



# **STUDENT HANDBOOK 2023-2024**

At Holy Cross High School, we consistently maintain an extremely intentional and purposeful focus on our educational culture derived from the traditions of the Brothers of Holy Cross and the teachings of Brother Basil Moreau. We seek to nurture an environment that prioritizes cultivating relationships, fostering a universal growth mindset, insisting on the ownership of one's learning, promoting the responsibility of self-advocacy, increasing the role of student choice and voice in our school, and being guided by the understanding that the personal growth of each and every Crusader is rooted in faith and family and, in its individuality and diversity, is an invaluable contribution to the enduring vision of Holy Cross.

Like all aspects of Holy Cross High School, academic success is a function of collaboration, that is, the symbiotic mutualism of teaching and learning between the faculty and students. Our teachers are highly qualified masters of their craft in terms of content knowledge, pedagogy, and the ability to individualize and personalize instruction, but content is merely the platform upon which we facilitate the development of lifelong skills in our students. Despite our deep pride in the tradition of our students' tremendous successes over the last 50+ years, philosophically, we subscribe to the premise of student growth over achievement. All students will be met where they are and challenged to engage in their progress and own their learning while we provide supported opportunities wherein the qualities of grit, perseverance, innovation, and critical and creative thinking will be celebrated. Most importantly, our structures ensure that all students in their uniqueness will know the "Why?" in their work and the relevance of their learning in real world application on their journey to college and career readiness.

Fear of failure is not permitted here at Holy Cross, and we will insist that you are continuously challenged to do more, to be better, to improve beyond your current efforts. As stated above, achievement will always be the lesser priority to growth and improvement. We would rather students be challenged, feel empowered to attack that challenge, and fail than ever settle for what may be perceived as sufficient, for all Crusaders are God's extraordinary works capable of more than is imaginable. This philosophy extends to all teachers, coaches, and administrators who will also continuously and with purposeful vision challenge each other to grow in our craft and our practices to better serve our students, to strengthen and diversify our offerings and opportunities for success for all of you. We will model what we demand of our students as we always seek to improve. In order for this to work, in order for us to live together in an environment where all perspectives are valued and people feel safe to make mistakes, all of us in the Holy Cross community must work to maintain a culture that allows people to ask questions when they don't understand, answer a question and be wrong, create something original or apply thinking in a way that maybe misses the mark but invites peer contribution, discourse, and productive and constructive input for the betterment of all. **It is in pursuit of this climate that the understanding of and compliance to the structures described within this document are essential.**

We foster the ability to remain steadfast in our values and beliefs while never closing our hearts or minds to the thoughts and perspectives of others; we live with the boldness to understand that imagination is not a gift meant for children alone; we value our innate dedication to living as a beacon of kindness and respect to all those we encounter; we are guided by an unending devotion to our families and the Lord despite all of the world's distractions; we seek toughness and grit that stem from strength of spirit rooted in righteousness and tempered by humility. We pursue all of these because the most worthwhile pursuit and most valuable character trait any person can possess is genuine and enduring goodness. It is my most sincere hope that we as a Holy Cross community have a clarity of intention and a shared belief in our direction, so that staff, parents, alumni, and students can not only be aware of our mission, but also understand, believe in, and help continuously reconstruct the Holy Cross vision in a way that preserves the tangible spirit and honored traditions of our school while moving forward with a renewed purpose and that every Crusader, with the help of God, has the opportunity and inspiration to personalize the virtues of a Holy Cross education as they go forth from our halls with what is now their own.

### **THE BROTHERS OF HOLY CROSS, MOREAU PROVINCE - SPONSORSHIP AND MISSION**

Holy Cross High School is sponsored by the Congregation of Holy Cross, whose earliest educational establishment in the United States is the University of Notre Dame, in South Bend, Indiana. A competent staff of laypersons joins the Holy Cross religious in the operation of the high school. The Congregation of Holy Cross has established schools, as a continuation of the legacy of the Reverend Basil Anthony Moreau, to cultivate minds and hearts and to serve the needs of the Church and the world. Educational institutions sponsored by the Moreau Province of Brothers of the Congregation of Holy Cross are entrusted with the stewardship of the vision of Father Moreau.

These institutions, their boards and faculty, employ their resources in partnership with students, parents, guardians and other members of the wider community. As effective educators, we assist others to view all reality through the eyes of faith. Holy Cross schools offer educational programs to a diverse group of students fostering the gifts of those with whom and for whom we work. We teach the Catholic faith; we encourage the pursuit of academic excellence; we nurture a commitment to integral growth by focusing on Christian values and the intellectual, creative, social and physical development of those we serve. We spur those whom we serve to challenge prejudice as well as unjust networks of power and privilege. Holy Cross sponsored schools exist to promote the legacy and vision of Father Moreau by developing leaders among the People of God for the good of Church and society.

### **THE MISSION STATEMENT OF HOLY CROSS HIGH SCHOOL**

The Mission of Holy Cross High School is to assist in the total Christian education of young men and women within the Holy Cross tradition established through the fulfilled vision of Fathers James Dujarie and Basil Moreau. As partners with parents, the School fosters the gifts of those whom we serve and seeks to transform lives through the integration of the spiritual, intellectual, emotional, physical and social excellence within each individual. Holy Cross High School is an integral part of the mission of the Catholic Church, and as such is focused on the development of conscience and a sense of responsibility in each member of the school community. We trust that the awareness of Christ's love for us will lead us to a Christian commitment which manifests love and concern for all.

### **THE PORTRAIT OF THE CRUSADER**

The all-encompassing expression of the essential pillars of the Holy Cross way and our promise to all families.

<b>An Inspired Learner</b>	<b>A Faithful Citizen</b>	<b>An Honorable Soul</b>
Communicates effectively through productive discourse and the written word.	Practices honest self-reflection, mindfulness, and the examination of conscience.	Engages in the quest for happiness and fulfillment with passion, optimism, and courage.
Demonstrates initiative, responsibility, and resilience with a collaborative spirit.	Demands fairness, respects others' beliefs, and values the uniqueness of every human.	Pursues personal and collective goals with zeal, fidelity, care, and purpose.
Prioritizes growth, views failure as opportunity, and strives for the best version of oneself.	Internalizes spheres of influence including family, school, nation, and world.	Follows a moral compass rooted in respect, character, integrity, hope, and kindness.
Thinks critically about the synthesis of data and responds creatively with original work.	Respects and celebrates the traditions of family and our Holy Cross community.	Fosters relationships with loyalty, compassion, and empathy.
Solves problems through innovation, imagination, and self-advocacy.	Recognizes and reflects on divine Providence in everyday life.	Lives with confidence and bravery tempered by gratitude, humility, and grace.
Seeks personal relevance in and ownership of learning to become truly college and career ready.	Serves those in need in our world with a selfless and generous spirit.	Inspires peers as a role model who serves the common good with selflessness and sacrifice.

## SCHEDULES

### Daily

Block	Time	Block
1	7:30am - 8:40am	70
2	8:43am - 9:53am	70
C.P.	9:56am - 10:46am	50
3	<b>(10:49am - 11:19am)</b> / 11:22am - 12:32pm	<b>30/70</b>
3	10:49am - 11:22am / <b>(11:24am - 11:54am)</b> / 11:56am - 12:32pm	33/ <b>30</b> /36
3	10:49am - 11:59am / <b>(12:02pm - 12:32pm)</b>	70/ <b>30</b>
4	12:35pm - 1:45pm	70

\*Lunches by Content Areas (BBB, Music, Art must be 1st or 3rd lunch wave)

### Mass Day

Block	Time	Block
1	7:30am - 8:40am	70
Mass	8:43am - 9:53am	70
2	9:56am - 10:46am	50
3	<b>(10:49am - 11:19am)</b> / 11:22am - 12:32pm	<b>30/70</b>
3	10:49am - 11:22am / <b>(11:24am - 11:54am)</b> / 11:56am - 12:32pm	33/ <b>30</b> /36
3	10:49am - 11:59am / <b>(12:02pm - 12:32pm)</b>	70/ <b>30</b>
4	12:35pm - 1:45pm	70

### Two-Hour Delay Day

Block	Time	Block
1	9:30am - 10:20am	50
2	10:23am - 11:13am	50
3	<b>(11:16am - 11:46am)</b> / 11:49am - 12:52pm	<b>30/63</b>
3	11:16am - 11:46am / <b>(11:49am - 12:19pm)</b> / 12:22pm - 12:52pm	30/ <b>30</b> /30
3	11:16am - 12:19pm / <b>(12:22pm - 12:52pm)</b>	63/ <b>30</b>
4	12:55pm - 1:45pm	50

### Early Release Day

Block	Time	Minutes
1	7:30am - 8:15am	45
2	8:15am - 9:00am	45
3	9:00am - 9:45am	45
4	9:45pm - 10:30pm	45

### Remote Learning Day (initiated by administrative decision)

Block	Time	Paradigm
1	8:00am - 9:00am	<b>Blended Learning via Zoom/ Canvas</b>
2	9:05am - 10:05am	<b>Blended Learning via Zoom/ Canvas</b>
3	10:10am - 11:10am	<b>Blended Learning via Zoom/ Canvas</b>
4	11:15am - 12:15pm	<b>Blended Learning via Zoom/ Canvas</b>
Lunch	12:15pm - 12:45pm	<i>Lunch Break</i>
O.H.	12:45pm - 1:45pm	<i>Teacher Office Hours</i>

## EMERGENCY PROTOCOLS

The following table is inclusive of all possible Emergency Safety Codes that are known by all students and drilled throughout the year along with traditional fire drills. It is imperative that all students comply with these protocols and any associated instructions given by classroom teachers, administration, or emergency personnel.

<b>YELLOW</b> <i>Protect in place</i>	<ul style="list-style-type: none"><li>● Keep all students in the classroom with adult supervision</li><li>● Any students in the halls must report immediately to the nearest classroom</li><li>● Teachers conduct a visual sweep of the room including current attendance</li></ul>
<b>RED</b> <i>Lockdown</i>	<ul style="list-style-type: none"><li>● Lockdown all rooms</li><li>● Students in the halls must report immediately to the nearest classroom</li><li>● Turn off lights and move away from doors and windows</li><li>● Ignore all bells</li><li>● No traffic allowed in the halls</li></ul>
<b>BLUE</b> <i>Evacuation</i>	<ul style="list-style-type: none"><li>● Evacuate the building immediately using fire drill routes and await further directions</li><li>● Do not stop at lockers when leaving the building</li><li>● Students in the halls or lavatory must report to the nearest teacher</li></ul>
<b>ORANGE</b> <i>Inner Shelter</i>	<ul style="list-style-type: none"><li>● Move into the halls and take shelter away from windows and doors</li><li>● Students in the hall or lavatory must report to the nearest teacher</li></ul>
<b>BLACK</b> <i>Active Threat</i>	<ul style="list-style-type: none"><li>● Assess situation for best option using information at hand (<i>Run, Hide, Fight</i>)<ul style="list-style-type: none"><li>○ Evacuate to safety if at all possible</li></ul>IF NOT..<ul style="list-style-type: none"><li>○ Enhanced lockdown<ul style="list-style-type: none"><li>■ Lockdown all rooms</li><li>■ Students in the halls must report immediately to the nearest classroom</li><li>■ Turn off lights and move away from doors and windows</li><li>■ Ignore all bells</li><li>■ Barricade doors with furniture</li></ul></li></ul>IF IN CONTACT WITH INTRUDER...<ul style="list-style-type: none"><li>○ Spread throughout the room</li><li>○ Throw objects</li><li>○ Group restraint of limbs</li></ul></li></ul>
<b>GREEN</b> <i>All Clear</i>	<ul style="list-style-type: none"><li>● The emergency or code is over.</li><li>● Return to normal schedule for all codes other than Black.</li></ul>

## DAILY LIFE

### **Community Period**

Community Period provides a daily opportunity for students to practice effective time management, self-advocacy, and decision-making; the chance to engage with faculty; and the ability to participate in activities. For example:

- Advisory and/or school-wide Town Hall each week
- Teacher office hours and Math/Writing labs for one-on-one time with faculty for makeups or remediation
- Co-Curricular clubs, student government meetings, various activities, and intramural offerings

### **Advisory**

Faculty members at Holy Cross organically have students that gravitate toward us for any number of reasons whether it be similar personalities or interests, the role we play in their lives, feelings of respect and admiration, or a desire for trusted guidance. These students become our advisees. We choose not to resist a very naturally occurring phenomenon in our school by “assigning” advisors. Advisory is a place where we can grow existing relationships so

that our voices fall on ears who have chosen to trust and respect our counsel. This selection process occurs each spring and is done fairly for all students.

### **Leaving the Building or Campus**

Once students arrive on campus, they must enter and remain in the building unless they have administrative permission or until school dismissal. This also means once students leave for the day, they should not return to campus without administrative permission. Seniors with approved early dismissal must sign out in the Main Office.

### **Visitors**

Visitors during school days must have a pass from the Main Office after the approval of the Principal or President.

### **Parking/Student Vehicles**

Only students with parking permits issued by administration will be allowed in assigned parking areas. If a vehicle is illegally parked on school property, or if a vehicle does not have a parking permit, Holy Cross reserves the right to have them towed from property. Towing expenses are the responsibility of the vehicle owner. Speeding, squealing tires, and reckless driving is prohibited. Holy Cross does not assume responsibility for vehicle damage on premises.

### **School Bus**

Each student must have his/her ID card in possession in order to board the bus. You must remain seated while the bus is in motion. Heads and arms should be kept inside the bus at all times. Any conduct that interferes with the proper operation of the bus is not allowed. The bus driver is responsible for the actions of the students and has the same authority as the teacher in the classroom. Any reported violation of bus policy will be handled by the Principal.

### **After School**

Students who participate in extracurricular activities are expected to report to those activities, to a meeting with a teacher, or to study hall from 1:45pm-3:00pm daily in the cafe. Cooperation is expected for all who wait for rides.

### **Soliciting, Petitioning, Selling, Surveying and Publicizing**

No student or student organization shall engage in advertising or selling any goods, services or tickets; nor shall they solicit for any purpose whatsoever on school property without first obtaining written approval from the Principal.

### **Personal Property**

All students have a responsibility to be attentive to their personal property and to respect the property of others. The school does not assume responsibility for personal property that is brought to school. This includes cellular phones, electronic devices, musical instruments, cars, clothing and other items of personal use. Cars should be locked at all times when parked on campus.

### **School Cancellations**

When Waterbury Public Schools are closed or delayed due to weather, Holy Cross will automatically be closed. If there is another kind of emergency which requires closure or delay, it will be announced and posted.

### **Student Lunches**

Daily breakfast and lunches are offered by SLA Cafeteria Services. Their customer support number is 407.740.7677 and their email address is [www.slamgmt.com](mailto:www.slamgmt.com) if direct communication is desired regarding food allergies or any other issues. Cash is always accepted or payment can be made through student lunch accounts. Details regarding family access to these accounts can be managed through our website. Vending machines are also available after school.

### **School Cancellations**

When Waterbury Public Schools are closed or delayed due to weather, Holy Cross will automatically be closed. If there is another kind of emergency which requires closure or delay, it will be announced and posted.

### **Friday Mass Days**

Although we have many non-Catholic students in our Holy Cross family, we are a private Catholic school. Once per month, usually on the first Friday, we have Mass in our auditorium for all students and faculty. For our students who are non-practicing, this is an excellent opportunity for peaceful mindfulness and self-reflection. For all students, dress code on these days requires formal attire detailed in our Dress Code section.

## Medical

- Our school nurse is on duty daily at Holy Cross.
- Students must obtain a pass from a teacher before they are admitted to the Nurse's office.
- All prescription and non-prescription medications must have an authorization for administration form completed by a doctor, co-signed by the parent, and on file in the nurse's office before any medication can be given at school. Students should go to the office between classes for medication unless special arrangements are made with the Principal.
- All students entering Holy Cross should present evidence of having completed immunizations as mandated by the State of Connecticut. If this law is not complied with, the student will be excluded from school.
- Freshmen students are required to have a medical exam before entering Holy Cross. This should be addressed during the summer and returned to the Nurse's Office in August. Failure to comply with this requirement could result in exclusion from school. Any student who wishes to participate in a sport needs a completed Athletic Participation Form and the required State of CT Health Assessment Record form.
- If a student becomes ill during the day, a parent will be notified by the school nurse. If an ill student is dismissed by the nurse, the principal will be notified and the student must be signed out by a responsible person. Out of consideration for the rest of the Holy Cross community, a student who has been reported ill and absent is requested not to come to school later in the day even if he/she may be feeling better.
- A student who suffers an accident on the school grounds should report it to the nurse or to the Main Office.
- In order to participate in any event, activity, or game which occurs on a school day, a student must attend at least half of his/her academic classes. Any exceptions to this will reside with the Principal. A student who is unable to finish the school day because of illness is unable to participate in extracurricular activities that day.

## ATTENDANCE

Students are expected to be in school and on time to class each day. Students must attend all scheduled classes unless prior arrangements have been made. Students should be fully aware that interactions in the classroom constitute a valid and critical part of the course work and cannot be duplicated. It is the student's responsibility to procure make-up work from teachers. Reasonable attempts will be made to notify parents/guardians by telephone or email within 24 hours after an unexcused absence. Parents/guardians will be notified by telephone or mail of excessive absences. This should also be monitored via PowerSchool. *When a student is absent, a parent or guardian must call the school between 6:30am and 8:00am on the morning of each absence. If a student fails to attend class and the parents/guardians have not called the office, the absence(s) will be recorded as unexcused.*

**Excused Absences** may include but are not limited to an injury or illness, a Guidance approved college visit, a family emergency, a medical or dental appointment, legally documented court matters, bereavement obligations, a suspension from school, or a medically verified long-term or chronic illness.

**Activity Absences** typically occur when students are engaged in school related activities on or off of campus..

**Unexcused Absences** include truancy, missed bus, oversleeping, leaving school without permission, failure to report to a location after obtaining permission and/or a pass to do so, leaving school due to an illness without the permission of the nurse, etc. Make-up work privileges will not be extended to students receiving unexcused absences.

## **Tardiness to School**

All students must be in class by 7:30am. There is no permissible 'Late Arrival' regardless of schedule. Students arriving late must report to the Main Office for a late slip. Those students will serve detention from 1:45pm-2:45pm.

## **Tardiness to Class**

Students are to be in their assigned class within three minutes of the class change. Teachers may issue an office referral to students who fail to comply. Those students will serve detention from 1:45pm-2:45pm.

## **Early Dismissal**

Seniors who have written permission from a parent/guardian on file with the main office may have early dismissal on days when study hall falls on their last block. Students are required to sign out on each instance of early dismissal.

## **DRESS CODE**

The dress code is designed to reinforce neatness, professionalism, and is a reflection of the importance of academic endeavors and school tradition. It is our belief that our dress code will allow for a fruitful educational environment and will prepare students for future life experiences. Students who are improperly attired will be sent home to change, or their parent/guardian will be called to bring a change of clothes. Students who frequently need to be reminded about dress code violations will be subject to disciplinary measures. The administration reserves the right to make decisions about the appropriateness of any student's appearance. Please see our website for a visual graphic.

### **Polos**

From the start of the school year through October 20th and from April 22nd through the end of the school year, Holy Cross polo shirts purchased from the Crusader Store or from your BSN Team Shop can be worn. Polo shirts must be Holy Cross only and must be tucked in at all times. No other polo shirts are permitted.

### **Dress Shirts**

From October 23rd through April 12th and on all Mass Days, a short-, long-, or  $\frac{3}{4}$  sleeve solid color, button down, oxford style dress shirt or blouse that can be purchased from a retail store of your choice must be worn. Shirts cannot be flannel or have patterns, large logos, or writing of any kind. They can have thin stripes or small checks. Shirts must be long enough to be tucked in at all times. If a t-shirt is worn underneath a dress shirt, it must be solid in color with no print. Boys must wear ties with dress shirts. Dickies and other cut shirts/collars are not allowed.

### **Bottoms**

Students must wear dress pants or chino style pants, such as Dockers, that can be purchased from a retail store of your choice. Any solid color is acceptable. Belts are required at all times. Joggers, cargo pants, painter/carpenter pants, corduroy pants, form fitting clothes (including skinny cut and ultra low rise pants) are not allowed. Pants will not be drooping, baggy, low rise or denim of any kind. No rivets are allowed on any pants. Shorts are not permitted. Skirts are permitted for girls, but only the school approved skirts through Lands' End may be worn instead of pants. Skirts must be worn appropriately without any rolling at the waist or alterations.

**Socks or Tights** must be worn at all times. Stockings or tights cannot be patterned and must be solid color. Fishnet or patterned tights are not acceptable. Socks cannot be worn over the bottoms of pants.

### **Outerwear**

Students may wear solid color, long sleeve sweaters, sweater vests, or cardigans. Sweaters must be worn over a button-down collared shirt, not over a polo. Solid color pullover  $\frac{1}{4}$ -zips are also allowed. Holy Cross branded sweaters and  $\frac{1}{4}$ -zips purchased through the Crusader Store are permitted. Hooded or crew sweatshirts are not allowed. No full zip sweatshirts or jackets. Fleece is not allowed. Turtlenecks are not allowed. Sweaters cannot be two-toned or have any patterns. Sweaters and  $\frac{1}{4}$ -zips branded with other high schools or colleges are not permitted. Students may not wear t-shirts over their collared shirts.

### **Footwear**

Dress shoes must be worn at all times. This includes flats, moccasins, moderately-heeled shoes, or slip-on or laced, solid color Vans or Sperry's. Shoes may not have any design or logo even if monochromatic. Shoes may not be high-tops or boot height. Athletic brand shoes; which includes, but is not limited to, Nike, Adidas, Jordan, Under Armour, Converse, New Balance, Puma, Fila, Reebok, Avia, or Yeezy; are not allowed. Sandals, slippers, flip-flops, Crocs, backless or open toe shoes, or athletic slides are not allowed. Work boots including Timberlands, Uggs, rain boots, winter boots, or rubber boots are not allowed.

### **Tattoos**

Tattoos may not be visible at any time at school or at any school function. During athletic competition, an athletic 'sleeve' is acceptable, but during school or other functions, long sleeves must be worn year round.

### **Piercings**

Girls may have conservative piercings in their ears. Boys are not permitted to wear earrings at any time. No other visible piercings are allowed. This includes but is not limited to eyebrows, lips, nose, and tongue. Gauges are not acceptable. Covering prohibited items is not permitted.



## Scarves

Fashion or winter scarves are not allowed.

## Hair

Extreme hairstyles are not acceptable. This includes, but is not limited to, mohawks, unnatural coloring, and designs. Students with hair style or color infractions will not be allowed to return to school until the infraction is corrected.

## Makeup

Makeup must be moderate and tasteful.

## Facial Hair

Boys must be clean shaven every day. There are no mustaches, beards, or long sideburns permitted.

## ***Build a Better Body***

BBB is an academic class and students must dress appropriately. Proper attire includes sweatpants, shorts (of reasonable length), sweatshirts, t-shirts, socks and sneakers. Tank tops and spandex shorts are not allowed.

## **CONDUCT POLICIES**

Holy Cross may suspend and/or dismiss any student who engages in any conduct, on or off campus, that is contrary to the philosophy and mission of Holy Cross or is a disruption to the educational process. Holy Cross believes in restorative justice and progressive discipline, but some offenses are severe enough to be judged on their own.

1. ***Detention***- Students are expected to attend detention the day they receive it from 1:45pm-2:45pm. Any exceptions will be determined by the Principal. Failure to attend will result in further disciplinary action.
2. ***Restriction***- Denial of a student's privileges may be imposed for a period of time. This restriction may include, but is not limited to, denial of the right to represent Holy Cross High School in any way including co/extracurriculars. In certain instances, it could also mean removal from an office or program.
3. ***Community Service or Educational Class***- The Principal may confer with the student and his/her parents and prescribe a project or class beneficial to the individual, the school, or the community. This project or class may be given alone or in conjunction with other sanctions or in substitution for other sanctions.
4. ***Restitution***- A student who has committed an offense against property or person may be required to reimburse Holy Cross, the owner, or injured party for damages of property or injuries received. Any such payment shall be limited to the actual cost of repair or replacement and/or financial restitution for physical injury such as medical bills. Failure to pay will result in disciplinary action which may include withholding of school records and dismissal from school.
5. ***Probation***- A period of final trial during which a student is responsible for obeying all school rules. It is also a time during which a student is required to show improvement in attitude toward observance of school regulations. Failure to demonstrate that improvement may result in dismissal from Holy Cross.
6. ***Out-of-School Suspension***- A removal from campus for a maximum of ten days. Students may not participate in any co/extracurricular activities and may not attend any school related activities on or off campus for the duration of the suspension. They will have the ability to access school work via Canvas and are expected to remain current with timely submission of assignments. Students will be permitted to make up all assessments and assignments not available to them within one week of their return to school without penalty.
7. ***Expulsion***- Expulsion entails a permanent separation from Holy Cross. The separation includes all school related activities on and off campus. This can be a result of a single egregious action or a cumulative series of offenses. This sanction shall permanently become part of the student's academic record.

## Disruption

Students will not cause a disruption to the educational environment in classrooms, hallways, common areas, or offices with language, behaviors, attitudes, or actions that interfere with the learning of others.

### **Discrimination**

Holy Cross is guided by love and respect for ALL not just through our rhetoric, but through purposeful and systemic practices of inclusiveness, equity, equality, and empowerment. Discrimination, disparagement, or other expressions of ignorance in regard to another's race, ethnicity, religious affiliation, gender, or sexual preference are not tolerated and are in profound contrast with our school's mission. Students found responsible for such actions face sanctions up to and including suspension or dismissal.

### **Disrespect/Insubordination**

Students will demonstrate the respect due to all faculty, staff, and administration in Holy Cross. Regardless of circumstance, communication with adults can and will be handled with respect even in the face of disagreement. No student shall fail to comply with a reasonable request or directive by members of the faculty, staff, or administration acting in the performance of their official duties. A request for proper identification from a student is a reasonable request. No student shall intentionally provide false information to any faculty, staff or administrator.

### **Inappropriate Use of Technology**

Cell phones will be placed in the caddies in every classroom and study hall upon arrival for each class. Students may have access to their cell phones during passing time and Community Period. Earbuds of any kind are to be off and away when in any classroom unless otherwise directed by a teacher, however, ONE earbud may be worn during passing or Community Period. The unwanted, unknown, or inappropriate photographing or video or audio recording of any student or faculty member during the school day or at any school function is strictly prohibited.

### **Harassment (Non-Sexual)**

Students will not tease, pester, badger, pressure, or intimidate others in the educational environment through written form, on social media or through technology modes, physically, etc. The feedback or limits set by fellow Crusaders will be heard and honored in any and all relationships whether peer or otherwise.

### **Alcohol and Drugs**

The use, possession, sale or distribution of alcohol, tobacco, vapes, or drugs for students on or off campus is strictly prohibited. Breach of this policy will result in sanctions ranging from mandatory substance abuse programs to dismissal. Holy Cross recognizes that while sanctions are educational in nature, students must understand that they will be held accountable for their actions both in the school setting and the community. In some instances, education must defer to community standards and safety. In cases of a serious nature or repeat offenses, it is sometimes necessary to impose sanctions that extend beyond the school setting. In those situations, Holy Cross will impose stern and swift sanctions up to and including dismissal from school and referral to local authorities.

### **Obscene Conduct**

No student shall cause or incite any disturbance including excessive noise in or about this building or on the school property that interrupts the orderly operation of the school. No student shall engage in lewd, indecent or obscene conduct or expression on school property or at school sponsored activities wherever they occur. No student shall possess and/or produce indecent or lewd materials with sexual connotations, either direct or implied. No student shall threaten anyone with physical harm, direct obscenities at anyone or direct expressions at anyone that can be reasonably anticipated to provoke a violent reaction.

### **Sexual Harassment/Violence**

No student or employee will harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. We will investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and discipline any student who sexually harasses or is sexually violent to a student or employee of Holy Cross. In addition, Holy Cross may take discretionary, immediate steps to protect the complainant, students, and employees pending the completion of an investigation of alleged sexual harassment or sexual violence. Examples of prohibited behavior include:

- Written Contact - sexually suggestive or obscene letters, notes, invitations, drawings.

- Verbal Contact - sexually suggestive or obscene comments, threats, jokes (including jokes about racial and gender-specific traits), any sexual propositions, comments about an individual's body, or sexuality.
- Physical Contact - any intentional pats, squeezes, touches, pinches, assault, or blocking of movement.
- Visual Contact - suggestive looks or staring at another's body, gesturing, displaying suggestive objects.

### **Bullying**

Bullying is any overt acts by a student(s) directed against another with the intent to ridicule, humiliate, or intimidate the other student while on school grounds or at a school sponsored activity on or off school grounds and which acts are repeated against the same student over a period of time. Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, threatening looks, gestures or actions, cruel rumors, false accusations and social isolation. Cyber bullying is "the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others". Holy Cross expects administrators and staff members who become aware of bullying to take immediate and appropriate steps to intervene. Teachers and staff who witness acts of bullying must report such acts to the Principal. Holy Cross expects students and parents who become aware of any act of bullying to report it to the Principal for further investigation. Students may report anonymously by informing their counselor who will ensure confidentiality. Parents or guardians of students who report being the victim of a bullying incident may make written reports to the Principal as well. Any report received anonymously or a written report by a parent or guardian will be immediately investigated. Any student who retaliates against another for reporting bullying will be subject to disciplinary consequences. If it is concluded that an act of bullying has occurred, the parents or guardians of all students involved will be notified. Consequences for students who bully others shall depend on the results of the investigation and may include a parent conference, professional counseling, detention, a safety plan, suspension, or expulsion.

### **Hazing**

Hazing activities of any kind are prohibited. Students who plan, encourage, or engage in hazing will face disciplinary action by the school, which could include suspension or dismissal. Hazing is any act coercing of another, including the victim that humiliates, degrades, abuses or endangers a person's physical or emotional health for the purpose of initiation or membership in or affiliation with any organization, regardless of the person's willingness to participate.

### **Physical Violence**

Physical violence in any form, except self-defense and self-protection, cannot be tolerated in our educational environment. The category of misconduct encompasses but is not limited to sexual assault, indecent assault and battery (simple and/or by means of a dangerous weapon), fighting, and relationship violence. Under no circumstances is physical violence an acceptable means to resolve problems, disputes, or inter-personal relations.

### **Gambling**

Gambling of any kind is prohibited. This includes the placing of monetary bets on sporting events and/or taking part in a card game, dice game, or any such activity where the wagering of money on the possible outcome takes place. Any student found to be involved in a gambling activity will be subject to disciplinary action.

### **Weapons**

Any student found in possession of any weapon at school, on campus or at any school sponsored event (on or off campus) may be subject to arrest and expulsion. Weapons include but are not limited to knives (any size, shape, style), guns, brass knuckles, batons, martial arts apparatus, sticks, mace, pepper spray, etc.

### **Vandalism & Trespassing**

Deliberate damaging of the property of other students, staff, or the school is considered vandalism. Students who enter the school grounds at unauthorized times for the purpose of vandalism, pranks, or attempted vandalism will be treated as trespassers. Any student involved in trespassing on campus will be subject to disciplinary action, arrest, and possible dismissal from Holy Cross. When applicable, students will make financial restitution for any damage and are liable for legal action.

### **Theft**

Any theft that occurs is a violation of school rules. Being a witness to theft and not reporting it is against the mission and philosophy of Holy Cross High School. Any student who takes anything without permission from

another student, staff member, visitor, or from the school itself is guilty of theft. Intentionally keeping lost or stolen property is also considered theft. Any student guilty of theft will usually be suspended and subject to disciplinary action up to and including immediate dismissal. The student will be held responsible for replacing stolen property or making restitution.

### **Criminal Charges**

Students with criminal charges whose attendance in school can reasonably be a disruption to the educational program and/or a danger to the well-being of our students will be suspended indefinitely.

## **ACADEMIC LIFE**

### **Program of Studies**

To meet the diverse interests, unique backgrounds, and multitude of talents of our students, Holy Cross provides an array of course offerings designed to individualize the learning experience and, at the same time, meet requirements for college admissions or the preparation for professional opportunities. A student's participation in an academic program is determined by ability, interest, habits of work, and the academic department's recommendation.

### **Graduation Requirements**

A total of 25 credits are required for graduation. These credits are divided as follows:

4 credits	English
4 credits	Mathematics
4 credits	Religion
3 credits	Social Studies (World History I & II, US History)
3 credits	World Language
3 credits	Science
1 credit	Health
1 credit	Crusader Seminar
1 credit	Advisory
1 credit	Arts (Performing, Visual, Expressive)
+ credits	Electives: Courses for beyond the requirements

### **Academic Structures**

The passing grade at Holy Cross High School is 70%. With that said, higher, qualifying grades in sequence courses may be required before a student is allowed to advance to a more advanced level. If a student passes a course but does not have the qualifying grade for the next level, it may be necessary for him/her to take review courses in summer school. These details are found in the Program of Studies and are reviewed when students select courses each spring at pre-registration in the spring. Students will be given course descriptions, a list of electives, and other necessary guidelines at this time. A minimum of six academic courses (six credits) is required of all students each year, and each student must obtain at least five credits in academic courses annually. All failing grades must be made up in summer school or through another approved option. Failure to do this could result in a student's inability to return to Holy Cross. Holy Cross will grant credit for no more than two courses made-up in the summer. Any student who fails three subjects is automatically required to withdraw from Holy Cross High School. Seniors may not be allowed to graduate publicly if they do not maintain the preceding standard.

### **Academic Calendar**

The school year is divided into two semesters, each of which is composed of two quarters. Report Cards are accessible digitally through PowerSchool at the close of each quarter and semester. This year, Semester 1 runs from August 29th-December 16th. Semester 2 runs from January 3rd-June 2nd.

### **Class Rank**

The Adjusted Grade Point Average is only used to determine class rank. A system of quality points described below is followed. The Adjusted Grade Point Average is obtained by adding together the quality points earned according to the course level and dividing the sum by the number of the ranked courses taken. Only the top 1/3 of the class has an official rank. Difficulty levels have been established for each subject, according to such factors as course content, required student preparation, inherent rigor, and the pace of the course. The AP level courses are considered the most rigorous, followed by levels one, two, and three. All courses at Holy Cross High School

are considered College Preparatory courses. The following scale determines the number of points added to or subtracted from the student's final average to arrive at the number of Quality Points earned:

+12	Level AP	Advanced Placement
+9	Level 1	Honors
0	Level 2	CPA
-9	Level 3	CP

### Final Exams

Cumulative final exams represent 10% of the course grade. There are no midterms except for one semester classes which will have a winter final. Please note that truancy from scheduled exams will have the same result as ordinary truancy, that being a zero for the exam. There are no exemptions for finals. Seniors are not required to take finals.

### Honor Roll

Honor Roll Status is determined by Simple Grade Average which is obtained by adding the grades in each subject and dividing the sum by the number of subjects. A student must have a minimum of five (5) academic courses (Level AP, 1,2 or 3) to be included in Honors Calculations. A grade lower than 75% automatically precluded any Honors Status. An Incomplete grade (marked I) will automatically cancel Honors Calculations.

First Honors:	90-100
Second Honors:	85-89

### National Honor Society

Membership in the National Honor Society is based upon excellence in four areas: scholarship, leadership, service, and character. Each category is judged independently by a Faculty Council. To be eligible, a student must be a junior or senior and have a cumulative grade point average of 88 or higher. In areas of leadership and service, the Faculty Council looks for tangible and meaningful activities reflecting those two traits. Generally, long-term commitments with a particular organization(s) are looked upon more favorably than one-time events. Character is the most difficult criteria to define; it is the most subjective. In the normal course of the day, students are observed not only in class, on stage, or on the athletic field, but also in the hallways, in study halls, and in the cafeteria. If a student violates the academic integrity policy, he/she could be removed from the NHS or prevented from acceptance into it.

### Academic Technology (BYOD, Acceptable Use, E-Texts, and Learning Platforms)

Students and faculty at Holy Cross utilize technology both in and outside of the classroom to enhance student access to learning and to facilitate 21st century skills. Students are expected to arrive at school with a BYOD approved device for studies and to adhere to the Acceptable Use policy as outlined in the documents linked below:

- [Bring Your Own Device \(BYOD\) Guidelines](#)
- [Holy Cross Acceptable Use Policy](#)

Information about purchasing e-texts can be found [on our website](#), and students can access those texts at the start of the year here: [hcw.shelfit.com](http://hcw.shelfit.com). Additionally, students, faculty, and families will utilize two learning platforms - Canvas (LMS) and PowerSchool (SIS) - for academic purposes and for official grades.

- Canvas is an extension of the classroom for *students* and *teachers*. Teachers post assignments, learning materials, and resources in a secure environment for student access. Students will submit assignments, communicate with classmates, and remain organized using the platform.
- PowerSchool is a communication and data management source for *students*, *teachers*, and *families*. Families can access realtime grades for classes and receive updates/information about upcoming school events. Teachers post scores for assignments, finalize grades, and offer end of quarter comments for student report cards. Families and students create their login information upon receiving their account information.

### Academic Integrity

The educational process requires that students present their own ideas and insights for critique and evaluation. Presentation of another's work as one's own is not only academically dishonest but it undermines the educational

process. This philosophy applies to the use of Artificial Intelligence as a substitute for creativity and authentic critical thought in written products from students. Student ownership of and genuine effort in one's work is required for true growth and improvement. With that said, academic integrity is violated by any dishonest act which is committed in an academic context including:

**Cheating** is the fraudulent or dishonest presentation of another's work.

- The use/attempted use of unauthorized aids in exams, tests, or any product submitted for evaluation
- Submission of Artificial Intelligence generated product as your own
- Fabrication or purchase of papers, official records, or reports
- Copying of another student's work
- Actions that destroy or alter the work of another student
- Unauthorized cooperation or collusion in completing assignments or during an assessment
- Submission of the same written work in more than one course without prior approval of the teacher
- Dishonesty in requests for make-up exams or for extensions of deadlines for submitting work

**Plagiarism** is the deliberate act of taking the words, ideas, illustrations, or statements of another person or source including AI generated sources, and presenting them as one's own. Each student is responsible for learning to use proper methods of citation to ensure that the original author of the material is acknowledged.

It should be made very clear that Holy Cross students are given a great deal of proactive instruction and many tools to eliminate the ambiguity and confusion around academic integrity. This includes our subscription to *TurnItIn* which is embedded in Canvas and gives students real time alerts and audits prior to submission on possible plagiarism issues in their work. Expectations are abundantly clear as is the path to success. For example...

### **The Holy Cross Honor Code**

A person's word is their bond and derivative from their personal code which should always include an acute sense of honor, integrity, and principle. Education at Holy Cross is as much about developing one's academic skill set as it is about the evolution of one's personal moral code and the pillars within the Portrait of the Crusader. Therefore, prior to the submission of all student products from homework/student preparation to summative assessments or exams, the phrase "***On My Honor...***" followed by the student's signature, will be affixed to the end of the product either digitally or by hand. This phrase is truncated from the following complete Honor Code Pledge:

**On my honor, as an inspired learner, a faithful citizen, and an honorable soul, I pledge that I am submitting this product as authentically mine and that I have neither given nor received unauthorized assistance on this original work.**

Failure to adhere to our Honor Code and academic integrity policies will result in one of the following progressive outcomes. Each step represents the frequency of occurrence and the associated consequence. Each occurrence will be reported to the Principal and recorded as the discipline is progressive.

1. A zero on the assignment/assessment and a meeting with the Principal. Parents/Guardians will be notified.
2. A zero on the assignment/assessment and a meeting between student, Parents/Guardians, and the Principal.
3. Loss of credit in the course in which the offense occurs.
4. Referral to the *Honor Code Panel* (Principal, select faculty, student leaders) for possible expulsion.

### **Late Work Policy**

When a student is absent from school, it is the student's responsibility to make arrangements with each teacher for making up homework, classwork, or assessments missed during the absence within two days of the return to school. *Communication is crucial.*

If homework or classwork is missed due to negligence or irresponsibility, the ability for a student to submit late work will rest with departmental policy as is consistent with grading policies. Regardless of individual departmental policy, the maximum grade a student can receive at a product's latest date of submission is a 50.

In both Canvas/PowerSchool, a zero will be the placeholder for incomplete work until a final grade is determined.

## **STUDENT SERVICES**

### **Counseling Department**

The Counseling Department is committed to helping students understand themselves and the opportunities available to them in accordance with the Holy Cross Mission. We offer students counseling and guidance on an individual and group basis concerning personal, academic, college, and career decisions. The school counselors work closely with the administration, faculty, and parents to meet the educational needs and aspirations of our students. Appointments may be initiated by a student or counselor, or referrals may be made by administration, faculty, or parents. In addition, students who require extended or specialized counseling may be referred to professionals outside of Holy Cross by their counselor through their cooperative partners.

### **Course Changes**

Withdrawal from, or change in level for, a class is permitted only after consultation with student, parent, teacher, and School Counselors. The ultimate decision as to whether a student does make a change rests with the Principal.

### **College Visits**

If a senior wishes to visit a college during school time, a parent or guardian must contact the Main Office to notify the school of his/her absence. Upon return, the student must provide documentation from the college or university for proof of the visit in order for the absence to be excused. Students should have an appointment for an interview or tour of the college being visited. Students are limited to three (3) college visits on school time. No college visits will be allowed after May 1<sup>st</sup>.

### **College Counseling**

College counseling begins immediately for students at Holy Cross with the advice of courses necessary for success in college. The introduction to the College Board website and the search for colleges that meet a student's criteria begins early in the junior year. Students are aided in the college application process throughout senior year until post-secondary plans are in place.

### **Counseling Annual Events**

- *Financial Aid Night* - An advisor from a local college presents updated financial aid information and discusses the procedure for filling out the Financial Aid Form (FAFSA).
- *Senior Scholarship Booklet* - Updated yearly and describes area scholarships available to graduating seniors.
- *Underclassmen Scholarship Booklet* - Describes all of the scholarships available to underclassmen at Holy Cross.
- *Senior Parent College Information Meeting* - A presentation is made on the college application process.
- *Junior Parent College Information Meeting* - A presentation is made on the college search and selection process.

### **Testing**

- ACTs & SATs are administered at Holy Cross. Students will be notified of dates. The school code is 070838.
- PSAT/NMSQT Exam - All 10th and 11th grade students are required to take the Preliminary Scholastic Aptitude Test (National Merit Scholastic Qualifying Test). Every student is required to take both before graduating. Exception requests must be made in writing by the student's parents to the Director of Counseling.
- *Advanced Placement Tests* - Students eligible for these tests will be informed by the AP Coordinator.

## **ATHLETICS AND EXTRACURRICULARS**

Our athletic philosophy is dedicated to fostering sportsmanship, integrity, camaraderie, and academic and athletic excellence at all times. It is our hope and expectation that every student-athlete contributes in some way to the success of his/her team. The success is not measured by the wins and losses, but rather by the attitude and effort put forth by the athletes, parents, coaches, and fans. If we train with passion, compete at the highest level, and play with honor, sportsmanship, and class, then we have represented our school and ourselves in the Holy Cross Tradition.

### **Pre-requisites for all Student-Athletes:**

- Physical Examinations - Current and up to date

- Cardiac arrest forms - Current school year (PowerSchool)
- Concussion forms - Current school year(PowerSchool)
- Follow all school rules - see (Parent-Student Handbook)
- Sportsmanship - Treat opponents with fairness, courtesy, and respect

**\*ALL PARTICIPANTS IN HOLY CROSS ATHLETICS AGREE TO COMPLY WITH ALL SCHOOL AND CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE (CIAC) REGULATIONS**

### **Student Athlete Eligibility:**

Students are NOT eligible if they...

- Fail (2) or more subjects in a marking period or from the previous year for fall sports
- Have changed schools without a change of legal residence (requires a waiting period)
- Have played the same sport for more than (3) seasons in grades 10,11 and 12
- Play or practice with an outside team in the same sport during the season

### **Attendance:**

- Must be present in school for at least a minimum of three hours to compete in a practice or game
- If absent, a student cannot participate in practice or game that day (unless pre-arranged with administration)
- An absence or tardy to practice or game must be communicated with your coach in advance, when possible.

### **Transportation:**

- Student-athletes will be provided with transportation to and from games unless special arrangements are made with the approval of the Athletic Director and cleared with Administration

### **Injuries:**

- All injuries must be reported immediately to the coach and athletic trainer
- School trainer will evaluate, treat, and make necessary medical referrals

**\*ANY ATHLETE UNDER A DOCTOR'S CARE FOR INJURY (CONDITION, TREATMENT, ETC.) MUST RECEIVE A RELEASE FROM HIS/HER DOCTOR BEFORE BEING ALLOWED TO RETURN TO PLAY**

### **Player-Parent-Coach Communication:**

- Student-athlete should speak to the coach and inform his/her parents
- Parent should inform the Athletic Director if problem is not resolved
- Athletic Director will secure information from the coach and inform the Principal
- Athletic Director will meet with the parent(s), student, and coach

### **Clubs and Activities**

Clubs and committees are extensions of the lessons learned within the classroom and are very much co-curricular in nature. All clubs offer the opportunity to interact with students from all four classes, to develop relationships with the Teacher/Moderator, and to find tangible ways to apply lessons taught to practical situations. Clubs meet during Community Period for the most part. Besides the activities unique to each, there are opportunities throughout the school year for all club members to work on school-wide activities. It is our goal to have a club for every student. To form a new club, a student needs to present a written proposal to the Assistant Principal outlining the purpose, who the moderator will be, meeting times, and activities planned. New clubs must be approved by the Principal.

### **Student Government**

The Student Government consists of four groups of students working together to promote the health, happiness, and involvement of all students of Holy Cross. All four groups (Student Council, Presidents' Council, Athletic Council, and the Student Diversity Board) meet together at Student Government once a month during Community



Period. Student Government promotes student activities and service projects throughout the year. It also serves as a conduit for student concerns and inquiries that can be directed to those people in authority. *Student Council* consists of four elected officers from each class and the student body president. They oversee all school social/service events, assist with recruitment/orientation of new students, and represent HC at local events. *Presidents' Council* includes the President or chosen representative from every club. This council oversees the scheduling of club events, participates in school-wide projects, and assists the Student Council when needed. *Athletic Council* consists of junior/senior athletes and meets to promote school spirit and sportsmanship. They oversee Spirit Assemblies, encourage support at games, and offer positive role models for student athletes. The *Student Diversity Board* is a group of students tasked with representing the needs and interests of students from all races and cultures at Holy Cross and promoting the uniqueness of all as we unite as Crusaders.

### **Field Trips**

Students may attend field trips or school sponsored trips. Students on school trips represent the school and are expected to behave accordingly. All school-sponsored trips require Parent Permission Slips. All pertinent school rules and regulations apply on any such trip. These are privileges and are not a right of students. Participation can be denied if a student fails to meet academic or behavior requirements or if the student has an unacceptable attendance record as judged by the Principal. Participation will be denied if permission slips are not filed in a timely fashion.

### **Dances & Proms**

These are designed to promote an environment in which all students and faculty feel safe and comfortable. As these are school functions, students will dress and behave appropriately. All school rules will be enforced.

- Dancing at all times should be appropriate, safe, and of good taste.
- Inappropriate dancing, as determined by faculty in attendance, can result in removal from the dance.
- Any guest, 21 and over, will **not** be permitted to a Holy Cross function.
- Students must remain in the building. Anyone who leaves the building cannot be readmitted.
- Do not loiter at the door or on the grounds outside.
- Students who exhibit disruptive behavior will be asked to leave and are subject to disciplinary action.
- Unless otherwise stipulated, most dances are open to Holy Cross students only. No guests are permitted.
- Students not in good standing either academically or behaviorally can be excluded by the Principal.

## **FINANCIAL POLICIES**

### **Financial Aid**

In its continued commitment to provide a quality Catholic education, Holy Cross offers need-based financial aid on a fund-available basis for families who have demonstrated need. For those that qualify and are awarded financial assistance, awards are guaranteed for all four years without the need to reapply annually.

### **Graduation Fee**

Our \$400 graduation fee covers the cost of each senior's cap and gown, yearbook, senior lock-in night, role model dinner, and all other associated costs with graduation and senior festivities excluding prom.

### **Student Activities Fee**

In addition to tuition, each student at Holy Cross High School will pay an annual \$75 Student Activity Fee which covers the cost of Community Period, programming and the spirit shirt.

### **E-Text Fee**

An annual \$400 e-textbook fee is paid in August to Ed-Tech, our e-text partner company.

### **Policies Governing Financial Obligations**

Parents or Guardians who register their children at Holy Cross agree to accept and comply with all school rules and regulations. Below you will find a description of the policies which govern the payment of tuition and fees at Holy Cross High School. Your attention to these matters is most important in order to avoid any confusion or unpleasant situations. Holy Cross High School's payment plan is administered by FACTS Management Co. Once enrolled in a FACTS payment plan, all monthly payments should be made payable to: FACTS Management Co. and sent to FACTS Management Co., P.O. Box 2597, Omaha, NE 68103-2597. FACTS will send a monthly statement to the

responsible financial party until the payment plan is paid in full or cancelled by the school. FACTS offers a variety of payment options to accommodate many family budgets, including annual, semi-annual or 12-month plans and enables families to pay via mail, web, phone, or electronic bill pay. Also, FACTS conveniently accepts several different methods of payment, such as paper check, electronic check, credit or debit card and wire transfer. FACTS offers on-line access to student accounts and monthly interest-free payments. Not receiving a FACTS statement does not negate the responsibility to pay the amount owed by the appropriate due date. To avoid late payment fees, payments must be made by the payment due date. A non-refundable registration payment is paid directly to the school upon enrollment. The parent/guardian responsible for tuition selects a payment plan from the Tuition Contract. The school enrolls the family with FACTS. Please refer to the FACTS website at [www.factsmgt.com](http://www.factsmgt.com) for more information or contact the Finance Office at 203.757.9248 x233.

### **Tuition & Fees Terms and Agreements**

To secure enrollment at Holy Cross High School, the Tuition Agreement must be completed and returned with your first tuition payment, made payable to Holy Cross High School. This payment is credited to the tuition and is nonrefundable.

Payments will be received on time. Payments that are past due over 60 days will result in withdrawing the student from Holy Cross High School.

Tuition and fees must be current for student(s) to

- start the school year
- begin a quarter or semester
- take semester or final exams
- obtain transcripts/grades
- access PowerSchool
- participate in school sponsored trips
- attend graduation related functions

If formal collection procedures are necessary, you will be liable to Holy Cross High School for all fees and other expenses, including but not limited to, attorneys' fees, court costs and litigation expenses.

### **Withdrawal Procedures**

Within 30 days following a student(s) official date of withdrawal, calculations based on the official school calendar are generated to determine if a refund or balance is due.

If financial assistance was allocated, a portion of it will be pro-rated based on the actual quarter(s) in which the student attended.

All outstanding financial obligations must be resolved before transcript/grades will be released from Holy Cross High School.

*\*Holy Cross High School reserves the right to develop and implement new rules, guidelines, and student standards of conduct not presently included in this document. It is the responsibility of Holy Cross High School to make a reasonable attempt to inform parents/guardians and the student body of any change in or addition to the current policies and regulations.*

Updated: August 2023