



**STUDENT/PARENT/VOLUNTEER HANDBOOK
2021-2022**

**Holy Cross Catholic Academy
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AMDG

Ad Maiorem Dei Gloriam or AMDG is the Latin phrase meaning “for the greater glory of God.” It is the responsibility of students and their parents or guardians to familiarize themselves with all of the information contained in this Student/Parent Handbook.

The rules and regulations contained in this Student/Parent Handbook are not meant to be comprehensive. Rather, they presuppose the good will and judgment of the student in all circumstances. The intention of each policy, as determined by the administration, is the standard by which a policy violation will be determined, even if the circumstances are not specifically addressed by the policy.

The registration of a student is considered an acceptance, on the part of the student and on the part of the student’s parents or guardians, of all rules and regulations of Holy Cross Catholic Academy, including the judgment of school authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

After the publication of this Student/Parent Handbook, the administration reserves the right to publish new policies and to amend or revise existing policies. Such changes will be announced to students and their parents/guardians by an administrator and published as an addendum to this handbook.

MISSION STATEMENT

Holy Cross Catholic Academy is committed to educating the whole person in the Catholic tradition, empowering students to become disciples of Christ, lifelong learners and responsible citizens with a strong moral foundation, a respect for diversity, and a dedication to service.

STATEMENT OF PHILOSOPHY

Holy Cross Catholic Academy is an educational ministry of the Roman Catholic Diocese of Amarillo, in partnership with parents, and is focused on continuous formation of the whole Christian person in a rich Catholic environment and encourages students to develop their own personal prayer lives. Faculty and staff facilitate student success by embracing diversity in classrooms and providing a variety of learning experiences, so all students may achieve. Our learner-centered curriculum maintains high academic standards and nurtures the development of life-long learners, the ability to make appropriate decisions in life situations, and future service to the Catholic church and community by participating in social service projects and reaching out to those in need.

SCHOOL MOTTO

We believe; We desire; We do.

The motto of Holy Cross Catholic Academy reflects our school's commitment to helping all members of the HCCA community grow in faith ("we believe"), moral character ("we desire") and service to others ("we do").

Current COVID-19 Protocols:

www.hccacovid19response2021

TABLE OF CONTENTS

The Holy Cross Catholic Academy Honor Code	6
School Day Policies and Procedures	8
Bell Schedule	8
Attendance and Tardiness	8
Truancy	9
Leaving Campus	9
Student Supplies	9
Student Lunch	10
Communication for Concerns	10
Professional School Counselor	10
Inclement Weather Cancellations or Delays	11
Emergency Procedures	11
Communication	11
Academic Policies	12
Curriculum	12
Middle School Course Requirements	12
High School Graduation Requirements	12
Course Syllabi and Requirements	13
Class Schedule Changes	13
Grading Standards	13
Semester Grades	13
Semester Exams	13
Semester Exam Exemptions	14
Failure of a Course	14
Report Cards and Progress Reports	14
Calculation of Grade Point Averages	14
Class Rank	15
Academic Honors	15
Academic Concerns	15
Academic Dishonesty	16
Academic Eligibility for Athletics and Extracurricular Activities	16
Student Life Policies	16
Student Conduct	16
Disrespectful Behavior, Harassment and Bullying	16
Alcohol, Tobacco and Controlled Substances	17
Possession or Use of Weapons	17
Displays of Affection, Romantic Relationships and Dating	17
Maternity/Paternity	18
Conduct in School Vehicles	18
Student Dress Code	18
Physical Education Uniform	20
Student Lockers	20
Personal Property	21
Personal Technological Devices	21
Student Vehicles and Driving Privileges	21
Off Campus Lunch Privileges	22
Food, Drink and Chewing Gum	22

Off Campus Trips and Activities	22
Medicine	22
Student Dances	23
Social Media	23
Disciplinary Policies	24
Anti-Bullying Policy & Procedures	24
Classroom Discipline	27
Inappropriate Behavior	27
Penance Hall	27
Suspension	27
Disciplinary Probation and Expulsion	28
Administrative Policies	28
Admission and Enrollment	28
Tuition and Fees	29
Tuition Assistance	29
Lunch Purchases	29
Fundraisers and Service Hours	30

HOLY CROSS CATHOLIC ACADEMY HONOR CODE

“The aim of such instruction is love that comes from a pure heart, a good conscience and sincere faith.” (1 Timothy 1:5)

As a Christian community that seeks to form students in faith, moral character, scholarship and service, Holy Cross Catholic Academy is committed to creating a culture of integrity, lifelong learning and respect for others. All members of the school community – students, parents, faculty and staff – are reminded that they represent the school and its values at all times and in all places. The culture of the school is formed and sustained not only on campus or during “school hours,” but also through the life and witness of all members of the community 24 hours a day, 7 days a week, 365 days a year. Therefore, we expect all members of the school community to live in a manner consistent with and supportive of the high ideals associated with the Catholic spiritual, moral and educational traditions.

As a Holy Cross Catholic Academy teacher, I will

- model the habits associated with lifelong learning, virtuous living and Christian discipleship.
- foster and reward intellectual curiosity, inspire active engagement in the learning process and promote academic integrity.
- prepare diligently for my classes and strive to teach with passion.
- create a classroom environment that is conducive to learning.
- delineate clearly and reinforce academic and behavioral expectations for my classes.
- treat all students with respect and fairness.
- promote positive and healthy working relationships with my colleagues.
- communicate honestly with students, parents and other members of the faculty and staff.
- follow the anti-bullying policy put in place by the diocese.

As a Holy Cross Catholic Academy student, I will

- seek to grow in my relationship with God, especially through daily prayer and weekly participation in Sunday worship.
- strive always to be of service to others.
- engage actively in learning, study regularly and complete all homework assignments.
- be prepared for each class.
- perform all academic tasks (homework, tests, papers, etc.) with honesty and integrity.
- obey and respect all teachers, administrators, staff members and adult volunteers.
- make wise, responsible and temperate use of my time, especially time devoted to leisure.
- treat others with respect, compassion and mercy.
- make all members of the school community feel welcome, accepted and valued.

- be honest in my communication with others, especially with members of the faculty and staff.
- use language that is appropriate and not offensive to others, avoiding all forms of profanity.
- practice the virtue of chastity in my relationships with others.
- abstain from the use of alcohol, tobacco and any illegal substances.
- not to engage in any behavior that might bring dishonor to the school community.
- follow the anti-bullying policy put in place by the diocese.

As a Holy Cross Catholic Academy parent, I will

- understand, support and create a home environment that reinforces and is consistent with the academic, spiritual and moral expectations of the school.
- model spiritual growth, lifelong learning and moral integrity within the life of our family.
- ensure that my son or daughter participates with the family in communal worship each Sunday and on other feast days throughout the year.
- encourage my son or daughter to make academic achievement a top priority.
- help my son or daughter to develop good study habits.
- monitor the leisure activities of my son or daughter (including music, television, video games, computer use, etc.) and ensure that they are in keeping with the values and expectations of the school.
- establish and enforce age-appropriate curfews on weeknights and weekends.
- communicate honestly and respectfully with faculty, administrators and staff members.
- maintain a positive attitude towards the school and its personnel.
- follow the anti-bullying policy put in place by the diocese.

All students, parents, faculty and staff are required to sign a copy of this honor code and return it to the school office at the beginning of the academic year. However, enrollment of a student at Holy Cross Catholic Academy or employment by the school is considered to be acceptance of the terms of this honor code.

SCHOOL DAY POLICIES AND PROCEDURES

The school will open at 7:30 a.m. Students should not arrive at school before this time.

BELL SCHEDULES

<https://drive.google.com/file/d/1dBaWWC4gUiBK8w7KeHM8cFdnOOEtrpF/view?usp=sharing>

All students should be picked up from school no later than 4:00 p.m., unless they are participating in an approved and supervised after-school activity.

Attendance and Tardiness

Since the academic success of a student is directly tied to attendance, regular and punctual attendance of all classes is required. Absence from class for any reason should be limited to rare and exceptional occasions.

When a student is absent, a phone call from a parent/guardian must be made to the school by 8:45 a.m. A student who misses school for more than three (3) consecutive days for illness must bring a note to the school office from a medical doctor.

Students must sign in and obtain an admittance pass from the school office if they arrive late for the school day.

Credit may not be awarded for a course if a student is absent (not including school-related absences) for more than 10% of the scheduled class days for each semester or if a student is absent (including school-related absences) for more than 20% of the scheduled class days for each semester. A warning notice will be sent to the student's parents/guardians when a student has reached one-half of the above limits. A request for consideration of a waiver of this policy based on extenuating circumstances may be made to the administration.

If a student misses more than half of a class period, s/he will be marked absent for that class.

Students who are absent for all or part of a school day for an athletic or extracurricular competition/activity are expected to be present in school the following day.

Absences from school, for whatever reason, do not excuse a student from the obligation to complete all of his or her schoolwork. If a student knows in advance that he or she will be absent for a class, it is his or her responsibility to communicate with the teacher prior to the absence about make-up work or class assignments. All make-up work or missed assignments must be completed and turned in to the appropriate teacher by the deadline set by that teacher. Failure to make or to meet the terms of such arrangements may result in the loss of academic credit.

Juniors may be absent for two (2) days in the spring semester and seniors may be absent for three (3) days during the school year in order to visit colleges or universities, providing documentation of the visit is submitted to the school office. These absences

will be counted as school-related absences for the sake of the 80% attendance requirement for course credit.

Truancy

Skipping or “cutting” individual classes, an entire school day or any portion of a school day will not be tolerated and may result in the student’s suspension, the length of which will be determined by a school administrator.

Leaving Campus

Students are not permitted to leave campus at any time during the school day without the expressed permission of a school administrator. Any unauthorized absence from the campus may result in the student’s suspension.

Unscheduled time is intended for students to engage in academic work and social interaction on campus. Under normal circumstances, parents should not ask that a student be allowed to leave campus during this unscheduled time.

If special circumstances arise requiring a student to leave campus during school hours, the student should bring a written request from his or her parent/guardian to the school office before the start of the school day stating the reason for the anticipated departure and the time s/he is to leave. The student is to report to the school office at the approved time in order to sign out and wait to be picked up (unless the student is driving). Upon the student’s return, the student must immediately sign in on the appropriate form in the school office.

A student who is dismissed for the day due to illness or injury should remain home for the remainder of the school day.

On occasion, an athletic competition or extracurricular activity may require that a student leave campus during the school day. On such occasions, a student must be present on campus and attending classes the last ½ of the day in order to participate in the competition or activity.

Excessive absences and tardiness will affect juniors and seniors' privilege of off-campus lunch on Wednesdays and Fridays.

Student Supplies

Students are responsible for purchasing their own school supplies and taking the appropriate materials to their classes. Each teacher will provide a list of course-specific supplies in the syllabus and review these with students on the first day of class.

Each student also is asked to provide two boxes of facial tissue to the school office at the beginning of each semester.

Students must write their names clearly on all books and personal items to prevent misidentification.

Because of the extraordinarily high cost of textbooks, it is imperative that students cover all textbooks and treat them with the utmost respect and care. Students will be charged for any and all damage to textbooks.

Book bags or backpacks are to be kept in the student's locker throughout the school day.

Student Lunch

A hot lunch program is provided in conjunction with St. Joseph's Elementary School. Free and reduced-price meals are available through the Federal Lunch Program. An application for this program is available in the school office.

Parents/guardians may visit and eat lunch with their sons or daughters on campus. However, they must sign in at the school office before proceeding to the HCEC. Other visitors require the explicit permission of a school administrator. Requests for such permission should be made at least one day in advance, if possible.

Parents/guardians may take their son or daughter off campus for lunch on special occasions. However, the student may not be accompanied by any of his or her classmates. The school office ordinarily must be notified at least one day in advance of the off-campus lunch. Students are expected to return to campus no later than the end of the lunch period.

Parents, please limit outside lunches brought to your students. This potentially creates a burden in the office.

Communication for Concerns

All students and their parents/guardians are expected to respect and abide by the proper channels of communication when expressing their concerns and/or ideas about school matters. The principle of subsidiarity (one of the foundational principles of Catholic social teaching) should govern such communication, so that the matter is addressed at the lowest possible level. For example, if there is a question about a student's academic achievement or classroom behavior, the matter should be addressed first with the appropriate teacher. If dealing with discipline and the student was referred to the office, the matter should be addressed with the Associate Head of School. Only if there is not a satisfactory resolution of the matter at this level should it be brought to the attention the Head of School. Similarly, if there is a question about a student's participation in athletics or an extracurricular activity, the matter should be addressed first with the appropriate coach or sponsor.

The Associate Head of School is the appropriate administrator to contact for questions or concerns about ordinary day-to-day operations of the school (including student discipline). The Head of School is the appropriate administrator to contact for questions or concerns about curriculum, school policy or school personnel.

Parents/guardians are encouraged to monitor the academic progress of their son and/or daughter through the regular use of FACTS. Each parent/guardian is assigned a log-in name and password for this program to permit direct access to a student's grades, attendance and teacher comments.

Professional School Counselor

The school counselor is available to help students develop positive learning experiences in their spiritual, academic, cultural, and social/emotional growth. The counseling program complements core instructional offerings and reflects cooperation among students, parents/guardians, classroom teachers, administration, and staff. This

involves various services and activities including academic counseling, career/college counseling, responsive services, and connecting families to community resources. The counselor assists the staff with student needs and helps formulate a constructive academic growth plan for students and tracks student progress. The counselor assists seniors with post-secondary plans, including choice of educational institution, admission procedures, scholarship opportunities, and financial aid.

Inclement Weather Cancellations or Delays

The Superintendent of Catholic Schools is the only person authorized to cancel classes or delay the start of school because of inclement weather. When such a decision is made, it will be communicated to the school community via FACTS message and a post on HCCA's Facebook page. In the event that classes for the day are cancelled, all other school activities, meetings or competitions scheduled for that day also will be cancelled.

Emergency Procedures

Regular fire and tornado drills are required by the State of Texas.

The fire warning (or fire drill signal) is a long continuous alarm. In case of fire or a fire drill, students should leave the building silently by the route posted in each classroom and return to the building only after the official signal is given.

The tornado warning (or tornado drill signal) is five (5) repeated short rings of the bell. In case of a tornado warning (or a tornado drill), students should proceed to the "safe area" assigned to each group on the first floor of the school. All groups should follow the instructions posted in each classroom. Students should remain as quiet as possible and move as a group in an orderly manner with the teacher to their designated area. When all students are in place, the teachers will instruct them to kneel down facing the wall, curl their bodies over with their hands covering the back of their heads, and stay in that position until instructed otherwise.

While the chances of a flood emergency are minimal, a flood warning will be issued if flooding is occurring or will occur soon. If advised to evacuate by officials, we will do so immediately with the use of buses and private vehicles. A flash flood warning will be issued if a flash flood is occurring, in which case all students and school personnel will go immediately to the second floor of the school. Cell phones will be used for communication with parents.

Communication

The ordinary means by which the school's administration and staff will communicate with the HCCA parent and student community outside of school is through FACTS and Flocknote.

ACADEMIC POLICIES

Holy Cross Catholic Academy is fully accredited by the Texas Catholic Conference Education Department, which is recognized by the Texas Education Agency and the Southern Association of Colleges and Schools.

Curriculum

The curriculum of Holy Cross Catholic Academy is designed to prepare students for college. It meets the requirements of the Texas Catholic Conference Education Department and aspires to meet the standards of academic excellence long associated with Catholic secondary education.

Middle School Course Requirements

Religion 6,7,8

English/Language Arts 6,7,8

Social Studies 6,7,8

Science 6,7,8

Mathematics 6,7,8

Fine Arts 6,7,8

Technology (½) 7,8

Physical Education (½) 6,7,8

Life Skills/Study Skills (½) 6

High School Graduation Requirements

Religion 9,10,11,12 4 credits

English/Language Arts 9,10,11,12 4 credits

Social Studies 9,10,11,12 4 credits

(World Geography, World History, US History, US Government/Economics)

Science 9,10,11,12 4 credits

(Biology, Chemistry, Physics, Advanced Science Course)

Mathematics 9,10,11,12 4 credits

(Algebra I, Algebra II, Geometry, Precalculus/Trigonometry, Advanced Math)

Language Other Than English 9,10 2 credits

Junior Seminar 11 ½ credit

Senior Capstone 12 ½ credit

Physical Education 1 credit (Can be received through Athletics)

Fine Arts 1 credit

Elective Courses 3 credits

Demonstrated proficiency in speech skills, ordinarily fulfilled by .5 credit through speech, debate, Jr. Seminar and Sr. Capstone.

A minimum of 28 credits is required for graduation. The above requirements meet those set forth by the Texas Catholic Conference Education Department and the Texas Education Agency.

No student may take fewer than 7 credits each year.

The physical education requirement may be satisfied through successful participation in two semesters of athletics (Fall - football, volleyball; Spring - basketball, track, golf; Fall/Spring - cheerleading). Students will receive credit for athletics at the end of a semester in which they successfully participate in an athletic activity. To attain the 28

credits required for graduation, students who satisfy the physical education requirement through participation in athletics must complete an additional elective credit.

Course Syllabi and Requirements

Students will receive a course syllabus at the beginning of each semester. This syllabus will provide detailed information about the nature and purpose of the course, student learning outcomes associated with the course, expectations for academic performance and classroom behavior, calculation of the six-week grade, major assignments, exams and the teacher's policies regarding homework and make-up assignments. The syllabus must be signed by the student's parent/guardian and returned to the teacher no later than the date indicated on the syllabus.

Class Schedule Changes

Requests for changes to a student's class schedule must be presented to the registrar in writing no later than the end of the fifth (5th) day of the school year (or, in the case of semester-long classes, the fall or spring semester). Class schedule change request forms are available in the school office. Schedule change requests are not official until they have been approved by the administration, both affected teachers and the parent.

Grading Standards

Students are graded according to the following scale:

A 90-100Excellent

B 80-89Very Good

C 75-79Satisfactory

D 70-74Unsatisfactory, but passing

F Below 70Failing

P Pass

W Withdrawn

IIncomplete Student must satisfy requirements based on an approved completion plan.

A student may not receive a grade higher than 100 on a report card or semester exam in any course.

Semester Grades

The semester grade is calculated as follows: 25% for each 6-weeks grade and 25% percent for the semester examination.

A permanent report card grade is given at the end of each semester. Each course grade for the semester is a final grade and goes on the student's transcript.

Semester Exams

The semester exam in each course is a comprehensive exam and counts as 25% of the semester average. If a student is passing a course prior to the semester exam, but fails the semester exam, resulting in a failing grade for the semester, the teacher may give the student one opportunity to retake the semester exam at a time to be determined by the teacher. A semester exam retake in this situation is completely at the teacher's discretion. Semester exam retakes will not be permitted for any other reason. The maximum grade that the student may earn for a semester exam retake is a 75.

Semester Exam Exemptions

All exemptions are on a semester and individual class basis, unless noted below. Seniors may have the opportunity to be exempt from fall and spring semester exams. Dual credit courses do **NOT** allow for exemptions. Exemption from semester exams is a privilege and not an entitlement. A faculty member may elect not to grant any exemptions. Exemptions are determined on a course by course basis.

Senior Semester Test Exemption Policy

- 90-100 percent average with three (3) or less absences in the course
- 85-89 percent average with two (2) or less absences in the course

**** General Attendance Exemption Criteria / Requirements:**

ANY absence counts against the student for exemption purposes unless specifically noted in the following criteria:

- a. Days missed because of school-sponsored (S) field trips and college visit days do not count against a student for exemption purposes. College (C) visit days are limited to two days for trips and count as excused absences. Each student is allowed two days their junior year and two days their senior year. These two days must be used during the junior or senior year. Trips taken must be approved by the principal or his/her designee in advance.
- b. 3 or more tardy occurrences in a course will disqualify a student from exemptions for that course.
- c. If a student is suspended from school, ISS or OSS, he/she will lose exemption privileges for the entire year.
- d. No early exams will be given, unless approved by the head of school.
- e. No student can be exempt until **all fees, fines, and textbooks are current**.

Failure of a Course

If a student fails one semester of a two-semester course, both semester grades will be averaged together, and if the student has an overall yearly average of at least a 70 with not less than a 60 in either semester, s/he will receive credit for both semesters. To receive credit for a one-semester course, the student must attain at least a 70 average. A student who fails to earn credit for a course must seek remediation at Holy Cross Catholic Academy to earn the credit. The student will follow a remediation plan prepared by the course instructor and approved by a school administrator. Successful completion of that plan will result in the student earning credit for the course.

Report Cards and Progress Reports

Electronic report cards ordinarily are available to parents through FACTS-SIS on the Wednesday following the end of each six-week grading period. Electronic progress reports ordinarily are available to parents through FACTS on the Tuesday following the end of the initial three weeks of a six-week grading period. An email message will be sent to parents alerting them that report cards and progress reports are ready for viewing. Please note that progress report and report card grades are for informational purposes only. Semester grades are the only official grades recorded on a student's permanent record and transcript.

Calculation of Grade Point Averages

A student's grade point average is calculated simply by adding the actual numerical grades earned and dividing by the number of semester courses attempted. Honors, Advanced Placement and Dual Credit courses will have five points added to the

numerical grade earned (allowing for a maximum possible numerical grade of 105) for the purpose of calculating the GPA only; however, the actual numerical grade (without the five additional points) is the grade that will be recorded on the student's transcript. Both a "weighted" and "unweighted" GPA will be recorded on the student's transcript.

Class Rank

Class rank is determined by the cumulative numerical grade point average earned from the beginning of a student's freshman year through the fifth six-week grading period of the senior year. Class rank is not recorded on the student's transcript unless it is specifically requested before the end of the fifth six-week grading period of the senior year. Class rank is made available to requesting institutions with written permission from the student and his/her parents.

Academic Honors

At the end of each marking period, A Honor Roll will be awarded to those students who have a 90 or above in every subject area. An A-B Honor Roll will be awarded to those students who have an 80 or above in all subject areas. At the end of the year, A Honor Roll will be awarded to those students who have an average of 90 or above in each area and A-B Honor Roll will be awarded to those students who have an average of 80 or above in each subject area.

The following merits of distinction are awarded at the time of graduation:

Valedictorian: The student with the highest cumulative grade point average at the end of the fifth six-week grading period of the senior year who has attended Holy Cross Catholic Academy for all four years of high school.

Salutarian: The student with the second highest cumulative grade point average at the end of the fifth six-week grading period of the senior year who has attended Holy Cross Catholic Academy for all four years of high school.

Students may be nominated for membership in the National Junior Honor Society (students in grades 7-9) or the National Honor Society (students in grades 10-12) if they have a minimum cumulative grade point average of 86 and exhibit the qualities of leadership, character and service. Students who receive an invitation to apply for membership in either of these organizations will be evaluated by members of the faculty. Active members must maintain the academic and behavioral standards that qualified them for admission and may be dismissed from membership for a violation of those standards, including, but not limited to, academic dishonesty, disrespectful behavior, or immoral activity.

Academic Concerns

A student not fulfilling his/her academic obligations to the best of his/her ability will work closely with the counselor. A conference with the student, parent, administrator and counselor will take place to develop a plan to move the student in a more positive direction. Once a plan is in place, regular meetings with the school counselor will continue until the student displays signs of progress. If the student continuously fails to fulfil the agreement, the administration may require that the student withdraw from Holy Cross Catholic Academy.

Academic Dishonesty

All students at Holy Cross Catholic Academy must do and take credit for their own work, whether homework, lab work or reports, tests, quizzes, or any other academic assignment. Plagiarism and cheating (whether giving or receiving assistance on an assignment) are strictly prohibited.

If a teacher suspects academic dishonesty, s/he will report the incident to the administration, who will meet individually with both the teacher and the student(s) to determine if there has been an incident of academic dishonesty. Any and all incidents of academic dishonesty subject a student to disciplinary measures. A student who has engaged in multiple incidents of academic dishonesty will be withdrawn from the school.

Academic Eligibility for Athletics and Extracurricular Activities

A student becomes ineligible to participate in extracurricular activities (including athletics) on the first Thursday after report cards are made available to parents when s/he has a grade of lower than a 70 in any course. The student remains ineligible for at least three weeks. The student's eligibility is restored on the first Thursday after progress reports or report cards are made available to parents when (and only when) all grades are above a 70 on a subsequent three-week progress report or six-week report card.

Students who serve an in-school suspension for any portion of a school day will not be allowed to participate in athletic or extracurricular competitions/activities on that day.

STUDENT LIFE POLICIES

Student Conduct

All students enrolled at Holy Cross Catholic Academy are expected to uphold the school's values and abide by the standards of conduct that are in concert with the school's honor code and the Catholic moral tradition at all times, both on and off campus. If a student engages in any conduct that is contrary to the school's values and commitments as a Catholic institution, the student will be subject to disciplinary action by the school's administration.

Disrespectful Behavior, Harassment and Bullying

Any and all behavior, whether physical or verbal, that fails to honor and respect the dignity of another student, teacher, staff member or volunteer undermines the Catholic identity and ethos of Holy Cross Catholic Academy and will be considered a serious offense. Such behavior includes, but is not limited to, pushing, hitting, poking, kicking, spitting, taking items without permission, teasing, name-calling, tormenting, mocking, threatening, spreading rumors, extorting, intentionally and repeatedly excluding, making sexual advances, and/or using inappropriate gestures, sexual innuendos, or sexual references. A student who engages in any of these or similar behaviors will be subject to appropriate disciplinary action by the school's administration. A student who repeatedly violates this policy will be withdrawn from the school.

Alcohol, Tobacco and Controlled Substances

The use, abuse, custody, possession or distribution of alcohol, tobacco and/or controlled substances by students is incompatible with the values and standards of personal behavior advocated by Holy Cross Catholic Academy. There are medical, moral, spiritual and social dimensions to such conduct, which therefore makes it subject to disciplinary action by the school's administration, up to and including withdrawal of the student, whether the conduct occurs on campus or off-campus. Ordinarily, a first offense will result in suspension, disciplinary probation and participation in an approved professional counseling and/or rehabilitation program. A second offense ordinarily will result in the student being withdrawn from the school with no possibility of readmission. However, the administration reserves the right to differ from these ordinary norms if it deems that a particular situation warrants doing so.

In an effort to deter students from the use of controlled substances, Holy Cross Catholic Academy may randomly test its students for drugs, in cooperation with a local drug testing agency. The school also reserves the right to require testing of particular students at the discretion of the school's administrators. Both urine and hair tests will be employed. The results of a positive drug test and a course of action will be discussed in a conference between the student, parent(s), school administrative team, and the school counselor in order to help the student get the best possible treatment. Early intervention and treatment are crucial for long term recovery from drug use.

The parent can elect to have the child retested. The parent will be financially responsible for the test and must have the student retested by Quest Laboratories within twenty-four hours of the notification of a positive result. A conference will be held between the administration and the family to provide information for dependency treatment programs. The parent(s) are responsible for providing documentation to Holy Cross Catholic Academy that the student is enrolled in one of these treatment programs within a week of being notified of a positive result. The parent is required to provide documentation to Holy Cross Catholic Academy that the student is regularly attending the meetings as well as a certificate of dismissal at the end of the treatment program. If this documentation is not provided, the student will receive up to three days of out-of-school suspension pending his/her enrollment in an appropriate treatment program. If the parent refuses treatment for the student, the student will be withdrawn from Holy Cross Catholic Academy.

Possession or Use of Weapons

The possession or use of weapons (including, but not limited to, firearms, knives, clubs, explosives, brass knuckles and chemical dispensing devices) on the campus of Holy Cross Catholic Academy or at school-related functions or activities is strictly prohibited and the contraband will be confiscated. Students who violate this policy will be subject to suspension or withdrawal from the school.

Displays of Affection, Romantic Relationships and Dating

Holy Cross Catholic Academy is committed to creating an educational and social environment in which the virtue of chastity is promoted and exemplified by all members of the community. While the school recognizes that the development of healthy relationships is an important dimension of adolescence, it also rejects as incompatible with Catholic moral teaching many of the practices, activities and expectations associated with "dating" in contemporary society. Therefore, the school does not

endorse, encourage or promote “dating” or the formation of romantic relationships among students. Since it is primarily the responsibility of parents to make decisions regarding such matters, the school recognizes that some students, with parental permission, might engage in dating or develop a romantic relationship. In such cases, students may not flaunt or actively foster these dating practices and/or relationships on school property or at school-related functions or activities.

Students may not engage in displays of affection (including, but not limited to, hand holding, prolonged hugging, kissing, caressing or cuddling) while on campus, while representing the school off-campus or while participating in any school-related function or activity (including dances, athletic competitions, field trips, etc.). Any and all violations of this policy are subject to appropriate disciplinary action by the school’s administration.

Maternity/Paternity

As a Catholic school, Holy Cross Catholic Academy is committed to promoting both the virtue of chastity and respect for all human life. Premarital sexual activity (including, but not limited to, sexual intercourse) is not in keeping with Catholic moral teaching and is therefore not acceptable behavior for any member of the HCCA community. If a student becomes pregnant or fathers a child while enrolled at HCCA, every possible measure will be taken to encourage counseling, health care, continued education, and direction to help the student to make mature decisions in accordance with Catholic moral teaching. However, because HCCA seeks to create an environment that is conducive to the sound moral development of all students, the administration may determine that the continued enrollment of the student at HCCA may not be prudent. In such cases, the school will make every possible effort to assist parents/guardians in finding an alternative school or program for the student.

Conduct in School Vehicles

When students travel to or from school related functions or activities on a school vehicle (or a private vehicle designated for the transportation of students for a particular function or activity), all school policies are to be observed by the students. In addition, students are expected to respect the authority of the driver of the vehicle as the person in charge of that vehicle and all who are riding in it. Students may be assigned seats in the vehicle by the driver or a school faculty or staff member. Students must remain properly seated at all times and must keep their hands, feet, head and personal objects inside the vehicle while it is in operation. Students are not to engage in loud talking, yelling, screaming, littering or any disruptive behavior.

In case of a road emergency, students should remain in the vehicle unless otherwise instructed by the driver. Students who violate school policies while riding in a school vehicle (or a private vehicle designated for the transportation of students) will be subject to appropriate disciplinary action.

Student Dress Code

High standards in dress and personal grooming are important in creating an environment conducive to student learning and a favorable image of the school and its student body. To this end, all students at Holy Cross Catholic Academy are expected to be familiar with and to comply with the following dress code. Ignorance of the dress code is not an excuse for non-compliance. Failure to comply with the dress code will result in appropriate disciplinary action to be determined by the administration.

A student is to have neat, clean, properly combed hair of modest, proportionate length, style and appropriate natural color. Hair may not hang over the eyes or fall over the face. Hair may not be sculptured or decorated. Boy's hair may not extend over the collar or down the forehead past the eyebrows. Boys are not permitted to wear ponytails or man buns. The face of male students must be clean shaven and sideburns must be neatly trimmed and groomed (no longer than the earlobe).

Final decisions concerning hairstyle, makeup and grooming will rest with school administration.

Tattoos, body piercings or other forms of body art shall not be visible.

Male students may not wear earrings or studs. All jewelry should be kept simple and final decisions will rest with school administration.

On regular uniform days (every school day, unless otherwise announced by an administrator), students must wear the following:

- Red or black polo shirt with the school logo (short or long sleeved). A plain white short-sleeved t-shirt (without logos or writing) may be worn under the red shirt.
- Red or black long sleeve or sweater vest with the school logo may be worn over the polo.
- Letterman jackets and black jackets purchased through the school may also be worn.
- Approved khaki or black bottoms from Academic Outfitters are mandatory. Slacks must be worn at the waist with a plain black or brown belt. Skirts must be longer than finger-tip length when arms are extended to the side.
- In colder weather, plain white, black, or tan/beige colored tights or hose may be worn with skirts.
- Topsiders, loafers, Oxford-style shoes, flats, ankle boots or sneakers/athletic shoes with any socks, but socks are required. (No sandals, heels, crocs, house shoes, flip-flops or open-toed footwear are permitted. All footwear must be in good condition.)

On Mass uniform days (every Wednesday, unless otherwise announced by an administrator), students must wear the following:

- White collar shirt with the school logo (short or long sleeved). A plain white t-shirt (without logos or writing) may be worn under the shirt.
- High school students; black blazer with logo patch; middle School students; black pullover sweater or vest with logo patch.
- Ties will be worn to Mass
- A black dress shoe (no tennis shoes)
- Girls; plaid skirt
- Boys; approved khaki bottoms.
- Plain black socks for boys, and girls must wear black tights or knee high socks.

Fridays students may participate in Friday Spirit day. Students may wear the following:

- Any of the regular uniform articles.
- Approved khaki shorts purchased through Academic Outfitters (no exceptions) with belt
- Approved HCCA t-shirt and/or any approved HCCA sweatshirt.

- Appropriate blue jeans that are free of frays and holes. If jeans are tight, t-shirts MUST be untucked and cover their bottom.

On occasion (as announced by an administrator), students may have a non-uniform day. Students may wear the following:

- Any of the regular uniform or casual uniform articles.
- Any appropriate and loose-fitting shirt/blouse (without any inappropriate words, phrases, images, etc.) of any color or pattern.
- Any loose-fitting shorts (with belt), slacks (with belt) or skirts of any color or pattern. Shorts must fall to or below the finger-tips when arms are relaxed at their sides. Only appropriate athletic shorts and sweatpants are permitted.
- Any sweater or sweatshirt (without any inappropriate words, phrases, images, etc.).

On occasion, a coach or sponsor may require a special dress for a game/event for participating students.

All articles of clothing and footwear must be worn as they were designed to be worn.

All uniform clothing is purchased through Academic Outfitters located in Plano. HCCA has a website through Academic Outfitters with all approved clothing. Orders can be placed on-line, over the phone (972-509-0010) or in their store if you are in the DFW area, 700 Alma Drive, Suite 112, Plano, Tx. Our specific website address to order uniforms is <http://www.aoutfitters.com/portfolio-items/holy-cross-catholic-academy/>.

A good dress code “rule of thumb” – if in doubt, don’t wear it! Check with a school administrator if you have a question about whether or not something is in keeping with the dress code. The school administrators are the final arbiters with respect to whether or not a particular item or article of clothing is in keeping with dress code standards.

Physical Education Uniform

All students enrolled in physical education classes are required to wear the school’s PE uniform, which consists of a gray athletic t-shirt with the school logo, black gym shorts with the school logo and the optional athletic sweatpants with the school logo. These items are available from our uniform company, Academic Outfitters.

Student Lockers

Students may keep in their lockers only those possessions which are related to a school activity or function. Other than sack lunches, no food or drink, including soft drinks and coffee, may be kept in student lockers. Food and drinks (other than sack lunches) found in a student’s locker may be confiscated.

Lockers must be locked when not in use. Students should not give their locker combination to any other student, nor may any student “steal” (by any means) the locker combination of any other student. Students may not tamper with or adjust locker mechanisms so that they remain in a desired position.

Lockers are school property. The school reserves the right to inspect student lockers, including any and all items stored in a student locker, with or without a student’s consent.

Personal Property

The school is not responsible for any personal property a student brings to campus. Any and all student personal property that is on the campus of Holy Cross Catholic Academy or at a school-related function or activity is subject to inspection by a member of the administration, if deemed necessary or appropriate. Bringing personal property to campus or to a school-related function or activity implies consent to this policy. Refusal to permit such an inspection could be considered grounds for withdrawal from the school.

Possession of the property of another student or teacher without permission of that person ordinarily will be regarded as theft.

A "lost and found" bin is maintained in the school office. At the end of each semester, unclaimed items will be donated to a charitable organization. To allow for ease of return, students should put their names on all personal property.

Personal Technological Devices

Students ordinarily may not use or carry personal technological devices (i.e., tablets, e-readers, personal laptop computers, gaming devices) on school property.

Cell phones are to be turned off and checked-in to the office before the tardy bell rings. Each student will have a pocket where their phone is kept for the remainder of the day. It can be picked-up and signed out right before leaving the building for the day. If students do not have a cell phone, a note stating this fact from the parent is required in the office. Students who violate the cell phone policy will have their phone confiscated (in toto – with all parts of the phone intact). School administrators reserve the right to view, listen to and/or inspect any and all messages contained on a confiscated phone. On a first offense, a confiscated phone will be returned to the student at the end of the school day. On a second offense, a confiscated phone will be returned to the student at the end of the week in exchange for a \$25 fine. On a third offense, a confiscated phone will be returned to the student on the last day of the semester for a \$25 fine.

Students may use personal electronic devices in the classroom only if the instructor explicitly requests and/or permits such use, which is limited to bona fide research or educational activities.

Personal digital watches are only allowed if they are not enabled for cellular connectivity. A note is required from a parent stating that no cellular connectivity is enabled.

Holy Cross Catholic Academy assumes no responsibility or financial liability for any damage the student or parent may incur to personal technological devices, including but not limited to theft, physical damage, and loss of data or software malfunctions.

Student Vehicles and Driving Privileges

Driving an automobile to and from school is a privilege afforded to the student by the school, not an entitlement. Student driving privileges to and from school may be revoked by the school administration for disciplinary reasons, including, but not limited to, irresponsible or careless driving on or near campus.

Student vehicles are to be parked in the Holy Cross Event Center parking lot. Once a student has parked his or her vehicle, s/he will not be allowed to return to his or her vehicle without the permission of a school administrator.

Off Campus Lunch Privileges

Off campus lunch privileges are not an entitlement and may be revoked by the administration at any time. Seniors who are eligible to participate in extracurricular activities ordinarily may leave campus for lunch on Wednesdays and Fridays, except during the season of Lent. Juniors who are eligible to participate in extracurricular activities ordinarily may leave campus for lunch on Wednesdays and every other Friday of each month. All other students may not ordinarily leave campus for lunch, but on occasion and for an extraordinary reason may request permission from a school administrator to do so.

Excessive absences and tardiness will affect juniors' and seniors' privilege of off-campus lunch on Wednesdays and Fridays.

Food, Drink and Chewing Gum

All eating is restricted to the cafeteria during the school day. Exceptions to this rule may be granted by a school administrator for a particular activity or occasion.

If explicitly permitted by the course instructor, students may drink water from a clear plastic bottle and chew gum in the classroom. Each teacher has the right to prohibit either or both of these privileges in his or her classroom; however, substitute teachers may not deviate from the course instructor's policy in this matter. The administration reserves the right to deny these privileges to particular students or to the student body as a whole if deemed appropriate or necessary.

Off-Campus Trips and Activities

All students participating in off-campus trips or activities, whether these are day trips or overnight trips, are required to have a completed permission form signed by a parent/guardian on file in the school office prior to leaving campus for the trip or activity. If necessary, an electronic copy of the permission form (fax or email) is acceptable. Verbal permission or permission by phone will be accepted only on rare occasions and in the most extenuating circumstances.

Students are reminded that all school policies remain in effect throughout the duration of a school-related trip or off-campus activity.

The school reserves the right to suspend a student's privilege to participate in off-campus trips or activities if an administrator determines that such an action is warranted.

Medicine

All forms of medication must be kept in the school office. Students found in possession of any form of medication will be subject to disciplinary action by the school. Any medications to be dispensed during the course of the school day must be presented to an authorized office staff member by the student's parent/guardian. If the medication is a prescription medication, it must be prescribed by a licensed physician or dentist, must be in the prescription bottle and dispensed by a registered pharmacist and must be

accompanied by a dated note from the physician. Each student's medication must be in a properly labeled container with the following information – the student's name, the name of the physician or dentist, the name of the medication, the prescribed dosage, directions for student use, and the duration of the treatment. No medication of any kind will be dispensed to students without a completed and signed parent/guardian request for the administration of specific medications.

Basic first aid is available in the school office.

Student Dances

Parents, faculty and staff chaperone all school dances. High school students may invite a guest to each dance who is at least a high school student and comparable in age. If a guest is not a student at Holy Cross Catholic Academy, s/he must have a valid student ID from the school s/he attends and must be registered as a guest in the office by the deadline given for each dance. The administration reserves the right not to approve a student's request to bring a non-HCCA guest. If a guest is not in attendance of a high school, permission from the administration must be obtained.

Students may arrive no later than 30 minutes after the published start time for a school dance. If a student arrives after this time, s/he will be denied admission to the dance, unless prior arrangements have been made with a school administrator. In addition, the student's parents/guardians will be notified. Students must remain at the dance until the published end time for the dance, unless the student's parent/guardian gives permission to chaperones that their student may leave. Students will not be readmitted to the dance once they leave.

In keeping with the commitment of Holy Cross Catholic Academy to provide an environment that is conducive to the promotion of the virtue of chastity, dance attire must be modest and in keeping with the school's values. Strapless dresses, dresses that show the midriff and dresses that are not at least knee-length are prohibited. If a student's attire is deemed inappropriate by the adult chaperones, s/he may be denied admission to the dance.

Music with lyrics that are offensive or inconsistent with the school's values may not be played at school dances.

Attendance at a school dance implies the student's and/or guest's willingness to abide by all school policies. Any policy violation by a student or a student's guest will subject the student to disciplinary action by the school, including prohibition from attending future school dances.

Social Media

The use of social media (including, but not limited to, communication through texting, blogs, and social networking sites such as Facebook, Twitter, TikTok, SnapChat, and Instagram) is one of the fastest growing forms of communication in the United States, especially among youth and young adults. The Church has an obligation to utilize social media as a means of evangelization and to teach others to use these forms of communication responsibly and safely.

Holy Cross Catholic Academy encourages administrators, faculty, staff and students to make full and responsible use of social media as a means of furthering the educational,

spiritual and social mission of the school. However, since comments published through social media might have a harmful effect on the school, its personnel and/or members of the student body, all Holy Cross Catholic Academy administrators, faculty, staff, students and volunteers are required to adhere to the following policy regarding the use of social media.

Members of the HCCA community may use social media as a medium of self-expression, but must recognize that anything published via social media is no different from making such comments in any public forum. Therefore, any and all comments published through any form of social media which denigrate, disparage, discredit or disrespect the school, any member of the administration, faculty or staff, or any student, or any such comments that may be construed as doing so, are subject to disciplinary action to be taken against the author of the comments and any and all persons who contribute to the spread of those comments through social media. All comments posted on social media by members of the administration, faculty, and staff must conform to the Diocese of Amarillo's Code of Pastoral Conduct.

No photos of any member of the HCCA community should be posted or shared through social media without the permission of the persons in the photo (and, in the case of students under the age of 18, their parents). Immodest or sexually suggestive/explicit comments and/or photos (including, but not limited to, all forms of "sexting") are incompatible with the values and moral standards of Holy Cross Catholic Academy. Students who post or contribute to the spread of such comments and/or photos are subject to withdrawal from the school.

Members of the administration, faculty or staff of Holy Cross Catholic Academy may not "friend" or "follow" HCCA students on any form of social media.

DISCIPLINARY POLICIES

ANTI-BULLYING POLICY AND PROCEDURES

Introduction

This policy has been created to support our school's mission, to support our commitment to provide a safe environment for all, and to support our students in developing the self-direction and skills necessary for positive social interaction.

In any school community, there will be times when students do not get along. In most cases bullying occurs because an individual lacks the self-discipline skills needed to get along in society. Our policy and procedures are designed to guide our community in responding to bullying and other negative social behaviors so that students move past these negative behaviors and develop skills to learn and work together as part of the community.

This policy applies to all students, parents, faculty, and adults on our campus, whether attending school, employed by the school, working as contractors, volunteering or visiting.

Policy Statement

We believe that all people have dignity because they are created in God's image and are of infinite value. We further believe that as a Catholic Christian community we are called to reflect the values of Jesus in His regard and respect for all people. In this way, we build up the Body of Christ within our school community, and provide a physically and emotionally safe environment for all members.

Any form of bullying directed toward any member of our school community by another member of the community is contrary to these Christian values and is not acceptable at any time.

The school will provide ongoing and age-appropriate anti-bullying and social skills education for all students, as well as education for staff and parents on these same topics, to promote the prevention of bullying behaviors within our school community.

The school will provide ways for individuals to report incidents of bullying and other negative social behaviors that are of concern.

The school will treat seriously any reports of bullying behaviors or concerns. Such reports will be reviewed and investigated in a prompt, confidential, and thorough manner. Consequences will be applied according to our classroom and school discipline cycles, and in some cases may result in suspension and/or required withdrawal depending on the nature of the infraction.

Prevention and Education

Bullying prevention begins with all members of our community being able to communicate clearly about the concerns and issues. Learning to distinguish the difference between normal social ups and downs, negative social behaviors such as meanness and rudeness, and actual bullying is part of the process for all of us. To that end, we provide the following definitions for our common understanding:

Bullying – when a student (or group of students) attempts to take power over another student. Bullying can be repeated over time or consist of a single interaction, with students adopting the roles of target, bully, bully-follower or bystander.

Physical Bullying – using physical force to hurt another student by behaviors that may include but are not limited to hitting, punching, pushing, shoving, kicking, spitting, pinching, getting in the way or holding. It is also physical bullying to interfere with another student's belongings, to take or break possessions, and to demand or steal money.

Verbal Bullying – directing words at another student with the intention of putting down or humiliating. This includes but is not limited to threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs and ridiculing. It is also considered verbal bullying when a student uses hostile gestures towards another student, such as making faces, staring, giving the evil eye, and eye-rolling.

Relational Bullying – when a student influences other students' friendships and relationships by actions that include but are not limited to deliberately leaving them out,

spreading gossip and rumor, whispering about them, giving the silent treatment, ostracizing or scape-goating. Relational bullying also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.

Cyber Bullying – the use of cell phones, text messages, e-mails, instant messaging, web blogs and postings to bully another student in any of the ways described above. Examples of cyber bullying include but are not limited to sending threatening or insulting messages by phone and email, posting embarrassing pictures and personal information about others on blogs or social networking sites such as Facebook or Instagram, forwarding to others a private email or text message that was meant for a single individual, and spreading hurtful rumors online.

Reporting Procedures

All members of the Holy Cross Catholic Academy community have the right and responsibility to report incidents of concern regarding negative social behaviors and bullying so that together we can maintain a safe environment for all and practice the skills necessary for positive relationships within the community. School administration and teachers are not always present to witness incidents or areas of concern, and therefore can only intervene when they are informed about them.

Students are encouraged to report bullying concerns to their classroom teacher or another school staff member by way of a verbal report or written note.

Parents are also encouraged to report directly to faculty or administration their concerns about any bullying behaviors. Parent reports can be made by way of a verbal or written report.

Teachers and Staff will report to the school administration all bullying concerns and incidents that come to their attention through either direct observation or reports from others.

School Administration can also initiate a process to address an observed concern or incident. Depending on the concern, their report may be shared with the classroom teacher of the student(s) involved.

School Administration will maintain records of all reports filed during the school year using FACTS.

Intervention Procedures

All reports of bullying concerns will be handled seriously and promptly by the faculty and administration. Upon review and investigation of a report, some concerns will be addressed within the classroom by the teacher, while more serious and repeated concerns will be referred to the administration for further intervention.

Intervention in bullying concerns will be addressed with the two goals in mind: to maintain safety and order within the community, and to identify, teach, and practice the skill(s) needed to prevent the unwanted behavior from occurring again.

Appropriate confidentiality will be maintained in order to protect all of the individuals involved in the matter.

Classroom Discipline

The teacher of each class is in charge of the ordinary discipline in the classroom. The student is expected to comply with all regulations or disciplinary measures the teacher may impose. Faculty and staff members should always be addressed in a polite and respectful manner. Confrontational behavior with a teacher will not be tolerated and will subject the student to disciplinary action. If a student is asked to leave a classroom, s/he will be given a disciplinary pass and must then report to the school office immediately. Failure to do so will subject the student to disciplinary action.

Inappropriate Behavior

Ordinarily, a “level one” offense will warrant a warning, a “level two” offense will warrant 1 Penance Hall and a “level three” offense will warrant 3 Penance Halls. “Level one” offenses include, but are not limited to, not being prepared for class, not being attentive in class, a dress code violation, arriving late for class, impolite behavior, chewing gum when not permitted, and inappropriate language or comments. “Level two” offenses include, but are not limited to, repeated “Level One” offenses, disruptive classroom behavior, a public display of affection, flaunting dating practices or a romantic relationship, disrespectful behavior, offensive language or comments, unauthorized possession or use of a personal technological device, irresponsible or careless driving on or near campus, and possession of another person’s property without permission. “Level three” offenses include, but are not limited to, disobeying a teacher or faculty member, aggressive or violent behavior, harassment or bullying and academic dishonesty. “Level four” offenses will be referred to an administrator (see student life policies on pg 16).

Penance Hall

A Penance Hall assignment is intended to be an opportunity for a student to think about their actions and to repair the damage that s/he has done as a result of an action or actions not in keeping with the moral or behavioral standards and expectations of Holy Cross Catholic Academy. A Penance Hall assignment is fulfilled during lunch. The student will eat in solitude in the office under the supervision of a staff member and will do penance when finished eating.

Persistent or serious offenses may result in the student serving an ISS (In School Suspension) assignment for no less than one day, and an administrator will have a conference with the student’s parents, and the student will be placed on disciplinary probation. ISS assignments are made at the discretion of the administration with input from the parent and/or staff member involved.

Suspension

Major violations of school policy will warrant suspension of the student from class and all extracurricular and/or athletic activities. Ordinarily, the period of suspension will be one, two, or three days, depending upon the seriousness of the violation. During the period of suspension, the student is required to be present on the campus for the entire school day, but does not attend classes or participate in any school activities. During each day of the suspension, the student will report to administration, who will assign him/her to a location isolated from the community where the student will work on

assignments provided by his/her teachers. While suspended, the student will leave school only when dismissed by the administration.

Disciplinary Probation and Expulsion

A student who repeatedly violates the moral and/or behavioral standards and expectations of Holy Cross Catholic Academy will be placed on disciplinary probation by an administrator. While on probation, the student will be expected to demonstrate that s/he is willing and able to meet or exceed the school's moral and/or behavioral expectations. An administrator will meet with the student and his/her parents and present to them in writing the requirements which must be fulfilled in order for the student to be removed from disciplinary probation. If the student fails to meet the terms of the probation, the administrator may require that the student withdraw from Holy Cross Catholic Academy.

While a student ordinarily will not be required to withdraw from Holy Cross Catholic Academy without a period of disciplinary probation, the school reserves the right to expel a student without probation if an administrator determines that the circumstances warrant such action.

ADMINISTRATIVE POLICIES

Admission and Enrollment

Holy Cross Catholic Academy requires that each student applying for admission, and his/her family, demonstrate the ability and motivation to benefit from the school's educational program, the desire to grow morally and spiritually, a willingness to actively participate in all aspects of the life of the school community, the intention to contribute positively to the life of the school community and a commitment to work with the faculty and staff in the total education of the student. Furthermore, each student applying for admission, and his/her family, must agree to abide by the policies contained in the Student/Parent Handbook, including the Honor Code, and all contractual agreements between Holy Cross Catholic Academy and the family.

Prior to being officially admitted to Holy Cross Catholic Academy, a prospective student must provide to the school a copy of his/her most recent report card, current standardized test scores, and a current discipline record from the school in which s/he is currently enrolled. If deemed appropriate, Holy Cross Catholic Academy may administer an entrance exam. Holy Cross ordinarily will not accept students who are academically more than 1½ years below grade level.

Each prospective student, together with his/her parents/guardians, will be interviewed by a school administrator prior to a decision about admission to the school, which will be based on this interview, a review of the student's academic and behavioral records, and conversations with an administrator and/or counselor at the student's previous school. A prospective student and his/her family will be notified by phone, letter, or email about the school's decision to accept or not accept the applicant.

Once a student is accepted, it is expected that all registration forms will be completed in a timely manner.

New students ordinarily will not be accepted or enrolled after Spring Break.

Married students ordinarily will not be accepted for admission.

Tuition and Fees

Tuition is the main source of revenue for the school. Therefore, the timely payment of tuition is critical to the school's financial well-being. A schedule of current tuition and fees is available from the school office.

Tuition may be paid directly to the school office only if the total amount is paid in one annual or two semi-annual payments. Quarterly, monthly and semi-monthly electronic payment plans are available (for tuition only) in conjunction with FACTS, a nationally recognized tuition management company. An annual fee will be charged for this service.

The registration fee, any portion of tuition that has already been paid, and all other fees are non-refundable.

No student will be permitted to attend classes unless his/her family has paid at least the semi-annual tuition payment or has contracted with FACTS a tuition payment plan.

If a student withdraws or is dismissed from Holy Cross Catholic Academy, there will be no refund of any tuition already paid because of the expenses incurred in hiring personnel in relation to student enrollment. A student who withdraws or is dismissed between the signing of the contract and December 15 will be charged no less than 50% of the annual tuition rate. A student who withdraws or is dismissed between December 15 and January 1 will be charged no less than 75% of the annual tuition rate. A student who withdraws or is dismissed after January 1 will be charged 100% of the annual tuition rate.

If a family becomes delinquent in the payment of tuition, they must contact the administration immediately to schedule an appointment to discuss the situation and to develop a plan to rectify the problem.

All financial obligations must be current before a student will be permitted to take semester exams. All financial and other obligations (including the fulfillment of all service hours) must be paid and or completed in full before academic records will be released and before a senior will be permitted to participate in graduation exercises.

Tuition Assistance

Each spring, families may apply for tuition assistance through the Office of Catholic Education of the Diocese of Amarillo. In order to qualify for these funds, a family must have a demonstrated financial need, as determined by an analysis done by FACTS, a nationally recognized tuition management company. Applications for tuition assistance must be submitted by the announced deadline (usually the end of March) in order to qualify for the maximum amount of assistance (no more than 50% of tuition). Holy Cross Catholic Academy encourages every family to apply for tuition assistance through this process.

Lunch Purchases

The lunch program at Holy Cross Catholic Academy is managed by St. Joseph's School. Lunch accounts are established for each student in the school office. No

charges are allowed, so parents/guardians are urged to regularly make sure their son or daughter has enough money in his/her lunch account.

Fundraisers and Service Hours

The actual cost of educating a student at Holy Cross Catholic Academy is approximately \$9,500.00 per year. This does not include unanticipated maintenance costs or money necessary for future development. The parishes of the central deanery of the Diocese of Amarillo and the diocese itself provide a subsidy which covers approximately 20% of the cost of educating each student. Tuition covers another 60% of that cost (if full tuition is paid). This means that approximately 20% of the funds needed to run the school must come from school fundraisers or donations. Therefore, the participation of students and their families in fundraisers and school-related service is vital to the financial well-being of the school.

Each student is required to bring in an annual total of \$1,000 worth of fundraising monies through the school's two major fundraisers or pay a \$1,000 "buy out" fee. The "buy out" fee can be paid in one lump sum or spread throughout the year with their monthly FACTS payment. Any balance on the fundraising requirement will be added to the student's FACTS account on the first day of the month after the completion deadline for the fundraising activity. Each family also is required to complete 25 service hours for the school. High school students may contribute towards the fulfillment of this requirement, but middle school students (or younger) may not. In May, each family will be charged \$25 for each unfulfilled service hour.