

**HOLY CROSS CATHOLIC ACADEMY  
STUDENT HANDBOOK & AGENDA**

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**HOLY CROSS CATHOLIC ACADEMY  
2008 – 2009**

**School Colors: Red and Gold  
Mascot: Mustang**

*This agenda belongs to*

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip \_\_\_\_\_

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***PRINCIPAL'S MESSAGE***

It is with great pleasure that we take this opportunity to welcome you to Holy Cross Catholic Academy. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This handbook has been developed by our faculty and administrators to help you and your parents learn as much as possible about school policies and procedures and services we offer students. It is a quick reference guide you will find extremely useful as questions arise throughout the school year.

Whether you are joining us for the first time or have been with us for a number of years, we encourage you to become an active member of Holy Cross Catholic Academy. In addition to an excellent academic and spiritual foundation, we offer many activities, clubs, and sports to help students become well-rounded, mature young adults. Our “Commitment to Excellence” is our promise to you and our expectation of every student.

We look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year.

***Deacon Jim Clements***

Principal

***Deacon John Peters***

Assistant Principal

**BELL SCHEDULE**

7:55 a.m. Warning Bell; move to classrooms

**PERIOD**

1 8:00 – 8:50

2 8:54 – 9:39

3 9:43 – 10:28

4 10:32 – 11:17

5 11:21 – 12:06

12:10 – 12:40 Middle School Lunch

High School Home-room

12:41 – 1:14 High School Lunch

Middle School Home-room

6 1:18 – 2:03

7 2:07 – 2:52

8 2:56 – 3:41

## **GRADUATION REQUIREMENTS**

The Board of Education requires a total of thirty two (32) school credits, in various subjects, for graduation. There are variations in the requirements depending on the year of graduation and the graduation plan. See the register for specific requirements.

## **STUDENT GRADE CLASSIFICATION (High School Students)**

- 9<sup>th</sup> Grade – promoted from 8<sup>th</sup> grade
- 10<sup>th</sup> Grade – 7 credits to be classified as a sophomore
- 11<sup>th</sup> Grade – 14 credits to be classified as a junior
- 12<sup>th</sup> Grade – 20 credits to be classified as a senior

## **CLASS SCHEDULE CHANGES**

The registrar will handle all class schedule changes. Changes will not be made after the first five (5) days unless administration approves.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Clubs and Organizations**

- Student Council
- Science Club
- Cheerleaders
- National Junior Honor Society
- National Honor Society

## **INTERSCHOLASTIC SPORTS PROGRAMS**

- Football
- Volleyball
- Basketball
- Track
- Golf

## **DIOCESAN STATEMENT of PHILOSOPHY**

Holy Cross Catholic Academy serves as an extension of the Church and the students' families to develop the spiritual, moral, intellectual and physical potential of each student. Along with academic skills, we instill moral values and foster personal and spiritual relationships indicative of the Catholic faith and tradition. This enables each student to develop into a contributing Christian adult.

## **MOTTO**

**We believe, We Desire, We Do.**

## **MISSION STATEMENT**

To challenge all students to attain their full potentials to contribute to church, school and society as we share the life and message of Jesus Christ.

## **POLICIES**

The principal may enact additional policies and procedures informing parents of the effective date and enforcing them thence forward.

## **STUDENT RESPONSIBILITY**

*Student responsibility and conduct are based on the premise that one's education begins with discipline and ends with self-discipline. An environment conducive to learning must be maintained in order to ensure equal educational opportunity for all students. An effective learning situation can best be provided and positive behavioral patterns established when students adhere to the rules and regulations which are designed to promote a desired environment of learning and to protect the students. It shall, therefore, be an administrative policy/expectation that every student abide by all the rules and regulations of Holy Cross Catholic Academy. Should discord arise, adherence to the rules and regulations will assure that all parties are treated with courtesy and fairness, yet with a firmness that will direct students to conduct themselves in an acceptable and disciplined manner.*

*The principal or other appropriate administrator has the responsibility of implementing the rules and regulations as stated in the Student Handbook & Agenda*

## **ADMISSION POLICY**

The Holy Cross Catholic Academy requires that each applying candidate meets the following criteria:

1. Demonstrates the ability and motivation to benefit from the educational program at Holy Cross Catholic Academy.
2. Expresses the desire to grow morally and spiritually.

3. Wants to contribute to the growth of the Holy Cross Catholic community.
4. Has parents/guardians who show a willingness to work with the faculty in the total education of the student.
5. Families agree to all contractual agreements between the family and Holy Cross.
6. All families – Catholic and other religious preference -- must agree that the student will attend all religion classes, liturgies and prayer services.

### **ADMISSION PROCESS for NEW STUDENTS**

1. The candidate will provide copies of a recent report card and a current discipline record from the current school they are enrolled in.
2. Holy Cross Catholic Academy may administer an entrance test. Holy Cross will not accept candidates who are academically 1-1/2 years below grade level.
3. An interview of the candidate and parents/guardians with the principal is required.
4. A study of past performance through review of records and interviews with the principal and counselor at the previous school.
5. Review of all the above by the principal. *At the end of the first six weeks' probation period, the principal and faculty will evaluate the student for conduct and academics. One of three choices will be made by the principal and faculty:*
  - \* Probation will be removed, or
  - \* The student will be given one extension of six weeks' probation, or
  - \* The student will be withdrawn from Holy Cross Catholic Academy.
6. A phone call or letter to the family stating acceptance or non-acceptance.
7. Completion of all application forms if the student is accepted.
8. *New students will not be enrolled after Spring Break unless moving into the Amarillo area.*

### **MARRIED STUDENTS**

When married students apply for admission, the principal makes the decision on an individual basis. Holy Cross Catholic Academy does not lightly admit married students because of the effect their presence may have on other students not prepared to make such a serious commitment.

### **PREGNANCY POLICY (Diocesan Policy)**

Catholic schools in the Diocese of Amarillo, assisting parents in their role as primary educators, seek to fulfill the educational mission of the Catholic Church with the continuous formation of the Christian person as their primary goal. An essential part of the religious and moral formation of the students is the acquisition of knowledge and skills that lead to the development of Christian attitudes toward sexuality and the family.

In making a decision regarding the continued attendance in a Catholic school of a student, be they mother/father, the administration will deliberate 1) the moral codes of conduct accepted by members associated with the Catholic Church, 2) the conscience and behavior of the individual student, and 3) the common good of the school community and hindrance to the common good.

- 1) All such students involved in a pregnancy must be treated with fairness, compassion, discretion and prudence while arriving at decisions that are in the best interest of the student, student body, and the new human life that has been conceived.
- 2) Students involved in a pregnancy will be dealt with on an individual basis, after consultation with the student and the parents/guardians.
- 3) Personal, family and/or school reasons may determine the withdrawal of the student. In such cases, the school will make every possible effort to assist parents/guardians in finding an alternative school or program.
- 4) If the student is to remain in school, he/she will be enrolled in an approved special counseling program that will address his/her psychological, emotional and physical needs at this time. Parents/guardians of the student may be required to do likewise. Evidence of compliance with this requisite must be presented to the school. The school will assist the student and his/her parents/guardians in finding suitable counseling at the student's expense.
- 5) Regarding the case of a mother, in order to continue attending school, the student shall present to the administrator a statement from the attending physician indicating any limitations on the student's activities. The statement shall also give the predicted delivery date.
- 6) If and when it is decided that the student will be absent from the school, the school will provide ways and means to assist her or him academically, either directly or through other existing programs, so that the student not be penalized with the loss of academic credit, if at all possible.
- 7) A student who is pregnant may be asked by the school not to participate in those functions that the school determines. However, after the birth of the child, when the student returns to school, she will not be penalized for missed Academic or extra-curricular activities

NOTE: If the father of the child to be born is a student enrolled in the school, the same provisions applicable to the young woman will apply in his case, particularly those that refer to counseling and participation in school functions.

### **ABORTION (Diocesan Policy)**

If school authorities know of a student who has had an abortion while in attendance at the school, they will request that she engage in a psychological, emotional, and spiritual counseling process.

The Catholic Church establishes the penalty of automatic excommunication for any Catholic who knowingly procures, undergoes or assists in an abortion. A most important concern of the

Catholic school shall be facilitating the student's return to full communion. In that process, the school will not spare any effort to procure for the student adequate pastoral care and directions as well as any guidance needed regarding proper ecclesiastical procedure.

As in the case of pregnancy, school authorities are urged to exercise sensitivity and confidentiality, even when the case has reached the external forum. They are called to give witness to the Lord's compassion and to be supportive to the student.

### **INTEGRATION (Diocesan Policy)**

The Catholic Church teaches that people of all nations and races are children of God and thus equally dear to Him.

Holy Cross Catholic Academy admits students of any race, religion, color, sex, national origin, ethnic group, age or handicap to all the rights, privileges and activities of the school. Holy Cross Catholic Academy does not discriminate in its admission policy, its treatment of students, its employment policy or its operation of nutrition programs. In accordance with the principles and policies stated above, Holy Cross Catholic Academy will not admit students who apply for admission in order to avoid integration in the public schools.

### **HOLY CROSS CATHOLIC ACADEMY ADVISORY COUNCIL**

The Holy Cross Catholic Academy Advisory Council deals with varying issues of Holy Cross and advises and presents recommendations to the principal for consideration and/or approval. If a parent/guardian wants to address the Advisory Council, he/she should contact the president a week before the published meeting date at which he/she wishes to speak. Monthly council meetings are scheduled and open to the public with the exception of executive sessions. Dates for meeting are published on our web site calendar and posted on our Power-School site. The *Update* is available in the office or e-mailed each Thursday.

### **STUDENT LIFE and RULES**

#### **ATTENDANCE, TARDINESS, MAKE-UP WORK, CUTTING SCHOOL and/or CLASSES**

Holy Cross Catholic Academy's mission is to challenge students to reach their God-given potential through providing an excellent education. We believe that education takes place through and in the midst of the community of faith that exists at Holy Cross. Students' success in school is directly tied to attendance; therefore, the following attendance policy emphasizes to parents and students alike the importance of attendance:

- 1) Students must be in attendance a **minimum** of 90% of scheduled days per semester.
  - a. Students may lose credit in classes in which they have less than 90% days in attendance.
  - b. The parents/guardians will be sent a warning notice when a student has

- reached 5% absences during a semester.
- c. If the parents/guardians of a student who exceeds the maximum number of absences (10%) appeal the loss of credit decision, the parents and the student may meet with the principal.
  - d. If a student misses 20 minutes or more of a class, he/she is considered absent for the entire class period
- 2) Students must obtain an admittance pass from the school office if they arrive late for the school day and individual classes.
  - 3) If the student is tardy to school three (3) times in a six weeks' grading period, upon the 4<sup>th</sup> tardy, the student will be given a detention. A detention is given for every tardy, thereafter, during that six weeks' grading period. (Detailed *Discipline* rules available in school office.)
  - 4) **When a student is absent, a phone call from the parent/guardian must be made to the school by 8:30 a.m.**
  - 5) A student who misses school for 3 consecutive days for illness must bring a note from the doctor. A student who goes out-of-town on any school day must bring a note of explanation. These notes are kept on file.
  - 6) ***Students who are absent may NOT participate in athletics or school activities that afternoon or evening.***
  - 7) Students may not miss any class time to attend games as "boosters."
  - 8) **Make-up work will be allowed for excused absences.\* IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT HIS/HER TEACHERS FOR ALL MAKE-UP WORK THE FIRST DAY THE STUDENT RETURNS TO SCHOOL. A minimum of one school day of make-up time is allowed for each day's absence (i.e., two (2) days absences = two (2) days to make up work). FAILURE TO MAKE UP THE ASSIGNED WORK BY THE DEADLINE WILL RESULT IN A FAILING GRADE FOR THAT WORK.**
    - \* Excused absences are those approved by the school.

#### **Cutting School and/or Classes:**

A student who "cuts" or "skips" school for either a full or partial day will:

- 1) Earn a zero for each class skipped with no option to make up the work; and
- 2) Spend a minimum of one (1) full day in In-School Suspension (ISS).  
Assignments done in ISS will receive the grade earned for the work.

#### **AUTOMOBILE POLICY**

A student who drives a vehicle to school must show proof of liability insurance coverage for the vehicle. A copy of their proof of liability insurance and drivers license will be kept on file at the school office. A student permit will be issued upon receipt required documentation. The permit must be kept in the student's vehicle. Students who cannot show proof of liability insurance may not drive or park on campus.

Vehicles are parked between Holy Cross and St. Joseph's gym. The parking lot is off limits during the school day. Students must bring everything needed for the school day from their vehicles before the school day begins – textbooks, lunch, money, athletic clothing, etc.

Irresponsible or careless driving on campus will result in the student being denied the right to drive or park on school property.

## **BUS TRANSPORTATION**

Rules defining student conduct are designed to protect the passengers and shall be observed at all times. Remember: ***good manners are always expected.*** Bus safety rules shall include, but not be limited to, the following:

1. The vehicle driver is in charge of students on the bus. Students shall follow the driver's directions *at all times.*
2. Only authorized personnel and eligible students assigned to a specific bus *are permitted to ride on the bus.*
3. Students will remain properly seated at all times and not block the center aisle. Any or all students may be assigned seats.
4. Students must keep their hands, head, feet, and personal objects inside the bus *at all times.*
5. Scuffling, shoving, or fighting is prohibited on or off of the bus.
6. Students are not to engage in loud talking, yelling, the use of profanity, inappropriate language or gestures on or off of the bus.
7. Littering or throwing items inside or from the bus is prohibited.
8. Students are not allowed to consume food or drink on the bus. The use of tobacco products is prohibited.
9. Students shall not deface or vandalize the bus or related equipment. Students that violate this rule will be required to pay for damages.
10. Students are not allowed to bring animals or harmful objects on the bus. (i.e., weapons, drugs, alcohol, fireworks, etc.)
11. Students are not to engage in any other conduct that disrupts the safe operation of the bus.
12. ***Road Emergency:*** Remain in the bus unless otherwise instructed by driver.
13. ***Serious Discipline Problem:*** *If a student's conduct seriously jeopardizes the safety of other students and the driver, a suspension will immediately be placed into effect.*

## **CAFETERIA and LUNCH**

A hot lunch program is provided. Students may also buy a-la-carte. Lunch tickets may be purchased. ***Students may not charge lunches. No food may be delivered to students by family members or restaurants at any time without permission of the school office.*** **Parents only** may visit and eat lunch with their student, but must check in at the office for a visitor's pass before going to the cafeteria. For a special occasion, parents/guardians may take

their student off-campus for lunch, (not any friends/class mates), but must notify the school **in advance**. Free and reduced-price meals are available through the Federal Lunch Program. Application for these programs is available in the school office.

**CHANNELS of COMMUNICATION** - A well informed, involved parent/guardian needs to know the channels of communication in order to express his/her concerns and ideas regarding school matters. One of the means that a parent/guardian can monitor their students progress is Power School. Each parent/guardian is assigned a log in and password to the program for them to use to directly access their students grades, attendance, and teachers comments is available on the internet with this program. The Holy Cross Catholic Academy Advisory Council, the principal, and the faculty recognize the need to familiarize parents with these channels and offer the following guidelines:

- 1) Concerning your child's **Academic** achievement and classroom **behavior**: first, contact the teacher, then the counselor, the principal and finally the superintendent.
- 2) Concerning the **Athletic/P.E.** program, first contact the coach or teacher, then the athletic director and finally the principal.
- 3) Concerning **curriculum, special programs, extra-curricular activities, discipline and uniforms**: contact the principal.

## **CHEERLEADING REQUIREMENTS**

Holy Cross Catholic Academy offers every student the opportunity to belong to the cheerleading squad. To qualify for tryouts, a student must have passed every course with a grade of 75 or better every six weeks for the previous two semesters. Students who are elected to the squad must maintain a passing grade in all classes and must attend practice daily to remain eligible. In addition, all students who are elected to the cheerleading squad have a responsibility to maintain a positive attitude and display a positive image as representatives of Holy Cross Catholic Academy both on and off the field/court.

## **CLASS RESPONSIBILITIES**

- Grade 6 - Plans and provides snacks for 8<sup>th</sup> grade reception
- Grade 7 - Plans and provides decorations for 8<sup>th</sup> grade reception
- Grade 8 - Do a community service for the school.  
Have a Fun Day toward the end of the school year.
- Grade 9 - Buys flowers for graduation
- Grade 10 - Plans and hosts reception for the graduates
- Grade 11 - Plans and hosts the prom\*
- Grade 12 - Prepares slide show for presentation and purchase the senior gift for School.  
**Senior Trip** The senior trip will be held after the school year ends.

**Each moderator and the students must present a budget to the principal for approval BEFORE any project may be undertaken, i.e., the prom, balloon bouquets, fund raisers of any kind. If outside businesses are asked to provide services for various projects/activities, there must be on file in the school business office, the agreement between two parties.**

Parents/Guardians will be asked to chaperone dances. A minimum of four (4) parents/guardians must chaperone dances and parties.

## **CURRICULUM**

The curriculum at Holy Cross Catholic Academy focuses on a **college-bound** program. Dual Credit courses are available for Grades 11 and 12. Information on the Dual Credit program is available in the school office. Students are provided opportunities to develop leadership qualities, team spirit, and altruistic values through academic competition, community service, clubs and sports.

### **Class Rank**

Class Rank is computed on the total numerical average earned from ninth grade through the fifth six weeks of twelfth grade. Class rank is made available to requesting institutions with written permission of the student and his/her parents.

### **College Visit**

Seniors may have **one** excused absence day to visit Colleges in their senior year. All other college visits will be marked as unexcused. A request in writing signed by a parent/guardian is given to the office at least two weeks in advance of the visit and is kept on file in the school office. After returning from the college visit the student must bring proof of that visit from the college and turn it into the office.

### **Graduation Requirements**

Holy Cross Catholic Academy is accredited by the Texas Catholic Conference Education Department with the approval of the Texas Education Agency. Transcripts will reflect advanced courses.

All seniors are required to meet Texas Catholic Conference Education and Texas Education Agency requirements for graduation.

All eighth grade students must be passing all required subjects in order to participate in the promotion ceremony.

### **Honor Roll and Academic Recognition**

To qualify for the "A" honor roll, a numerical average of 93 or above is required in each course with an overall grade point average of 93 or above. To qualify for the "A-B" honor roll, students must earn grades of 85 or above in each subject and have an overall grade point average of 93 or above. To qualify for the "B" honor roll, a numerical

average of 85 or above is required in each subject with an overall grade point average of 85-92.

### **National Honor Society (10, 11, 12) and National Junior Honor Society (7, 8)**

Candidates must have a minimum cumulative grade point average of 89 or have a minimum grade point average of 85 with an IEP in place in the school office. Candidates who have the minimum cumulative scholastic grade point average required are nominated at the end of the first semester (Grades 7-9 and grades 10-12). Once nominated, based on academic eligibility, the candidate is evaluated for leadership, character and service by a faculty committee. The selection of the members to the chapter is made by a majority vote of the faculty committee. Active members must maintain the standards by which they were selected. Members may be dismissed for flagrant violations of the standard including, but not limited to, cheating, disruptive or discourteous behavior. Cost to join is \$20 for high school students and \$10 for middle school students

### **Valedictorian and Salutatorian**

Valedictorian and Salutatorian are named based on the two highest cumulative grade point averages (GPA), grades nine through the fifth six weeks of the twelfth grade. The valedictory GPA must be 93 or above and the salutatory GPA must be 90 or above to qualify for valedictory and salutatory honors. The courses that make up these averages must be deemed by the principal as deserving of scholastic recognition. In the event that the above GPA and criteria are not met, the seniors with the two highest cumulative grade point averages will be classified as highest and second highest ranking in their class. *To be eligible to receive valedictory, salutatory, highest ranking or second highest ranking recognition in his/her class, a student must be at least a senior and enrolled at Holy Cross Catholic Academy for the senior year – the full first and second semesters.*

### **Weighted Grading**

Weighted Grade Point Average: Dual Credit (DC) courses are taught and graded on college level. The grade the student earns in class for DC courses is recorded on his/her permanent record. For grade point average purposes, Dual Credit courses receive five (5) points for each semester. Dual Credit courses are taught in partnership with Amarillo College.

### **DETENTIONS**

Detentions are served after school each Tuesday and Wednesday from 3:45 to 4:45. Detentions take precedence over athletic practices, rehearsals, etc and if need be games, performances, etc.. Those students that need tutoring may serve their time in tutorials if arrangements are made ahead of time. If students owe detention time and do not show up for detention hall, they will be issued another detention. The student must have the white detention slip signed by a parent or guardian and return the signed detention slip to the assistant principal's office the day after receiving the detention. Students will be given one day In-School

Suspension (ISS) for detentions received in excess of five (5) during one six weeks (i.e., when the 6<sup>th</sup> detention is given, the student will serve in ISS).

### **EATING and DRINKING on CAMPUS**

All eating is restricted to the cafeteria during the school day. **For exceptions and special celebrations, the occasion must be approved by the principal two days in advance.** Water only, in clear bottles, is permitted in the classrooms. On an individual basis, this privilege will be taken away from a student who uses the water for any other purpose, i.e., as a squirt gun.

### **ELECTRONIC DEVICES**

Holy Cross Catholic Academy requires that no radios, pagers, DVD players, cellular phones or any other unauthorized electronic devices be permitted at school. If an electronic device is brought to school, it will be forfeited and may not be returned to the students until the end of the school year. If the student wishes to get their electronic devices back at the end of the day they will have to pay a \$15.00 fee. The school is not responsible for such items brought to school.

### **ELIGIBILITY and EXTRA-CURRICULAR ACTIVITIES**

Eligibility is determined on report card grades **only**. Eligibility will be declared on the date the report card is distributed to the student. If the student has failed one or more subjects, the student is ineligible to participate in extra-curricular activities until he/she is passing **every** subject at the next progress report time (3 weeks). If not passing **every** subject at progress report time (3<sup>rd</sup> weeks), the student is ineligible for the remainder of the six weeks until distribution of the next report card.

Extra-curricular activities include, but are not limited to: athletics, Student Council, academic competitions, clubs, etc. National Honor Society members will be placed on probation.

*If a student is in ISS, even part of the day, on a game day, the student may not participate in the game. If a student is absent from school, the student may not participate in a game that day.*

### **EMERGENCY CLOSINGS, INCLEMENT WEATHER, DELAYS**

Should a question arise whether or not classes will be in session because of inclement weather or some unusual situation, the superintendent will make the decision and have the information announced by Z-93 (radio) and KAMR-TV Channel 4, KFDA-TV Channel 10 and KVII-TV Channel 7. Please do not call the school. **In the event school is cancelled, all other activities including sports will be cancelled automatically.**

### **FEES and TUITION**

The *registration fee* is \$375.00 per year per student. *Athletic events should be registered for at enrollment time for the fees to be paid as part of the tuition payment schedule. Any athletic event enrollment after registration must have the fees paid before the first day of practice for the sport in which the student is participating.*

**The senior graduation fee is \$100.00 which covers the cost of diplomas, transcripts requested for colleges and universities, and caps and gowns. Announcements and other items the seniors order for personal use are paid for by the seniors/their families.** It is required to have a cap and gown for graduation. All fees, tuition and other outstanding obligations to the school, including service hours not completed, must be paid for in full before a senior may participate in graduation exercises, or an eighth grader may participate in the promotion ceremony.

**ALL FEES ARE NON-REFUNDABLE.**

Annual tuition will be billed on a twelve (12) or ten (10) month payment schedule. Monthly billings will be mailed on or before the first (1<sup>st</sup>) day of each month and monthly tuition payments will be due and payable on or before the tenth (10<sup>th</sup>) of each month beginning on August 10<sup>th</sup> for the ten month payment plan and by June 10<sup>th</sup> for the twelve month payment plan. There will be a **\$15.00 late charge** for tuition payments made after the 10<sup>th</sup> of each month. There will be a \$20.00 charge for returned checks. Any tuition payment not received on or before the mailing date of the next billing (30 days past due) will be shown as a past due amount on the statement. At the time the account is designated “past due,” the family will be notified in writing that all past due amounts must be current within ten (10) days or their student(s) may not attend classes until the account is paid current or the account may be turned over to a collection agency, the cost for which will be added to the account. A student may be asked to withdraw from Holy Cross Catholic Academy if an account is delinquent for any reason.

**Diocesan Tuition Assistance** Tuition assistance is awarded by the Diocesan Development Office is intended to be of help to Catholic families who have students attending Holy Cross Catholic Academy. This, in turn, requires some responsibility and obligation on the part of the student and parents/guardians.

Families receiving tuition assistance from the Diocese are required to pay tuition promptly on or before the tenth (10<sup>th</sup>) of each month after which date an account is past due. There will be a \$15.00 late charge for tuition payments made after the due date. The tuition payment and late fee must be paid within five (5) days after the tenth of the month, or the tuition assistance privilege will be withdrawn. When tuition assistance is withdrawn, parents are then obligated to pay the full basic tuition each month thereafter.

Students receiving tuition assistance must meet the following requirement:

**\* Pass all subjects each six weeks at report card time with a 70 or better.**

If the student does not meet the requirement on a report card, the student will lose tuition assistance until all grades are passing on the next six weeks' report card. Full basic tuition must

be paid during the period of time tuition assistance has been withheld. Tuition assistance will be reinstated the month following the report card on which the student is passing each subject.

**Service Hours** - *The actual cost of educating a student at Holy Cross Catholic Academy is \$5,400. This does not take into account improvements to the existing building or planning for the future. Financial assistance from the diocese is very limited. Fund-raising is necessary, and without it, we could not exist. The difference between the base tuition of \$3,295 and the full tuition of \$4,695 is \$1,400 . Service hours help to make these fund-raisers possible and help defray the cost of educating a student at Holy Cross.*

Parent/Guardians paying full tuition (\$4,695 per year per student) are required to give ten (10) service hours. Parents/Guardians paying less than \$4,695 are required to give thirty-five (35) service hours. Freshmen through seniors may assist parents/guardians to earn service hours. Middle school students may **not** earn service hours. Donation of extra hours to a family that does not have enough service hours is **not** permitted. Every family must earn their own service hours. Contact the school office to be scheduled for service hours and to document service hours.

To emphasize the importance of service hours to the overall needs of the school, credit for the service hours will be awarded as earned up to a limit of \$1400.

Report cards, transcripts, and school records are not released until all accounts are paid in full. Students may not go through completion or commencement ceremonies until all accounts are paid in full.

## **FIELD TRIPS**

Students going on a class field trip out-of-town and/or over-night must have a permission slip signed by a parent/guardian in order to leave campus for the trip. **Permission may not be given by phone.** The signed permission document must be turned in to the school by the assigned time. Parents/Guardians of students going on class field trips in the Amarillo area must also have separate permission slips for each individual trip.

The rules and spirit of the *Student Handbook & Agenda* apply whenever students represent Holy Cross Catholic Academy at an off-campus activity, or students are in the Holy Cross uniform. Students represent the school in the civic community. They all have the duty to protect our reputation and enhance it. Thus, any student who, in the judgment of principal, brings public discredit to the school, even by actions outside of school, must accept responsibility for his/her actions and will be dismissed from Holy Cross Catholic Academy.

Any off-campus privilege may be suspended at the discretion of the principal if the student repeatedly disobeys school rules including, but not limited to, incorrect uniform, gum chewing, disruptive behavior, un-served detentions, or failing to turn in signed progress reports and report cards on time.

## **FIRE and TORNADO DRILLS**

Fire and tornado drills are required by the State of Texas.

The **fire drill warning** is *three (3) repeated rings of the bell*.

For **fire drills**, students should leave the building **silently** by the route posted in each classroom and return to the building only after the proper signal is given.

The **tornado warning or a tornado drill warning** is *five (5) repeated short rings of the bell*.

**For 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 quiet as possible and move as a group in an orderly manner along 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.

**Flooding** – Holy Cross Catholic Academy stands on high ground so the chances of flooding are minimal. If flooding should occur, this procedure will be followed.

Flood Warning – Flooding is occurring or will occur soon; if advised to evacuate by officials, we will do so immediately with use of buses and private vehicles.

Flash Flood Warning – A flash flood is occurring; we will go to the second floor of the school immediately.

Procedures if flooding should occur:

- We will listen to the radio and television for information
- We will use cell phones to communicate with emergency officials and parents
- If we must evacuate:
  1. If we have time, files drawers, books, etc. will be moved to higher surfaces such as desks or tables.
  2. Turn off utilities at the main switches or valves if instructed to do so. Disconnect electrical appliances. Do not touch electrical equipment if wet or standing in water.
- If there is not enough time to evacuate:
  1. Move all students to the second floor of the school.

## **FUND -RAISERS**

Budgets and fund- raisers of the various classes and organizations in the school must be approved by the principal. Student funds are deposited in the school office and the organization receives a receipt. Money is to be collected by the organization and then turned in to the office when the fund raiser is complete. The Parent-Teacher Organization (PTO) plans important school fund- raisers. The Booster Club handles fund-raising for athletics. Through the support and hard work of the PTO and the Boosters, the proceeds of these fund-raisers are given to Holy Cross to benefit the students.

### GENERAL SUPPLY LIST

- \* Black or blue ballpoint pens
- \* Small bottle of school glue
- \* #2 pencils with erasers
- \* Two family size facial tissue
- \* Plastic math compass and protractor
- \* Washable colored markers
- \* 3-ring binder
- \* Calculator (ask Teacher)
- \* 12" English/Metric rule
- \* Two red pens
- \* Loose leaf paper
- \* Small school scissors

\* Book bags or backpacks are optional and must be kept ONLY in lockers.

In addition, there are some special requirements for certain courses. Teachers will explain those to students in their respective classes.

### GRADING, ELIGIBILITY and REPORTING POLICY

#### Academic

93 - 100 = A (4.)	75 - 84 = C (2.)
85 - 92 = B (3.)	70 - 74 = D (1.)
69 and below = F (0.)	

#### Conduct

E or X = Excellent	N = Needs Improvement
S = Satisfactory	U = Unsatisfactory

If a high school student is passing a course for the semester going into the final exam and fails the exam which causes him/her to fail the semester, the student has one opportunity to retake the exam. The time for retakes is determined by the teacher. The maximum grade that may be earned for a retake of a final exam is 70. The same rule applies to middle school students who must be passing a subject for the full year going into the final exam. The final exam grade counts as 20% of the semester average.

**Exemption from Final Exams:** Grades 11 and 12 may be exempt from final exams for the first and second semesters for the following reasons:

- Earn a semester grade of 90 or above and not exceed three (3) absences per semester.
- Earn a semester grade of 85-89 and not exceed one (1) absence per semester.

The above rules apply to grade 10 for the second semester only.

**Progress Reports and Report Cards** are given to students on the Wednesday following the end of the grading period. (See School Activity Calendar). The progress report and report card are

to be signed by the parent/guardian and returned by the following Friday to the school office. Students will lose off-campus lunch privileges until signed report is returned. The student will also receive a detention. Progress Reports are issued the third week of each six week grading period. **Report Cards** are issued at the end of each six weeks. Semester grades are recorded on the student's permanent record.

## **HOMEWORK**

Students have daily homework. Parents/guardians are asked to involve themselves actively in the education process by:

- 1) Providing time, place and atmosphere of study.
- 2) Checking on assignments and helping whenever possible, but not doing the work for your student.

Homework is due at the beginning of each class period. Parents are contacted by a teacher by phone or in writing when a student develops a pattern of not turning in homework. In addition to progress reports and report cards, detentions may be given for incomplete work. Students who are out of class to participate in school activities (athletics, drama, academic competitions, etc.) receive "excused absences" for attendance on official records. **Students should get the assignments before the activity. They are to turn in the completed work on the day they return from the activity.**

## **LEAVING CAMPUS**

The school Campus is "closed" at all times for all students, grades six through twelve. Closed campus means that once the student has arrived at school the student may not leave campus without specific permission from a parent/guardian and the administration. Students must be signed out by parent/guardian in the school office each time the student has permission to leave campus. In the case of student drivers, the student must have written permission from parent/guardian before signing out in school office. Leaving campus with permission is a privilege.

Any off-campus privilege will be suspended at the discretion of the principal for students whose behavior is not responsible, i.e., if the student repeatedly disobeys school rules including, but not limited to incorrect uniform, gum chewing, disruptive behavior, discourtesy, un-served detentions, not turning in signed progress reports, and report cards on time, etc.

## **LOCKERS**

Students' possessions should be kept in the student lockers and lockers should contain only what is school appropriate. Other than sack lunches, **no food or drink** may be kept in lockers. Students may not give their locker combination to anyone else. Lockers must be locked when not in use. The school is not responsible for students' personal belongings. Lockers are school property which are provided for the students' use. **The school reserves the right to randomly inspect students' lockers, back packs, gym bags and any other personal items.**

Middle school level lockers are on the second floor; high school level lockers are on the first floor.

## **LOST and FOUND**

Students and parents/guardians may inquire in the school office for misplaced belongings. The lost and found items will be disposed of at the end of each semester.

## **MEDICINE PROCEDURES**

Medications prescribed by a licensed physician or dentist with dated note and dispensed by a registered pharmacist will be allowed during school hours. Parents must bring medication in to the school office with a dated note. Each student's medication must be in a properly labeled container with the following information:

- \* Student's name
- \* Physician's/Dentist's name
- \* Name of Medication
- \* Dosage
- \* Directions for student use
- \* Duration medication is to be given

Band aids and simple first aid are available in the school office.

## **PROM, DANCES and OTHER ACTIVITIES**

- \* **Prom** Freshmen may not attend the Prom. Sophomores may attend if they are the dates of Juniors or Seniors.

*Dress should be modest at all school functions.* Dress length may not be higher than four (4) inches above the knee in a kneeling position. Dresses chosen for proms and dances are understandably festive; however, Holy Cross relies on the parents/guardians to guide their children to choose apparel that is tasteful and modest as well as in fashion. Boys also are expected to dress appropriately for respective activities. Jeans of any color are not permitted at dances or the prom, unless specific permission is given depending on the theme of the dance. All students will be expected to keep their shoes on and boys will keep their shirt tails tucked in all times. If attire is deemed inappropriate, Holy Cross reserves the right to turn away any student from an activity. Students that do not comply with all rules of dress and behavior will be sent home.

Parents/Guardians will be asked to chaperone dances and other activities. A minimum of four (4) parents/guardians must chaperone dances and other activities.

DJ's for all dances must sign a formulated contract and agree not to play offensive music with lyrics that are profane, trashy and clearly inappropriate for an activity at Holy Cross.

## **RETREAT**

Academics is always very important at Holy Cross but we must not forget that as a Catholic school, spiritual formation is also important in the formation of a well rounded student. For this

reason we offer retreats to both middle school students and high school students. The middle school retreat will take place during one regular school day. The high school retreat will start on Thursday after school and run through Friday evening. All retreats will be supervised by staff and parents. The retreat dates will be posted early in the school year so that all students can put this special activity on their calendars. The high school retreat is a requirement of all the religion classes and part of the students' grade will come from their participation in the retreat. It is the student's responsibility to reschedule all other activities and work so that they can attend this retreat. Don't think about this as a requirement but rather the chance of a lifetime.

### **SCHEDULE CHANGES**

Students who wish to request a schedule change must do so within five (5) school days after the semester begins. Schedule changes are approved or denied by the principal and guidance counselor. Forms requesting a class change are available in the school office.

### **STUDENT COUNCIL**

Student Council and its moderator help facilitate the activities of the school. All school social events must be cleared with the principal and the Student Council and its moderator.

Students, who wish to serve on the Student Council, must have an overall grade point average of 80 or better to qualify as a candidate for office. The student must have the recommendation of two (2) teachers.

The Student Council officers are President, Vice-President, Secretary, Treasurer and members. The office of president is open to seniors. The office of vice president is open to juniors. The offices of secretary and treasurer are open to sophomores and freshmen respectively.

The high school classes (grades 9-12) may elect two members each to the Student Council. The middle school classes (grades 6-8) may elect two members each to the Student Council.

The entire student body (Grades 6-12) will vote for the officers of the Student Council from the two representatives elected by grades nine through twelve.

### **SUBSTANCE ABUSE POLICY (Diocesan Policy)**

The Holy Cross Catholic Academy policy on substance abuse is reflective of the serious nature of the misuse and abuse of chemicals.

Students' possession of or use of dangerous substances or those designated by the law as harmful and/or illegal while on the school premises or while attending or participating in a school sponsored activity will be suspended or expelled from school.

A student may be suspended temporarily if verification of accusations is deemed necessary. If verification indicates that the student has violated the policy as stated above, the student will be expelled.

A student accused of substance abuse violation may be required to have a drug examination by a qualified professional at the parents/guardians' expense as part of the verification process.

**Non-sale or non-distribution:** Re-admission after Expulsion for Substance Abuse or Possession: the school's role is to provide assistance, guidance and education with the help of local health care agencies.

To be considered for re-admission, the student must comply with the following:

- 1) The student must have an examination by a qualified professional.
- 2) The student must have successfully completed a rehabilitation program.
- 3) The student and parents/guardians must agree to random drug testing if the school deems necessary.

Any failure to comply with any of these three conditions will result in denial of re-admission. If a student is re-admitted, failure to comply with any school directives **will result in expulsion**.

**There is no re-admission option if the student is expelled for distribution and/or sale of drugs. The transmittal, sale or attempted sale of what is represented to be an illegal substance results in immediate expulsion and notification of the police.**

For security reasons, unannounced inspections for illegal substances on school premises may be conducted by the administration on a random basis as deemed necessary.

**Use of Tobacco:** Use of tobacco and tobacco substances on school property and at school sponsored activities is forbidden. **Any violation will result in a six (6) week probationary status.**

### **Drugs, Alcohol and Tobacco (Holy Cross Catholic Academy Requirements)**

Using and/or possessing of narcotics, alcoholic beverage, intoxicants, tobacco or any controlled drug (other than prescription drugs) in the school building, on school grounds, or at school events is **strictly prohibited**. Failure to comply with these regulations will result in disciplinary action including expulsion from Holy Cross Catholic Academy. For security reasons, unannounced inspections for illegal substances on school premises may be conducted.

## **TUTORIALS**

Tutorials are offered to students in all subject areas as needed. All teachers are required to make themselves available to students who need help. Students don't have to be failing to ask for help. Most tutorials are offered after school but some teachers prefer to offer their tutorials in the morning before classes start. In some cases students can be tutored during homeroom period.

**Students with a grade of 70 or lower are required to attend tutorials. *It is the student's responsibility to set up a time to meet with the teacher. Tutorials takes precedence over athletics and other activities since students have to be passing to participate in all activities.***

### **VIOLENCE POLICY (Diocesan Policy)**

The Bishop of the Diocese of Amarillo has issued the following policy:

“The purpose of this building is to serve human life in all its stages, from conception until natural death. The presence of any weapon which could cause physical harm would be incompatible with this purpose”. Therefore,  
**Holy Cross Catholic Academy does not permit any weapons of any kind on the school campus.**

### **WEAPONS POLICY**

**Possession of weapons on this school campus or at school-related activities is considered a very serious offence and will be dealt with in a very serious manner .The weapons referred to include, but are not limited to, firearms, knives (any size), clubs, explosives, brass knuckles, and chemical dispensing devices.**

**Students who violate the Weapons Policy will be expelled and may be referred to law enforcement personnel.**

*The Law states:*

**A student shall not possess, use, or exhibit any firearm, illegal knife, club or prohibited weapon at school or any school related activity.**

### **DRESS CODE \* UNIFORM**

#### **DAILY UNIFORM**

- \* Red polo shirt w/logo short or long-sleeved
- \* Plain white, short-sleeved T-shirt may be worn under polo shirts.  
No logos or writing on T-shirts.
- \* Gray sweatshirt with Holy Cross logo over polo shirt.
- \* Khaki slacks & khaki walking shorts with pleats only.
- \* Belt – i.e. Brown or black with no decorations, studs or sequins. No large decorative buckles.

**MASS DAYS:** *Shorts may not be worn.*

#### **P.E. UNIFORM**

- \* Gray Athletic T-Shirt
- \* Red gym shorts
- \* Grey Athletic sweatpants

## SHOES

\* **Permitted:** athletic-type/tennis shoes, leather loafers or laced leather shoes. Lace type shoes must be laced up and tied properly. Laces must be white, brown or black. No bright color laces.

\* **Not Permitted:** backless shoes, Flip-flops, clogs.

\* **Socks** must be worn with all shoes and should be visible around top of shoe if it is the anklet type.

White shoes – white socks

Dark shoes – dark socks

Polo shirts, sweatshirts, P.E. apparel are purchased through AllSport Xpress at Holy Cross.

Pleated Khaki pants and shorts can be purchased at Just Tees'n, J. C. Penney's, Levines, Land's End, Gebo's, Target and Academy. For more detailed information about these slacks, pick up information sheet from HCCA office.

### A STUDENT'S APPEARANCE MUST REFLECT

#### NEATNESS, CLEANLINESS AND MODESTY.

- \* Clothes must be clean and well kept without holes or tears.
- \* Walking shorts may not be worn between November 15 and March 15.
- \* Length of walking shorts: no more than 4 inches off the floor in a kneeling position but not so long that they cover the knees. These shorts must have pleated fronts.
- \* All shirts and blouses must be tucked in at all times so belts may be seen.
- \* Students must remain in school uniform until they leave campus at the end of the day.
- \* Students must wear the prescribed uniform DAILY.
- \* Pierced jewelry in the nose, lips, eyebrows, tongue or any other part of the anatomy is not permitted (with the exception of pierced ears for earrings for *girls only*).
- \* Visible tattoos are not permitted.
- \* Facial hair is not permitted, i.e., mustaches, beards, etc.
- \* Unnatural hair color will not be permitted.

- \* Logos of alcohol, drug related or sexual connotations are not permitted. These are contrary to the values taught at Holy Cross Catholic Academy.
- \* Halters, tank tops, biking shorts, short shorts, hip-huggers, low-riders or short skirts are not permitted at school or any school function.
- \* Jeans of any color are not permitted at Holy Cross.
- \* If a free dress day is given, the selection of clothing must reflect neatness and modesty. Jeans will not be permitted on these free days.
- \* If a spirit day is given, T-shirts with a Holy Cross theme may be worn, i.e., t-shirts with Holy Cross logo, senior T-shirts or athletic shirts with the khaki slacks or walking shorts. Shirt tails must be tucked in at all times.
- \* The principal reserves the right to determine whether or not dress or make-up is inappropriate
- \* Parents will be called to bring the student the correct apparel if the student is not in appropriate uniform.
- \* A student will be given a detention for incorrect uniform.
- \* Pant legs cannot have slits so they fit over shoes or be longer than the top of the heel of the shoe.
- \* Fridays are Spirit days – Regular khaki pants will be worn with any spirit shirt. Spirit shirt must have the HCCA name or logo and it must be tucked in pants.