

Holy Cross Primary School

5601 Elysian Fields Ave.

New Orleans, Louisiana 70122

Holy Cross School is fully accredited by the Louisiana State Department of Education and the Southern Association of Colleges and Schools as a college preparatory school for boys, grades Pre-K -12.

Catholic School Policy

As a Catholic school, one of our primary focuses is on the faith development of our students. With this as a goal, the gospel values and teachings of our faith are integrated throughout the school curricula and programs. The religion program includes classroom instruction, prayer and worship opportunities, retreats and service programs, which articulate the unique Catholic identity of the school in the faith development of our students and the total school community. Therefore, it is essential that every student participate fully in the total program.

Nondiscrimination Policy

Holy Cross School is committed to providing equal educational opportunities for students of varied cultural, ethnic, and economic backgrounds. The school does not discriminate on the basis of race, color, or ethnic origins in admissions or in the administration of any of its policies or programs.

Contact Information

Primary School Telephone: 504-942-1850

Primary School Aftercare: 504-609-3200

Main Campus Telephone: 504-942-3100

Administration Fax: 504-286-5665

Admissions Fax: 504-284-3424

Guidance Fax: 504-284-5874

Finance: 504-286-5663

Alumni Fax: 504-304-3804

School Email Address: contacthc@holycrosstigers.com

Website: <http://www.holycrosstigers.com>

Unless otherwise posted, office hours are as follows:

Main Office: 7:30 a.m. - 3:30 p.m.; in summer 8 a.m. - 3:30 p.m.

Finance Office: 7:30 a.m. - 3:30 p.m.; in summer 8 a.m. - 3:30 p.m.

The Primary School is closed June 1st until August 1st.

Most school offices open at 8 a.m. during the school year.

The rules set forth in this handbook may be amended.

MISSION AND PURPOSE OF HOLY CROSS SCHOOL

Mission

Holy Cross School is an independent, Catholic, college preparatory middle school and high school founded in 1849 by the Congregation of Holy Cross to educate young men from metropolitan New Orleans.

“We can state in a word the kind of teaching we wish to impart. We do not want our students to be ignorant of anything they should know. To this end, we shall avoid no sacrifice. We shall always place education side by side with instruction; the mind will not be cultivated at the expense of the heart. While we prepare useful citizens for society, we shall likewise do our utmost to prepare citizens for eternal life.”

Blessed Basile Moreau, CSC
Founder of the Congregation of Holy Cross

Shared Values

A Holy Cross education is a process which...

Engages the whole man: mind and heart, body and soul.

Challenges a young man to learn habits of the mind and habits of the heart:

The competence to see and the courage to act,
To think critically,
To make informed choices,
To take risks, and always,
To own the consequences of his actions.

Finds its best expression as service to others rendered by men with hope to bring.

Is guided by educators in the faith—parents, faculty, staff, and directors—empowered to build a community of the coming kingdom and is

Rooted in a family legacy, which nurtures trustworthy friends and lasting brothers.

Vision

Looking ahead, we see a school that is:

Regarded as one of the most unique in metropolitan New Orleans.

Willing to continually renew itself by seeking new ways to articulate these shared values through a sequential curriculum and a comprehensive activity program.

Known for the quality of parental participation.
Defining success in terms of the useful lives of its alumni.

The Holy Cross Man School Code

The Holy Cross Man is a refined gentleman who lives by Faith. Devoted to his soul's welfare, he reflects often on God. His daily actions are sanctified by prayer, the practice of virtue and manly piety. Since sanctity is his goal, he has a deep devotion to Our Lord, to Our Lady and to St. Joseph, patron of his school.

The Holy Cross Man is studious. He regards learning as a duty; intellectual perfection as an honor. He knows that his school is his training ground where he must mold himself into a useful man.

The Holy Cross Man is loyal to God and Country. Devotion to his school and his teachers is demonstrated by his cooperation, zeal, and spirit. He is a friend of all because he is a member of the Mystical Body of Christ.

In a word, he is a man of faith and honesty, of strength of character through self-mastery, of respect for the Christian family and lawful authority, of leadership in the pursuit of the true, the good and the beautiful - that is the HOLY CROSS MAN.

School Songs

Holy Cross We Hail Thee!

Holy Cross, we hail thee, tender, strong and true.
Proudly from thy tower gleams the gold and blue.

Glory's crown adorns thee, shining is thy fame.
And our hearts forever praise thy glorious name.
And our hearts forever praise thy glorious name.

Lift the cheering chorus, raise the banners high!
And proudly sing her praises upward to the sky.
Holy Cross, we hail thee, while the heavens proclaim
Thee and all thy glory, in everlasting fame.
Thee and all thy glory, in everlasting fame.

The Victory March

Rally, sons of Holy Cross.
Sing her glory, victory or loss.
Praise her gold and blue,
And cheer with voices true,
Rah! Rah! For Holy Cross!

We will fight in every game
Strong of heart and true to her name.
We will ne'er forget her
And we'll cheer her ever
Loyal to Holy Cross!

Cheer, cheer for old Holy Cross.
Cheer her in victory, cheer her in loss.
Send a volley cheer on high,
Shake down the thunder from the sky.
What though the odds be great or small,
Old Holy Cross will win over all.
While her loyal sons are marching
Onward to victory.

Academic Policies

In keeping with the mission and values of a Holy Cross education, the primary division will educate the minds and hearts of the young boys entrusted to us. Holy Cross Primary will be a project- inspired school, which will promote imagination, creativity, exploration, and discovery. The staff will operate under the belief that children learn best through active experiences that can be related to real life. A Holy Cross Primary student will learn to work collaboratively with others. The teachers will also meet the individual needs of the students and guide them to be confident, independent, and respectful young men. The school will offer a curriculum that will include core subjects with a strong emphasis on STEM instruction. Religion and physical education will be part of the daily schedule, and students will also be offered explorations in music, art, library, and foreign language.

The learning environment of our project-inspired school will not look the same as a traditional school. The environment will allow space for collaboration. There will be comfortable workspaces designed to enhance student learning and support best practices in education. Shared spaces will replace individual classrooms which will provide the opportunity to create specialized learning environments. This will also allow for a greater variety of materials, which will offer students a more engaging learning experience.

Holy Cross Primary will use iPads to enhance education. There will be iPads in all classrooms and the second, third and fourth grade will be one to one with iPads. Laptops will also be available for student use. Technology will be imbedded in all subject areas. Keyboarding, computer coding, and engineering skills will also be integrated in the curriculum.

Lower School Grading Scale

The school's grading system for 2nd through 12th grades, with quality points on the four-point scale, is as follows:

Letter Grade	Percentage Equivalents	Quality Points
A	(90 - 100)	4.0
B	(83 - 89)	3.0
C	(76 - 82)	2.0
D	(70 - 75)	1.0
F	(below 70)	0
I (Incomplete)		

PE, Religion, Social Studies and Explorations will use the ESPN Grading Scale.

Early Childhood Grading Scale

ESPN Grades:

E - Excellent	Meets and occasionally exceeds expectations and standards.
S - Satisfactory	Meets most and is working well to meet all expectations and standards.
P - Progressing	Meets few and requires additional support to meet all expectations and standards
N - Not Evaluated	Skill was not evaluated this semester.

Course Credit and Report Cards

The scholastic year is divided into two semesters. At the end of each semester, a report card with the student's average in each course will be posted online. Final course grades will be determined by averaging the two semester grades.

In order to pass a course in grades 2 through 4, the final average of the first and second semesters must be at least 70. Real time grades are posted on the Parent Portal. Parent-teacher conferences will be held at the midpoint of each semester.

Honor Roll (2nd, 3rd, 4th)

The honor roll is published at the end of each semester. To qualify, a student must achieve a GPA of 3.0 or above for grades 2-4. For high honors a student must achieve a GPA of 3.5 or above in grades 2-4. To earn honors or high honors a student cannot have a grade below a “C” on his report card. Students who earn high honors or honors for each semester will be awarded an honor roll certificate. Awards for honor roll are given out at the end of the school year.

Incomplete Grades

Incomplete grades indicate that required work has not been completed. Normally this occurs when a student has been absent for several days at the end of the grading period. “I” becomes a failing grade if the work is not completed within 10 school days, except in very exceptional circumstances and with the approval of the primary school principal before the 10 day period expires.

Academic Work Missed

Students are responsible for contacting individual teachers in order to make up missed work. Make-ups or unfinished work should be completed within the schedule set by the teacher.

Withholding of Report Card

The school reserves the right not to issue a transcript, report card, or final report unless all financial obligations are settled and school property has been returned (e.g., tuition, fees, library books, uniforms, laptops, and accessories).

Release of Grades, Reports, Records, and Transcripts

In accordance with the Privacy Act, transcripts and student records can only be released at the written request of a parent or guardian of the student.

A transcript request form is available in the registrar’s office and on the website linked to the Counseling page. Students currently enrolled at Holy Cross School are not charged for the first four transcripts issued; all other transcripts cost \$5 each. The registrar normally sends transcripts within two working days of receiving the request and the fee.

Occasionally, the school receives requests from non-custodial parents to be sent copies of grades, reports, and transcripts. It is the school’s practice to honor all such requests unless the custodial parent has supplied the school with a copy of a court order that specifically bars sending such materials to the non-custodial parent. If such an order or any other legal restriction exists, it is the custodial parent’s responsibility to submit a copy thereof to the registrar and to the middle school or high school office.

Admissions and Registration

Application Process

First complete the online application and pay the application fee.

Next turn in the following materials to the Admissions Office or upload during the online application:

- All previous report cards
- All previous standardized test scores
- Current report card from this year
- Teacher Recommendation Form
- Parent Questionnaire Form

Age Requirements for Primary School Admission

- To be eligible for Kindergarten, a child must be 5 years old on or before July 1
- To be eligible for Pre-Kindergarten, a child must be 4 years old on or before July 1

Admissions Testing/Interviews

As part of our “interview” process for PK and K, students will attend a “Play Day” supervised and observed by early childhood professionals.

Students applying for 1st through 4th grades must attend a Testing/Interview Day.

The director of admissions reviews all applications for admission. All decisions are made based on the records submitted and the personal interview with each student candidate.

Required Documents

All students are required to supply Holy Cross with a current physical and immunization record at orientation each year. The required forms are available on the Holy Cross website each summer prior to return to school in August.

Finances

Finance Office

School Hours: 7:30 a.m. – 9:30 am and 1:00 p.m. – 3:00 p.m.

Summer Hours: 9 a.m. – 1:00 p.m.

Finance employees are seen by appointment only.

Spirit Shop Hours: 7:30 a.m. – 1:00 p.m. or by appointment only for evening events by scheduling with the Manager of the Spirit Shop

Tuition and Fees

The tuition and fees for the upcoming year are published in the spring. General fees are non-refundable after June 1st.

A registration fee is charged to all students and is due February 5th for the upcoming school year. The registration fee is non-refundable. A student is not registered until the registration fee is paid and the online registration is completed.

Payment in Full and On Time

The financially responsible party must pay all tuition and fees in full to the school by May 28th for the upcoming school year, or must finance the full and unpaid balance through the tuition loan program at First Bank and Trust, by April 16th for the upcoming school year. A \$100 per calendar day penalty on delinquent accounts will be assessed up to a maximum penalty of \$300. After June 1st, students with delinquent accounts will be considered a non-returning student and deactivated for the upcoming school year.

Any tuition or fee amount that is unpaid, including any First Bank tuition loan program payment that is over 10 days past due, could result in immediate suspension of services to the student. The student may not be allowed to attend school or participate in any school program or activity (e.g., field trips, ceremonies, book days, exams, graduation exercises, sports) until the balance is paid in full. Days that are missed as a result of non-payment will be counted as unexcused. If payment is made after the grace period, the school reserves the right to require that the payments be made by cash, certified check, cashier's check, or money order.

Tuition Loan Program

Parents may elect to finance tuition and the general student fee through First Bank. In addition, the registration fee for the following school year will be added to the amount of the bank loan. If the student elects not to return for the following school year, the registration fee will be refunded only if the school is notified in writing before the registration date of February 5th. After that date, the registration fee is non-refundable.

Those who choose the option of financing tuition and fees through the First Bank tuition loan program are required to make loan payments on time. If First Bank or Holy Cross cancels a student loan for non-payment, the entire balance must be paid with cash, certified check, cashier's check, or money order, and there is a \$325 penalty payable to Holy Cross. Students may not be allowed to return to class until the balance is paid in full.

Any First Bank loan payments brought directly to Holy Cross will be assessed a \$25.00 handling fee.

All bank loans must be completely paid by April 15 of the school year covered by the loan.

Obligation to Pay in the Event of Withdrawal or Dismissal

A student is admitted to Holy Cross with the understanding that he will remain for the entire academic year. A student who withdraws or is dismissed forfeits all fees and is charged tuition through the end of the semester in which he departs.

Verification of Withdrawal

Any student not returning to Holy Cross must complete the withdrawal process.

All notification of withdrawals must be processed and verified through the primary school office.

NSF Checks

There is a \$35 charge for any check or ACH payments returned by the bank due to insufficient funds. After a second NSF check, all future payments to the school may be required to be made by cash, certified check, cashier's check, or money order. The amount of the NSF check and the NSF check charge will be added to the student's account. Failure to reimburse the school for the NSF check and the \$35 charge may result in immediate suspension of services to the student.

Release of Grades, Reports, Records, and Transcripts

The school reserves the right to suspend services unless all financial obligations are settled and school property has been returned (e.g., tuition, fees, aftercare account balance, cafeteria account balance, library books, and iPads).

Emergency/Crisis Management Plan

An emergency/crisis management plan has been adopted by the administration and board of directors to deal with potential dangers such as fire, violence, area flooding, etc. that might be encountered in the school setting. The plan provides for safety for students and staff. Part of the emergency plan provides for emergency student dismissal with parental permission at the time of an incident or through permission granted in advance on the emergency student release form completed at the start of school. In a school emergency appropriate information will be communicated through the media on WWL-TV Channel 4 and WWL Radio (870 AM and 105.1 FM).

School Closing

Holy Cross is part of the Archdiocesan Emergency Information System. In the case of an emergency, information will be forwarded to the Office of Catholic Schools on the decision to close or remain open. The decision will be announced on WWL-TV Channel 4 and WWL Radio (870 AM and 105.3 FM).

School Safety

The safety and well-being of each Holy Cross student is top priority to the faculty and staff of Holy Cross. The following plans are in place to ensure that faculty, staff, and students are informed of all safety procedures for the school.

Safety Policies

- Faculty will receive training on all safety procedures prior to the opening of school.
- Faculty will be trained in CPR and First Aid.
- Student/adult ratio for the entire school will be a minimum of 1 to 10.
- Evacuation procedures will be posted in rooms and at all exits.
- The school will have monthly fire drills which will be unannounced and scheduled at different times each month. There will also be a tornado drill and lockdown drill once a year.
- All emergency drills will be documented with the date, time, and any problems that occur.

- All teachers will have an emergency folder which will have emergency contact information for each student in the class along with consent for medical treatment. This folder will be with teachers during all emergency drills.
- All teachers will review fire safety procedures with the students the first week of school. The students will be given a tour of the building to ensure that the students are familiar with all of the exits.
- All students will attend a fire safety presentation scheduled with the New Orleans Fire Department.
- Students are not allowed in any areas of the school without adult supervision.
- All guests to the school must report to the school office to sign in and receive a visitors' pass before entering the classrooms.
- The pre-k, kindergarten, and 1st grade classrooms will be located in rooms 2, 3, 10, and 11. The staircase designated for these students will be staircase 1 located at the front of the building. Students will exit the building using this staircase at all times unless the exit has been blocked by a firefighter.
- The 2nd, 3rd, and 4th grades will be located throughout the day in classrooms 4, 5, 6, 7, and 8. The staircase designated for these students will be staircase 2 located at the back of the building. Students will exit the building using this staircase at all times unless the exit has been blocked by a firefighter.

Fire/Emergency Procedures

During fire drills and other emergency drills, students are required to conduct themselves in a manner reflecting their responsibility for the personal safety of themselves and of other occupants of the building.

Students must:

- Follow emergency information posted
- Begin moving when the alarm is sounded, always following the direction of the teacher
- Maintain orderly lines with no talking or running
- Respond immediately and appropriately to directions
- Remain in the place designated after exiting from the building
- Return to the building immediately when the signal is given

In the event that a fire should occur after regular school hours, any students and faculty on the premises should walk to the field in the back of the campus where they will be given further instructions.

To turn on a fire alarm:

Go to one of the fire boxes located throughout the building. Remove the clear cover and pull the bar down. A student should never pull a fire alarm without permission of a teacher or the director.

Please Note:

If a fireman requests that a student turn on an alarm, he is to do so immediately. No permission from a teacher or the director is required. A student who exhibits disorderly conduct during a fire drill or other emergency drill will receive an immediate detention. The activation of an alarm as a prank is a reason for expulsion.

Security

Holy Cross School is not immune to mischievous or criminal intent. Security cameras are in place at all entrances to the building and in the stairwells. All students are strongly urged to take a common-sense approach regarding personal security. Students are urged to report immediately

any strangers or suspicious persons or activities on or near school property to the director, principal, a teacher, or the school office. All gates and doors that access the Primary School are locked at 8:30 a.m. The gates will open at 2:30 p.m. to prepare for dismissal.

Visitors

After 8:30 am, all visitors to the campus must enter through the school's front entrance to sign in at the office and receive a visitor's pass. This includes parents coming to school during the school hours. Visitors are to conform to all Holy Cross rules while on the campus. Visitors who have not registered or who cannot adhere to school regulations will be asked to leave the campus.

Counseling Services

Counseling services at Holy Cross include academic, personal, and spiritual counseling. Students having personal difficulties may consult with the guidance counselor. Guidance programs are offered to students throughout the year and are coordinated to enhance growth and healthy emotional development. Spiritual counseling is provided through the religion program. Holy Cross does not provide clinical counseling.

Child Abuse Reporting

All teachers, counselors, coaches, aides, staff, and administrators of Holy Cross School who know or suspect that a child under the age of 18 is or has been the victim of child abuse must report this information to the child protective agency immediately in accordance with the Louisiana Child Abuse or Neglect Reporting Law (L.S.A., RS 14:403). Child abuse is not restricted to physical injuries. The following matters must be reported: physical injuries; indication of child neglect such as failure to provide food, clothing, or shelter, even when there is no physical injury; and indication of sexual abuse, sexual assault, or child molestation.

If a representative from the law enforcement or child protective agency requests to interview a student as the result of a report of suspected child abuse, the administration will permit such an interview to take place on the campus.

Special Needs Accommodation

Holy Cross School does not provide special education services or facilities. The school, its administration, faculty, and staff are only required to make minor adjustments in our education program to attempt to accommodate whatever special needs a student may have. The nature and extent of such minor adjustments is within the sole discretion of the primary school principal and director. Should the primary school administration determine that minor adjustments in Holy Cross' education program have not resulted in satisfactory accommodation of the program to the special needs of the student, and that it is in the best interest of both the school and the student that he be placed in a more appropriate learning environment, the principal may ask the parents to withdraw their son from Holy Cross and/or the student will be removed from rolls of the school and/or not allowed to re-enroll.

Attendance

Education cannot take place in the absence of good order. Holy Cross students are expected to conduct themselves as Christian gentlemen on and off the campus. Members of the faculty, administration, and staff must always be addressed in a polite, respectful manner. Great stress is put on good classroom behavior, since effective teaching is impossible without order and attention.

Attendance and Absenteeism

Punctual attendance at class is required by state law (Louisiana Bulletin 741:6.055.02) and is a required part of course credit. Students are expected to be present for all school obligations and to make appointments outside of school hours. The school hours are from 8:00 am until 3:00 pm.

Attendance Documents

All signed tardy slips, parents' notes, doctors' notes or other documentation relating to attendance must be returned to the school office prior to a student reporting to homeroom.

After an absence, the student will be issued an absentee slip to present to the teachers.

Absence from School or Class

When a student is absent from school, two things are required: (1) a telephone call, and (2) a note.

(1) Parental Obligation to Report Absence by Phone

When a student is going to be absent from school or class for any reason, he is responsible for having a parent or guardian call the school at 504-942-1850 between 7:30 a.m. -9 a.m. on the day of the absence to report the absence. Parents must call on the first day of absence and every day of absence thereafter.

(2) Written Verification of Absence

State law requires verification of an absence. When a student has been absent for any reason, a written explanation from a parent must be presented to the attendance office. The student must bring the note to school on the day of his return. The note must be legible and must include the following:

- Date of the written note
- Date(s) of absence
- Student's full name
- Reason for absence
- Parent or guardian's signature

Any student who is absent three or more consecutive days must present a doctor's note in order to be readmitted to class. A student who has been absent for any length of time due to a contagious illness must present a doctor's note giving clearance to return to school. It is the student's responsibility to obtain all required notes and to submit them to the attendance office before reporting to homeroom on the day of his return to school. The student will accept the disciplinary sanctions if he does not follow this procedure.

Late to School

To report tardiness, a student's parent or guardian must call the school at 504-942-1850.

A student arriving late to school must report to the primary school office before going to class.

When it is foreseen that a student will arrive late to school, he must be signed in by a parent in the primary school office. If a student is late because of a doctor's appointment, an appointment slip from the doctor is also required.

If the student is less than 15 minutes late, he will be issued a tardy slip to show to his teacher. If a student is more than 15 minutes late for his first class of the day or comes to school after his first class of the day is over, he will be considered tardy to school as well as absent on that day for the classes concerned.

When a student is tardy to school seven times in a semester a detention will be issued. If a student is tardy to school 11 times in a semester a detention will be issued. Any additional tardiness will require a parent conference with the Primary School Director.

Student's Responsibility for Missed Work

Any student who misses class for any reason is responsible to learn from the teacher the schedule for making up the missed work.

School Excused Absence

School approved absences incur no disciplinary penalty. Make-up work for excused absences will receive credit if completed within the time designated by the student's teacher(s). Absences are excused only in cases of personal illness, severe illness or death in the family, or other situations with the approval of the primary school director or principal.

Unexcused Absence

Absences for reasons other than those given in the "excused absence" paragraph, such as family vacations are considered "unexcused." Teachers are not required to allow students to make-up any or all of the work, nor to give make-up tests, nor extend the time on assignments. Parents should realize that a student's grade might suffer because of unexcused absences. Any problem in this area should be discussed with the primary school director or principal.

Absence from class due to disciplinary action is an unexcused absence. Although a student may be serving his suspension at school, his absence from class is considered unexcused and he may not receive credit for his work.

Unexcused absences may incur disciplinary action such as a warning or probation. Repeated unexcused absences may result in suspension or expulsion.

Loss of Credit for Excessive Absence

When a student misses more than six days (or the equivalent in class time) in any class per semester for any reason, he will receive an "F" in that class. The student will be required to attend summer remediation to make up credit for the failed class.

The primary school director will hear appeals from a student and his parents or guardians for reinstatement of credit. The student strengthens his appeal if doctors' notes were submitted after each absence to verify the legitimate nature of the absence. The dean of men and the principal together will approve or deny the appeal.

The attendance office is to be notified about serious illnesses or accidents so that the appropriate adjustments can be made. A student is cautioned not to use the six-day allotment and then expect leniency if a serious illness occurs.

Truancy

Any student who is away from school without a valid excuse or without parental consent is considered truant. A student who is truant will not receive credit for the work/tests he has missed. Truancy is an unexcused absence and a major disciplinary offense.

Attending School Events on Absence Days

Any student who is absent from school on the day of a school event may NOT attend or participate in the event without explicit permission from the primary school director. A student must be in school at least two regular class periods in order to attend or participate. Disciplinary action will be taken with any student violating this policy.

Health

Children showing signs of the following illnesses should be kept home. A child who shows any of these signs during the school day will be sent home and must be picked up within an hour. If a parent will be contacted, the phone call must be made from the office. If the illness necessitates the student's leaving school, the parent or guardian must sign him out in the office.

***A child with any illness that results in a need for care that is greater than the staff can provide without compromising the health and safety of the other children or poses a risk of spread of disease to others may not remain in school.

Illness/Symptom

Exclude Until

100-degree fever
medication

24 hours fever free without

Diarrhea

Diarrhea resolved

Vomiting

Absence of vomiting and can tolerate solid foods

Respiratory Infection

After treatment or doctor's note

Ear Infection

Diagnosed and under treatment

Head Lice

Hair has been treated and is free of active insects and their eggs (nits)

Streptococcal Pharyngitis (Strep Throat)

24 hours after beginning treatment

Undiagnosed Rash	Doctor's note
Chicken Pox, Measles, etc.	Doctor's note
Conjunctivitis (or any undiagnosed oozing from eye)	24 hours after beginning treatment and eye no longer oozing
Molluscum Contagiosum	Blisters must be covered & doctor's note

***Please keep in mind that there may be times when we determine that we cannot meet a child's needs and the reason to send the child home is not listed above.

Medication

A student needing to take any kind of medication, prescribed or commercially purchased, must bring the medication to the primary school office, where it will be stored for him. The parent must also provide a written note from the doctor stating why this medicine should be kept in school along with instructions for administering the medication. Any medication kept in the school office must be in the original container with clearly defined directions and dosage. Any other arrangement for medication at school must have specific written approval from the primary school director. No medication is stocked or administered by the school. A student may not keep any kind of medication on his person or elsewhere on campus. The only exception is for a medical condition requiring the student to hold the medication, such as an asthma inhaler. The student then must have a note on file in the primary school office.

Accidents/Injuries

When a student has been injured, it is essential that the injured student is not moved and the nearest faculty member is immediately informed. A report will be made by the school in a timely fashion regarding any injured student.

Insurance

Every student is covered by limited accident insurance as furnished by the Archdiocese of New Orleans while in attendance at school and/or school activities and while traveling to and from school/activities.

Dress and Appearance Code

The dress code is designed to enhance good order and provide a Holy Cross student with a neat and uniform appearance as well as identify him as a Holy Cross student. All clothing must be clean and free from tears.

Holy Cross reserves the right to rule on anything not included here that the school might rule to be unacceptable attire or appearance. The primary school director will make this decision. The penalty for violating the dress and appearance code is an administrative detention(s). In some cases, the student will be sent home. Missing class because of a dress code violation will be considered an unexcused absence.

Defacing the appearance of any item of the school uniform is prohibited. A student is required to have his name embroidered on his school sweatshirts, and jackets. Students are not allowed to add stickers or labels of any kind to any part of the school uniform.

Hair

Hair must be neat, clean, combed, and of moderate style and proportionate length and thickness in the front, back, and on the sides. It must be cut so that it cannot touch the collar of the uniform shirt, the ears, or the eyebrows. New wave, wedge, uneven cuts, excessive Afro, braids, fade lines, layered hair, shaved head, and spiked hair are examples of unconventional hairstyles that are not allowed. Hair must remain its natural color. Hair coloring, dyeing, highlighting, or bleaching is not allowed. A student whose hair is deemed inappropriate by the director may be sent home.

Shirts

Students will wear a Holy Cross uniform short-sleeve navy polo shirt. The uniform shirt is not monogrammed. Wearing a Holy Cross uniform shirt identifies the student as a representative of Holy Cross and obligates him to have a neat personal appearance both on and off campus, even when he is not participating in a school-related activity. The shirt must be fitted to the student's size. Shirts that are baggy or torn may not be worn.

Undershirts

Only a plain, solid white undershirt may be worn under a uniform shirt, and the sleeves of the undershirt may not be visible.

Trousers / Shorts

All students in K and Pre-K must wear elastic waist khaki pants or khaki shorts. All students in grades

1 - 4 are required to wear the plain front (un-pleated), un-cuffed khaki trousers or plain front (un-pleated) khaki shorts made by Dickies.

Trousers must be fitted to and worn on the waist, and they must be tailored to the correct length, just touching the top of the shoe. Pants that are baggy, have ragged edges, or are torn are not allowed.

The contents of a student's pocket may not hang out of the pocket.

Belts

All students in grades 2 – 4 are required to wear khaki web belts with magnetic buckles.

Socks

A student is required to wear solid white sock. Socks must cover the ankle at all times.

Shoes

Students in grades Pre-K – 1 must wear solid black Velcro tennis shoes. Students in grades 2 – 4 may wear Velcro or lace solid black tennis shoes.

For Cooler Weather

Only Holy Cross uniform sweatshirts and jackets may be worn as part of the school uniform. Sweatshirts that are faded or torn may not be worn. All sweatshirts and jackets must be monogrammed with one-inch block letters of First Initial, and Last Name gold thread in ALL CAPS.

Hats

Hats or headbands of any kind may not be worn with the school uniform. In cooler weather, a Holy Cross knit hat may be worn outdoors only. Bandanas or headbands are not allowed to be worn on campus or at any school function.

Jewelry

A watch is the only visible jewelry allowed on campus for 2nd - 4th grade students. Students may not wear any type of smart watch. A religious necklace may be worn but must be tucked inside a student's shirt. Neck chains, bracelets of any kind, earrings, studs, or anything used to maintain a hole in the earlobe or other parts of the body are prohibited at all times at school.

Students in the Early Childhood Grades- PreK, Kindergarten, and First Grade- cannot wear jewelry. This includes, but is not limited to watches, rings, bracelets, or necklaces.

Tattoos

The school does not allow any type of tattoos to be visible when a student is in a school uniform or any other clothing at school or any school-related function.

Unacceptable Garments

Students are prohibited from wearing to school or any school-related function any garment that advertises, promotes, or suggests in any way drugs, alcohol, tobacco, or any behavior contrary to the teachings of the Roman Catholic Church or the mission of Holy Cross School.

The primary school director will make the final decision concerning the appropriateness of grooming and dress at school and school-related activities.

Conduct

The *Holy Cross Man*, our school code, establishes a noble standard of life which every student is expected to follow and to model. Discipline at Holy Cross guides the students toward these ideals and creates an atmosphere in which hundreds of widely differing personalities can come together harmoniously while working individually toward personal and common goals.

Disrespect/Insubordination

Disrespect or insubordination, such as talking back to school employees, disrespectful language,

or egregious disobedience, will not be tolerated at any time. Such conduct may result in serious disciplinary action.

Expected Classroom Behavior

Students are expected to adhere to the specific rules or directions given by individual teachers.

Code of Conduct for Students in Extracurricular Activities

Since participation in extracurricular activities is an integral part of the overall process of education at Holy Cross School, students are expected to model the values upon which the school stands.

The following are standards which all students are expected to follow:

- To represent his school, his family, and himself as a gentleman at all times.
- To show respect for his coaches, moderators, teammates, opponents, and officials.
- To work diligently toward maintaining high academic standards.
- To refrain from any abusive or profane language.
- To show true sportsmanship, whether a contest is won or lost.
- To take good care of his body by eating properly and refraining from the use of tobacco, alcohol, or any controlled substance.

Code of Conduct for Students and Parents Present at Holy Cross Events

Holy Cross students and parents must always be conscious of the fact that they represent the school. Good sportsmanship and conduct should be practiced at all times. Students and Parents should remember that violations of ordinary school rules become magnified when they are exhibited at a public event, whether at home or away. Holy Cross spectators are to cheer for their own teams, not against anyone else. Profanity, derogatory remarks, and the like have no place at any event in which Holy Cross takes part. Holy Cross students and parents are expected to inform their guests (e.g., family members, friends, dates, etc.) as to what behavior is expected at all Holy Cross events.

Persons who do not abide by the rules of good sportsmanship and conduct will be asked to leave the event. Any Holy Cross student, who is asked to leave an event because of his behavior, must report to the primary school director immediately upon returning to school. Students and parents of other schools, who are asked to leave a contest because of their behavior, will be referred to the proper authorities of their own school.

Conduct Outside School

Conduct on the streets, on buses, at athletic contests, and other school-related activities should reflect those values and Christian principles defined in the *Holy Cross Man*. Students are to respect property and rights of the neighbors of the school and the public at-large. Students are accountable for their actions on and off campus.

Academic Dishonesty

Academic dishonesty will affect a student's grades as well as have serious disciplinary repercussions. The following are examples of behavior considered dishonest by the Holy Cross community:

- Entering an academic testing situation with an unfair advantage, such as stealing materials or receiving stolen materials from another;
- Forgery;
- Giving or receiving answers to quizzes, tests, and examinations;
- Lending or copying a written assignment, in or out of class;
- Plagiarism;
- Violating testing procedures as defined by a teacher in an individual classroom.

Academic dishonesty is a serious matter that will result in a failing grade for the assignment as well as serious disciplinary action, such as suspension or, in the case of extreme or repeated academic dishonesty, expulsion.

Drugs/Alcohol

Holy Cross School has a “zero tolerance/no use” policy toward student use of drugs and alcohol. Any student, who manufactures, possesses, furnishes, uses or sells alcohol, narcotics, or any other illegal drugs, drug paraphernalia, or intoxicants at any time shall be subject to severe disciplinary action, including expulsion.

Whenever the headmaster, principal, or director finds sufficient cause to believe that a student may be carrying or using alcohol or illegal substances, the school may search a student’s person, locker, and/or personal belongings (including schoolbag and vehicle). The determination of sufficient cause shall be within the sole and exclusive province of the headmaster. Any student who refuses to cooperate fully in such a search shall be subject to immediate expulsion.

As circumstances warrant, the school may refrain from disciplinary action when a student voluntarily informs a school counselor or other school authority of drug or alcohol dependency. Such a case may be treated as a medical condition. In this event, the student may be required to attend alcohol and/or drug education programs as deemed appropriate by the school. Additional professional assessment, treatment, and testing may also be required for continued enrollment in the school.

Whenever the school finds sufficient cause to suspect possible drug or alcohol abuse by a student, the school may require that student to submit to monitored testing for drug and/or alcohol abuse. A student would be subjected to testing only on a “for cause” basis. A student’s teacher, counselor, or the dean of men may make a recommendation to the corresponding principal, and that principal may make a recommendation to the headmaster that a student be tested “for cause.” Decisions on such requests shall be within the sole and exclusive province of the headmaster.

After a first positive result any effort to rehabilitate the student and any additional testing shall be at the discretion of the headmaster, either in the exercise of his own independent judgment or on the recommendation of a teacher, counselor, dean of men, or principal.

The school alone shall select the provider of such testing as well as the time and place for each test. Such monitored tests may require the student to submit breath, urine, hair, and/or blood samples. Refusal to cooperate in such tests shall constitute grounds for immediate expulsion. Positive test results, depending on the amounts and types of intoxicants found, shall subject the tested student to severe disciplinary action, mandatory professional treatment and/or future required testing. In addition, if the student is allowed to remain at Holy Cross, the student’s family shall be liable for the cost of that test and all mandatory treatment, as well as for the costs of all future tests ordered by the school, regardless of the results of future tests. A second positive

result shall constitute grounds for immediate expulsion. All tests and results shall be the sole and exclusive property of Holy Cross School.

Tobacco or Nicotine

No student is allowed to possess, smoke, or use any kind of tobacco or nicotine product on campus at any time or at any school-related function or while traveling to or from school or school-related functions.

Fighting

Fighting on campus or at a school-sponsored event will be treated as a major disciplinary offense.

Weapons and Dangerous Articles

Students may not bring articles into school that are hazardous to the safety of others or interfere with good order. Firearms, knives, matches, lighters, fireworks, or other dangerous articles are strictly forbidden on campus and at school functions. Students who bring these types of articles to school or school functions will have them confiscated and are subject to severe disciplinary action.

Threats to Self or Others

When a student makes a credible threat against himself or another person, the school will treat the threat as real. This is necessary in order to ensure the safety both of the person who makes the threat and of other persons in the community.

A student who makes such a threat to himself shall be placed on required medical leave immediately, until the school has obtained from the parent(s) or guardian(s) a doctor-documented medical evaluation assuring that the student is not a threat to himself or to other persons and may return to a classroom setting.

However, where there is a credible threat of impending serious harm to oneself or to others, the school may continue to require the student to remain on medical leave, regardless of evaluation reassurances or other outside efforts at reinstatement, in order to protect the community and/or the individual.

The school reserves the right to require ongoing professional counseling, and proof thereof, as a condition of returning to school, and continuing at school.

A student who makes a credible threat to other persons or property will be subject to disciplinary action, up to and including expulsion. Law enforcement authorities will be contacted as the school deems appropriate.

Harassment and Bullying

Holy Cross School strongly believes that all people have the right to function in an environment free of all forms of harassment, whether by students or employees of the school. Harassment, including sexual harassment, is prohibited by both state and federal law. The purpose of this policy is to assure that no form of harassment occurs at our school. This harassment policy includes, but is not limited to, harassment based on a person's race, gender, nationality, religion, physical or mental disability, or age.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. Sexual harassment includes many forms of offensive behavior. The following is a partial list of types of behavior that could constitute sexual harassment:

- Requests for sexual favors, whether explicit or implicit, or unwanted sexual advances;
- Verbal harassment such as derogatory comments or slurs, comments about an individual's body; use of sexually degrading words; obscene or suggestive remarks or jokes; suggestive or offensive notes, letters or invitations;
- Physical harassment such as assault, impeding or blocking movement, or any physical interference or movement when directed at an individual;
- Visual forms of harassment, such as displaying derogatory posters, cartoons, or drawings that are offensive.

In keeping with policy, Holy Cross will not tolerate any kind of unlawful harassment, particularly sexual harassment by any student or employee. Anyone who is subjected to or witnesses possible harassment must immediately bring the incident to the attention of the counselor, principal, director, headmaster, or other member of the administration. The matter will be thoroughly investigated, and confidentiality will be maintained to the extent possible. After reviewing all the evidence, a determination will be made concerning whether reasonable grounds exist to believe that harassment has occurred. Appropriate action will be taken to remedy the matter.

Serious or repeated harassment will result in disciplinary action up to and including dismissal. Intentionally false and/or malicious accusations will also result in disciplinary action up to and including dismissal. If appropriate, harassment will be reported to the civil authorities

Misrepresentation/Dishonesty

Deliberate misrepresentation, such as forging a parent's or guardian's signature on a note, altering a note in any way, making (or having someone else make) a phone call in which the caller falsely claims to be a parent or guardian is dishonest. Any such activity will be treated as a major disciplinary offense.

Property/Theft/Vandalism

Damage to the possessions of others, theft, vandalism, or damage to the property of Holy Cross or another school, is not tolerated and will be dealt with as a serious disciplinary problem, through restitution and other disciplinary action such as detention, probation, suspension, or expulsion. A student must pay the cost to repair or replace any school property that he has damaged or destroyed. In the case of accidental damage, such as breaking a window or school equipment, the student should make a report to the director as soon as possible. A student is to report to the director any damage that he sees.

Discipline

Disciplinary Sanctions

The responsibility for discipline in most situations lies with the faculty, who's good judgment helps ensure a good environment in the classroom. Faculty may refer disciplinary cases to the director.

Motivation Assignment

A staff member may issue his or her own motivation assignment to penalize a student for classroom misconduct, for not being prepared for class, or for being tardy to class. A motivation assignment must be completed, signed by a parent and turned in to the teacher the following morning.

Minor Offenses

Behavior Reflections and motivation assignments will be issued for minor offenses. Repeated minor offenses may result in stricter disciplinary action. Loss of Team PE, Recess or Field Trips may be issued for the following violations:

- Willful disobedience.
- Inappropriate language or behavior.
- Violations of the dress and appearance code.
- Excessive number of days tardy to school.
- Failure to follow attendance procedure.
- Eating or drinking in unauthorized area.
- Littering.
- Possession of forbidden electronic devices.
- Failure to report to a teacher when required.

Major Offenses

The following are serious offenses and warrant stricter disciplinary sanctions including multiple administrative is school detentions, suspension, or expulsion:

- Open defiance of school authority or disrespect to any member of the faculty, staff, or administration on or off campus.
- Cruelty toward others: verbal, visual, physical, or sexual harassment, bullying, teasing, intimidation, racial slurs, threats, demeaning or damaging comments about others.
- Fighting or instigating a fight.
- Unsportsmanlike conduct as a participant or spectator at an athletic event.
- Theft or being in possession of stolen articles, aiding and abetting any theft, or tampering with another person's belongings.
- Truancy from school or skipping one or more classes, or unexcused absence from part of a class period.
- Violations of the *Responsible Use Guidelines for Technology*.
- Leaving campus without the permission.
- Vandalism or destruction of property belonging to the school or another person.
- Instances of academic dishonesty.
- Misrepresentation, forgery, or dishonesty.
- Improper use of or dispensing of any medicine or prescription drugs to another person.
- Use or possession of weapons or dangerous articles on campus or at school-related activities.
- Repeated violations of school policy.
- Failure to comply with the terms of probation.
- Any activity during school or outside of school which involves unlawful behavior. Law enforcement may be involved for any criminal activity on or off campus.

- Any conduct which disrupts the good order of the school, imperils the health and safety of students, jeopardizes the moral well-being and good name of either the students or the school, or which is contrary to the mission of Holy Cross School or the teachings of the Roman Catholic Church.

Suspension

Suspension is the school's most serious form of warning, and may well be the final warning before expulsion. Suspension may be either short or long term and may be served either in school or out of school. During the period of suspension, the student may not attend classes and may not participate in or attend any school-related activities. A suspended student is required to complete and submit all the work assigned during the period of suspension, but he may not receive credit toward his grade.

In addition, a suspended student is placed on probation. A student who commits repeated offenses or other major misconduct while on probation may be expelled. Even after the probation ends, a further severe offense may result in expulsion. Suspension may be given for first time or repeated offenses.

Disciplinary Probation

Disciplinary probation is a formal response to egregious or repeated misconduct and may be given for first time or repeated offenses. Serious misconduct or repeated violations of school rules by a student on probation is likely to result in expulsion.

Student Expulsion

Expulsion is the permanent removal of a student from Holy Cross. Expulsion may result after a single major offense or a series of misbehaviors. If a student is dismissed or is withdrawing from Holy Cross School, the dismissal must be initiated by Administration and the student must be signed out from Holy Cross by a parent or guardian at the time of withdrawal in the Registrar's Office. All Holy Cross property including, but not limited to laptop and accessories, state books, library books, sports uniforms and equipment, band uniforms, instruments, etc. must be returned before an official withdrawal is processed.

A student who withdraws or is dismissed forfeits all fees and is charged tuition through the end of the semester in which he departs.

Non-disciplinary Causes for Suspension, Expulsion, or Recommended Transfer

- Non-compliance with academic requirements as published by the school
- Severe psychological problems
- Uncooperative or disruptive attitude of parents
- Failure to fulfill tuition obligation
- Failure to return emergency card, health records or immunization records to the registrar's office prior the opening of school

Arrival/Dismissal

The school hours are from 8:00 am until 3:00 pm. All students are to be dropped off and picked up at the designated carpool spot in the parking lot behind the school. Students may be dropped off at school beginning at 7:30 am. After 8:00 am the parent and student are to come in the front entrance. The parent needs to sign the student in before student goes to class. Students must be picked up at carpool by 3:15 pm or the will be escorted to aftercare. If you park on the street and pick up your child, you must walk up and notify your child's teacher that you are taking your child. Please do not stand by the gate and allow your child to walk to you.

Because adult supervision is not available before 7:30 am or after 3:15 pm, the school cannot assume responsibility for students who arrive before 7:30 am or stay past 3:15 pm unless they are involved in a school-supervised or faculty-directed activity.

PLEASE NOTE: On rainy days, parents should park in the parking lot in back of the school and escort their children into the cafeteria in the morning and pick them up from the cafeteria in the afternoon.

After School Care

In order to provide a structured program and safe environment for students between the hours of 3:00 pm and 5:30 pm, Holy Cross Primary School has an after school care program. The program provides supervised time for homework and recreational activities. The program is mandatory for all students not picked up by 3:15 pm or when the carpool line has stopped.

Technology

The use of technology is a privilege and responsibility. All students are required to follow the behavioral expectations consistent with the school's rules and policies. All students and families are required to read the Responsible Use Guidelines for Technology and sign the technology agreement.

Field Trip Policy

Academic enrichment, class trips, and community service often take place away from school. Written parental permission is required for any student to take part in such activities. There is a nonrefundable policy for ALL field trips and late fees. All field trips will be chaperoned by teachers and additional faculty members.

Field trips are privileges afforded to students who represent Holy Cross in a positive manner. Students may be denied participation in the field trip if they fail to meet academic or behavioral requirements. Students must meet the following minimum requirements to participate:

- Maintain academic progress - completes assignments
- Maintain good behavior - no detentions and/or no suspensions.
- Maintain good attendance and be on time to class and school.

If a student is not maintaining academic progress, is excessively tardy or absent, displays poor behavior, or has been suspended, he may lose the privilege to participate in school activities. The administration and faculty will determine when a student loses the privilege to participate in activities. The decision will be based on the student's academic, discipline and attendance records from the first day of school until the current field trip. If a student has forfeited the privilege of participating in a field trip, the student is still responsible for coming to school. Any money paid for the field trip will not be refunded. Parents will be informed of their child's loss of the field trip privilege and the reason for such action.

General Policies

Book bags/Valuables

Book bags and iPads should not be left unattended anywhere on campus. A student locker must be used to secure all book bags/iPads during lunch and after school activities. All unsecured book bags will be confiscated and brought to the director's office for disciplinary action.

Electronic Devices

A student is not allowed to have campus electronic equipment such as beepers, pagers, radios, tape players, CD players, headsets, video games, recorders, cameras, Apple watches or Smart watches etc. at school. A Fitbit may be worn to school.

Wireless Communication Devices

The school requires that all cellular devices remain in main office during the school day. Parents must provide a note stating why the student needs a device at school. Any electronic or wireless communication device that is seen or heard will be confiscated and turned over to the director, and the student will face disciplinary action. In some cases the equipment will be returned only at a parent conference.

Expensive Items

Students are cautioned not to bring large amounts of money or expensive items, such as jewelry, cameras, watches, Fitbit, etc., to school. A student, not the school, is responsible for his personal items. Inappropriate items will be confiscated and given to the director. Items can be claimed after school hours.

Littering

Students are required to place all refuse in proper receptacles. Students are also asked to help pick up the refuse left by others.

ID Cards

The students will be issued 2 ID cards. One is to remain in school for the student to use to purchase lunch. The other ID is for a parent to keep at home. This ID can be used for free admission to Holy Cross home sporting events. If a student ID card is lost, report the loss to the primary school office. There is a \$10.00 fee to replace an ID.

Lost and Found

Lost and found is located in the cafeteria. All items will be donated or discarded at the end of each semester.

Lockers

Assigned lockers are provided for safekeeping of personal belongings and school issued property. The exterior and interior of the lockers are to remain clean at all times.

Textbooks

All textbooks must be covered. State texts must be in good condition or the student will be charged for them. The student's name must be written in the book.

Sales and Solicitations

All sales to or solicitation of students and faculty must be authorized by the principal.

Telephone Calls

A student is permitted to make telephone calls from the school office with administrative approval.

Messages and Deliveries

Messages will not be delivered to students during the school day. (Consideration will be given to emergency situations.) Parents may not deliver items to campus for students.

Special Events

Students are not allowed to distribute treat bags or gifts to other students at school for holidays or other special events.