

**PARENTS and STUDENTS:  
PLEASE READ THE HANDBOOK  
FOUND ON THE SCHOOL'S WEBSITE  
& SIGN THIS PAGE FROM THE HANDBOOK  
AND RETURN TO THE HOMEROOM TEACHER  
WITHIN ONE WEEK OF RECEIPT.**



## ***HOLY CROSS HIGH SCHOOL***

has developed rules, regulations, and procedures in conjunction  
with the policies as stated in the  
**DIOCESE OF SCRANTON SCHOOL POLICY MANUAL**  
as well as in the  
**HANDBOOK FOR STUDENTS AND PARENTS.**

This is to certify that we have received a copy of the

### **2016-2017 Handbook for Students and Parents.**

*We have read* the rules and regulations contained in the Handbook for Students and Parents.

*We agree* to be governed by the regulations set forth.

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PARENT(S) SIGNATURE

DATE

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STUDENT SIGNATURE

DATE

I/We give permission for student to be photographed and/or videotaped within the school setting/activity for public relations, advertising or educational purposes.      \_\_\_ Yes      \_\_\_ No

I/We have read and agree to abide by the agreement for the use of computers and internet access.      \_\_\_ Yes      \_\_\_ No



## **Holy Cross High School Mission Statement**

Holy Cross High School, an institution of excellence, is committed to the development of the whole person, offering comprehensive academic, social and athletic programs which are rooted in the Gospel and teaching of the Catholic Church. A Roman Catholic High School in the Diocese of Scranton, Holy Cross challenges its students to appreciate life-long learning and to develop character, leadership and integrity in a caring environment in order to promote a culture of peace, justice and service.

## **Holy Cross High School Belief Statements**

We Believe:

- That the Gospel teachings of Jesus serve as the core of all religious, academic and extracurricular activities at Holy Cross High School.
- That through our Baptism we are called to share in the mission of Jesus Christ, proclaiming the Gospel, fully and actively celebrating the sacraments, and promoting a culture of life, justice and peace rooted in Christian service.
- That our Catholic faith fosters a welcoming family, faith-based environment for all people, regardless of race, creed or culture.
- That a respect for the dignity and value of self and others is essential for all growth, and that the whole person – mind, body and spirit – must be nurtured.
- That a challenging curricular program in the arts, sciences and humanities seeks to instill an appreciation for life-long learning and fosters the development of Christian leadership, character and integrity in all students.
- That our students' diverse physical and athletic abilities be developed to their full potential.
- That family participation, along with quality education, is important for our students to achieve their full potential

## **DIOCESE OF SCRANTON**

“They devoted themselves to the teaching of the apostles and to the communal life, to the breaking of the bread and to the prayers. Awe came upon everyone, and many wonders and signs were done through the apostles. All who believed were together and had all things in common; they would sell their property and possessions and divide them among all according to each one’s need. Every day they devoted themselves to meeting together in the temple area and to breaking bread in their homes. They ate their meals with exultation and sincerity of heart, praising God and enjoying favor with all the people. And every day the Lord added to their number those who were being saved.” Acts 2:42-47

## **MISSION STATEMENT**

“We, the Catholic faithful of the Diocese of Scranton, in union with our Holy Father, the Pope, are called through baptism to share in the mission which Jesus Christ has entrusted to the One, Holy, Catholic and Apostolic Church. Priests, deacons, religious and laity, under the leadership of our Bishop, cooperate to proclaim the Gospel in accordance with the teaching of the Church, to celebrate the sacraments, especially the Eucharist, for the salvation of all, and to witness by grace to the Kingdom of God so as to promote a culture of life, justice and peace.”

## **CATHOLIC SCHOOLS’ MISSION STATEMENT**

“We, the Catholic Schools of the Diocese of Scranton, are committed to educate students and their families in the Catholic faith. We provide a Catholic education that is spiritually sound and academically excellent. We strive to prepare our students to be faith-filled leaders and life-long learners dedicated to serving the church and society.”

### **Precepts of the Church**

- You shall attend Mass on Sundays and on holy days of obligation and rest from servile work.
- You shall confess your sins at least once a year.
- You shall receive the sacrament of the Eucharist at least during the Easter season.
- You shall observe the days of fasting and abstinence established by the Church.
- You shall help to provide for the needs of the Church.

## History of Holy Cross High School

Holy Cross High School was formed in July, 2007, after a Diocesan study recommended the merger of Bishop Hannan High School, located in Scranton and Bishop O'Hara High School, Dunmore. The two campus sites remained open during the 2007-2008 year. In August 2008, after completing renovations at the Dunmore site, a unified Holy Cross High School opened its doors.

St. Cecilia Academy, founded in 1872, is considered the forerunner of St. Peter Elementary School and Cathedral High School, which was established in 1958 by Bishop Jerome D. Hannan. In 1969, St. Paul High School and Holy Rosary High School consolidated with Cathedral High School, and the school's name was changed to Bishop Hannan High School. Further mergers occurred in when Marywood Seminary joined in 1971, West Scranton Central Catholic High School joined in 1974, and Bishop Klonowski joined in 1982. Bishop Hannan High School then became the only Diocesan high school in the City of Scranton.

Dunmore Central Catholic opened in the fall of 1964 following the successful pledge drive by parishioners of five parishes in Dunmore: All Saints, St. Anthony of Padua, St. Casimir, St. Mary of Mount Carmel, and St. Rocco. Four years later, citing the increasing enrollment of students from Mid-Valley and Valley View School Districts, Bishop J. Carroll McCormick, Bishop of

Scranton, expanded centralization of the school. Nineteen parishes were added to the list of those supporting the school and the school's name was changed to Bishop O'Hara High School in honor of Bishop William O' Hara, the first bishop of the Diocese of Scranton.

## Coat of Arms

The Coat of Arms of Holy Cross High School, while simple in its presentation, is rich in its symbolism and significance. Embossed on a background of green, black and silver, the school colors, it is composed of four symbols.

On the bottom left, the Book of Knowledge represents the comprehensive academic program which ultimately seeks the integration of the whole person, mind, body, soul and spirit. Above the Book of Knowledge is the Lamp of Learning which serves to ignite an appreciation of learning and the development of leadership, character and integrity in order to promote a culture of justice and peace evidenced through Christian Service.

On the right is the Cross, the universal symbol of Christianity. For the Holy Cross Community, it stands as witness to and symbol of God's love and forgiveness for all of humankind, which is represented by the last symbol – the world.

## ALMA MATER

We celebrate one heart, one  
mind, One tradition burns deep within.  
We stand as one united, living in our  
glory!  
Holy Cross, your light will guide our way,  
Your traditions root us in faith.  
Holy Cross, we look to futures bright,  
We rise with what we know,  
As God's people, witness to your name:  
Holy Cross, stand true!  
The light that shines within our hearts  
Reflects your spirit true.  
Crusaders proud we will always be, Faith and joy will  
lead our way!

Music by: Sr. Joan McCusker, IHM  
Lyrics by: Dr. David Lawrence

## MOTTO

"In Hoc Signo Vinces"



"In this Sign, Thou Shall Conquer"

The Emperor Constantine viewed these words above a cross in the sky, which is believed to have led to his victory in battle.

**Colors:** Green, Silver, Black

**Nickname:** Crusaders

## Themes

2009-2010 "Let your Love Change the World"

2010-2011 "God is Here"

2011-2012 "We are on a Mission"

2012-2013 "How Beautiful are the Feet Who Bring Your Word"

2013-2014 "Heaven is in my Heart"

2014-2015 "Building the Kingdom"

2015-2016 "Go Into the World as Disciples of Mercy"

2016-2017 "Amor est semper in via.  
Love is always on the way."



# HOLY CROSS HIGH SCHOOL STUDENT CONTRACT

Each parent and student at the beginning of each new school year agrees to the contract that appears here. Parents and students alike should be familiar with the terms of this agreement.

## **I UNDERSTAND AND AM WILLING TO ABIDE BY THE FOLLOWING HOLY CROSS HIGH SCHOOL REGULATIONS:**

1. Each student/family must be registered members of a parish community. All students/families must be full and active participants of their respective parishes. All students/families must be willing to give of their time, talent and treasure.
2. Students who fail any course at the end of the school year must make up this course work in summer school or with a tutor before being readmitted to Holy Cross High School. Seniors who fail any course may become ineligible for graduation. Seniors must pass all classes and complete all Senior requirements to receive a diploma.
3. Students who fail three or more courses may not be readmitted for the following school term.
4. Students in possession of or under the influence of drugs, including alcohol, in school, on the school bus or during school-related activities whether on or off school property may incur the penalty of expulsion from school.
5. Students who engage in any illegal activities at any time (including the use of drugs and alcohol) may be subject to school disciplinary actions, including expulsion.
6. Students who accumulate 15 unexcused tardies during the course of a school year will be ineligible to participate in any social, co-curricular, or extra-curricular activities including athletics.
7. Students who fight or use abusive, demeaning, harassing, profane or threatening language at school or on the bus may be subject to school disciplinary action including expulsion.
8. Students are bound by all the rules of the Student/Parent Handbook.
9. Students are expected to stay in the classes they have chosen. Class changes will be made only for extraordinary reasons and at the discretion of the Administration.
10. **The registration of a student in Holy Cross High School is considered recognition on the part of the student and his or her parents or guardians of compliance with all school policies of the Diocese of Scranton and the rules and regulations of the school.**
11. **The school reserves the right to amend all school rules as found in this Handbook. Parents will be given prompt notification of all changes.**

# PROGRAMS FOR RELIGIOUS FORMATION

## WORSHIP

The Catholic high school is called to be a community of worship. Its very existence as part of the Church requires that the community praises God for His goodness and glory, and acknowledges its dependence on Him. The school is a community of faith and faith and worship are intimately related.

Students are to participate in sacramental celebrations, especially monthly school-wide celebrations of the Eucharist and seasonal celebrations of the Sacrament of Reconciliation. Attendance and participation in Annual Retreats are required of all students as an integral part of their religious formation and as a requirement for attendance at a diocesan Catholic high school.

## SERVICE

In order to fulfill their obligation as disciples of the Lord and to concretize their religious instruction, students are encouraged to become involved in service programs directly related to the school. Examples include mission activities, liturgy preparation, work with the aged and sick, social action, volunteer assistance at local soup kitchens, participation in tutoring programs, etc.

Secondary school students will be required to fulfill **20 hours** of documented community service each year. Students in grade 12 are required to complete **40 hours** of **pre-approved, contracted**, documented service to a single institution in some form of supervised outreach.

# ACADEMIC POLICIES

## INTRODUCTION

After education and formation in the Catholic faith, the most important aspect of school is academic studies. Nothing should be allowed to interfere with the student's right to, and desire for, a sound education. Co-curricular activities and after school employment should always be considered secondary to successful achievement in scholastic requirements.

In addition to time spent in class and study periods in school, it is suggested that students spend at least two hours a day at home in study and preparation for their assignments for the next day. Students are encouraged to ask a teacher outside of class to explain subject matter that was not understood in class. It is the desire of the teacher to help the students to avoid the possibility of failing.

## ACCREDITATION

Holy Cross High School is accredited by the Commonwealth of Pennsylvania and the Middle States Association of Colleges and Secondary Schools.

## ACADEMIC INTEGRITY

Academic dishonesty demonstrates a lack of integrity and character that is inconsistent with the values of our Catholic educational institution.

Honesty in academic work is necessary for the effective intellectual development of the student, the fair evaluation of his/her academic performance, and most importantly as a moral mandate of our Christian faith. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Education in a Catholic school fosters learning in an environment infused with the values implicit in the Gospel message of Jesus Christ. Stress often propels students to make unethical choices. When students choose to commit academic dishonesty, it may be a symptom of a more serious problem such as inappropriate class placement, over-commitment to extra or co-curricular activities, and/or academic desperation. The compromise of their values through academic dishonesty may lead to a loss of self-esteem, as students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence and academic dishonesty robs students of their opportunity to become competent.

1. **Plagiarism** is the unacknowledged use of the ideas, words, research or assistance of another in preparing an assignment. Some common forms of plagiarism are using another person's words as if they were one's own, citing another person's work without documentation, or even presenting someone else's line of thinking in development of a thesis as if it were one's own. Education depends greatly on an exploration of the ideas and writings of others. Many assignments will require a student to research those ideas and writings. Whenever the words, ideas or research of another are used, the student must acknowledge that use. Teachers will provide guidance and instruction as to the accepted methods of identifying sources clearly and accurately.
2. **Violating the rules of an assignment:** A student who prepares an assignment in such a way as to "get around" the legitimate purpose of that assignment is also guilty of academic dishonesty. Some examples of violating the rules of an assignment include copying someone else's homework, falsifying data for a lab report, or submitting the same term paper for different assignments without the instructor's permission. High school is a time of multiple learning experiences. Therefore, unless a teacher has approved submission of a previously submitted paper, the student is required to write a new one. It is the student's responsibility to understand the rules under which an assignment is to be completed.

Other examples of compromising one's academic integrity would be:

- A. copying another student's answers on tests, quizzes, lab reports, etc.
- B. discussing answers with other students during the test itself or in between classes when others have not yet taken the exam.
- C. using a cheat sheet, copies of tests, or other unauthorized information either during or before the administration of the test.
- D. re-submission of old work, either one's own or someone else's.
- E. allowing a parent or friend to do one's work and presenting it as one's own effort.
- F. impeding the academic progress of other students, including, for example, taking another student's text or notebook from his/her locker without permission or stealing or defacing another student's work.

### **Penalties for Academic Dishonesty**

The penalty for academic dishonesty is usually a failure for the assignment and further disciplinary action according to the demerit/detention system and parent notification by the subject teacher. Serious or chronic violations could result in further penalties and could be reason for a student's dismissal from school.

### **COMPUTER NETWORK**

The school provides computers in the classrooms and the Learning Commons for the educational use of our staff and students.

All who choose to use the school computers are bound to observe the rules of use. Violation of the rules will result in disciplinary action.

#### **Computer Use Rules:**

- Respect school property
- Respect the Network. Do not try to go to restricted areas.
- Do not spread viruses. No personal disks or flash drives may be used unless scanned for viruses
- Do not alter Program Settings
- Respect storage space within the Network. All Network folders will be emptied each summer.
- There will be no access to chat rooms, news groups or web e-mail
- Do not download files. In special circumstances, permission may be requested.

- Respect Copyright laws. Do not plagiarize Web pages or graphics; all Web pages must be notated as a reference.
- Do not use the Network for personal business
- Do not use the Network inappropriately. Do not seek or publish any material that is abusive, profane, sexually offensive or against the faith and morals of the Catholic Church.
- Respect State and Federal Laws regarding pornography as well as the use, selling, and/or the distribution of illegal substance.
- Respect the school's Acceptable Use Policy.

## **PROGRAM OF STUDIES**

**\*Information can be found in the Holy Cross Curriculum Guide.**

## **ADMISSIONS**

Parents may apply for admission to Holy Cross School High School for their son or daughter. Application does not guarantee admission.

## **CUSTODY ISSUES**

Every Catholic school in the Diocese of Scranton requires that the custodial parent file a court certified copy of the custody section of the divorce decree or a court certified copy of the custody agreement with the school. If no such copy is on file, the school officials will presume that both parents have custodial rights. School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to the court mandated custody arrangements. However, parents must accept the primary responsibility as to which parent should have physical custody of their children on any given day.

Catholic schools in the Diocese of Scranton shall abide by the provisions of the *“Family Educational Rights and Privacy Act”* with regard to parents' rights of access to their children's school records. Likewise, the school shall abide by the provisions of the Commonwealth of Pennsylvania's laws regarding the access of the non-custodial parents to his or her child's school records.

## **TRANSFER STUDENTS**

Acceptance of students transferring from another school will be considered upon the fulfillment of the following requirements:

1. Submission of a copy of a complete high school transcript..
2. Clearance by the Dean of Students, Vice-Principal, Guidance Department, Chaplain/DRF, Athletic Director, and Finance Office.
3. Approval by the Principal.

**All transfer students are required to sign a probationary contract before being accepted.**

## **PROGRESS/DEFICIENCY REPORTS**

Progress/Deficiency Reports are sent at the midpoint of each quarter. These reports are sent to those students in danger of failing, and also to students whose work is below the standards of the school or their own abilities. It is hoped that parents will follow the suggestions indicated on the report. Parents must understand that it is possible for a student to be passing at the midpoint of a quarter but to fail the quarter due to failing grades on later assignments and/or tests. While every effort will be made to notify parents when possible, a lack of notification will not affect the failing grade.

**Parents can stay current with their son or daughter's grades by using EdLine on a regular basis.**

## **NATIONAL HONOR SOCIETY**

The National Honor Society of Holy Cross High School has as its purpose the creation of enthusiasm for scholarship, the stimulation of a desire to render service, the promotion of worthy leadership, and the encouragement of character in all students. Membership is one of the highest honors that can be awarded to a high school student.

### **SELECTION PROCESS**

Membership in the National Honor Society is both an honor and a responsibility. Students may not initiate an application for membership or consider it a right. Students are invited to apply. Membership is granted only to qualified students who are accepted by the Faculty Council of the National Honor Society and approved by the Principal.

The Faculty Council consists of five faculty members appointed annually by the Principal. The chapter advisor is an ex-officio member of the Faculty Council. To be eligible for membership, a student must be a Junior or Senior who has achieved a cumulative GPA of 4.1 - 3.3. Students must have been in attendance at this school for at least one semester. Students who show a continuous disregard for the school's rules will not be eligible for membership. Membership is never considered on the basis of grades alone. Students who are academically eligible will be notified by the chapter advisor and informed that for further consideration for selection of NHS, they must complete a Student Activity Information Form and Essay. **This form and essay must be returned to the chapter advisor at the date and time indicated on the letter of invitation. Failure on the part of the candidate to return this form and essay by the due date and time indicated will automatically eliminate the candidate from further consideration.**

If a student is absent, he or she must make arrangements to have the form and essay in on time. If extenuating circumstances arise a phone call **must** be made to the NHS advisor. It is up to the discretion of the advisor to determine if alternate arrangements may be made.

Students and parents must understand that the form is not an application for membership, and the review of the information does not guarantee selection. The Faculty Council will carefully review candidates in the areas of leadership, service and character, as evidenced in the student activity information form. As stated in the letter of invitation, the student must schedule and interview with the Faculty Council at the time of submission. The Council may require verification of the information on the form. Students must excel in all four areas: scholarship, leadership, service and character. Candidates receiving majority votes of the Faculty Council will have their names presented to the Principal for final approval.

### **NON SELECTION OF CANDIDATES**

Not all students who are academically eligible will be chosen for membership. Schools are not obliged to share with parents and students information concerning the non-selection of specific students. According to the NHS legal counsel, no constitutional due process requirements apply in non-selection cases.

Commonly, however, complainants question the judgment of the NHS Faculty Council. It is important for students and parents to realize that a decision of this type has some subjective aspects. The principal has chosen five persons to be on the NHS Faculty Council and places a high degree of trust in this group.

Parents and students must understand that no student has a right to be selected for membership in a chapter of the NHS, and the NHS Faculty Council is entrusted with making the selection decisions. The National Council of NHS will not review the judgment of the NHS Faculty Council regarding the selection of individual members to local chapters.

### **ACTIVITIES**

Members of the National Honor Society are responsible for many service activities. All members should participate in all activities under the direction of their elected officers and the Holy Cross Administration, from conception of an idea to completion of the project.

## **DISMISSAL**

Students inducted into the National Honor Society are monitored by the chapter advisor to assure they maintain the high standards of the Society. Failure to maintain these standards of scholarship, leadership, service and character will be reviewed by the NHS Faculty Council and the Principal and may result in either a probation period or dismissal.

A student who is dismissed from the NHS for failure to comply with these expectations has a right to a hearing before the NHS Faculty Council.

## **PROMOTION, COURSE FAILURE, SUMMER SCHOOL**

It is required that a student passes all courses taken at the school. Arranging for summer school or make-up credits is the responsibility of the individual student. Courses must be made up during the summer following the failure.

**It should be noted that this Failure and Summer School Policy applies to all students, including seniors who expect to graduate at the conclusion of their senior year. If a senior fails a course, his/her diploma will be held until the course has been successfully completed during summer school.**

Courses failed during the school year must be made up in an accredited summer school system, or through and approved certified private tutor. Documentation of attendance at summer school must be sent to the Principal as soon as summer school is completed. When this transcript is received, a grade of P will be entered as a make-up grade on the transcript. This grade will not affect the student's G.P.A.

Students who opt to use a certified private tutor to make up courses failed during the school year must make arrangements with the Vice Principal and Guidance offices before tutoring begins. The tutor must be certified in the subject area of tutorial work. Documentation must be sent to the Vice Principal and Guidance office as soon as the work is successfully completed. When the documentation is received, the student may be required to take a final exam at Holy Cross. If the exam is passed, the course grade will be changed to 70 and credit will be given. Credit will be added to the quality point average for the following year. Any student failing to make up courses in summer school may be asked to withdraw from the school.

## **ACADEMIC PROBATION**

Any student failing two (2) or more subjects at the end of a quarter will be placed on Academic Probation for the following quarter.

Any student failing two (2) or more subjects at the end of the school year may be asked to withdraw or will be placed on Academic Probation for the following year. These students and their parents must meet with the administration before the start of the school year and an Academic Probationary Contract may be required.

The Vice Principal and the Guidance Department will monitor the academic progress of these students during the probation period as defined in the Academic Probation Contract written during the meeting with the student and parents.

## **SCHEDULE CHANGES**

Students wishing to make course changes may be allowed with good reason and parental consent to change a course by following these procedures:

1. Conference with the Vice Principal of Academics.
2. Submission of a schedule change request form signed by the parent/guardian.
3. Any change made after the schedules are printed will incur a \$25.00 fee.

**No course changes will be made after Friday of the second week of school. Students are expected to stay in the classes they have chosen. Class changes will be made only for extraordinary reasons and at the discretion of the Administration.**

## **MEET THE TEACHERS NIGHT**

Early in the school year, parents are given the opportunity to meet teachers and receive a description of the course, class, homework requirements, and testing and grading policies.

## **PARENT CONFERENCE AND REPORT CARD DISTRIBUTION**

At the beginning of the second quarter, an opportunity will be given parents and guardians of the students to visit the teachers individually to discuss the student's progress. Parents are urged to visit the school. They are reminded that they may contact the school at any time regarding the progress of their children.

## **GUIDANCE AND COUNSELING**

Guidance is concerned with the educational, emotional, and social development of all the students in relation to their total school experience. Guidance is a necessary part of the total school program. It is a coordinated effort involving students, faculty, parents, administration and specialists as needed. The counselor has the major role in developing and implementing a plan of guidance, but the cooperation of teachers, parents and administration is essential.

Individual counseling is the core of the guidance program. It includes counseling of an academic, personal, and vocational nature. The counselors attempt to establish a rapport with their students which will enable them to discuss, understand, and deal with students' feelings concerning any problems that may arise. Counselors are a valuable source of information for both parents and students. They also assist students in identifying abilities, selecting courses, and planning for college as well as in selecting a program which is consistent with their personal abilities and goals.

Each student in grades nine through twelve will be interviewed at least once during the school year. Depending upon the nature of the situation, students may be seen as often as needed. Also, students are encouraged to set up appointments with the counselors whenever they feel it is necessary.

Finally, the school counselor will follow the professional standards established by the American School Guidance Association, treating each person individually and confidentially. With this in mind, all students should take advantage of this service available to them.

Counselors will keep confidential information shared in counseling sessions unless the student's or another person's health, life and/or safety are at risk or if criminal activity is being contemplated or has occurred. All school staff members have responsibilities towards students and their well-being and towards other people who could be harmed by the student. Additionally, failure to report criminal activity could make the counselor liable to charges of being an accessory to the crime before or after the fact.

**Testing:** The following group tests are administered during the school year: i.e. the Terra Nova Test, the PSAT/NSMQT, and ASVAB. Individual seniors may elect to take various tests, including the SAT I, SAT II (Subject Tests), ACT, and Advanced Placement Tests.

## **STUDENT ASSISTANCE PROGRAM**

"The Student Assistance Program is designed to assist school personnel in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to student's success." The Holy Cross Student Assistance Program is appropriately named the C.R.O.S.S. Team, Caring Response Offered for Supporting Students. The C.R.O.S.S. Team is comprised of faculty, guidance, and administration that are ready to assist students referred to their care.

## **TEXTBOOKS**

Textbooks are the property of either the school or the Commonwealth of Pennsylvania. Textbooks are distributed to students in the beginning of the school year. It is the responsibility of the student to keep the books covered and to return them at the end of the year in good condition. Lost books

and/or damaged books must be replaced by the student at full replacement cost. Payments are made to the Main Office.

## **TRANSCRIPTS**

A transcript is a copy of a student's high school record that lists courses taken, grades, and credits earned, rank in class and standardized achievement test scores. An official transcript is signed and sealed by the principal and sent directly to another institution (college, business or employer).

No transcript will be issued without a written request from the parent/ guardian if the student is under 18 years of age. All financial obligations must be fulfilled before a transcript will be issued.

Three transcripts are provided to each student; additional transcripts are provided for a fee.

## **TUTORING**

The National Honor Society provides peer tutoring service for students who need assistance. The subject teacher, the student, the guidance department or the parents may request tutors for such students. All such requests are made through the Guidance Office and subject teachers are informed of the tutorial arrangements.

It is important to realize that the tutors themselves are students and are in no way professional tutors. If a student is in need of major remedial assistance or suffers from a learning disability, a professional tutor should be considered.

In addition to services provided by the National Honor Society tutoring program, the faculty is available for tutoring. Arrangements for this are made with the individual faculty members.

## **REGISTRATION, TUITION AND FINANCIAL AID**

Registration begins during the end of the second quarter/ beginning of the third quarter for the upcoming school year. Parents are encouraged to return all registration materials promptly so we may determine our budget as well as plan for teaching staff needs for our next school year. A registration fee will be charged. Parents seeking any financial assistance are required to complete the PSAS Financial Aid forms that will be sent to you and are also available from the school's Finance Office and must be returned by the deadline date established.

## **PHYSICAL EDUCATION (P.E.)**

Physical Education is a **state requirement for graduation**. No one may take physical education unless he/she **is in the proper school gym uniform (see P.E. Uniform Policy)**. To be excused from physical education due to illness, a student **must present a note from a medical doctor to the physical education instructor**. A student who is consistently unprepared for class may fail Physical Education for the quarter or the entire year. The failure must be made up in summer school. (See Promotion, Course Failure, Summer School).

### **P.E. Uniform Policy**

**All upperclassmen will be required to wear, 'Holy Cross' shorts and t-shirts for the physical education classes.**

**All freshmen are required to wear a specific Holy Cross gym uniform that is to be purchased from the physical education teacher.**

**All students are required to wear sneaker type athletic shoes approved by the physical education teacher.**

**Students should never leave valuables (i.e., purses, money, watches, etc.) in the locker rooms. The school cannot be responsible for the loss of unattended personal items.**

# POLICY ON HARASSMENT, HAZING AND DISCRIMINATION (STUDENT VERSION)

## Philosophy

In recognition of the dignity and worth of each individual, this policy promotes an environment in which all persons at Holy Cross High School shall be free from all forms of harassment, hazing and discrimination and conduct which can be considered harassing, hazing, coercive or disruptive. Such behavior undermines Catholic values and jeopardizes the integrity of the relationship that exists among staff members and among students with their peers and with all school personnel.

## Definitions

1. **Harassment** is defined as any inappropriate verbal or physical conduct based on *gender, age, sexual orientation, religion, ethnic background, race or color, physical appearance and/ or intellectual or motor abilities* made by any member of the school community. The concept of intent is not addressed here, but rather, it is the recipient's reaction that is considered to be the critical variable in making any determination. Any conduct that creates an intimidating, hostile, or offensive environment shall be considered a form of harassment when:
  - Subjection to such conduct has the purpose or effect of substantially interfering with an individual's academic performance.
  - Subjection to such conduct is made either explicitly or implicitly a term or condition for one's education.
  - Subjection to a rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual.
  - Subjection to such conduct causes discomfort, physical or emotional harm to the person.
2. **Harassment** may include, but is not limited to, verbal and/or physical harassment or abuse, repeated remarks with demeaning implications and/or explicit or implicit threats concerning one's academic status or participation in co-curricular activities.
3. **Hazing** is any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.
4. **Discrimination** is the unequal treatment of a person based on a characteristic shared with others. The following are illegal types of discrimination: race, national origin, color, sex,

age or disability. [It should be noted that Catholic schools may discriminate on the basis of religion. Nonetheless, there should be no ridiculing of another's religion.]

### **Responsibilities**

1. The Administration is required to ensure adherence to and compliance with this policy and upon being informed of possible harassment, hazing or discrimination is required to take appropriate and timely action. The Administration is further required to publish this policy in the student handbook/calendar.
2. Anyone, including the person affected, a person involved in the incident, faculty/staff, parents, friends, community members may and should report the incident immediately. If one is not sure that the incident clearly falls into one of these categories, the incident should still be reported. The Administration will assess the situation and make the final judgment. If one is concerned, it probably fits the definition.
3. Students are encouraged whether directly or through a third party to notify the alleged harasser that the behavior is offensive and unwelcome. Whenever appropriate, staff members and students are encouraged to report unresolved incidents of harassment, hazing and/or discrimination to a higher authority, or if all else fails, to the Principal.

### **Confidentiality**

To the extent possible, any investigation of alleged harassment, hazing, and/or discrimination by a staff member or by a student will be conducted in a manner to protect the confidentiality of all individuals involved in the incident.

### **Procedures**

1. Whenever possible, the parties involved should attempt to resolve their differences between themselves or with the assistance of a mediator. The first course of action is to inform the offender to stop his/her unacceptable behavior.
  - a. A written record of the incident should immediately be made noting the individual(s) involved as well as the date, time and location of the incident, any witnesses present, and the exact nature of the offense.
  - b. All allegations should be promptly reported to parents/guardians, a responsible teacher, administration as soon as possible, preferably within ten school days. Delays can make any valid investigation difficult to conduct and document.
  - c. If any of these individuals can resolve the incident, the matter should be considered closed to the extent possible. **THE PRINCIPAL MUST ALSO BE INFORMED WHEN MATTERS ARE REFERRED TO ONE OF THE ABOVE NAMED PEOPLE.**
2. Serious allegations of harassment, hazing or discrimination should always be referred to the Principal as well as to the other staff members.
3. When required by law, the Principal will report the particular incident to the legal authorities.
4. Both the accused and the student making the allegation will have the right to appeal any decision deemed unsatisfactory to the Principal and/or the Superintendent of Schools.
5. The Principal will present a written report of all the facts and circumstances to the parents in a timely manner, barring special circumstances, within seven days of the initial report. The report will include the recommended remedial action the school plans to take. The parents have the right to support or mediate the recommendations made in the report. The parents also have the right to refer the incident to the legal authorities.

### **Retaliation**

Retaliation, intimidation or threats in response to a complaint will not be tolerated. The retaliation can be direct, indirect, or subtle. If it occurs, it will be dealt with in the same manner as the serious allegations are handled. Suspension and expulsion are possible penalties.

### **Remediation**

Any student found in violation of this policy following a judicious review of the allegations may be subject to remedial action which may include referral to counseling, an oral or written reprimand, limited suspension from classes, expulsion, or referral to the criminal justice system.

### **Education and Assessment**

This policy should be reviewed and updated regularly. Suggestions may be presented to the Administration by any member of the school community, including staff, students, and parents. Opportunities should be made available to all members of the school community to attend workshops, seminars and other activities in order to raise the level of consciousness concerning those issues raised in this policy statement.

## **POLICY ON BULLYING**

### **(Student Version)**

In recognition of the dignity and respect each individual is due; Holy Cross will follow the *Olweus* Bullying Prevention Program definition of bullying and school wide rules for anti-bullying. By definition, "Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself."

### ***Olweus* Bullying Prevention Program**

#### **Anti-Bullying Expectations**

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

## **DISCIPLINE POLICY**

Holy Cross is a Catholic high school and subscribes to the belief of the redeemed value of each person. Teachers, as well as administrators, should have faith in the student's ability to want to do the right thing. A positive approach, while it can create student trust and faith, can build self-confidence, and can improve morale, does not mean that students are provided license or unrestricted freedom to do as they please. Freedom is linked invariably with responsibility. A person who is truly free is one who acts and chooses while fully accepting the consequences of his/her actions. Restrictions should not be looked upon as only negative controls. Restrictions that are placed in keeping with the responsibility needed grant the individual more freedom and as such become rewards.

### **DETENTION**

Detention is a form of corrective action intended to remind students of their agreement to abide by the rules of the school community to which they voluntarily belong.

### **TEACHER DETENTION**

Each teacher is responsible for the environment in his/her classroom. If this environment is disrupted, it is the responsibility of each teacher to issue and proctor a private detention. The Dean of Students should be notified for the purpose of accurate record keeping.

For scheduling purposes, the student must be given at least 24 hours notice before serving the detention.

If a teacher has persistent problems with a student, this should be made known to the Dean of Students. A conference may then be set up with the Dean of Students, the teacher and the student. In some instances, parents may be required to be in attendance.

## **SUSPENSION**

If a student's actions and/or conduct demonstrate a disregard for the welfare of others (classmates, teachers, school property, school officials), or deprives others of their right to pursue their own education, compulsory removal may be necessary.

A student may be temporarily excluded from the school's educational program. This exclusion may take the form of an In-School Suspension (as in the case of truancy) or Out-of-School Suspension. Suspension normally lasts from one to ten days. The suspension process may be a punishment unto itself, in conjunction with probation, as a prelude to expulsion process, or as a temporary status prior to more definite disciplinary action. Parents will be informed of any suspension and a parent conference will be required before the student may resume attendance at school and/or school sponsored activities. At this conference a Discipline Contract will be reviewed and signed by the student, parent, and the Dean of Students. It is the student's responsibility to make up all academic assignments, projects, etc., missed while on suspension.

### **In-School Suspension**

1. The student will not be permitted to attend class, or eat lunch with classmates and will be denied all privileges on that school day. The student may not participate in or attend extracurricular functions on that day including athletic events or club activities.
2. Subject teachers will assign work to be completed during suspension time.
3. The following actions could warrant an in-school suspension: truancy, disrespect, insubordination, and other conduct or omission deemed inappropriate by the administration.

### **Out-of School Suspension**

This is reserved to the administration for serious or on-going offenses.

1. A student on Out-of-School Suspension may not attend classes or participate in or attend extracurricular functions including athletic events or club activities.
2. School work missed by a student on Out-of-School suspension is the responsibility of the student. Teachers are not obliged to provide make-up work.
3. For a student to return from an Out-of-School Suspension the student and his or her parent must meet with a member of the Administration to review and sign a Disciplinary Probation Contract before returning to school.
4. The following behaviors warrant Out-of-School Suspension:
  - A. Possession and/or use of a weapon in the school building, on school grounds, or at a school-sponsored activity. Use of any item that is illegal, unlawful, or considered dangerous.
  - B. Procuring, carrying, using, selling, or aiding in procurement of any controlled substance, such as marijuana, narcotics, and all other drugs and/or drug paraphernalia.
  - C. Alcohol use or possession in the school building, on school grounds, or at school sponsored activities.

- D. Setting off the fire alarm or initiating a bomb threat when there is no emergency.
- E. Willful destruction of school property and/or personal property. This will result in the payment of labor, repair, and/or replacement costs by the offender or parent/guardian.
- F. Fighting
- G. Bus conduct that results in serious injury to other students or school employees, or conduct that results in a bus accident.
- H. Vandalism, assault and/or battery to members of the administration, faculty, or staff, or violation or destruction of private property by illegal acts to members of the administration, faculty, or staff.
- I. Immorality, insubordination, serious profanity or disrespect.
- J. Giving or using the name of Holy Cross High School for any commercial purpose without authorization.
- K. Serious stealing/theft
- L. Threatening and/or serious harassment of another individual, either directly or indirectly, including through the use of e-mail, text messaging, the internet or any other means.
- M. Other conduct or omission deemed inappropriate by the administration.

### **DISCIPLINE CONTRACT**

A Discipline Contract is to be used only after all previous disciplinary consequences have failed to alter negative behavior or when a particular infraction is of such a serious nature as to warrant a contract. A student returning from Out-of-School suspension will automatically be placed on a Discipline Contract. It is signed by the student, parents, Dean of Students, and Principal and is binding on all parties.

### **DISCIPLINE REVIEW BOARD**

Students who violate disciplinary probation, accumulate disciplinary incidents, or commit serious or frequent violations of school policy may be referred to the Discipline Review Board. This Board, invoked by the school, will conduct an impartial hearing based on the examination of the student's academic, attendance, and discipline files, teacher observations, and testimony from the student in a formal hearing. At least one parent is required to attend. The Board will make recommendations as to the student's status as a member of the school community which may include the student's withdrawal from the school. The Principal may refer a student to the Discipline Review Board for any reason.

### **EXPULSION**

The expulsion of a student is an unusual and rare occurrence. In the event that this action should be necessary, the following procedures will be taken.

1. The student will be denied access to the educational program for more than ten (10) days and perhaps permanently.
2. As a courtesy, the student's pastor is to be notified.
3. The authorization of the Superintendent of Schools will be sought.

If a hearing is requested by the student and parents/guardian, it should be formal and will be conducted by a Diocesan Review Committee and the results sent to the Diocesan Superintendent of Schools.

### **RECOMMENDATIONS FOR HEARING PROCEDURES**

1. Written notice of charges against a student should be supplied to the student and parents/guardian as soon as possible.

2. Parents/guardian should request a hearing within three (3) days from the date of the disciplinary action.
3. The student will be given an opportunity to relate his/her version of the acts and their implications.
4. The hearing should be conducted by an impartial Diocesan Review Committee designated by the school; the committee will make its determination solely upon the evidence presented at the hearing.
5. A written or taped record should be kept of the hearing.
6. The Diocesan Review committee, within reasonable amount of time after the hearing, should state its judgment regarding the conduct of the student and its decision regarding the disciplinary action.
7. The decision of the Diocesan Review committee will be put in writing and sent to the student and his/her parents/guardian and a copy kept in the school files.
8. The student and his/her parents/guardian will be made aware of the right to appeal the decision of the Diocesan Review committee to the Superintendent of Schools, Diocese of Scranton, within five (5) days.

### **DEMERIT SYSTEM**

The Holy Cross disciplinary system is administered through a code called the “Demerit System,” which is based on our discipline rational. Each infraction results in one or more demerits. The number of demerits depends upon the seriousness of the offense as indicated in the demerit code outlined in this section.

Demerits are issued by any administrator, faculty or staff member through the office of the Dean of Students. If a student violates a school rule, he/she will be given a demerit slip. The demerit slip is to be signed by the student in order to acknowledge that he/she has received it. The faculty member who issued the demerit will return the slip to the office of the Dean of Students at the earliest time possible. **It is the responsibility of the student to advise his/her parent/guardian of his/her demerit status.**

It is important that both the students and parents/guardians understand the gravity of different demerits.

All minor infractions result in **ONE** to **TWO** demerits. All major infractions result in a minimum of **THREE** and a maximum of **FIFTEEN** demerits. This number will be assigned by the Dean of Students. **Every accumulation of three demerits will equal a detention.** Parents will be telephoned for serious violations, or high accumulations of demerits.

When a student has accumulated **13** demerits, he/she will receive an In-School Suspension. When a student has accumulated **15** demerits, he/she will receive an Out-of School Suspension. Once a student receives 15 or more demerits, he/she will be put on a Disciplinary Probation Contract which will outline a specific code of conduct for the student.

Listed below is the **Demerit Code:**

#### **Minor Offenses (1-2 demerits)**

- |                          |                               |
|--------------------------|-------------------------------|
| -Dress Code Violation    | -No Absence/Tardy Excuse      |
| -Food/Drink Outside Café | -No Required Parent Signature |
| -Gum                     | -Prohibited Items (Ipod,etc)  |
| -Inappropriate Language  | -Tardy to HR/Class            |
| -Locker Violation        | -Tardy to School              |
| -Misbehavior             |                               |

#### **Major Offenses (1 Detention)**

- Cutting Detention
- Defacing Property
- Disruptive
- Driving Violation
- Forging Signature
- In Hall, etc.,-No Pass
- Sent From Class-Behavior

**Major Offenses (Detentions/Suspension)**

- Bullying
- Cheating/Plagiarism
- Cutting Class
- Disrespect
- Fighting
- Harassment
- Poss./Use Banned Substance
- \*\* -Poss./Use of Cell Phone
- \*Poss./Use Tobacco Products
- Possession of Weapons
- Stealing
- Truancy
- Vandalism
- Vulgarity

\* (Including E-cigarettes & such devices)

**\*\*CELL PHONE POLICY:**

Upon entering the school, students will place their cell phones into their lockers and phones will be turned off. **Under no circumstance should a student have a cell phone in their possession during the school day.** In the case of an emergency, the student would ask to use the phone in the school’s office. In the case of an emergency at home, a parent would call the school to be placed in touch with the student.

In any instance of a student found in possession/in use of a cell phone, the teacher/administrator will confiscate the phone and it will be placed in the main office. **The phone will not be returned until a parent/guardian has come to the school to collect it.**

If a student is found with a cell-phone in his/her possession, the student will receive **ONE** detention. If a student is found using his/her cell-phone, the student will receive **THREE** detentions. If a student is found in possession of a cell-phone and refuses to hand it over to a teacher/administrator, the student will receive **FIVE** detentions and an automatic **OUT-OF-SCHOOL SUSPENSION**.

The need for a strict policy on cell phones is due to the increased volume of student use during school hours as well as increased “text messaging” during school hours. This is a disruption to the learning environment of the classroom and is not conducive to a sound educational process.

**This list does not include every possible violation of the rules, and is not intended to be exhaustive. Detentions or suspensions may be issued for any demonstration or lack of cooperation with regard to school conduct. Our best advice to you, the student, is to use common sense and be respectful of the rights of everyone else.**

**DEMERIT REDUCTION SYSTEM**

As a reward for improved behavior, a student who passes thirty (30) attended school days without receiving **any** demerits will have three demerits removed from

his/her total. This form of positive reinforcement for improved behavior is available to all students.

## **STUDENT CONDUCT**

### **BEHAVIOR OUTSIDE OF SCHOOL**

Students, when enrolled at Holy Cross High School commit themselves to the policies and philosophy stated in the school guidelines. **At all times their actions and behavior are reflections on the school.** Any actions undertaken by the student which are illegal or which are detrimental to the reputation of the school, the Roman Catholic Church and/or its teachings may be subject to disciplinary action by the administration.

### **STEALING**

Stealing is beneath the dignity of any student and completely contrary to the very purpose of this school. Any student found guilty of such an action will be subject to severe disciplinary action including reporting the incident to the local police authorities and may be subject to dismissal from the school.

### **WEAPONS POLICY**

Anyone in possession of a weapon or weapon-like object or any object used as a weapon in school or at any school sponsored activities is subject to immediate notification of the authorities and severe disciplinary action. Any student found in violation of this policy will be dealt with as follows:

1. The incident will be investigated and the parents will be notified.
2. In accordance with the Pennsylvania Crime Code, sec. 912, the local police will be notified and the student will be immediately suspended into the custody of a parent or guardian. The Diocesan Superintendent will also be notified.
3. As a result of the investigation, the student is liable to further disciplinary action and/or expulsion.
4. Act 26 Section 1304-A (PA) requires all schools to provide future schools with notification of suspension or expulsion from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.

Any incident which even remotely is considered a threat will result in the immediate suspension of the student. A formal evaluation of the student will be required. The written evaluation provided to the school must state that the student does not pose a threat to himself or herself or any member of the school community.

### **NO SMOKING POLICY**

The Safe and Drug Free Schools Act provides civil penalties for anyone using tobacco products in school or within one thousand feet of any school property. Students should not be smoking at any time. Students found using tobacco products will be suspended immediately from all classes and activities and their parents notified of the situation. Legal authorities will also be notified in the event of repeat offenses. **Note, any and all electronic nicotine delivery systems, such as e-cigarettes or personal vaporizers will be equated to a tobacco product.**

Students who need assistance to quit smoking or using tobacco products should seek such help through the Student Assistance Program (C.R.O.S.S. team)

**POSSESSION OF ANY TOBACCO PRODUCT IS CONSIDERED USE OF THAT PRODUCT.**

## **GAMBLING POLICY**

Gambling on school grounds or at school events is strictly prohibited. This includes (but is not limited to) the possession of playing cards, dice, or gambling pool sheets. Any student found in violation of this policy will be severely punished and is liable to suspension or expulsion.

## **RESTRICTED AREAS**

Private property is never to be visited or used for loitering or trespassing by students of Holy Cross High School. Good public relations between the students and neighbors demand respect and courtesy. Students should not be gathering near homes, apartment buildings or businesses within the neighborhood. **No students are allowed to park off school grounds or in the faculty parking lot.**

## **CARE OF THE BUILDING**

Any student found guilty of damaging or defacing school property will be required to pay for the damages. The student and his/her parents/guardians will be required to meet to discuss the damage, the expense, and its method of payment with the school officials. Students guilty of malicious destruction or abuse of school property are liable for disciplinary action including dismissal.

## **GUM CHEWING**

Gum chewing is never permitted in the school building because of the potential damage to the school building.

## **ELECTRONIC DEVICES**

Students in possession of electronic devices such as cell phones, I-pods, electronic video games, e-readers or anything of a similar nature must have those devices powered off and kept in his/her locker. Anyone found in violation of this policy will have his/her phone or other electronic device confiscated and will be held accountable to the appropriate consequence according to school policy.

# **ATTENDANCE**

The Pennsylvania statutes on Education provide for compulsory attendance by all children between the ages of six and sixteen, but the responsibility for compliance belongs to the parents. The school is required to keep an accurate record of daily attendance, tardiness, and absence. A teacher or school personnel designated by the Principal will make all entries in the Attendance Record. In order to enforce the law it is reasonable for the school to establish policies and regulations governing school attendance.

We believe regular attendance and participation along with the interaction between student and teacher and among students in class are vital and integral parts of the learning process. Attendance is seen as a means of serving these educational ends.

Frequent absence from school disrupts the continuity of the instructional process. Innovative curricular plans and the newest instructional techniques have little value if the student is not in school to take advantage of them.

Chronic absences limit accomplishments and reinforce a habit that will hinder the individual in future education or employment. Research indicates there is a close relationship between students' attendance and their academic and disciplinary performance.

## **ABSENCE PROCEDURES**

If a student is ill and cannot come to school, the student's absence is to be reported to the Main Office by phone by his/her parent/guardian. If a phone call is not received, the school will phone the student's home. If no answer is received when the call is made, further investigation will take place.

**All students who have been absent from school must, as per PA state law, present a written excuse from their parent/guardian indicating the reason for absence, even if a phone call was made.** Upon return to school the student should give the note to the homeroom teacher. These notes will become part of the student's attendance record for the school year. **Any day of absence for which a note is not received will be considered an unexcused day of absence.**

Once a student arrives on school property, he or she is NOT permitted to leave the grounds. Leaving school grounds once a student has arrived is considered a truancy which may result in disciplinary action.

**Students who are absent from school may not participate in any athletic practice, contest, extra-curricular or other co-curricular activities on that day. If an absence occurs on a Friday the student may not participate in any school activities until he/she returns to school on Monday.**

### **ABSENTEE MAKE-UP WORK**

A student who, because of illness or any other reason, is absent from a class period(s), an entire day, or a number of days, is responsible for making up all work missed. This responsibility belongs to the student; class work must be made up as per the classroom teacher's policy after the student has returned to school. The student is responsible to make arrangements with his/her teacher(s) to determine what work is to be completed and the exact date when the work is due.

In cases of EXTENDED AND/OR CHRONIC illnesses in which the student's absence will not exceed two weeks, parents are responsible for contacting the student's counselor after the third day of the illness. In turn, the counselor will contact the student's respective teacher(s). Involving the counselor at this time is important not only to see that the work done at home is available for the teacher or that the tutor has fulfilled necessary school requirements, but also to facilitate the student's return to school and to counsel the student in need. It would also give the counselor the opportunity to confer with teacher(s) in reference to the student's progress so that there is a solid communication among teachers, counselors, students, and parents.

In cases of prolonged illnesses that may involve hospitalization or a homebound condition, parents should contact the Guidance Department. In such cases the local school district will attempt to provide tutors. The Guidance Department will provide the necessary applications for this special instruction; the parents must provide a physician's certification of illness. The tutor must provide the counselor with a written summary of work completed with the student as well as a written evaluation of the student's understanding of the material in such a way that the subject teacher will be able to grade the student.

In an effort to reduce the incidence of unexcused absences which are not related to illness or severe family problems and recognizing the effects of poor attendance on educational development, the school has established the following policy:

**Attendance probation** -- absences of 15 or more days must be substantiated by a doctor's note. Failure to do this will result in attendance probation. The student may be dismissed during any succeeding school year in which she/he is absent 12 or more days not verified by doctors' notes.

### **EXCESSIVE ABSENTEEISM**

The State of Pennsylvania mandates that 120 clock hours of instruction and the successful completion of course requirements are necessary in order to grant credit.

If any student is absent for 4 days or more during any quarter, parents/guardians will be notified. If any student is absent 10 days during the school year, the parent/guardian will be notified by mail and a meeting will be set up to discuss the situation.

If a student is absent 15 days or more during the school year, any subsequent day of absence **MUST** be substantiated by a Doctor's note and the student will be placed on Attendance Probation.

The Principal can stop this action if he/she determines that:

1. Illness has been verified by a physician's excuse.
2. Absence resulted from a death in the student's immediate family.
3. Absence was caused by a verified medical emergency within the immediate family.
4. An unusual circumstance exists.

### **EARLY DISMISSAL**

Parents are asked to refrain from requesting that their children be excused before the end of the school day for appointments, i.e., dental, medical, etc. A **WRITTEN REQUEST** for early dismissal should include the reason for the request and a telephone number where the parent/guardian can be reached during school hours as well as the name and phone number of the doctor, dentist, etc. When the student returns to school after the appointment, he/she should return with a medical excuse provided by the doctor's office. **At no time can a student be dismissed to ride with another student. Early dismissals can only involve a student driver driving himself/herself with the permission of the parent or a parent/guardian picking up a student from the main office.**

**For the protection of our students and families, no student will be allowed to leave school on the strength of a telephone call, no matter what the urgency.** If a valid emergency exists, a member of the immediate family must come in person to the school office to request the student's early dismissal. Exceptions are granted only for very grave reasons. The Administration is able to make an exception to this rule.

An early dismissal is never a reason to miss a scheduled test/quiz or not to hand in work due during that day. **Students are expected to complete their responsibilities for the day before being dismissed early.**

### **ILLNESS AT SCHOOL**

A student who becomes ill during the day is not to leave school until he/she has consulted the school nurse or Attendance Office and received the proper permission from the Main/Attendance Office. Students who become ill during the school day and drove to school must have a parental permission slip allowing the student to drive home on file in the Main Office. Students who have been absent from school or who have gone home from school because of illness may not participate in any athletic practice or contest or any school activity that same day.

**If a student is sick or absent on Friday, this rule applies to all weekend games or activities as well.**

Students who are not present for the beginning of homeroom will be marked tardy. **If the student arrives after homeroom has started, he/she is to obtain a late slip from the Dean of Students Office and this is to be shown to the subject teachers. A student must arrive at school before the end of *Second Period* and remain in school throughout the school day in order to participate in any co-curricular or sports activities that day.**

**Students who accumulate 15 unexcused tardies during the course of a school year will be ineligible to participate in any social, co-curricular, or extra-curricular activities including athletics.**

- On a normal school day, students who arrive after Period 3 has begun or leave prior to the end of Period 7, will be charged with a half day absence.
- A student who is late to school three (3) times without proper documentation is liable to detention. Except for extraordinary circumstances, a student should not accumulate more than three excused tardies per marking period.
- Students who abuse this policy may be subject to further disciplinary action.

- Anyone arriving after 9:00 a.m. must have a note from the parent/guardian or the parent/guardian will be called.

### **PASSES FROM CLASS/STUDY**

Students must write the time and destination in their Student Planner and obtain a teacher's signature prior to leaving a classroom. The student must also sign in and out on the form provided. The student must use his or her own Student Planner as a pass in the halls or any other part of the building during the school day.

A limited number of students may be issued a pass to the Learning Commons from class or a study. Please follow the procedure that may be found in the Dean of Students' Office.

### **COLLEGE VISITATIONS/INTERVIEWS**

Seniors will be allowed a maximum of three (3) educational absences for college visitations/interviews. These visits will not be counted as absences, provided the students submit a note (on official letterhead) from the admissions office of the college. The student will be eligible to participate in all after-school activities on the day of this absence provided the note is shown to the coach/moderator.

### **FIELD TRIPS**

Participation in field trips is a privilege, not a right. Properly signed permission forms are required for the student to participate. The school accepts no liability for INJURY TO students participating in field trips. Parents have a right to refuse permission to participate; however, the student is still obliged to attend school on that day.

### **HOSPITALIZATION**

Hospitalization of a student is a serious event that needs the attention of the school so that academic progress can be combined with recovery of the student in a beneficial manner. Parents should contact the Administration immediately so that the school can make appropriate arrangements.

### **VACATIONS**

The school does not concede to parents and/or students the right to modify or adapt the school's calendar for their own convenience. Students are to be present on all school days, even when there is a shortened or irregular schedule.

Parents and students who either anticipate the beginning or extend the end of a vacation or weekend or who arrange to take trips and/or vacations during times when school is in session should note the following policy: Students should not be taken out of school for vacations. Students who are taken out of school against this directive must notify the Principal, Dean of Students and teachers two weeks in advance. Failure to give notification will result in the student not being allowed to make up the work or tests. **The student assumes full responsibility for the schoolwork missed.** He/she must make arrangements with the teacher for making up work and tests at the teacher's convenience. The teachers have no responsibility for tutoring, setting up lab experiments, etc. when a student is absent and on vacation.

Semester Exams are an essential tool in assessing a student's academic performance over the course of the semester. It is required that each student take his/her exams on the scheduled days. No exam will be given prior to that scheduled date. Exams must be made up at a time determined by the Administration to allow for grades to be processed.

### **TRUANCY**

Students who are truant from school or from individual classes will be dealt with in the following manner:

1. The school will inform parents of the truancy.

2. Students will be informed that any work (homework, quizzes, class work) missed while they were truant will be recorded as a zero. Students may be permitted to make up tests.
3. The student will be given an in-school suspension and placed on disciplinary probation. A parent conference is required before the student can resume regular attendance at school or school sponsored activities.
4. Continued violations in this regard may result in expulsion from the school. Cut days are definitely unauthorized absences and violate the school's attendance policies. Students who take part in such organized absences are truant and subject to disciplinary action.

**Any day on which 30% of a class is absent, the entire class will make up the day before the end of the year.**

## **WITHDRAWALS FROM SCHOOL**

Students desiring to transfer from the school must have parents or guardians consult with school authorities. The following procedure is to be followed by all students who are withdrawing from the school: (1) make an appointment to see a member of the Administration who will conduct an exit interview; (2) return all books to the proper subject teacher who will sign for their return; (3) return signed form to the Principal who will issue the transfer or close the student's record. No transcripts will be issued until all books are returned and all financial obligations discharged.

Students who voluntarily withdraw from the school, or are dismissed for academic or disciplinary reason, will ordinarily not be re-admitted at any subsequent date.

## **DRUGS/ALCOHOL**

### **DRUGS AND ALCOHOLIC BEVERAGES**

The possession or use of drugs or alcoholic beverages is a violation of the law. Any student who violates the law is **LIABLE TO DISCIPLINARY ACTION INCLUDING DISMISSAL** from school and criminal prosecution **whether or not the action takes place in school or at a school sponsored event**. The school will follow the Scranton Diocesan Policy concerning drugs. For the purpose of this policy, the term drug shall include alcohol or any malt beverage inclusive of wine coolers; any drug defined by law as a controlled substance; designer drug/s; any over-the-counter or prescription drug not registered with and approved by the School's Health Office; anabolic steroids; any drug from the five classifications of drugs: inhalants, hallucinogens, narcotics, stimulants and depressants; any volatile solvents or inhalants such as but not limited to glue, varnish remover, etc.; any chemical or abused substance; any chemical manufactured in a clandestine laboratory such as but not limited to amyl and butyl nitrite; tobacco and tobacco products such as cigarettes, e-cigarettes, chew/snuff, etc. Act 26 Section 1304-A (PA) requires all schools to provide future schools with notification of suspension or expulsion from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.

### **DRESS CODE**

A reasonable dress code supports the goal of self-esteem, neatness and good grooming. Evidence is available which shows that young people are apt to succeed more when their self-esteem is uplifted by a good personal appearance.

There are also other practical considerations. Students behave better, are spared unnecessary peer competition in dress, and are saved from the indecision of wondering what to wear each day when there is a fair dress code in effect.

The school has attempted to provide a dress code that is both flexible and suitable to our purposes. Parents are expected to assist the school in encouraging their son/daughter to abide by the dress code. (See Addendum)

## SCHOOL UNIFORM

The school uniform must be purchased through FLYNN & O'HARA.

Nothing may be worn over the boy's shirt or the girl's blouse except the school uniform sweater or sport coat. **No other sweater may be worn.**

In addition the following dress code will be applied:

1. Boys must be clean-shaven, their hair must be clean, neatly combed, and cut above the collar and behind the ears and eye-brows must be visible.
2. Girls may not wear excessive make up or jewelry. Piercings (other than traditional earrings) are not permitted. **Students must remove any such non-traditional piercings during the school day. Covering the piercings will not be allowed.** Boys may not wear any unusual jewelry -- no earrings or necklaces (which are visible). Boys may not wear pierced jewelry of any kind. **Hats may not be worn in the building.**
3. Unusual haircuts and/or hair color are not permitted for boys or girls.
4. **Only plain, white T-shirts may be worn under the uniform shirt or blouse.**
5. Students who are not in complete uniform may be given a detention.
6. A summer shirt (provided by Flynn & O'Hara) may be worn by both girls and boys. The summer uniform will be in effect from the beginning of the school year until early October and from April/May until the end of the school year as **determined by the Administration.**
7. Boys' trousers may not be cut or otherwise altered in any way.
8. Girls' kilts are to be worn **at knee length.**
9. **All** students are required to wear laced saddle shoes or bucks.

## OUT-OF-UNIFORM DAYS

Out-of-Uniform days are an occasional privilege. Like all privileges, their beneficial effects can be forfeited because of the irresponsibility of a few. Out-of-Uniform days are time to show school spirit, wear the school colors, or just enjoy a change of pace. Out-of-Uniform means a relaxed attitude toward dress, which does not result in extremes.

Clothes worn on Out-of-Uniform days must be modest in all circumstances and include jeans/slacks, plain or Holy Cross logo shirts, three button casual shirts, sneakers, sweaters and Crusaders athletic uniform jerseys, or club approved T-shirts. Sweaters must be long enough to extend below the waist and no bare shoulders are permitted.

**Explicitly excluded as suitable wear on any Out-of-Uniform days are shorts, skorts or culottes, capri pants, "yoga" pants, miniskirts, sleeveless shirts, tank, tube, or midriff tops, torn, ripped or patched clothes, or sweat pants. Both girls and boys should wear shoes and socks. No student will be permitted to wear open-toed/backless (NO CLOGS) sandals. Violators will be sent home to change and will lose the privilege of being Out-of-Uniform.**

**NOTE: The Administration reserves the right to determine what is appropriate for the Dress Code.**

## ASSEMBLIES

Assemblies are scheduled periodically throughout the school year for full and partial student body involvement and are intended to be a valuable part of the educational and spiritual process. Included under the designation "assemblies" are liturgies, educational programs, and pep rallies/Spirit Week.

In any assembly, courtesy and respect are an absolute must. Once the assembly has begun, students are to be silent. The general rule for proper behavior is this: no one is to be talking when the leader of the assembly is communicating.

When the assembly has concluded, the entire student body is to await orderly dismissal by first sitting down. An Administrator will then dismiss classes.

## **LOCKERS**

Lockers are assigned to the individual students at the beginning of the school year. To avoid disrupting classes, students should not be at their lockers during class periods. A student is responsible for the proper maintenance and cleanliness of the locker assigned. No lewd or crude writing or pictures are to be placed in/on the locker. Nothing can be posted on the outside of the locker, including sports related magnets or banners.

Tampering with or entering a locker not assigned to a student will be subject to severe disciplinary measures.

**Lockers are to be kept closed and locked when unattended. The school assumes no responsibility for lost or stolen property.** Any student who deliberately damages a locker will be required to pay the cost of repair. Furthermore, he/she risks losing the privilege of using the locker for the remainder of the year. Lockers are school property and the administration reserves the right to search a locker assigned to a student and the contents thereof. In areas/buildings where locker padlocks are required, only school-issued locks may be used.

## **STUDY HALL**

The same conduct expected in the classroom is also expected in study halls. Books and other materials required for study are to be taken with the student at the beginning of the period.

A limited number of students may go to the Learning Commons following the policy outlined by the Dean of Students. Students are to sign in at the Learning Commons and present his or her pass to the proctor on duty. Students are not to leave the Learning Commons until the end of the period.

## **LEARNING COMMONS**

Students must obtain a pass to use the Learning Commons during the school day. It is necessary that an atmosphere of study prevail. All computers are to be used for educational purposes and students are responsible to the proctor on duty at the time.

## **CAFETERIA**

A student may purchase lunch or bring his/her own. Students are expected to cooperate in maintaining cleanliness and order in the cafeteria and in practicing good table manners. **No food of any kind, including candy, ice cream, soda, etc., is to be taken outside the cafeteria at any time during the school day. Vending machines in other areas of the building are only to be used at the beginning and end of each day; they are not for use during the school day.** Students may not leave the cafeteria without the permission of the proctor. Lavatory permission, etc. does not extend to the upper floors. Access to the upper floors is permitted only in cases of necessity and with an appropriate pass. No outside food may be delivered during the school day including the lunch periods.

## **TRAFFIC IN CORRIDORS AND STAIRWAYS**

Students should behave appropriately in the hallways and on the stairways; students are to move quickly without waiting for or consulting their classmates. Students should be especially careful of each other and all others on the stairs.

Students who are excused from study to go to the Learning Commons or elsewhere are to move in a quiet, subdued manner to avoid distracting classes that are in session.

## **FIRE DRILLS**

In accordance with prescribed laws, it is necessary that fire drills be conducted periodically in the school. The following procedure is to be observed in such cases:

1. All members of the school community should be familiar with the fire signals, the directions posted in all rooms, and the routes to be taken to the exits.

2. All members of the school community are to walk quickly in a compact group. **Absolute silence** is to be observed throughout the evacuation, while waiting in the designated areas and during the return to the building. No one is to return to the building until the signal has been given.
3. Books are to be left in the rooms. Only valuables are to be taken. Under no circumstances are students to go to their lockers.
4. No students, parents, visitors, teachers, or other personnel are to remain in the building during a fire drill. Provisions will be made to provide assistance to any member of the community who is in need.

**CRISIS DRILL DIRECTIONS** will be handled according to definitive procedure established for the safety of the students.

### **GAMES AND DANCES**

Students are expected to conduct themselves as ladies and gentlemen at all times, particularly at functions sponsored by the school, alone or in conjunction with other schools. Students are expected to follow the rules and regulations of Holy Cross High School when attending any event in which they represent the high school.

At dances, students are restricted to the designated area and students are not permitted to leave until the dance is over. If a student leaves at any time during the dance, he/she is not allowed to return.

### **TELEPHONE**

In an emergency, a phone is provided in the Main/Attendance Office for use by students. Students will not be allowed to take any incoming calls. Telephone messages will be delivered to students only in case of an emergency.

### **LOST AND FOUND**

All articles found on the school premises are to be taken to the Main Office. Any person who has lost an article should inquire at this office.

### **POSTING MATERIALS**

No material may be posted on individual lockers. No materials are to be posted on chalkboards, walls, windows, etc. It is understood that all signs will be taken down immediately after the event has concluded.

### **ONLINE SOCIAL NETWORKS**

In an effort to safeguard students from the dangers of the almost unprecedented freedom to share information about themselves through various technologies; in response to local and national law enforcement campaigns to educate our youth about the inherent dangers of online social networks including sexual predators, pornographers, hate group organizers, and others; and in order to protect the mission, name, reputation, established symbols, nicknames and logos of Holy Cross High School from misuse through materials posted and disseminated in a public manner; the following policies have been established:

Holy Cross High School defines an online social network as a commercially operated Internet website that allows users to create web pages or profiles that provide information about themselves and are available to other users and offers a mechanism for communication with other users, such as a forum, chat room, email, blogging or instant messenger. Popular online social networks include, but are not limited to, MySpace, Facebook, and YouTube.

A student's public Internet conduct, in word or image, that is inconsistent with the mission and philosophy of this school will be viewed as a violation of school regulations and, therefore, punishable by school authorities.

In order to protect this school community, students are forbidden from using Holy Cross High School's name, image, logos, nicknames or symbols in establishing or using online sites, links or accounts.

School administrators will contact and cooperate with local, state, and/or federal authorities when a student becomes involved in the transmission of information that is viewed as harassing, threatening, criminal, or obscene. School authorities will advise reported victims to report these types to transmissions to civil authorities.

Misrepresentation (including false identification) of administrators, faculty, staff, coaches, club advisors, and classmates will be viewed as a serious violation of school rules, which can result in suspension and, possibly, dismissal from Holy Cross High School.

If school authorities become convinced that a student is in possession, using, trafficking drugs/alcohol through evidence obtained through online social networks, Scranton Diocesan Policy referring to "Out of School Abuse" will be strictly enforced.

Student intimidation, threats, cyber-bullying will not be tolerated. Involvement in such online activity can warrant suspension and, possibly, dismissal from Holy Cross High School. Potential victims will be directed to civil authorities and the school will fully cooperate with such investigations.

## **ATHLETICS**

Catholic schools in the Diocese of Scranton recognize that athletics and extracurricular activities are important parts of the educational experience. Every student has the right to try out for activities and sports and to be evaluated fairly. While as many as possible will be allowed to participate, there is no absolute right to participate in extracurricular activities or play sports. All students who wish to participate in activities, including athletics, must meet the eligibility requirements set by each school. Specific information will be provided by each school in the addendum and also in the Athletics Guidelines provided to each school every year.

It is the belief of this school that an adequate, well-balanced athletic program is not based on the concept of winning as an end in itself. Rather, in the Holy Cross system, athletics are founded on the ideals of good sportsmanship, teamwork, character growth, emotional control, and responsibility to the group. Any student who feels his/her individual self-gratification is more important than his/her commitment to the total program should be discouraged from entering any competition as a member of a team/activity.

Athletes in all fields, because they represent us all, are expected at all times to exemplify the highest of moral, social and personal standards.

All Holy Cross High School athletes will be responsible to all of the rules and policies outlined in the Student Handbook. Every player will be expected to control any display of negative emotions and attitudes on and off the field of athletic competition. In addition the rules governing all P.I.A.A. sporting events will be followed and implemented to the fullest.

### **INTERSCHOLASTIC ATHLETIC SCHOOL POLICY**

Athletic programs are an integral part of the total school experience for a student. The following rules govern Holy Cross High School Athletics:

- Adherence to eligibility standards and regulations set down by the Pennsylvania Interscholastic Athletic Association (P.I.A.A). (See Athletic Eligibility under Academic Policies).
- The maintenance of academic standards in all subjects.
- **A student must arrive at school before the end of *Second Period* and remain in school throughout the school day in order to participate in any co-curricular or sports activities that day.**
- Regular attendance at school. (Students may not participate in an athletic practice or contest if they are not present in school by the start of third period.) This applies to weekend activities following a Friday absence.
- Accumulate 15 unexcused tardies during the course of a school year will render a student ineligible to participate in any social, co-curricular, or extra-curricular activities including athletics.
- Proper adherence to the Discipline Policy and Student Code of Conduct (as well as specific team rules set by the coach with the approval of the Athletic Director).
- Attendance at all practices is required of all athletes. If an athlete is going to be late or expects to miss a practice session, he/she must notify the coach in advance.
- Travel to and from an event in the vehicle provided for the team by the school is required of all athletes. Athletes may ride home with their parents only if the **Transportation Waiver** form has been completed and given to the head coach.
- All athletes should understand that athletic contests and **practices do not take precedence over detentions or school suspensions**. All school/team dress code regulations are to be followed at all times.

#### **FUND RAISING: CLASS, CLUB AND ATHLETIC**

Any and all fund raising must have the permission of the Principal with proper requisition forms filed BEFORE the activity is announced or begins. All class, club, and athletic organization and activity funds are to be deposited in the Finance Office. The funds will be credited to the proper account. When funds are needed, the Moderator/Coach is to request a check using the proper requisition form from the Finance Office.

### **MISCELLANEOUS**

#### **CHANGE OF INFORMATION: ADDRESS, TELEPHONE NUMBER, PARISH**

Change of address, telephone number, or parish should be reported immediately to the Main/Attendance Office.

### **TRANSPORTATION**

#### **BUS SERVICE**

- Students are personally responsible for registering for bus service either in the Main/ Attendance Office or at the office of the School District in which they live.
- Good rules of safety should be observed in walking to and from the bus stop. When a student must walk some distance along traveled highways, he/she should walk facing traffic and remain off the traveled portion of the road.
- Students who wait for buses on private property should exercise respect for the property.
- While waiting for the bus, students should remain off the traveled portion of the roadway. Students should stay in place until the bus has come to a complete stop and then board the bus in single file.

#### **STUDENT DRIVING/PARKING PRIVILEGES**

Seniors who submit the required registration forms and fee and have been approved by the Dean of Students are permitted to park their cars in the student parking lot. Parking spaces still available after

the senior registration deadline will be given to juniors who apply and are chosen in a lottery drawing. Each driver will be assigned a numbered parking space, and given a portable parking permit, which must be displayed on the parked car. Only those students with the school parking permits are allowed to use the student parking lot.

- Cars should be kept locked at all times. The speed limit is 5 - 10 miles per hour in the school lot. The administration reserves the right to revoke the parking permit of a student who violates the driving/parking regulations. **Parking privileges may also be suspended or revoked for students who are consistently late arriving to school in the morning.**
- Vehicles parked in Holy Cross High School parking lots without permission are subject to towing at the owner's expense.
- Student automobiles may be searched upon cause and the person in control of the vehicle shall be held responsible. Holy Cross High School is not responsible for any damage done to cars while parked on the school lot.
- Parking and/or congregating in the Holy Cross High School parking lots after hours for other than school sponsored or parish sponsored activities are prohibited and student violators are subject to disciplinary action.
- Students which have discipline issues, including students on disciplinary probation, may forfeit their parking privileges.
- **No students are allowed to park off school grounds or in the faculty parking lot. Drivers found in violation of this rule will be referred to the Dunmore Police and may be subject to towing at the owner's expense.**
- **At no time can a student be dismissed to ride with another student. Early dismissals can only involve a student driver driving himself/herself with the permission of the parent or a parent/guardian picking up a student from the main office.**

#### **DISPENSING OF MEDICATION**

Medication will not be dispensed by any member of the Holy Cross High School staff. Necessary medication-properly labeled should be brought to the school by the student's PARENT OR GUARDIAN and will be stored in the Dean of Students' office. Provided that Physician's Request Form (Diocesan Policy Form 508.1) and a Parent Request Form (Diocesan Policy Form 508.2) are on file with the nurse, the student may obtain the medication during the day as needed. When a physician has provided specific written instructions, medication may be kept with the teacher in the classroom or with the student when developmentally or age appropriate.

#### **STUDENT INSURANCE**

All students, whether or not they play sports (including football), are covered by a blanket policy held by Holy Cross High School. This policy is primary for the first \$100.00 which means that if a student's bill exceeds \$100.00, the outstanding balance will be submitted to the parent's carrier for payment. Amounts not covered by the parents' carrier will then be paid by the school's policy subject to policy minimum. If the parents are not insured or covered for athletic or any school-related injury, then the school's insurance firm becomes the first carrier and all claims will be submitted for payment.

#### **INCLEMENT WEATHER -SCHOOL CLOSING**

Students and parents will be informed of a school closing for inclement weather or emergency using the local media. Students and parents are encouraged to tune to the local TV stations for information regarding delay or closing.

If a student's local school district calls a delay or cancellation, the bus students will follow the time schedule for bus transportation set forth by the local district. (A two hour delay means the bus will arrive two hours later than normal).

**PERSONAL PROPERTY**

Students are personally responsible for their own books, clothing, and other personal property. Books should be covered and clearly marked with the students' name. The school cannot be responsible for missing personal property.

**VISITORS**

The school policy is to accept only visitors who have legitimate business to conduct at the school. **All guests, regardless of their business, must first report to the Main Office to sign in and obtain a visitor’s pass.** At the conclusion of business, all visitors must sign out at the Main Office before leaving the building.

**Asbestos Hazardous Emergency Response Policy**

In accordance with the Asbestos Hazardous Emergency Response Act (AHERA) of 1986 (40 CFR Part 763), this information will serve as notification to all parties concerning the possibility of suspected/known asbestos containing materials located in the Educational Facilities throughout the Diocese of Scranton.

A comprehensive inventory of the suspected/known asbestos containing materials in each facility has been compiled and is available for review by contacting the individual Educational Facilities Administrative Office or the Administrative Offices of the Diocese of Scranton. Included in this information is the EPA approved Operations and Management Plan along with past inspections and correspondence pertaining to the program. This information is also used for monitoring the condition of inventoried materials following an approved management plan. Monitoring is done to ensure asbestos related health hazards do not exist within the Educational Facilities.

Anyone needing further information concerning this program may contact Frank M. Semanski, Secretary for Property & Risk Management at 570-558-4310.

**GRADUATION REQUIREMENTS**

Holy Cross High School requires students to complete twenty-six (26) credits to be awarded an Academic Diploma upon graduation. Of the twenty-six credits, students must carry a course load of at least seven (7) credits per school year. Holy Cross High School requires students to pass a completed course in Theology for each year in attendance. Students not completing the minimum 26 credits and/or not carrying a course load of seven credits per school year will not be eligible for any academic honors, including being designated class valedictorian or salutatorian.

Each student must pass as a minimum:

<u>Course Title</u>	<u>Credits</u>
Christian Service	100 Hours (20 hrs grd 9-11; 40 hrs grd 12)
Theology	4 Credits
English	4 Credits
Mathematics	4 Credits

Science	4 Credits
Social Studies	4 Credits
Arts/Humanities	2 Credits
Health/Physical Education	1 Credit
Electives	3 Credits

## **MARKING SYSTEM**

The school marking system is based upon weighted numerical grades. Weights are determined by course level (see table of relative values). Weighted values are used in computing an individual's grade point average, compiling class rank and determining honor roll status. A grade of WF (Withdrew Failing) is considered as an attempted credit and will be treated the same as a failed course for G.P.A. purposes.

## **HOW TO DETERMINE A GRADE POINT AVERAGE**

A student's Grade Point Average (GPA) is based on a 4.00 point system. Grade Point Average calculations are based on the number of credits a student attempts and the Quality Points (QP) awarded for a particular numerical grade. The GPA is equal to the total number of Quality Points divided by the total number of credits attempted.

Some terms you will need to be familiar with in order to calculate the GPA are as follows:

**GRADE:** The numerical grade you received for that class. This is based on a value of 0 to 100 with 70 and above considered passing. Grades of P (Passing), WP (Withdrew Passing), or I (Incomplete), will not have any effect on the GPA. However, grades of F (Failing) and WF (Withdrew Failing) will be counted as credits attempted and will have an effect on the GPA.

**RELATIVE VALUE:** This is the value for the numeric grade. This can be obtained from the Relative Value table found in the Curriculum Guide and also located with each course description in the Curriculum Guide.

**CREDITS ATTEMPTED:** In order to arrive at this number you will need to know the total number of credits the course is worth. This information is located in the Curriculum Guide in the course description section. If the student receives a grade of P (Passing) in a course, the student will receive the credits for the course but those credits will not be used in calculating grade point average.

A sample freshman marking period grade report may be as follows: (Note that grades of P, WP, or I are not counted towards GPA calculations).

<b>COURSE</b>	<b>GRADE RCV'D</b>	<b>LENGTH</b>	<b>CREDIT</b>	<b>CREDIT ATTEMPTED</b>	<b>RELATIVE VALUE TABLE</b>
Theology	91	All Year	1.00	1.00	III
World Cultures	89	All Year	1.00	1.00	II
Health	93	All Year	0.50	0.50	II
Physical Educ.	P	All Year	0.25	-	II
Intro to Art	P	Quarter	0.25	-	II
English I	88	All Year	1.00	1.00	II
Algebra I	88	All Year	1.00	1.00	II
Spanish I	83	All Year	1.00	1.00	II
Latin I	90	All Year	1.00	1.00	II
Physical Sci.	83	All Year	1.00	1.00	II

With the above information we are now ready to computer the student's GPA for the Marking Period. The following steps are used to complete the GPA computation in the table below:

1. List the Courses the student is taking and the Marking Period grade received for each course.

<b>CRS</b>	<b>GRD</b>	<b>REL. VALUE</b>	<b>X</b>	<b>CR. ATT.</b>	<b>=</b>	<b>QP</b>
Theology	91					
World Cultures	89					
Health	93					
Physical Education	P					
Intro to Art	P					
English I	88					
Algebra I	88					
Spanish I	83					
Latin I	90					
Physical Science	83					

2. From the Relative Value Table, list the relative value for each grade received.

<b>CRS</b>	<b>GRD</b>	<b>REL. VALUE</b>	<b>X</b>	<b>CR. ATT.</b>	<b>=</b>	<b>QP</b>
Theology	91	3.49				
World Cultures	89	3.01				
Health	93	3.37				
Physical Education	P	-		-		
Intro to Art	P	-		-		
English I	88	2.92				
Algebra I	88	2.92				
Spanish I	83	2.47				
Latin I	90	3.10				
Physical Science	83	2.47				

3. Enter the credits attempted for each course for the Marking Period.

<b>CRS</b>	<b>GRD</b>	<b>REL. VALUE</b>	<b>X</b>	<b>CR. ATT.</b>	<b>=</b>	<b>QP</b>
Theology	91	3.49		1.00		
World Cultures	89	3.01		1.00		
Health	93	3.37		0.50		
Physical Education	P	-		-		
Intro to Art	P	-		-		
English I	88	2.92		1.00		
Algebra I	88	2.92		1.00		
Spanish I	83	2.47		1.00		
Latin I	90	3.10		1.00		
Physical Science	83	2.47		1.00		

4. Multiply the relative values for each course by the credits attempted to arrive at the quality points for each course.

<b>CRS</b>	<b>GRD</b>	<b>REL. VALUE</b>	<b>X</b>	<b>CR. ATT.</b>	<b>=</b>	<b>QP</b>
Theology	91	3.49	x	1.00	=	3.49
World Cultures	89	3.01	x	1.00	=	3.01
Health	93	3.37	x	0.50	=	1.685
Physical Education	P	-		-		
Intro to Art	P	-		-		
English I	88	2.92	x	1.00	=	2.92
Algebra I	88	2.92	x	1.00	=	2.92
Spanish I	83	2.47	x	1.00	=	2.47
Latin I	90	3.10	x	1.00	=	3.10
Physical Science	83	2.47	x	1.00	=	2.47

5. Total the credits attempted for the Marking Period and the Quality Points for the Marking Period.

<b>CRS</b>	<b>GRD</b>	<b>REL. VALUE</b>	<b>X</b>	<b>CR. ATT.</b>	<b>=</b>	<b>QP</b>
Theology	91	3.49	x	1.00	=	3.49
World Cultures	89	3.01	x	1.00	=	3.01
Health	93	3.37	x	0.50	=	1.685
Physical Education	P	-		-		
Intro to Art	P	-		-		
English I	88	2.92	x	1.00	=	2.92
Algebra I	88	2.92	x	1.00	=	2.92
Spanish I	83	2.47	x	1.00	=	2.47
Latin I	90	3.10	x	1.00	=	3.10
Physical Science	83	2.47	x	1.00	=	2.47
<b>TOTALS</b>				7.50		22.065

6. Divide the Total Quality Points received by the Total Credits Attempted to arrive at the Grade Point Average.

$$22.065 \div 7.50 = 2.942 \text{ or } 2.942$$

The student's GPA for the Marking Period would be 2.942

## **COMPILING CLASS RANK**

1. All courses receiving a numerical grade will be used in determining class rank.
2. Weighted grades are used when computing class rank.
3. Class rank is cumulative including grades 9 through 12.
4. Graduation honors are determined by grades received through the third quarter of the senior year.

## RELATIVE VALUE TABLE

GRADE	TABLE I	TABLE II	TABLE III	TABLE IV
<70	0.00	0.00	0.00	0.00
70	1.00	1.30	1.60	1.90
71	1.09	1.39	1.69	1.99
72	1.18	1.48	1.78	2.08
73	1.27	1.57	1.87	2.17
74	1.36	1.66	1.96	2.26
75	1.45	1.75	2.05	2.35
76	1.54	1.84	2.14	2.44
77	1.63	1.93	2.23	2.53
78	1.72	2.02	2.32	2.62
79	1.81	2.11	2.41	2.71
80	1.90	2.20	2.50	2.80
81	1.99	2.29	2.59	2.89
82	2.08	2.38	2.68	2.98
83	2.17	2.47	2.77	3.07
84	2.26	2.56	2.86	3.16
85	2.35	2.65	2.95	3.25
86	2.44	2.74	3.04	3.34
87	2.53	2.83	3.13	3.43
88	2.62	2.92	3.22	3.52
89	2.71	3.01	3.31	3.61
90	2.80	3.10	3.40	3.70
91	2.89	3.19	3.49	3.79
92	2.98	3.28	3.58	3.88
93	3.07	3.37	3.67	3.97
94	3.16	3.46	3.76	4.06
95	3.25	3.55	3.85	4.15
96	3.34	3.64	3.94	4.24
97	3.43	3.73	4.03	4.33
98	3.52	3.82	4.12	4.42
99	3.61	3.91	4.21	4.51
100	3.70	4.00	4.30	4.60

**RELATIVE VALUE TABLE FOR I.H.M. SCHOLARS PROGRAM THROUGH MARYWOOD UNIVERSITY CAN BE FOUND IN THE HOLY CROSS CURRICULUM GUIDE.**

## **HONOR ROLL**

The Honor Roll is published quarterly. To be eligible for Distinguished Honors a student must achieve a Grade Point Average of 3.30. To be eligible for Honors a student must receive a Grade Point Average of 2.90. A grade 74 or below, WP (Withdrew Passing), WF (Withdrew Failing), or I (Incomplete) automatically disqualifies a student from Honor Roll consideration for that quarter.

## **HONORS AT GRADUATION**

Honor Cords are awarded to seniors who have maintained the necessary grade point average for three and three-quarters years. A 2.90 average is required for the white cord while a 3.30 average is required for the gold cord.

The Valedictorian is the student attaining the highest cumulative Grade Point Average in grades 9 to 12. The Salutatorian is the student attaining the second highest cumulative Grade Point Average in grades 9 to 12. A student must complete at least six (6) semesters at Holy Cross High School to be eligible to be Valedictorian or Salutatorian.

Department Medals are given to the student(s) who attain the highest numerical average in a department area. Minimum standards: 4 credits, must have a minimum grade of 85% in the subjects, and have been enrolled for three years at Holy Cross High School.

Outstanding Senior Award is given to the senior who is selected by a vote of the senior class, faculty and administration. School Service Award is given to the senior for outstanding service to the school as voted by the faculty and administration. Various District, State, National and Memorial Awards are recognized.

## FINAL EXAM POLICY

All students are required to take Final Examinations in all classes with the one exception for members of the Senior class which is noted below.

Final Exams will count for 12% of the students' final grade in each class. Example:

<u>1<sup>st</sup></u>	<u>2<sup>nd</sup></u>	<u>3<sup>rd</sup></u>	<u>4<sup>th</sup></u>	<u>Exam</u>	=	<u>Final Grade</u>
22%	22%	22%	22%	12%		100%

Senior Final Exam Exemption Policy – During their senior year, a student may qualify for an exemption from their final exam administered in each of their classes if they meet the following criteria:

1. It will be up to the subject teachers' prerogative to allow or to not allow exemptions in his/her particular subject.
2. A student may have **no more than twelve (12) instances of tardiness** to school, either excused or unexcused.
3. A student may have **no more than twelve (12) days of absence**, either excused or unexcused.
4. A student may not **have had an accumulation of 13 demerits or an instance that led to a school suspension and/or disciplinary probation** during the school year.
5. A student must have a **class average of 93% or above** in the subject (as calculated below - no exceptions) and no Quarter grade below **80%**.

The method for calculating the average for exemption purposes will be as follows:

Add together the 1<sup>st</sup> Quarter, 2<sup>nd</sup> Quarter, 3<sup>rd</sup> Quarter, and 4<sup>th</sup> Quarter grades and divide the total by 4. Example:

<u>1<sup>st</sup></u>	<u>2<sup>nd</sup></u>	<u>3<sup>rd</sup></u>	<u>4<sup>th</sup></u>	<u>Total ÷ 4</u>	<u>Average</u>
96	89	94	94	373 ÷ 4	93.25 = 93.3

## **ACADEMIC INELIGIBILITY**

To be academically eligible to participate in extracurricular activities, the student must meet the following eligibility criteria:

The student must be enrolled in full-time attendance, i.e., taking at least seven (7) full credits, to include, Theology, English, Social Studies, Math and Science.

### **Academic and Curricular Requirements**

The student must be passing at least four (4) major full credit courses or the equivalent as of each Friday during a grading period. If he/she fails to meet this requirement, the student will lose eligibility from the following Sunday through the Saturday immediately following the next Friday.

The student must have passed at least four (4) major full credit courses during the previous marking period. Major courses are defined as Theology, English, Mathematics, Science, Social Studies, and Language. If the student fails to meet this requirement he/she will lose their eligibility for 15 school days, beginning on the first day report cards are issued. At the end of the 15 school day ineligibility period, progress reports will be issued on the student and if he/she has failed to meet the eligibility requirement, the student will remain ineligible for 7 more school days. This pattern will continue until the next marking period at which time the marking period grades will determine eligibility.

During the Fall, Winter, and Spring sports seasons a list of all participating athletes is distributed on a weekly basis to all faculty. Each faculty member is asked to indicate whether a student/athlete is passing or failing. If an athlete does not have a passing grade in at least four (4) major subjects, he/she will automatically become ineligible for participation during the next calendar week. If an athlete is failing one (1) or more subjects, a conference with the Vice-Principal or Guidance Department is scheduled in an attempt to help the student/athlete rectify the situation. If the student/athlete does not demonstrate a significant effort to rectify the situation, he/she may be declared ineligible for participation for the next calendar week even if the minimal requirement of a passing grade in four (4) major subjects is met.

### **Attendance Requirements**

If the student is absent from school during a semester for a total of twenty (20) or more school days, he/she will lose their eligibility until he/she has been in attendance for a total of forty-five (45) school days following the 20<sup>th</sup> day of absence.

## Uniform Code 2016-2017

**\*\* All freshmen, sophomore and transfer students must purchase schools uniforms with the Holy Cross High School crest logo. Juniors and seniors may purchase the clothing with the school crest logo or they may continue to wear the older logo with the school name and cross.**

### Girls-All Grades

1. Uniform black/grey/green plaid kilt from Flynn & O'Hara Uniform Co.  
(**Note: Kilt is to be knee length**).
2. Uniform Khaki dress pants. (Worn from early October to May.)
3. Uniform white short-sleeved polo shirt (with logo) with waistband from Flynn & O'Hara Uniform Co. (Worn from opening of school until early Fall and after a Spring date decided by Administration, ONLY).
4. **Solid White** (official dress) or **Solid Pastel** Colored long-sleeved oxford style blouse. (Worn from early Fall until a Spring date decided by Administration, and on other designated "official" uniform days.) **No Striped Shirts.**
5. Uniform black (official dress) or grey sweater vests with logo from Flynn & O'Hara Uniform Co.
6. Uniform grey long-sleeved cardigan sweater with logo from Flynn & O'Hara Uniform Co.
7. Solid black (official dress), grey, green or white knee socks or tights.  
**No Patterns/Prints in socks or tights.**
8. **All students are required to wear laced saddle shoes or bucks.**

### Boys-All Grades

1. Khaki (Docker style) dress pants worn at the waist with a **plain brown/black belt**.
2. Uniform white polo golf shirt with logo from Flynn & O'Hara Uniform Co. (Worn from opening of school until early Fall and after a Spring date decided by Administration, ONLY).
3. **Solid White** (official dress) or **Solid Pastel** Color oxford style button-down collared dress shirt. (Worn from early Fall until a Spring date decided by Administration, and on other designated "official" uniform days.) **No Striped Shirts.**
4. Navy Blue Blazer (**Grey or green Flynn & O'Hara sweater vests may be purchased and worn with the blazer during the winter months. The blazer must be worn at all times while in the hallways.**)
5. Appropriate tie of choice.
6. **All students are required to wear laced saddle shoes or bucks.**

**\*\* Students must wear the official dress uniform for all school Masses**

**\*\* Students should be in full uniform to and from school**

**ADDENDUM 1**  
**OFFICE OF CATHOLIC SCHOOLS**

ADOPTED JANUARY, 2015

**DIOCESE OF SCRANTON CATHOLIC SCHOOLS:  
DELINQUENT TUITION AND FEES POLICY**

**RATIONALE:**

The success of Diocese of Scranton Catholic Schools relies upon the commitment of families to:

- Make Catholic education a financial priority.
- Be involved in the education of their child(ren).
- Make their tuition and fees payment(s) on a timely basis.

The Diocese of Scranton Catholic Schools have annual budgets which are dependent upon the income received from parish assessments and tuition/fees from the Diocesan school families. The school relies upon tuition and fees for a substantial portion of the operational budget. The school must have the appropriate funds to meet its financial obligations (i.e. salaries, benefits, maintenance, etc...), as well as the funds necessary to operate excellent spiritual and educational programs.

Effective January 1, 2015, when payments are not made in the manner agreed upon in the parent/guardian's registration/tuition agreement form the following steps will be taken:

**POLICY:**

1. At the time of re-registration for the following academic year, families who are financially delinquent will have their forms and registration fees returned. They will not be officially registered for the following year until all delinquent financial matters are addressed.
2. If the delinquent tuition balance at the time of re-registration exceeds one thousand dollars (\$1,000), the family must address this matter, in writing, to the Diocesan Secretary for Catholic Schools/Superintendent of Schools. This correspondence must contain a detailed timeline and plan for bringing the account current.
3. In the event of a Diocesan School family's financial delinquency, where the responsible parent/guardian demonstrates a lack of cooperation in regards to the agreed upon plan, the student(s) will not be permitted to re-register at the same school, or at another Catholic school within the Diocese of Scranton.
4. At the end of the school year, if a family with a tuition balance greater than one thousand dollars (\$1,000) requests the tuition balance be "rolled-over" to the following year, that request must be approved by the Diocesan Secretary for Catholic Schools/Superintendent of Schools. The request must be submitted in writing, and should contain an explanation of the delinquency as well as a detailed plan for punctual future payments.
5. If a family owes a tuition balance and leaves the Diocese of Scranton Catholic Schools for any reason, they must pay that balance. Failure to do so may result in the delinquent balance being turned over to a collection agency.

This policy is not meant to be punitive; however, in fairness to all families and our mission to educate, we expect our families to maintain current tuition accounts. The Diocese of Scranton Catholic Schools have 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.

**ADDENDUM 2**  
**OFFICE OF CATHOLIC SCHOOLS/PENNSYLVANIA CATHOLIC CONFERENCE**

**DIOCESAN POLICY ON CO-ED PARTICIPATION IN CONTACT SPORTS**

In the Catholic Schools and Parishes of the Diocese of Scranton, athletic programs contribute importantly to the Church's religious mission and teaching ministry and play a vital role in the process of catechesis, in the nurturing of Christian discipleship and in the formation of the Christian personality. These programs would not exist in what are essential Catholic apostolates but for their role in developing a Christ-centered foundation for mature Catholic adulthood. Gospel-based values are taught and learned in these athletic programs by developing appropriate respect for self and for others through competitions and other forms of human interaction in which dignity, integrity, fairness and moral strength are emphasized. Christian witness to authentic Gospel values is given by all who are involved in these programs in the form of adherence to appropriate norms of conduct, decorum and moral discipline.

Preparation for Christian adulthood likewise involves the development and encouragement of appropriate, dignified and respectful forms of contact between male and female students. The Diocese therefore believes that it is incompatible with its religious mission and with its effort to teach Gospel values to condone competitions between young men and women in sports that involve substantial and potentially immodest physical contact.

Consequently, the Diocese has adopted this policy prohibiting co-ed participation in the following sports: wrestling, tackle football and tackle rugby.

In any sport in which co-ed participation is permitted, the appropriate ecclesiastical authority designated by the diocesan bishop may issue and enforce rules of conduct that reflect morally appropriate norms of contact between participants.