, and seniors are required to wear either of the following uniform options:

### **Option 1**

- The official Holy Cross green polo shirt
- The official Holy Cross Land's End Khaki Pants
- Black Oxford or Penny Loafer style shoes with black soles (no sneakers)
- Black leather belt
- Quarter zip Under Armour® pullover- Optional

### **Option 2**

- Holy Cross polo shirts in either white, grey or green
- Official Holy Cross Black or grey pants
- Black Oxford or Penny Loafer style shoes with black soles (no sneakers)
- Black leather belt.
- Grey pull over sweater-Optional
- Green varsity cardigan- Optional
- Quarter zip Under Armour® pullover-Optional

**Seniors** have the option of wearing the black Holy Cross Dri-fit shirt which can be purchased at the bookstore.

Please note green and dark grey polo shirts, as well as Under Armour® quarter zip, are only available at the Holy Cross bookstore.

## **BOYS' DRESS REGULATIONS**

- All headwear, including HATS, is prohibited in school and in the immediate vicinity, except at times of inclement weather. These items are subject to confiscation.
- Hairstyles are to be neat and well groomed and no longer than the back collar.
- Dyed or unnatural hair colors are not acceptable.
- Ponytails, man buns, long braids, and rubber bands are prohibited.
- Extreme and trendy hairstyles, such as faux hawks (including partially or completely shaved scalp) are not permitted. This includes shaved lines on scalps or eyebrows.
- All parts must be straight from front to back.
- The Assistant Principal for Campus Life reserves the right to determine the suitability of a hairstyle, and may send a student home until the appropriate changes are made.
- Earrings and body piercings of any type are prohibited. **Band-Aids cannot be worn to cover earrings.**
- **No visible tattoos are permitted.**
- Excessive facial hair is not permitted. Facial hair must be neatly groomed with a buzzer.

### **GIRLS' DRESS REGULATIONS**

- All headwear, including HATS, is prohibited in school and in the immediate vicinity, except at times of inclement weather. These items are subject to confiscation.
- Hairstyles are to be neat and well groomed.
- Dyed or unnatural hair colors are not acceptable.
- Extreme and trendy hairstyles, including partially or completely shaved scalp, are not permitted. This includes shaved lines on scalps or eyebrows. The Assistant Principal for Campus Life reserves the right to determine the suitability of a hairstyle, and may send a student home until the appropriate changes are made.
- Jewelry should be kept to a minimum. Up to two pair of earrings, no larger than the diameter of a quarter. Earrings should be worn in the lower lobe only. Body piercing of any other type are prohibited. **Band-Aids cannot be worn to cover earrings.**
- **No visible tattoos are permitted.**
- Girls may wear the dress slacks or the skort. Skorts must be worn with black tights or knee socks, and should not be shorter than 3 inches above the knee. No designed hose, leg warmers, textured tights, footless stockings, athletic socks, or thigh highs may be worn.
- Nails are to be well manicured and kept at a natural length- Polish is acceptable.
- Makeup should be kept to a minimum.

**The DRESS CODE is in effect for all students in travel to and from school, and at all times throughout the school day, including all detentions and after school business.**

## **K. ACADEMIC POLICIES AND CURRICULUM**

### **CURRICULUM**

Holy Cross High School is chartered by the Regents of the University of the State of New York, and is accredited by the Middle States Association of Colleges and Secondary Schools.

The curriculum fulfills the expectations of the National Catholic Education Association, and the educational mission of the Congregation of Holy Cross. Its values are clearly expressed in the Mission Statement at the beginning of this Handbook. The curriculum also fulfills the diploma requirements for secondary schools in New York State, as well as Regents endorsed diplomas.

### **GRADUATION REQUIREMENTS**

Students must complete a minimum of 26.5 credits to be eligible for a Holy Cross diploma. In addition, all necessary NYS Regents Exams must be passed. Specific course and test requirements are delineated in the Holy Cross High School Academic Course Catalog.

A student who fails a required course will not be permitted to attend the Graduation Ceremony. Students must fulfill all NY State Testing requirements. A student failing two or more

electives or achieving a grade below 55 in any elective cannot attend the Graduation Ceremony. Attendance at the **Senior Retreat** is a requirement for graduation. Seniors on Disciplinary Probation and/or with excessive absences may not be permitted to attend Graduation Ceremonies.

## **PASSING GRADE**

The passing grade at Holy Cross is 70%. Students must be responsible to adhere to all teacher/class course requirements.

## **GRADUATION AWARDS**

- *Cum Laude*: is awarded to the student with a weighted numeric average of 91.5.
- *Magna Cum Laude*: is awarded to the student with a weighted numeric average of 94.5.
- *Summa Cum Laude*: is awarded to the student with a weighted numeric average of 97.5.
- *Salutatorian*: is the student who has achieved the second highest weighted numeric average.
- *Valedictorian*: is the student who has achieved the highest weighted numeric average.

NOTE: To be eligible for the Valedictorian or Salutatorian Awards, students must have completed a minimum of three years of study at Holy Cross High School. All honors for graduation are awarded on the basis of the seventh semester. A student must be passing all classes at the end of the year to be considered for any award at graduation, including Man of the Year, and have an exemplary discipline record.

## **HONOR ROLL**

Academic Awards are presented to students in recognition of their academic accomplishments. Students must pass all courses in a marking period to be eligible for academic awards. The passing grade is 70%.

Principal's List: Minimum Grade of 96.00  
First Honors: Minimum Grade of 91.00  
Second Honors: Minimum Grade of 86.00

## **SCHOLARS OF THE YEAR**

A list of all students who have maintained Principal's List status for all four quarters of the previous year are recognized as Scholars of the Year. A list of these students is posted in the display case in the main lobby.

## **GRADE REPORTS AND GRADING PERIODS**

Grade reports are issued quarterly. Progress Reports are issued each mid-quarter. Grades and behavioral comments are issued at the end of each marking period. Errors in grade reporting should be reported to the Assistant Principal for Academics. It is important to report these errors in writing, as soon as possible.

## **PLAGIARISM**

Maintaining academic integrity is extremely important at Holy Cross. **Plagiarism will not be tolerated at Holy Cross. Plagiarism is cheating.** A student plagiarizes when they take someone else's words or ideas (in part or in total), and then incorporates those words or ideas into their own work. If that work is then presented as entirely their own without ever giving credit to the original sources, it is plagiarized. Unless a student has been directed to research information from outside sources, including Internet web pages, he must always submit original work. If this is not done, the work is considered to be plagiarized, and it will be treated as cheating for grading purposes.

## **INCOMPLETE "INC" GRADE STATUS**

The status of incomplete (INC) is given, in rare circumstances, to a student who, for good reason, is unable to complete their course requirements in a marking period. Students who have received an (INC) will be responsible for completing the necessary requirements as soon as possible after the incomplete is received. An incomplete (INC) is never given as a final grade.

## **SCHEDULE CHANGES**

In rare instances, a student may request a schedule change to reflect revised elective courses. In such instances, a \$50 fee is imposed.

## **ACADEMIC INTERVENTION & ELIGIBILITY**

A student who is achieving less than 70% **in two or more courses a quarter** is placed on Academic Intervention. Freshmen, Sophomores and Juniors who are listed on Academic Intervention will be required to attend an after school program. A student on Academic Intervention is in jeopardy of being dismissed. Seniors who fail one or more subjects in a quarter lose their privilege of early dismissal for the next quarter.

**A student who is failing two or more subjects in any marking period will be ineligible for any interscholastic sport or co-curricular activity.** The duration of this eligibility is until the next quarterly grade reporting date as determined by the Assistant Principal for Academics. A Freshman on probation may request a review of their probation at the mid-quarter. It is the student's responsibility to initiate the appeal with their guidance counselor. All decisions are rendered by the Assistant Principal for Academics. This appeal is for Freshmen only and is limited to one marking period during their Freshman year.

## **SUMMER SCHOOL**

For all students returning to Holy Cross, all end of year failures must be **successfully** made up at Holy Cross Summer School.

## **ACADEMIC DISMISSAL**

A student's academic progress is continually evaluated to determine the integration of their schedule and their projected graduation. **Students who fail more than two courses on the final report card are subject to dismissal.**

## **PARENT/TEACHER/STUDENT COMMUNICATION**

Parents should check their student's progress frequently through their PowerSchool® and Google account.

Parent, Teacher, Student (PTS) conferences are scheduled twice each year by the school.

**Students must be part of these conferences for clarity of communication, and appropriately placed responsibility.**

Students and parents are expected to notify the Guidance Counselor of any special needs or conditions that may affect a student's academic performance or behavior.

As the need arises, parents are encouraged to **contact teachers**. The primary method for this contact is the school gmail account. Faculty may also be reached by telephone via the Main Office, extension 510, concerning student performance.

## **L. DEPARTMENT OF GUIDANCE**

The Holy Cross High School Guidance Department seeks to assist students reach their highest academic, social and spiritual potential. We accomplish this in collaboration with parents, teachers, and administration embracing the mission and philosophy of Holy Cross. Our counselors practice in a warm, friendly, non-judgmental and confidential atmosphere. Caseloads are small allowing counselors to know their students well.

Throughout the high school years, counselors place special emphasis on student performance in relation to their individual abilities. The primary objective during freshman year is to ensure that every student has a successful transition to high school. In the sophomore year, students are encouraged to continue to strive academically and to volunteer and explore career interests to promote self-awareness.

The junior year is a time for thoughtful college and career planning. Parents and students attend individual and group meetings where they will receive information and materials specifically prepared for Holy Cross High School. The Holy Cross School Guidance Department

works closely with each student to prepare him or her for the college selection process. Our goal is to have our students accepted to an affordable college that has the academic major, extracurricular programs and an environment conducive to their future success.

Senior year is the culmination of our joint efforts. No activity is overlooked in order to make sure that college and scholarship applications are processed in a timely, efficient and effective manner. In September, there is an annual financial aid meeting where practical aspects of the application process are discussed. We are a highly successful college preparatory high school with outstanding college acceptances and scholarships awarded. The school counselors take pride in recognizing the uniqueness of each individual student and working with him or her to succeed in high school and beyond.

### **LOCATION AND APPOINTMENTS**

The Guidance Department is located on the fourth (4<sup>th</sup>) floor. Students generally see their guidance counselors by previous appointment made by the counselor, or by the student. However, a student may see their counselor at any time they may feel it is necessary. The counselors may honor a “walk-in” request by a student, or they may request the student return at a later time.

### **PERSONAL FAMILY INFORMATION**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal’s Office. The school will not be held responsible for failing to honor arrangements that have not been made known.

## **M. ATTENDANCE**

### **SCHOOL ABSENCE**

Attendance and participation in class are vital to academic success. Absences prevent a student from participating fully in the educational process. New York State law allows a legal absence or lateness for the following reasons: sickness, death in the family, religious observance or requirements of court appearance. When a student is absent from school, his/her parent/guardian must call the ATTENDANCE OFFICE (718 886-7250 Ext. 518) before 8:00 A.M. The student’s name, year of graduation, and reason for absence should be given. Parents are required to send an absence note with an explanation of the absence for submission to the Attendance Office upon return to school.

In accordance with New York State Law, a student who is absent due to illness for five (5) consecutive days is required to present a note from his/her physician upon returning to school.

Any long term medical issues that impact student attendance must be documented, to the satisfaction of the Administration of Holy Cross High School, by a physician.

Students are accountable for every absence. Absence from school or a class without permission is serious, considered TRUANCY, and may lead to dismissal.

- If a student is absent ten (10) days in a single semester, a mandatory meeting with the student and parents will be arranged, at which time conditions for continued enrollment at Holy Cross High School will be discussed.
- A student who is absent for more than twenty days (20) total in a school year may be denied credit for those courses taken in that school year. Excessive absences will be reported to Child Protective Services.
- Attendance on days of special schedules (i.e., Walk-a-thon, Retreat, Career Day and Junior Unity Mass, etc.) is mandatory.

The Administration of Holy Cross High School determines if reasons for absence are legitimate. Unusual circumstances surrounding absences should be made known to the Assistant Principal for Campus Life.

When possible, students are required to inform their teachers of an upcoming absence prior to the actual absence. All students are responsible for meeting with their teachers to arrange for learning and testing in the missed areas of instruction. Absence from school prohibits a student from attending and or participating in all school activities, co-curricular and dances.

When a student returns to school after an absence, he/she reports to the Attendance Office to obtain a readmit slip. He/She is required to submit a note written and signed by his/her parent/guardian or a doctor's note. He/She presents the readmit slip to each of his/her teachers for their signature. The readmit slip is returned to the Attendance Office, by the student, at the end of the day. Class attendance is a primary responsibility of every student.

### **LATE TO SCHOOL**

Students are expected to be in their seats in Homeroom by 8:05 AM. in full uniform, otherwise they are considered late and must report to the Attendance Office for a late referral. Mass Transit and weather are not reasonable excuses for tardiness.

### **LATE TO CLASS**

Students are expected to be on time and in their seats for the start of all classes **AND** study halls.

## CONSEQUENCES FOR TARDINESS

- A student who is **late to school** must report to school at 7:45 A.M. on the following school day. Failure to report to school by 7:45 A.M. on the following day will result in a detention.
- A student who is **late to class** will be issued an office referral (Section I) for their tardiness.

## EARLY DISMISSAL

Early dismissal is discouraged as students will miss important instruction. All medical/dental appointments should be made after school and on school holidays. Only in cases of emergency should doctor appointments be scheduled during the school day. A note must be sent to the Attendance Office on the day of an appointment requesting the student's early release from school.

## EXTENDED VACATIONS DURING SCHOOL TIME

Extended vacations that require absences from regular instruction are **strongly discouraged**. If absences are anticipated, students and parents must contact the Assistant Principal for Campus Life and the Assistant Principal for Academics to receive written authorization and instructions. The student is responsible for all work missed during the vacation period.

## CO-CURRICULAR ACTIVITIES

Advertising Club  
Art Club  
Badminton Club  
Baseball  
Basketball  
Bowling  
Broadway/ Museum Club  
Business & Financial Club  
Campus Ministry  
Chess Club  
Computer Coding Club  
Concert Band  
Creative Writing Club  
Cross Country Track  
Culinary Club  
Drumline  
Educational Travel Program  
Faith Sharing Club  
Fashion Sharing Club  
Football  
Golf  
Guitar Club

Ice Hockey  
Jazz Ensemble  
Knights Against Human Trafficking  
Liturgical Choir  
Mock Trial/ Law Club  
National Honor Society  
Outdoor Adventure Club  
Outdoor Track  
Ping Pong club  
Robotics Club  
SADD (Students Against Destructive Decisions)  
School Newspaper, *The Lance*  
School Yearbook, *The Cross*  
Science Fiction & Gaming Club  
Soccer  
Spring Track and Field  
Student Government  
TV Production Club  
Volleyball  
Weight Training  
Winter Indoor Track and Field  
World Languages Club

The Administration reserves the right to cancel any of these activities if there is not sufficient enrollment in any activity.

Any student interested in starting a new club should present their proposal to the Office of Campus Life.

## **N. HOLY CROSS REGULAR DAILY SCHEDULE**

Students who are not seated by the start of Homeroom in full uniform are considered late.

Classrooms Open	8:00
Homeroom	8:05 – 8:11
Period 1	8:15 – 8:53
Period 2	8:57 – 9:35
Period 3	9:39 – 10:17
Period 4	10:21 – 10:59
Period 5	11:03 – 11:41
Period 6	11:45 – 12:23
Period 7	12:27 – 1:05
Period 8	1:09 – 1:47
Period 9	1:51 – 2:30

## LITURGY SCHEDULE

Students who are not seated by the start of Homeroom in full uniform are considered late.

Classrooms Open	8:00
Homeroom	8:05 – 8:11
Liturgy	8:21 – 9:40
Period 1	9:44 – 10:12
Period 2	10:16 – 10:44
Period 3	10:48 – 11:16
Period 4	11:20 – 11:48
Period 5	11:52 – 12:20
Period 6	12:24 – 12:52
Period 7	12:56 – 1:24
Period 8	1:28 – 1:56
Period 9	2:00 – 2:30

## O. CAMPUS

Holy Cross is a closed campus. Students are expected to enter the school building immediately upon arrival at school. A student cannot leave the building from 8:00 A.M. until dismissal without permission of the Administration. **Loitering in the vicinity of the school is prohibited.**

CLASSROOMS are available by 8:00 a.m. each morning. For the security of each student, it is necessary for a teacher to be in each classroom before students enter the room. Students may use the CAFETERIA, AUDITORIUM, OR LIBRARY MEDIA CENTER before school in the morning. Breakfast may be purchased each full day school is in session. Food and beverages, including water, are permitted only in the cafeteria, and cannot be brought outside the cafeteria.

### STUDY HALLS

Study Halls are a time for academic preparation. Students must come to the Study Hall prepared to do school work. Individual seating will be assigned.

### SELECTIVE ACCESS

For reasons of good order, safety, legal responsibilities and the well-being of each student, use of the areas listed below require specific teacher permission, and observance of the rules for the use of that space.

- |                                      |                           |                |
|--------------------------------------|---------------------------|----------------|
| ● Gymnasium                          | ● Auditorium              | ● Departmental |
| ● Weight Room                        | ● Locker Rooms            | Offices        |
| ● Music Room                         | ● Computer Facilities     |                |
| ● T. V. Studio/<br>Production Center | ● Library Media<br>Center |                |
| ● Art Room, Stage                    |                           |                |

### LIBRARY MEDIA CENTER

The Library Media Center is normally open from 7:30 a.m. until 3:15 p.m., when school is in session, to all students for QUIET study, research and reading. Library circulation policies and procedures are available in the library at all times.

Since library skills, procedures and computer aided research are essential to our curriculum, all students are expected to master normative library skills and procedures early in their careers as students at Holy Cross. The use of computers in the library is at the discretion of the librarian.

## **P. MISCELLANEOUS**

### **NEW YORK STATE TEXTBOOK LAW (NYSTL)**

Under NYSTL, students are loaned hardcover textbooks for their course requirements. Students are responsible for covering each NYSTL book. Each book has a nameplate which the student signs when he/she receives the textbook. At the conclusion of the course, the student returns the same book that was loaned to him/her.

If the book is not returned, or the NYSTL signature plate is missing from the book, the student will be charged the full cost of replacement.

### **PUBLIC TRANSPORTATION**

Peaceful and safe public transportation is the protected right of the citizens of New York. Students are equally entitled to those rights. At the same time, students are equally responsible not to cause danger or discomfort, or to be abusive to fellow passengers.

Holy Cross High School supports and endorses all public codes and civil penalties for behavior on public transportation. We cooperate fully with the Transit Authority in enforcement of the codes, sanctions, and penalties, as they relate to students.

Holy Cross students are reminded that **they represent the school** when travelling to and from the school.

### **FIRE DRILLS**

Students should familiarize themselves with emergency exit directions which are posted in each classroom. Students are to exit and re-enter the building in a quiet and orderly manner. Students must always follow the directions of their teachers.

### **PRIVATE TRANSPORTATION AND PARKING REGULATIONS**

Student parking is prohibited:

- At the yellow curb area in front of the school, 170<sup>th</sup> Street.
- On 169<sup>th</sup> Street on the school side of the street.
- On the blacktop area behind the school.
- In all driveway entrances of our neighbors around the school.

## **SCHOOL CLOSING AND WEATHER EMERGENCIES**

In the event of weather related school closings, **please do not call the school**. Check our website [www.holycrosshs.org](http://www.holycrosshs.org) for up-to-date information. Parents receive both a text message and a robo-call. The website gets a banner update and the social media outlets get updates as well.

## **CHANGE OF VITAL INFORMATION FORM**

Any custodial parent who needs to update vital contact information must contact the Registrar Office, Ext. 523.

## **STUDENT I.D.**

Each student receives a picture bar coded Identification Card. It is necessary that this student identification, "I.D.", be carried by students at all times while at Holy Cross, or at Holy Cross sponsored functions. A student who is unable to produce an I.D. card when requested from a faculty/staff member may be subject to detention.

If an I.D. card is lost or stolen, it should be reported immediately to the Assistant Principal for Campus Life.

## **LOCKERS**

All lockers are the property of Holy Cross High School and may be opened and searched by the Administration of the high school at any time.

All students must purchase two (2) combination locks from the bookstore which must be used to secure student lockers at all times. One lock is to be used on their regular school locker and the second for their gym locker. The lock numbers, and the combinations, are registered with the Assistant Principal for Campus Life.

Lockers for students participating in team sports are assigned through the Director of Athletics.

## **LOST AND FOUND**

Any personal property found in the school is to be delivered immediately to the Main Office or to the teacher/coach supervising you at the time. A student who has lost or misplaced property may ask at the Main Office to see if the property has been returned.

If a student believes with good reason that they have been a victim of theft or extortion at Holy Cross, or traveling to and from Holy Cross, they should notify the Assistant Principal for Campus Life.

## Q. STUDENT ASSEMBLIES AND ACTIVITIES

### GYMNASIUM, AUDITORIUM

When students assemble by class or student body in the gymnasium or auditorium it is necessary to cooperate with the officers of the assembly. Students should be aware of the safety of others, treat their fellow students with respect, and listen to supervisory personnel. Students must be courteous and attentive at all times.

### SPECTATORS

Holy Cross students are conscious of the fact that **they represent the school** at all off-campus events. They should conduct themselves with the same care as is expected at Holy Cross. Students are not permitted to use spectator events, especially competitive games, as an opportunity for rude, banal or wild activity, in the interest of school spirit. In fact, school spirit demands respect for others and their property.

### SCHOOL DANCES

Dances are a social and recreational activity of the student body. They are also important public functions, where persons who are not directly affiliated with Holy Cross High School meet the student body and use our facilities. It is important that we treat our friends and guests with respect and dignity. To that end, the following code of conduct is the rule at Holy Cross.

- Dances are open to Holy Cross students and their guests. Students are to make sure that their guests are aware of the Holy Cross Code of Conduct.
- Students may leave the dance at their own discretion. Students are not readmitted after leaving the dance.
- SMOKING/ VAPING IS PROHIBITED in all areas of the building at all times.
- The use or possession of **ALCOHOL AND DRUGS IS PROHIBITED** in all areas of the building at all times.
- Lewd or sexually suggestive dancing is prohibited and will result in dismissal from the dance.
- The school reserves the right to set the standard for dress at a school dance for all who attend. Those who violate this standard may be requested to leave.

## **SCHOOL TRIPS**

Students who participate in any school trip are expected to comply with all Holy Cross rules while away from the school. The school also reserves the right to set the standard for dress on these trips. When a student misses class due to a school trip, they must notify their teacher(s) in advance or be subject to a zero on all assignments. It is the student's responsibility to make up all work and exams. Transportation for school trips will be in school-owned vehicles. A student on academic or disciplinary probation may be prohibited from attending school trips. Final determination for student eligibility for participation in a school trip rests with the Office of the Assistant Principal of Campus Life.

## **R. BUSINESS OFFICE**

The Business Office is open during normal school hours. The hours during vacation periods may vary slightly.

### **PRE-REGISTRATION**

In the second semester of each year, currently enrolled students register for the next academic year. At this time, students select their courses for the coming year, and the first tuition payment for the next academic year is due. This secures the student their active status. Failure to make the tuition down payment will suspend scheduling for the student and list him as non-registered.

### **TUITION**

Holy Cross High School is an independent Catholic School and finances operations largely through the collection of tuition. As responsible citizens in the community, we count on your prompt payment of tuition so that we can meet our financial obligations to the community. The tuition is established and published for each academic year by the Board of Directors. Tuition payments may be made directly to the school on a quarterly or semester basis on or before August 16<sup>th</sup>, October 15<sup>th</sup>, December 15<sup>th</sup> and February 15<sup>th</sup>.

Arrangements for payment of tuition on a ten-month basis can be made with the Business Office. If you choose the ten-month plan, enrollment forms must be obtained from and returned to the Business Office by June 1<sup>st</sup> before the upcoming school year. The school will not honor any request for transcripts if tuition is in arrears.

### **PAYMENTS**

Tuition payments may be made by cash or by check/money order. Payments may also be charged by MasterCard, Discover, American Express or VISA. Checks returned by the bank for

insufficient funds carry a \$25.00 bank charge. A late charge of \$15.00 will be assessed on the first of each month beyond the tuition date for each month the tuition is not paid.

## **GRADUATION**

Seniors will not be allowed to graduate unless all financial obligations to the school are met. Tuition and the Senior Charge must be paid by February 15th of the year of graduation. Seniors on the monthly plan receive an automatic extension to the completion date of the plan. In addition, seniors will not be permitted to attend the Prom or receive a yearbook if their account remains in arrears by the sign up date of these activities. Final transcripts will not be sent on to colleges.

## **REFUNDS**

The Freshman Registration fee is **NOT REFUNDABLE**. After the first tuition payment is made in the spring of the next academic year, and the student voluntarily withdraws, the first tuition payment is refundable on the following schedule: withdrawal within 30 days of the Registration date – ½ of the first tuition payment will be refunded; withdrawal within 60 days of the Registration date – ¼ of the first tuition payment will be refunded; withdrawal after 60 days of the Registration date – no refund. If a student withdraws voluntarily during the school year, tuition may be refunded on a prorated basis of ten months, minus the first tuition payment as indicated above. Attendance on the first day of any month counts as a full month.

## **INSURANCE**

Holy Cross High School provides supplemental or secondary accident insurance coverage to all students for accidental injury while at the school, or at a school sponsored function. The student's primary health/accident insurance coverage is through a personal or family plan. In order that the student and the school are properly protected, all injuries that occur on school property, or at a school-sponsored event, must be reported to the Assistant Principal for Campus Life **and** the Nurse in the School Health Office as soon as possible. Please provide the name, address and telephone number of any persons who witnessed the accident.

## **CHARGES**

The Registration charge is a one-time charge when a student first enters Holy Cross. It covers all costs associated with registering a student and setting up schedules. The Senior charge is billed in January of the student's senior year. It covers all the costs associated with graduation, including the cost of the yearbook. **These charges are not refundable.**

## **FINANCIAL AID**

A limited amount of financial assistance is available to Sophomores, Juniors, and Seniors. (Incoming Freshmen follow a separate procedure at the time of Registration.) To apply for

financial assistance, forms are available in the Business Office beginning on March 20<sup>th</sup>. Completed forms, with appropriate tax returns, must be returned to the review agency by May 15<sup>th</sup>. There is a processing fee which must accompany the submitted application.

## **S. MEDICAL OFFICE**

### **SCHOOL NURSE**

The school nurse is available every day. She is available to assess unexpected illness and injuries and make appropriate referrals, as well as supervise authorized medications.

A signed pass is required to be admitted to the medical office from the teacher of the class the student is missing. A pass to return to class will be issued when leaving the medical office. To be excused from physical education, the student must present a doctor's note stating the reason and expected return to activities. Any student not participating in physical education is ineligible to participate in any athletics.

### **PHYSICALS AND IMMUNIZATIONS:**

NYS Law requires all new students entering Holy Cross HS to provide a medical examination form and a copy of immunization record signed, stamped and dated by their physician, hospital or clinic.

### **SPORTS PARTICIPATION:**

Any student interested in participating in any and all sports must submit a completed medical form dated on or after June 1st of every year, before tryouts.

### **SENIORS:**

The mandate for all students entering 12th grade/senior year is to provide proof of having received a vaccination or booster of meningococcal vaccine on or after their 16th birthday. Must be provided before the start of the school year.

### **MEDICATION:**

The City of New York, Board of Health and Department of Education prohibit the unauthorized distribution of medication, including aspirin, to students in any school.

Holy Cross' policies in regard to medication are as follows:

- The School Nurse will supervise the self-administration of over-the-counter medication only with written parent/guardian authorization.
- Chronic pediatric illness requiring medication/supervision by a healthcare professional is to be reported to the School Nurse.
- No student is allowed to carry medications or to self-medicate without the knowledge and permission of the School Nurse.
- All medical forms are available on the Holy Cross website.

**ILLNESS RELATED SCHOOL RELEASE:**

A student to be released from school because of illness needs to be picked up by a parent or an authorized adult. **Students are not permitted to telephone their parents requesting to be picked up from school without authorization from the Medical Office or other Administrative offices.**

**STUDENT PREGNANCY:**

In keeping with the teachings of the Catholic Church, we believe in the sanctity of marriage. We expect that our students know and understand the Church's teachings on abstinence. We expect that our students respect the dignity of their own bodies and we encourage our students to refrain from sexual intimacy outside of marriage. We also understand the pressures placed on today's adolescents. Above all, we respect the sanctity of life. If a student learns that she is pregnant, she is to notify her Guidance Counselor immediately. The student's parents will be asked to come to the school for a meeting with Guidance and Campus Life to review the student's educational options. If the family decides that they would like the student to continue her studies at Holy Cross High School, the student would have to be evaluated by a doctor so as to ensure that her continued attendance at Holy Cross would be safe for both the student and the unborn child. The parents would also have to give written permission for the student's doctor to speak with our School Nurse. Holy Cross reserves the right to restrict the student's activities at school for the duration of the pregnancy.

**ELEVATOR:**

Only students with a signed doctor's note presented to the Medical Office will be permitted to use the elevator before, during, or after school.

**CONCUSSION POLICY:**

Students who sustain a concussion must present a doctor's note that addresses both academics and physical education. All students will adhere to a gradual return to play ( 5 days of slowly increasing activity) after being cleared to participate by their doctor.

**APPLICATION FOR EMPLOYMENT "WORKING PAPERS"**

Students seeking "working papers" are requested to meet with the School Nurse in the Medical Office, prior to the beginning of classes. Working papers are issued from September through June and only for Holy Cross students.

## T. TELEPHONE AND EXTENSION DIRECTORY

Main Office Hours are from 8:00 AM - 3:30 PM when school is in session.

### Area Code 718

Assistant Principal For Campus Life	886-7250, Ext. 518
Assistant Principal For Academics	886-7250, Ext. 523
Admissions	886-7250, Ext. 558
<b>Attendance (to report an absence)</b>	<b>886-7250, Ext. 518</b>
Athletic Director	886-7250, Ext. 517
Athletic Event Schedule	886-7250, Ext. 561
Campus Ministry	886-7250, Ext. 548
Director of Instructional Technology / Webmaster / Google	886-7250, Ext. 576
Driver Education	886-7250, Ext. 572
Institutional Advancement Office	886-7250, Ext. 577
<b>Main Office</b>	<b>886-7250, Ext. 510</b>
Nurse's Office	886-7250, Ext. 515
President	886-7250, Ext. 529
Principal	886-7250, Ext. 570
Service Coordinator	886-7250, Ext. 612
Tuition	886-7250, Ext. 574

## **APPENDIX A. TECHNOLOGY AND INTERNET USE RULES**

The following is intended to provide general guidance of permissible and prohibited uses. These rules and guidelines do not attempt to state all required or prohibited activities by student users. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the Director of Instructional Technology.

### **A. Computer Use is a Privilege, Not a Right**

Student use of the School's computers, networks, and Internet services as well as privately owned computers while on the School's property is a privilege and not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action including expulsion in severe situations. The Principal shall have final authority to decide whether a student's privileges will be denied or revoked. All students are responsible for their actions and activities involving school or personal computers, the School's network and internet services, and for their computer files, passwords and accounts. These rules apply to all school and personal computers when on School property and all School-provided personal computing devices wherever used, and all uses of School servers, Internet access and networks regardless of how they are accessed.

### **B. Acceptable Use**

1. All School computers and personal computers when on the School's property, network and Internet services are provided only for educational purposes and research consistent with the school educational mission, curriculum and instructional goals.
2. Students must comply with all School policies, School rules and expectations concerning student conduct and communications when using school or personal computers, whether on or off school property. Students represent their family, our School and our community in everything a student publishes. Web pages and web forums are more public than email because they are viewed by more people. Students should give thought to what they publish, both in terms of content and simple things like spelling.
3. Students also must comply with all specific instructions from the School's staff and volunteers when using the School's computers or their own personal computers when on School Property.

4. In summary, all School computers, whether on or off School property, and a student's personal computer when on School Property and accompanying Internet use must only be for educational purposes or other approved school purposes. All other uses are prohibited.

### **C. Unacceptable and Prohibited Use**

Unacceptable uses of school unit computers include, but are not limited to, the following:

**1. Accessing or Communicating Inappropriate Materials** - Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.

**2. Illegal Activities** - Students may not use the School computers (or personal computers and other electronic devices while on School Property), the School's network and Internet services for any illegal activity or in violation of any School policy/procedure or School rules. The School assumes no responsibility for illegal activities of students while using school computers.

**3. Violating Copyrights or Software Licenses** - Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of the entity that owns the license to software. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The School unit assumes no responsibility for copyright or licensing violations by students.

**4. Plagiarism** - Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher and web site must be identified.

**5. Use for Non-School-Related Purposes** - Using the computers, network and Internet services for any personal reasons not connected with the educational program or school assignments while connected to the school network is prohibited. This rule shall also apply to personal computers while present on the School's property.

**6. Misuse of Passwords/Unauthorized Access** - Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.

**7. Malicious Use/Vandalism** - Students may not engage in any malicious use, disruption or harm to the School computers, network and Internet services or another student's computer, including but not limited to hacking activities and creation/uploading of computer viruses.

**8. Avoiding School Filters** - Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the School filters.

**9. Unauthorized Access to Blogs/Social Networking Sites, etc.** - Students may not access blogs, social networking sites, etc. to which student access is prohibited while connected to the school network. Students may not use their own personal computers or any other computers for these purposes while present on School Property.

#### **D. Compensation for Losses, Costs and/or Damages**

The student and their parents are responsible for compensating the School for any losses, costs or damages incurred for violations of Board policies/procedures and school rules while the student is using School computers, including the cost of investigating such violations. The School assumes no responsibility for any unauthorized charges or costs incurred by a student while using School computers.

#### **E. Student Security**

Students must be wary of strangers. They should NEVER give out to strangers personal information about themselves, where they live, their phone number, age or where they are going. Meeting someone online does not make them safe or reputable. Students should inform their teacher or parent if they access information or messages that are dangerous, inappropriate, make them uncomfortable in any way or if a stranger is attempting to befriend them.

#### **F. System Security**

Any student who identifies a security problem with the School's computers, network or Internet must notify their teacher or the Director of Institutional Technology.

#### **G. Additional Rules for Personal computing devices Issued to Students by the School**

1. Students and their families are responsible for the proper care of personal electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. Parents should be aware that they are responsible for any costs associated with loss, theft or damage to a computer issued to their student.

2. If a School computer issued to a student is lost or stolen, this must be reported to the school authority immediately.
3. The School's policy and rules concerning computer and Internet use apply to use of personal computing devices at any time on School property. Students are responsible for obeying any additional rules concerning care of personal computing devices issued by the School.
4. Parents are responsible for supervising their student's use of their personal computer and Internet access when in use at home.
5. The School's computers may only be used by the student to whom it is assigned.

#### **H. Additional Rules for Use of Privately-Owned Computers by Students**

1. A student who wishes to use a privately-owned computer or any electronic device capable of connecting to the School network, or otherwise for School use must comply with these rules and guidelines as set forth above.
2. Use of privately-owned devices may be denied while on School property if it is determined that there is not a suitable educational basis for the use.
3. The student is responsible for proper care of their privately-owned computer, including any costs of repair, replacement or any modifications needed to use the computer at school.
4. The School, and its employees, is not responsible for damage, loss or theft of any privately-owned computer unless caused by the School or its employees.
5. Students have no expectation of privacy in their use of a privately-owned computer while at School. The School unit reserves the right to search a student's privately-owned computer if there is reasonable suspicion that the student has violated School policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.
6. The School may confiscate any privately-owned computer used by a student in school without authorization as required by these rules. The contents of the computer may be searched in accordance with applicable laws and policies.