

**HOLY CROSS HIGH SCHOOL  
STUDENT HANDBOOK  
2016-17**



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# HOLY CROSS HIGH SCHOOL

## Mission Statement

Holy Cross District High School provides quality Catholic education for all of its students through the deeply rooted commitment of the Holy Cross school community to *education, diversity, family, and religion*.

- Education:* Holy Cross has a strong educational program geared to the needs of all its students
- Diversity:* Holy Cross is proud of its diversity in accepting all of its students and challenging them to grow in acceptance of themselves and others
- Family:* Holy Cross is a caring family of teachers, staff, parents, and students not only of the present, but also the past, building together the future of Holy Cross
- Religion:* Through the call of Jesus in loving service to one another, Holy Cross stresses dedication to a vibrant faith-life through programs of service, community worship, spiritual days of reflection, and traditional instruction in the faith

**“Holy Cross High School is a place that demands everything you can give, and nothing less, and in return gives you undying loyalty and friendship.”**

*This quote was taken from a speech given on “Leadership Day” in 1998 by Mrs. Susan Schlarman, a former teacher now deceased.*

## Philosophy and Objectives

As a Catholic institution, Holy Cross High School exists to provide each student with an atmosphere of responsible freedom in which he/she can develop those attitudes, skills, and abilities which will enable him/her to live as a good Catholic and a good citizen. Thus Holy Cross High School aims to achieve the following goals:

1. To develop an environment of high academic expectations that maximizes each student’s potential and opportunity for learning.

2. To accept the varying abilities of all students and encourage each person to reach his/her potential through a well-balanced curriculum.
3. To develop in each student the ability to apply learned skills and knowledge to the world of work and other life experiences.
4. To have parents and faculty work together to help develop in each student a sense of personal worth, responsibility, self-discipline, and initiative which lead to internalized learning and living the Gospel values.
5. To provide a value-centered environment in which each student can develop a meaningful relationship with God and others through instruction, prayers, and sacraments.
6. To help students become aware of their value to the community and encourage their participation in community service projects.
7. To meet standards set for secondary education by the State Board of Education, the school board of Holy Cross High School and those requirements set by the universities and colleges.

## **School Information and Operations**

### *1. School Information*

Colors:	Red and Black
Emblem:	The American Indian
School Motto:	“In Hoc Signo Vinces” “In This Sign Thou Shalt Conquer”

### *2. Absence from School*

**On the day of the absence, the parent is to call the school to report and verify the absence.** This call is to be made prior to 8:30 a.m.

In addition, on the first day the student returns to school after the absence(s), **he/she is to report to the main office upon arriving to school with a note from his/her parent or guardian with an explanation of the absence.** Failure to bring the note within one calendar week will result in detention. Additional detentions will be given each day until the note is received.

### 3. *Extended Periods of Absence/Family Vacations*

Vacations during the school year are strongly discouraged. If a student is going to be absent from school for an extended period of time, the parents/guardians must notify the school office at least 5 days prior to the absence unless an emergency situation exists.

Requests for family vacations must be submitted and approved at least 5 days before the vacation. All work assigned by his/her teacher is to be completed and turned in on the first day he/she returns to school.

### 4. *Excessive Absenteeism*

In accordance with state attendance laws, if a student is absent more than ten days in a semester for any reason, **the school will require a doctor's note for each subsequent absence.** When a student fails to turn in a doctor's note after ten absences, the students will receive a "zero" for all class work, tests, quizzes, etc. for each class period of the day(s) missed.

The administration, in accordance with state law, will determine whether an absence is excused or unexcused. In cases where the absence is excused, the student will be permitted to make up missing work including tests or quizzes within the "Make Up Work Policy"

In certain cases of extreme absence, the student may be required to appear before the school's discipline committee and that an attendance contract be signed by the student and his/her parent(s). This contract will stipulate conditions for the continued enrollment of the student.

### 5. *Attendance at School Functions on Days of Absence*

A student who is absent on the day of a scheduled extracurricular activity may not participate (practice, play, compete, perform, or attend) in that activity. Any exception to this rule must be approved by a school administrator.

Students involved in extra-curricular activities must arrive to school no later than 10:00 a.m. or are considered a half-day absent and may not participate in games or productions without the permission of a school administrator.

## 6. *Leaving School Early*

All students must receive authorization through the main office to leave school premises at any time during school hours. If a student needs to leave school early, a note must be brought to the office before school begins on the day of the early dismissal. The student must present an “Early Dismissal Slip” to the teacher before leaving.

**Students must sign out through the main office before leaving school.**

Students involved in extracurricular activities (ball games, drama productions, etc.) must be in attendance the entire school day. The only exception would be a doctor’s appointment or college visit. Students on school sponsored field trips are considered to be in attendance.

## 7. *Tardiness to School/Class*

**Students are expected to be on time for school and for all classes. This is also expected of students involved in extracurricular activities.** Students who are late for class or school will be sent to the office. After the **fifth tardy** of the semester, students will receive a detention referral by office personnel for each incident.

A student is considered tardy to school if he/she arrives after 7:55 a.m. Arriving after 10:00 a.m. constitutes a half-day absence as well as a tardy.

When tardiness is determined excessive by the administration additional disciplinary action may be taken.

## 8. *Make-up Work*

Students absent for any reason (other than suspension or unexcused excessive absences) are permitted to make up all schoolwork missed. If a student is going to be absent for three days or more, homework assignments may be sent home at the request of the parent(s) or guardian. **Upon returning to school, the student must take the initiative to make up the work missed.**

Students should receive a minimum of the number of days absent plus one additional day to makeup work. Individual teachers, however, may make more liberal arrangements with the student.

Students absent from class for field trips or other school related activities during the day (college visitations, athletic tournaments, etc.) are required to make up work for classes that are missed. **It is the student's responsibility to see his/her teacher(s) in advance of the absence to obtain class assignments.** Completed assignments are to be submitted the next school day.

### *9. Eighteen Years of Age*

All students must abide by all rules and regulations (including rules pertaining to attendance) as set forth in this handbook. Eighteen-year-old students are required to bring parental notes for absences and early excuses.

### *10. Fire Drills*

Fire drills are held at regular intervals throughout the school year in compliance with state code to familiarize students with standard procedures to follow for emergency evacuation. When the alarm rings, students are to follow the directions of the teacher and walk quickly to the prescribed exit. Each room also has directions posted. Teachers should instruct their students during the first several days of school on the proper route that should be taken during the drill. Teachers should also keep their students assembled outside the building and should take attendance to make sure that all students are present. The office must be notified of any student not present.

### *11. Medication*

Students may have illnesses that require medication for relief or cure but do not prevent the student from attending school. If medication must be taken during school hours, the following guidelines are to be followed:

- a) Students are to bring the medication directly to the main office when arriving to school in the morning. All medication must stay in the office.
- b) Written orders must be given to the office on the use of the medication.

- c) Non-prescription medicine will be dispensed only with written permission from parents/guardians or verbal confirmation by parents over the phone.
- d) Students who are required to use inhalers for documented medical conditions are permitted to keep them in their possession throughout the day.

### *12. Lockers*

Lockers will be assigned the first day of school and students may not switch lockers. All lockers are school property and, therefore, are subject to inspection by school authorities without notice. Lockers should be kept clean and organized. Stickers, decals, etc... are not permitted on the lockers. The following list is a recommendation to keep lockers secure:

- Purchase locks through the school office.
- Do not exchange locker combinations with other students.
- Make sure the locker is locked before leaving it.
- Do not keep money or other valuables in lockers.

### *13. Parking*

Student parking is not permitted on either side of Church Street between Southern and 36<sup>th</sup> Street and the main high school building. Student parking is not permitted on the lot behind the Rev. Thomas Finn building. Students may park in the lot behind the church or the lot next to the railroad tracks.

**Students must park their cars immediately. Sitting in parked cars is not permitted.** Loitering, smoking, littering and loud music is not permitted in public or private parking areas. The school, in cooperation with the community, may define areas surrounding the school where students may or may not park.

### *14. Change of Address or Phone Numbers*

During the school year various types of information must be mailed to the parents of each student. Also, parents must be notified in case of illness or emergency. Therefore, it is required that the office have an accurate address and phone number (home and work) of the parents/guardians of each student. Any time a change of address or

phone number occurs, each student must notify the office immediately.

#### *15. Immunizations*

State law requires that an immunization record be on file for each student. At the beginning of each school year or whenever the student enrolls at Holy Cross High School, he/she has 14 days to provide evidence that he/she meets or exceeds immunization standards. If a student fails to provide the information within the prescribed time, he/she may be excluded from school until the student has complied with the law.

#### *16. School Closings and Delays*

In the rare incidence of school delays or cancellations due to weather related issues, Holy Cross High School will initiate an automated phone call to school families as soon as a decision has been made. Automated phone calls are used for various reminders about school related activities. If you have not received these phone calls and would like to be added to the list, please contact the office at 431-1335 or email Mrs. Judy Borchers at [judy.borchers@hchscov.com](mailto:judy.borchers@hchscov.com). I will also try to send an email out to parents as soon as possible.

**Please note that weather related delays and cancellations will not be posted on the website.** Local television and radio stations will also carry the information.

#### *17. Student Records*

- a) Student records are confidential and are protected by the “Privacy Act”. Only the school staff and the child’s parents or legal guardians have access to the records.
- b) Directory information on the child is not protected by the “Privacy Act”. Directory information includes name, address, phone number, age, weight, etc. Parents may request that the school not release this information.

#### *18. Announcements*

Announcements are made at 7:55 a.m. and 2:50 p.m. each day. During announcements, it is essential that all students remained seated and quiet.



### *19. School Day Interruptions*

Parents, guardians, and others having legitimate business with the school should make appointments at a mutually convenient time so classes will not be interrupted.

### *20. Visitors*

All visitors to Holy Cross High School must immediately report to the main school office when entering the building. School visitors are not permitted in other areas of the school building without permission.

**Holy Cross High School does not allow student visitors without the permission of the administration. Permission must be received in advance of the visit.**

### *21. Student ID Cards*

All students will be given an ID card at no cost. This card will provide free admission to all regularly scheduled home athletic events. Students without ID cards must pay the regular admission price to athletic events.

### *22. Free/Reduced Lunch Program*

At the beginning of the school year, each student will be given an application for the free/reduced lunch program. Families whose financial condition may entitle their children to participate in this program are encouraged to apply. Completed applications should be returned to the main office.

### *23. Lunch*

All students must eat in the cafeteria. Students may bring their own lunch or may purchase the hot lunch or salad bar. Friends and family, however, may not bring lunch to students from outside food chains, without prior permission from the administration.

### *24. Traveling Between Buildings*

When moving between buildings, students must use the mid-block crosswalk. Students must also avoid walking across the playground

when grade school students are outside. The corner crosswalk will be used in the case of a funeral conducted at Holy Cross Church.

Students going to or from the Art Studio **must** enter and exit through the gates between the high school and grade school buildings.

## Student Regulations

### *1. Dress Code*

All students shall be suitably attired and well-groomed at all times. Clothes should fit properly and be of an appropriate size. **Any dress, shoes, jewelry, makeup, or hairstyles that are deemed distracting in nature by the school administration are not permitted. Failure to abide by the school's dress code policy will result in after school detention.**

#### A. Socks

- Socks must be worn at all times. They must be visible above the top of the shoe.
- Females may wear black or white knee high socks or black leotards in cold weather. (no fishnet or mesh stockings)

#### B. Belts

- Black or brown belts must be worn at all times and on all pants with belt loops.

#### C. Shirts

- White tailored button-down uniform cotton dress shirts may be worn female students.
- Banded bottom knit shirts in red, gray, and white are permitted for female students
- Traditional 2 or 3 button black, white, red, or gray polo style shirts are permitted for both male and female students. Form fitting shirts are not permitted.
- White, black, or red Holy Cross logo turtleneck shirts are permitted.
- Only white, red or black tee-shirts with no writing may be worn under shirts
- Shirts must be tucked in at all times.
- No logos or printing other than that with an HCHS logo are permitted.

#### D. Sweatshirts

- HCHS logo sweatshirts are permitted

- Solid black, white or red sweatshirts may be worn.
- No logos or printing other than that with an HCHS logo are permitted.
- A shirt or HC logo turtleneck must be worn under the sweatshirt.
- Sweatshirts may not be worn inside out.

E. Slacks

- Only uniform style slacks in khaki or black are allowed.
- No cargo style pants are permitted
- No denim slacks or corduroys are permitted.
- No stretch or stirrup pants are permitted.
- No colored stitching, decorations, or studs are permitted
- No torn or cut slacks are permitted.
- No hip-hugging slacks are permitted.
- Pants must fit properly and may not be form-fitting or worn below the waistline.

F. Skirts

- Approved solid heather gray or gray plaid skirt may be worn by females.
- Skirts must be no more than three inches above the knee.
- Skirts must be purchased through the approved uniform supplier.
- Skirts must be buttoned and not rolled down.

G. Sweaters

- Solid black, white or red cardigan, vee-neck or crew neck sweaters are permitted.
- A collared shirt or turtleneck must be worn under sweaters.

H. Vests

- Solid black, maroon, white or red sweater vests are permitted.
- A collared shirt or turtleneck must be worn under sweater vests.

I. Caps and Hats

- Caps, hoods and hats are not permitted in the building at any time.
- Sweatbands are not permitted.

J. Shoes

- Dress, casual, or athletic shoes are permitted.
- All shoes must be clean, in good repair, and tied at all times.
- Sandals, clogs, and military boots are not permitted.
- All shoes must be closed at the toe and heel.

**The Items Listed Below Are Never Allowed On Uniform or Non-Uniform Days**

- K. Piercings
  - Boys are not permitted to wear earrings during school hours.
  - Piercing in other areas (eyebrow, nose, tongue, etc...) is not permitted for either gender.**
  - Students are not permitted to cover piercings with bandaids.
- L. Jewelry
  - Ornate or excessive jewelry is not permitted. This policy includes belt buckles, rings, etc... All jewelry worn must be appropriate for a Catholic school.
- M. Facial Hair
  - Only seniors may sport a mustache but no other facial hair.
  - All male students must be cleanly shaven
- N. Hair Length and Color
  - Any hair style that is distracting to the learning environment is not permissible.
  - Hair must be worn above the collar of the shirt for boys.
  - Bangs may not cover the eyes
  - Boys are not permitted to have ponytails or hair accessories (such as hair bands, boddie pins, etc.)
  - Hair must be a natural color. Hair that has been dyed an artificial color other than natural hair colors are not permitted.
- O. Body Art
  - Tattooing, branding, ink drawings and other forms of body art are not permitted and may not be visible.
  - Boys may not paint their fingernails under any circumstance.
- P. Other Dress Code Regulations
  - Sunglasses, bandanas, or scarves are not to be worn in the building at any time.
  - Chains attached to belts or hanging from pockets or belts are not permitted.
  - Any accessory (i.e. skull and crossbones) that is not in keeping with the Catholic identity of Holy Cross High School is never permitted.
- Q. Non-Uniform Days
  - Students must use proper discretion in choosing their attire for these days.
  - Clothes must not contain references to drugs/alcohol or other objectionable topics.
  - Shirts above the waistline are not permitted.

- ❑ Sleeveless shirts are not permitted.
- ❑ Shorts must be of proper length (no more than 4 inches above the knee).
- ❑ No bare shoulders, bellies, or backs are permitted.
- ❑ All clothes must be in good repair without tears or rips.

## 2. *Athletic Eligibility*

As a member of the Kentucky High School Athletic Association, Holy Cross High School has adopted the following guidelines regarding the eligibility of student-athletes:

- a) A weekly grade check will be performed on student-athletes currently in-season. The eligibility of the student is based on their grade for the academic year.
- b) A student who is failing one class will be considered “at-risk”. The Athletic Director will contact the head coach and the parent to inform them of the status of the student-athlete.
- c) A student who is failing two classes will be declared ineligible immediately. A student-athlete who is declared ineligible may not practice or participate in any event. In addition, they may not dress for any game but may be on the sideline.  
The student will be ineligible for one week until the next weekly grade check. At that time, the academic progress of the student-athlete will be re-evaluated.
- d) A student who does not meet the academic standards stated in #3 at the end of a school year, will be declared ineligible at the beginning of the next school year. They will remain ineligible until they are ruled eligible by the athletic director.

## 3. *Computer Usage*

A network of programs, including access to the Internet is available to students and teachers. The proper use of this technology is essential. Students and parents are required to sign a “User Contract” at the beginning of the school year agreeing not to use these services inappropriately.

### **(General Computer Network Usage Rules for Students)**

- a) Do not share passwords.
- b) Students may only log into the system using their own account name and password.

- c) No messages are to be sent over the network. This also includes notes or letters written to other students.
- d) Do not install software on the network without permission.
- e) Material composed, viewed, sent, or downloaded on the computers or any other electronic media or copiers should be free of language or graphics deemed offensive or obscene by school standards.

Failure to comply with the rules set forth in the agreement for computer network usage will be considered a breach of that agreement. A user who violates this policy and breaches his/her agreement, shall at a minimum, have his/her access to the computer network and Internet terminated, which the school may refuse to reinstate for the remainder of the student's tenure in the school. In addition, the school may take additional disciplinary action.

#### *4. Pregnancy Policy*

In cases where a student attending Holy Cross High School should become pregnant, the student will be allowed to continue their education with the following stipulations:

- a) The principal must give permission for the student to continue.
- b) The student must inform the parents of the pregnancy.
- c) The student and the parents must have a meeting with the principal in which the stipulations for continued enrollment are explained and agreed to.
- d) The students must have at least one counseling session with Catholic Social Service or other approved agency. In addition, the student must see a school counselor on a regular basis.
- e) The student must have exemplary attendance at school until it is no longer possible. At that time, home study will take place until the student is able to return to school.
- f) The student must continue to abide by the school's dress code policy.

### **Student Code of Conduct**

All teachers are expected to have full responsibility in controlling students anywhere on the school grounds or at school activities, functions, etc... The rules of conduct are designed to provide for the safety, order, and discipline of all at Holy Cross High School. Whether a rule is written or understood is immaterial. If an action is

one that would clearly disrupt, interfere with, or endanger those who are present, then it is a punishable offense. The expectation for students is to comply with verbal and written directions of teachers, student teachers, substitute teachers, administrators and all staff members of Holy Cross High School. This expectation is in effect during regular school hours, after school hours, on school property, and off school property at school sponsored activities when school personnel are either present or in charge.

Students are expected to provide full and respectful cooperation in all circumstances. When a student refuses to comply with reasonable requests or violates the rules of conduct set forth, then disciplinary action must be taken.

Students attending or participating in extracurricular activities represent our school and are expected to use appropriate behavior. Coaches, sponsors, and other school personnel in positions of authority must insist that student and participants uphold the rules.

### *1. Detention*

Detention begins at 3:00 p.m. When a student is given detention, the teacher should inform the student and give the referral to the dean of students. Students receiving detention have the option of serving the detention on the same day it was given or the following day. Students who skip detention or are late for detention will be given additional days and referrals. Part time jobs and co-curricular activities do not excuse a student from serving detention.

### *2. Classroom Detention*

Teachers have the right to issue classroom detention for any infraction that violates that teacher's classroom policies, such as not completing homework. These policies are reviewed by the teacher with his/her students at the beginning of the school year.

### *3. Food and Drinks*

Unless sponsored by the school, students should not have food or drink in the school building. If a teacher sees a student with food or drink in the classroom, he/she may ask the student to dispose of the items immediately or confiscate them. Students may not have food delivered from the outside without the permission of a school administrator.

#### 4. *Academic Honesty*

A student who cheats on a test, quiz, or assignment; copies homework or plagiarizes is guilty of academic dishonesty.

The consequences for academic dishonesty could be as follows:

- The student will not receive full credit for the assignment
- The teacher informs the administration and parents
- The student may be subject to detention
- Repeated acts of academic dishonesty will be considered a serious offense, subject to review by the school's discipline committee.
- A student who allows another to copy from him/her is also guilty of academic dishonesty and may receive the same consequences.

#### 5. *Prohibited Areas*

- Students are not permitted to be in the teacher's lounge at any time.
- Students are not permitted to go to their car without permission from the administration.
- Students must remain on school grounds at all times during regular school hours.

#### 6. *Prohibited Items/Electronic Devices*

Students are not permitted to use cell phones, head phones, or any other personal electronic devices in school. A violation will result in detention and confiscation of the device. Only the parent may retrieve the item from the high school office or the student may pay a \$5 fine to retrieve the item. Subsequent offenses will be dealt with by the administration.

#### 7. *Expectations for Behavior in the Cafeteria*

Students should take as much pride when eating in the high school cafeteria as they do when eating in the dining areas of their home and should exhibit well-mannered, courteous behavior during the lunch period. Students are expected to follow the rules listed below:



- a) Students are to form a single-file line leading to the serving areas.
- b) Cutting in line is prohibited.
- c) All trash and refuse should be disposed of in the appropriate garbage containers. No trash is to be left on tables.
- d) No food, utensils, refuse or other objects are to be thrown in the cafeteria.

## 8. *School Masses*

All students must attend school Masses which are scheduled monthly. Students must act appropriately and abide by the following rules:

- Walk to church in an orderly manner
- Enter church quietly
- No gum chewing
- No hats are to be worn
- Students should be quiet and respectful during Mass
- Students are encouraged to participate
- Students must kneel (no slouching) during the Liturgy of the Eucharist regardless of their faith.
- Students should leave church quietly and orderly.

## 9. *Loitering*

Loitering is the number-one cause for students being tardy for class. During class changes, students are not to loiter in the hallways or other areas of the building.

## 10. *Respect for Property*

Respect for the property of others is a fundamental attitude essential to our spirit. This applies to the possessions of students and staff, as well as, to the buildings and equipment which are here for the use of all. Students who cause damage (accidental or malicious) to school property are responsible to pay for repairs/replacement.

## 11. *Vandalism and/or Teacher Endangerment*

Acts of vandalism perpetrated against school property or against a teacher's property either at school or away from school, or actions which are harmful or potentially harmful to a teacher's physical or emotional well-being and/or that of his/her family, are very serious

offenses. In such cases, disciplinary action will be taken and may include suspension or expulsion.

### *12. Criminal Activity*

A student involved in criminal activity away from school may be subject to discipline if such action is necessary to restore order or to ensure the safety and protection of other persons. Disciplinary action may also occur if the activity threatens the welfare or reputation of Holy Cross High School. Disciplinary action may include suspension or expulsion.

### *13. Harassment*

All students should be free from harassment or discriminatory practices. Any conduct by way of words, actions, gestures, or other behavior that creates or has the potential to create an intimidating, hostile, or offensive environment will not be tolerated. Furthermore, negative or inappropriate comments via the internet or other electronic messaging may constitute a violation of the harassment policy.

Examples include disparaging behaviors about a person's race, color, religion, gender, national origin, age or disability in any form. All instances will be dealt with by the administration. The severity of the disciplinary action will be determined based on the circumstances and could include suspension or expulsion.

All demeaning behavior including harassment, bullying, hazing, name-calling, and threatening is wrong and should be reported to a teacher or administration.

A charge of harassment shall not in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action. Students found to have filed false or frivolous charges will also be subject to disciplinary action. Holy Cross High School reserves the right to discipline students for off-campus conduct.

### *14. Technology Use Outside School*

Holy Cross reserves the right to impose consequences for inappropriate behavior that takes place off school grounds and outside

school hours. Thus, inappropriate use of technology (on any electronic device), may subject the student to consequences. Inappropriate use includes, but is not limited to, harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats. We do not actively monitor student use of technology outside school, and we recognize the parent's right and responsibility to set and monitor technology use at home. However, where the school name, employees, and students are brought into matters and the reputation and educational environment of the school are affected in any way, we have a right and responsibility to be involved and respond.

### *15. School Dances*

Admittance is by Holy Cross ID card only. Guests must be signed-in by a Holy Cross student and that student is responsible for the conduct of these individuals. All dances will be chaperoned by at least six adults and the class moderators. Police officers are also hired for all dances. The following also applies:

- Student appearance and dress must be in good taste
- Once a student leaves the dance they will not be readmitted
- Dancing must be in good taste
- The use of tobacco is prohibited
- The "Substance Abuse Policy" will be enforced

Violations of school/dance rules could result in penalties ranging from detention to expulsion as determined by the principal and the dean of discipline.

### *16. Probationary Status*

All transfers to Holy Cross High School are placed on probationary status for a one-year period. Students may also be placed on probationary status for academic or disciplinary reasons. The progress of students on probation will be reviewed quarterly. During this period, the student must show satisfactory academic progress and conduct or risk a review of their enrollment status.

### *17. School Discipline Committee*

In certain disciplinary circumstances, the administration of Holy Cross High School may utilize the school's discipline committee to make recommendations to the principal. These cases generally involve situations where student enrollment is in jeopardy.

### *18. Suspension*

If a student is suspended from school for any reason, that student does not have the right to make up any work that was assigned during the period of suspension. Students on suspension are not permitted on school property. Suspended students are not allowed to participate in or attend any school-sponsored function during the period of suspension without permission from the principal.

### *19. Expulsion*

The principal is the only person with the authority to expel a student from school. The principal may utilize the Holy Cross High School Discipline Committee as an advisory group before making the decision. Parents and the involved student will be asked to attend a meeting of this nature with the principal being responsible for all final decisions relating to the problem.

Whenever a student is expelled from school, the decision may be appealed to the Department of Catholic Schools.

## **School Discipline Policy**

Holy Cross High School has an obligation to its students, parents, and faculty to provide an atmosphere that is conducive for learning. Central to this obligation is the enforcement of school disciplinary policies. Therefore, the school has enacted a discipline policy that outlines the consequences of violating the rules. While this policy provides progressive steps of discipline, the administration of the school has the discretion to refer students to the discipline committee without reaching the allotted number of detentions. This may occur when there is a single serious act or when the student is no longer willing to comply with the instructions of teachers or administrators.

### **Progressive Discipline Policy**

1. 1-9 Detention Referrals
  - Students will serve detention for 45 minutes after school
  - Upon receiving the 7<sup>th</sup> referral, the school administration will meet with the student to discuss the possible consequences of additional violations and the parents will be contacted.

2. 10<sup>th</sup> Referral
  - ❑ Students must attend Saturday school for 3 hours
  - ❑ The student is informed that if he/she skips Saturday school, he/she will be suspended
3. 11-14 Detention Referrals
  - ❑ Students will serve detention for 45 minutes after school
  - ❑ Upon receiving the 13<sup>th</sup> referral, the school administration will inform the student and his/her parents that he/she will be suspended on the 15<sup>th</sup> referral.
4. 15<sup>th</sup> Detention Referral
  - ❑ Students will be suspended for 1-3 days depending on the student's disciplinary record.
  - ❑ The discretion of principal and dean of discipline will be used in determining the length of suspension.
5. 16<sup>th</sup> Detention Referral
  - ❑ The student must appear before a disciplinary committee that will either formulate a discipline contract signed by the student, parent, and administration or make a disciplinary recommendation to the principal and dean of discipline.
  - ❑ Additional disciplinary referrals or violation of the discipline contract may result in suspension or expulsion
6. Additional Referrals
  - ❑ The discretion of the principal and dean of discipline will be used in determining the appropriate disciplinary action, which may include expulsion.

## **Drug and Alcohol Policy**

### *A. Policy Statement*

Holy Cross High School recognizes that drug and alcohol use/abuse is a concern to all within the elementary and secondary schools of the nation. Therefore, in acknowledgement of the damage that results from their use, a substance abuse policy has been established. The policy establishes a step-by-step procedure for school personnel to follow in cases involving students suspected of using or abusing drugs and/or alcohol.

## *B. Philosophy*

The philosophy of Holy Cross High School is to provide every student a safe and healthy environment in which to seek a meaningful education. The primary function of our educational program is to allow each student to fulfill his/her potential. This can best be accomplished through assistance, encouragement, development, and a positive atmosphere. For this reason all school personnel are committed to a program of educating the student population against the use and abuse of drugs and alcohol.

## *C. Goals*

The primary goal is to be pro-active rather than re-active. The program is designed to educate in order to prevent drug and alcohol use within the student population of Holy Cross High School. The objectives are:

- establishing a well-defined Student Code of Conduct
- establishing resources for parents seeking information and/or assistance
- establishing a positive working relationship with local law enforcement agencies
- establishing a positive working relationship with alcohol and drug abuse agencies
- encouraging cooperation and communication with parent/guardians and the community
- providing positive role models
- assisting students in forming a positive self-concept
- establishing an early intervention program and providing support

## *D. Confidentiality*

Confidentiality is a crucial issue in creating an atmosphere of trust. Students seeking assistance from counselors or other school personnel should know that every effort will be made to keep all information confidential. Students must understand, however, that information received which endangers the safety or welfare of the student or others may not be kept confidential.

## *E. Policy*

Any student who is under the influence of illegal drugs and/or alcohol, consumes or is in possession of illegal drugs and/or alcohol, sells illegal drugs and/or alcohol on school property or at school sponsored events shall be in violation of the school drug and alcohol policy. This policy includes the unauthorized use of prescription drugs. Possession includes, but is not limited to wallets, coats, lockers, desks, cars, gym bags, purses, and clothing. This policy will be in effect while the student is in the custody or control of the school, on or close to school grounds, while at a school-sponsored function or activity, or on school-owned or provided transportation vehicles (including parent and student vehicles). This policy is in effect for the school year and during school-sponsored activities during the summer. All violations of the drug and alcohol policy are cumulative over the student's entire high school career. Level and intensity of drug use may be taken into consideration when determining the course of action, even in the case of self or concerned person referral.

In all disciplinary cases, the discretion of the principal will be used. The possible consequences of violating the drug and alcohol policy of the school are, but are not limited to, the following:

### *Violation Consequences*

1. Suspension or possible expulsion for using, possessing, or being under the influence of drugs and/or alcohol. **Consideration may be given to the students past disciplinary record in determining the consequences.**
  - The parents will be notified and the student will be removed from school or from the event.
  - The police may be notified of the incident, and, at their discretion, may conduct an investigation.
  - If the student is suspended, the parents and the student must attend a required meeting with the principal or principal designee during which the student and parent(s) must agree, if requested, to meet with the school's substance abuse counselor for an assessment (see "*Mandatory Administrative Referral*") and other stipulations specified in writing.
  - If a student is suspended, the parents and the student must agree, if mandated, to undergo on-going drug testing as a condition of continued enrollment. Failure of or refusal to take a drug test will be result in, but not limited to the test

being recorded as a positive test, and may result in further disciplinary action.

2. Immediate suspension with a recommendation for expulsion for selling or distributing drugs and/or alcohol.
  - The parents will be notified and the student will be removed from school or from the event.
  - The police will be notified of the incident, and, at their discretion, may conduct an investigation.
  - If the administration does not expel the student, he/she must follow all the following requirements set for by the administration for reinstatement.
    1. A mandatory assessment completed by the school's substance abuse counselor. The student and parent(s) will be required to follow a prescribed program from the administration, in cooperation with the counselor, in order to be readmitted to school after the suspension requirement. Failure to continue or complete the prescribed program may result in immediate expulsion.
    2. On-going drug testing as a condition of continued enrollment.
    3. Suspension from participation in co-curricular activities may be considered as an additional disciplinary measure.
    4. Any student who holds a position of leadership in the school may be forced to forfeit his/her title as a result of violating the substance abuse policy.
    5. Financial responsibilities of any assessment and/or counseling sessions other than those provided by Holy Cross High School lie with the parent(s) of the student.

#### Suspicion of drug/alcohol use

*By policy of the Diocese of Covington's Board of Education, "if a school administrator becomes aware of facts or circumstances which give reason to believe that a student is experiencing a substance abuse problem, the school administrator or the school counselor shall arrange a conference with the student and parent(s) to discuss the underlying problem and treatment options. The school reserves the right to require that recommendations for treatment be implemented and followed by the student as a condition for the student's continued enrollment in the school. Should the student or*



*the student's parent(s) refuse to cooperate, the school administrator may require that the student withdraw from the school."*

Suspicion of drug or alcohol use by students of Holy Cross High School will be addressed. The school has an obligation in its efforts to provide an environment that is conducive for learning to investigate the validity of such suspicions or allegations. In these circumstances, the following procedures will be followed.

1. A high school counselor will meet with the student.
2. After conferencing with the student, the services of a school substance abuse counselor may be offered on a voluntary basis.
3. The school may require that the student submit to drug testing.
4. If deemed necessary, the administration may make a mandatory referral to the school's substance abuse counselor. (See "*Mandatory Administrative Referral*")

### *Substance Abuse Counseling*

Holy Cross High School contracts the services of a licensed substance abuse counselor. The person is available to meet with students who are referred for this intervention service by the school administration, by parents or by third parties. In all circumstances, school personnel will maintain appropriate levels of confidentiality, sharing relevant information with only those involved as needed to assist the student.

### *Referrals for Assistance*

1. Self Referral
  - A student with a concern regarding his/her personal use of drugs or alcohol may, through their own initiative, ask for help.
  - Students in this circumstance will not be considered in violation of the drug and alcohol policy of the school.
2. Concerned Person Referral
  - A third party, usually a teacher, student, or parent may refer someone else by contacting a school counselor with a concern about another person's use of drugs or alcohol.
  - In this case, the student will be contacted by a school counselor and will be made aware of the suspicions. School personnel will maintain appropriate levels of confidentiality.

- Students in this circumstance will not be considered in violation of the drug and alcohol policy of the school. However, necessary and appropriate action will be taken to ensure the health and well-being of the student.
3. Mandatory Administrative Referral
- In certain circumstances, the administration of Holy Cross High School may insist that the student and parent(s) agree to a mandatory assessment completed by the school's substance abuse counselor.
  - If the assessment and the school's administration recommend further treatment, the student will be required to follow the prescribed program to be eligible for continued enrollment. All proof of program attendance must be reported to the principal or designee and is the responsibility of the student.
  - Drug testing may be utilized as a part of the prescribed program.
  - Students failing to continue or refusing to complete a prescribed program will be suspended indefinitely with the possibility of expulsion.

### Other Issues

1. By policy of the Diocese of Covington, students who are expelled may appeal the decision to the Department of Catholic Schools for the Diocese of Covington.
2. Student lockers and desks are the property of Holy Cross High School. Therefore, lockers or desks may be searched without notification.
3. If deemed necessary, Holy Cross High School will request the services of the police department. In certain cases, school personnel may be required by law to report incidents or activities to the police.
4. School authorities may conduct personal searches of a student and a student's belongings, including vehicles, if there is suspicion that the student is concealing items that are detrimental to the school, other students, or school personnel.

### **Student Smoking/Tobacco Policy**

The use of tobacco in any form is prohibited on or close to school property including private and public parking areas. In addition, the use of tobacco in any form is prohibited during school-sponsored

activities on or off school property. This policy is in effect prior to, during, and following the school day.

### School Day

- A. No use of tobacco is permitted on or close to school property. This includes public parking areas used by Holy Cross High School students. This includes prior to and following normal school hours.
- B. Tobacco products and other related items are not to be brought on Holy Cross property and will be confiscated if discovered.
- C. When it is reasonable to suspect that this policy has been violated, school officials will take appropriate disciplinary action.

### Possible Violation Consequences

- 1. Detentions
- 2. Saturday School
- 3. Suspension
- 4. Appearance before the school's disciplinary committee
- 5. Expulsion

## **The Academic Structure**

Holy Cross High School offers a complete secondary education and a curriculum designed to meet the needs of all students. The school offers Advanced Placement, Honors College Preparatory, College Preparatory, and General Courses of study.

### *1. Graduation Requirement*

Candidates for graduation from Holy Cross High School must complete a minimum of 26 units of work in high school, including:

Language Arts	4
Social Studies	3
Mathematics	3
Science	3
Physical Education/Health	1
Religion	4
Fine Arts	1
Computers	½
Electives	6 ½
<b>Total</b>	<b>26</b>

Senior students, who are more than one credit short of the required 26, may not walk or participate in the graduation ceremony. Senior students who receive an “incomplete” for a grade may not participate in the ceremony as well. In some circumstances (health issues, etc...), the principal may grant permission for the senior student to participate when there is a reasonable expectation that the missed work will be completed.

## 2. *Weighted Classes*

Certain honors and advanced placement courses are weighted due to their level of difficulty. For further information and to learn which courses are weighted, contact the main office.

	<u>No Wgt.</u>	<u>.20 Wgt.</u>	<u>.50 Wgt.</u>
A	4.0	4.8	6.0
B	3.0	3.6	4.5
C	2.0	2.4	3.0
D	1.0	1.2	1.5

## 3. *Academic Enhancement Program*

This program provides learning techniques and strategies for students who face particular challenges in their course of study. Those enrolled in this program receive special monitoring and tutoring, in an inclusive environment, that increases their opportunities for academic success. Because of the nature of this program, a limited number of students are accepted at each grade level.

## 4. *Guidance Services*

Holy Cross High School offers a complete program of guidance services. Guidance counselors are on-staff for academic planning and career exploration. In addition, a campus minister is available for personal guidance to assist students with non-academic difficulties that ultimately affect academic performance.

## 5. *Testing*

The school administers a testing program under the direction of a qualified school counselor. Results are communicated by the guidance counselor to students and/or parents. The program consists of:

Grade 8	High School Placement Test
Grade 9	Pre - ACT (optional)
Grade 10	Practice ACT (optional)
	Pre-ACT
	PSAT (optional)
Grade 11	PSAT
	Practice ACT (optional)
	ACT (Administered at HCHS)
	AP Exams (optional)
Grade 12	AP Exams (optional)

### 6. *Transcripts*

A transcript of credits will be sent to all schools and employers upon request. The request should include name, year of graduation, and the name and address of those to whom the transcript should be sent. No transcripts will be forwarded until all obligations to the school have been met.

### 7. *Registration*

In March of each year, the students will register for courses for the following year. In August of each year, prior to the opening of school, students will be mailed their schedules along with other pertinent information.

### 8. *Change of Schedule*

Once school begins, it becomes very difficult for students to change their class schedule. Individuals who want a change should see the guidance counselor at the earliest possible convenience. No schedule changes will be made after the first three weeks of school unless recommended by the teacher and approved by the guidance counselor.

### 9. *Progress Reports*

Regularly through each grading period, teachers are required to send progress reports electronically (through Edline) for all students. The grades are also sent to the office to aid in compiling the low grade report.

These reports are intended to inform parents and are an invitation to confer with the teacher(s). We encourage parents to call or arrange conferences.

### *10. Incompletes at the Time of Report Card*

A student receiving an incomplete on their report card has two weeks to makeup missed work or the grade will be changed to an F. The administration reserves the right to extend this period when there is evidence of a medical condition or other extenuating circumstances.

### *11. Failures*

Any student who fails to earn credit will be required to recover the credit to remain on pace to graduate. In some circumstances, the administration may require that credits be made up for continued enrollment at Holy Cross High School. The guidance counselor can provide further information.

### *12. Books*

Books are assigned to students at the beginning of each school year. The students are responsible for the books they are assigned (books are assigned by numbers). If the assigned book is lost or damaged the student will be assessed a fee for replacement or repair of the book assigned.

## **The Spiritual Program**

### *1 Spiritual Program*

The spiritual life of each student is a very important concern of HCHS. Opportunities for spiritual enrichment are made available through the following:

- Classroom instruction
- Regularly scheduled Mass
- Prayer and Reconciliation services
- School-wide prayer reflections each morning
- Individual guidance
- Retreats
- Community service projects
- Faculty and student days of recollection

## 2. *Campus Minister*

The Campus Minister coordinates the activities that deal with the spiritual well being of the school and the student body. This includes overseeing the retreat and liturgy programs, helping to foster an environment in the school that reflects Christian values and faith, and assisting the Religion department to enhance spirituality. The Campus Minister is available as a resource to any department in Catholic faith and religious matters and is available to staff and students in helping them to evaluate their spiritual needs.

## 3. *Retreats/Days of Recollection*

Each year all members of the senior class make a retreat. This event is an integral part of the religion program and inherent to the philosophy of a Catholic school. It is also a requirement for graduation. On “Days of Recollection”, all students must participate although it is not a requirement for graduation.

## 4. *Christian Service Program*

All students commit to a program of service in which they devote 10-40 hours of their time to others and their communities. Their obligation can be fulfilled in a variety of ways with the approval of the service program director. The requirement per year is as follows:

Freshman	10 hours
Sophomores	20 hours
Juniors	30 hours
Seniors	40 hours

At least one-fourth of the total hours are due by the end of each quarter. All service hours must be completed by May 1. Failure to complete all service hours by this date will result in the student to being required to complete a summer school service hour program (additional fee required).

No more than 50% of the requirement can be completed by using the community of Holy Cross High School. Service to family will not be accepted. At least 50% of the total number of required hours must come from agencies approved by the Christian Service Program Director.

**Completion of these Christian Service hours are required for graduation.**

## The Seniors

### *1. College Visits*

A senior who has a definite appointment with a college admissions office may be granted 3 days during their senior year for approved absences to keep such appointments. No college visits are permitted in the 4<sup>th</sup> quarter without the permission of the principal. These days will not be counted against a student's daily attendance. If at all possible, visits should be scheduled on a day when school is not in session. Visits must be arranged at least one week in advance through the guidance office and evidence of the visit must be submitted within one week. It is the responsibility of the student to make up missed school work.

### *2. Class Trip*

Each year, members of the senior class have the opportunity to go to Washington D.C. as part of a class trip. Seniors who do not go must attend school. Those going on the trip are excused for a maximum of three days and must be in attendance at school on the day of the trip.

Students can defray the expense of the trip by participating actively in class fundraisers. Records of discounts are maintained by the class officers and are used by the senior class moderator to determine the cost of the trip for each student.

Seniors participating in the class trip represent Holy Cross High School and, as such, are expected to conduct themselves in an appropriate manner. As a school sponsored function, all school policies apply with regard to student behavior and serious misconduct on this trip could be cause for expulsion or exclusion from the graduation ceremony.

### *3. Senior Early Release*

Senior students may be released from school prior to the regularly scheduled last day of the school year. The administration reserves the right to require attendance during this period for seniors who have excessive absences, tardies, poor grades, or poor conduct.



#### 4. *Tuition, Exams, and Graduation*

All debts must be paid in full by May 1. Any senior with an outstanding tuition balance or unpaid fine may not be permitted to take final exams and, therefore, will not meet the requirements for graduation. As a result, they may not participate in the graduation ceremony.

### **Scholastic Recognition**

#### 1. *Honor Roll*

Each quarter, students whose grade point average is between 3.25-3.74 will receive “Second Honors”. Students with a grade point average between 3.75-4.00 will receive “First Honors”. Students who are on the “Honor Roll” for the first three quarters receive a special award at the academic awards ceremony.

#### 2. *National Honor Society*

The National Honor Society recognizes students with outstanding scholastic achievement. The criteria used for acceptance in the organization starting are at least a 3.5 grade point average, character, service, and leadership. A committee consisting of five faculty members vote on students after the first semester of their sophomore year. Membership is limited to sophomores, juniors, and seniors.

#### 3. *Scholarships*

Each year a wide variety of scholarships, grants, and financial aid are available to deserving students from colleges, universities, and the business community at large. The selection of award winners is reserved by the respective agencies. It is the responsibility of the students and their parents to search for these awards. The guidance department serves as a valuable resource to assist families in this endeavor. Programs will be conducted throughout the year by the guidance counselor for the benefit of the students and their parents in becoming more knowledgeable in this search process.

## Extra-Curricular Handbook

### *1. Medical Records and Physical Exams*

The Kentucky High School Athletic Association (KHSAA) requires that a record of a physical examination be kept on file for all participants in athletics. **All students participating in athletics must have this record on file prior to their first practice.** Physical exams are valid for one calendar year.

### *2. Insurance*

All athletes are required to be covered by medical insurance. Information on school insurance is available in the office for those athletes who are not covered by a family policy. All matters and correspondence associated with medical claims are between the family and the insurance company. The school does not process claims or payments.

### *3. Participation Fee*

A fee is charged to each child participating in the athletic program. The fee is to be paid to the Holy Cross High School Athletic Boosters and is monitored by the athletic director.

### *4. Attendance at School*

Students may not attend a school activity or function if they are absent from school on the day of the event, unless they get special permission from the school administration.

Students involved in extra-curricular activities must arrive to school no later than 10:00 a.m. or are considered a half-day absent and may not participate in games or productions without the permission of the school administration.

### *5. Leaving School Early*

Students involved in extracurricular activities (ball games, drama productions, etc.) must be in attendance at school and may not leave school early. The only exception would be a doctor's appointment, college visit or the permission of the school administration. Students on school sponsored field trips are considered to be in attendance.

## 6. *Drugs, Alcohol and Tobacco*

Participants in extra-curricular activities are subject to all school rules and policies regarding the use of drugs, alcohol, and tobacco. Therefore, their use may be cause for school disciplinary sanctions including suspension or expulsion.

In addition, the use of these substances can be cause for the suspension or termination of participation in activities.

The use of drugs, alcohol or tobacco by participants in extra-curricular activities may be grounds for a suspension of participation or the removal of the participant from the activity or team.

While participants are subject to school rules and policies regarding the use of drugs, alcohol, and tobacco, individual coaches may have team rules as well. The minimum standards set by the school do not necessarily meet the standards as set by each coach.

## 7. *Academic Eligibility*

As a member of the Kentucky High School Athletic Association, Holy Cross High School has adopted the following guidelines regarding the eligibility of student-athletes:

- e) A weekly grade check will be performed on student-athletes currently in-season. The eligibility of the student is based on their grade for the academic year.
- f) A student who is failing one class will be considered “at-risk”. The Athletic Director will contact the head coach and the parent to inform them of the status of the student-athlete.
- g) A student who is failing two classes will be declared ineligible immediately. A student-athlete who is declared ineligible may not practice or participate in any event. In addition, they may not dress for any game but may be on the sideline.

The student will be ineligible for one week until the next weekly grade check. At that time, the academic progress of the student-athlete will be re-evaluated.

- h) A student who does not meet the academic standards stated in #3 at the end of a school year will be declared ineligible at

the beginning of the next school year. They will remain ineligible until they are ruled eligible by the athletic director.

8. *Standards of Conduct*

- A. A participant is subject to all athletic department rules and policies as outlined in this handbook and in other sources of school policy. Participants are also subject to team rules and disciplines as outlined by the coach of each sport. The minimum standards set by the school do not necessarily meet the standards of conduct, dress and appearance expected of athletes and members of specific teams.
- Each coach will provide information to team participants setting forth those standards of training, behavior, and appearance which are in effect for that team. Included will be information about such matters as practice times, vacation practice expectations and personal equipment necessary for participation on that team. These requirements are not necessarily the same from team to team or from coach to coach. This information will be furnished to participants at the beginning of the season. Parent and student acknowledgment of these standards may also be required.
- B. Athletes who have been suspended from school may not practice or compete in the athletic program while under school suspension.
- C. Students whose behavior at an extracurricular activity poses a continuing danger or ongoing threat are subject to immediate removal from the activity.
- D. A participant in the athletic program is a representative of the school. A team member's personal conduct, including conduct away from school, reflects upon fellow athletes and the school in general. Conduct which might prove detrimental to the athletic program or the school shall be considered a serious breach of discipline and may be considered for denial of participation from a team or the athletic program.

## **Tuition and Fees**

### *1. Tuition*

The Diocesan Board of Education has adopted a “two-tiered” tuition structure policy for all Catholic high schools. As a result, the tuition structure for Holy Cross High School is as follows:

1. In-Diocese Tuition
  - This is the tuition rate for students who are registered and participating members of parishes in the Diocese of Covington.
2. Out-of-Diocese Tuition
  - This is the tuition rate for students who are not registered and participating members of parishes in the Diocese of Covington.

### *2. Tuition Payment Plans*

Holy Cross High School offers four plans for the payment of tuition.

Plan I	One full payment of tuition
Plan II	Two equal payments of tuition
Plan III	Four equal quarterly payments
Plan IV	Ten equal monthly payments

### *3. Tuition Assistance Program*

Holy Cross High School has a “Tuition Assistance and Work Study Program” so that families in need of financial help do not have to deny their children a Catholic education. This program is administered by the administration of the high school and is over seen by the Board of Education through a financial aid committee. As part of the process, families applying for tuition assistance are required to complete a financial aid application that is available in the main office. Assistance is assigned on a need basis and there is a limit to the amount of aid the school can afford. Therefore, timely return of the application is essential.

#### *4. Restrictions on Tuition Assistance*

Due to limited financial aid funds, students living outside of the Diocese of Covington may apply for financial aid but priority may be given to students living in the Diocese of Covington.

#### *5. Family Tuition Discounts*

Tuition reductions are provided to families having more than one child enrolled at Holy Cross High School. A discount of \$500 is given for the second child and no tuition is charged for additional children.

#### *6. Delinquent Accounts*

When a tuition payment is missed, the parents of a student will be notified via phone or certified mail. When an account becomes 45 days past due, the parents will be required to attend a meeting school officials. If arrangements for payment are not met, the student may be removed from extracurricular activities or removed from school until the account is current. When there are special circumstances, more liberal terms for payment or awards of additional financial assistance may be granted.

All accounts become delinquent after May 1. Seniors with an outstanding balance will not be eligible for graduation, and their transcripts and diploma will be withheld until the balance is paid. Underclassmen must pay any remaining balance before being accepted and scheduled for the following school year. If the student should transfer to another school, no records will be forwarded until all past-due tuition and fees have been paid.

#### *7. Fines*

All fines for damaged or lost books or other school materials must be paid in full before exams can be taken.