Holy Cross District High School
Student Handbook
2026-2027

Dear Parents and Students,

Please read the handbook and tear out this page and have the student return this page to their first period teacher.

Thank You.

I have read the handbook of Holy Cross High School and understand the material in this handbook also located on the school website (www.hchscov.com). By sending my child(ren) to Holy Cross High School they are subject to all policies and regulations contained therein.

Student (printed): _____

Student Name (signed): _____

Parent/Guardian (printed): _____

Parent/Guardian (signed): _____

Date: _____

Holy Cross District High School
Student Handbook
2026-2027



3617 Church Street
Covington, KY 41015

Website:	**hchscov.com**
Telephone:	**(859) 431-1335**
Fax:	**(859) 655-2184**
Email:	**office@hchscov.com**


U.S. Department of Education
National Blue Ribbon School
CELEBRATING 2024 EXCELLENCE

Holy Cross High School
Schedule of Daily Classes

Monday, Wednesday and Friday (Regular Bells)

7:50 a.m.		Warning Bell
7:55 a.m.	8:03 a.m.	Announcements
8:03 a.m.	8:49 a.m.	1st Period
8:53 a.m.	9:39 a.m.	2nd Period
9:43 a.m.	10:29 a.m.	3rd Period
10:33 a.m.	11:03 a.m.	Enrichment
11:07 a.m.	11:53 p.m.	4th Period
11:57 a.m.	1:11 p.m.	5th Period/Lunch
11:57 a.m.	12:19 p.m.	1st Lunch Shift
12:23 p.m.	12:45 p.m.	2nd Lunch Shift
12:49 p.m.	1:11 p.m.	3rd Lunch Shift
1:15 p.m.	2:01 p.m.	6th Period
2:05 p.m.	2:51 p.m.	7th Period

Tuesday (Long/Short Bells)

7:50 a.m.		Warning Bell
7:55 a.m.	8:03 a.m.	Announcements
8:03 a.m.	9:05 a.m.	1st Period
9:09 a.m.	9:39 a.m.	2nd Period
9:43 a.m.	10:45 a.m.	3rd Period
10:49 a.m.	11:19 a.m.	Enrichment
11:23 a.m.	11:53 a.m.	4th Period
11:57 a.m.	1:11 p.m.	5th Period/Lunch
11:57 a.m.	12:19 p.m.	1st Lunch Shift
12:23 p.m.	12:45 p.m.	2nd Lunch Shift
12:49 p.m.	1:11 p.m.	3rd Lunch Shift
1:15 p.m.	1:45 p.m.	6th Period
1:49 p.m.	2:51 p.m.	7th Period

Thursday (Short/Long Bells)

7:50 a.m.		Warning Bell
7:55 a.m.	8:03 a.m.	Announcements
8:03 a.m.	8:33 a.m.	1nd Period
8:37 a.m.	9:39 a.m.	2nd Period
9:43 a.m.	10:13 a.m.	3rd Period
10:17 a.m.	10:47 a.m.	Enrichment
10:51 a.m.	11:53 a.m.	4th Period
11:57 a.m.	1:11 p.m.	5th Period/Lunch
11:57 a.m.	12:19 p.m.	1st Lunch Shift
12:23 p.m.	12:45 p.m.	2nd Lunch Shift
12:49 p.m.	1:11 p.m.	3rd Lunch Shift
1:15 p.m.	2:17 p.m.	6th Period
2:21 p.m.	2:51 p.m.	7th Period

Schedule of Daily Classes (cont.)

Mass Schedule

7:50 a.m.		Warning Bell
7:55 a.m.	8:01 a.m.	Announcements
8:01 a.m.	8:38 a.m.	1st Period
8:42 a.m.	9:19 a.m.	2nd Period
9:23 a.m.	10:00 a.m.	3rd Period
10:04 a.m.	10:41 a.m.	4th Period
10:45 a.m.	11:10 a.m.	Enrichment
11:10 a.m.	12:11 p.m.	Mass
12:15 p.m.	1:29 p.m.	5th Period/Lunch
12:15 p.m.	12:37 p.m.	1st Lunch Shift
12:41 p.m.	1:03 p.m.	2nd Lunch Shift
1:07 p.m.	1:29 p.m.	3rd Lunch Shift
1:33 p.m.	2:10 p.m.	6th Period
2:14 p.m.	2:51 p.m.	7th Period

Faculty Meeting / Early Dismissal

7:50 a.m.		Warning Bell
7:55 a.m.	8:42 a.m.	1st Period
8:46 a.m.	9:30 a.m.	2nd Period
9:34 a.m.	10:18 a.m.	3rd Period
10:22 a.m.	11:06 a.m.	4th Period
11:10 a.m.	11:54 a.m.	6th Period
11:58 a.m.	1:12 p.m.	5th Period/Lunch
11:58 p.m.	12:20 p.m.	1st Lunch Shift
12:24 p.m.	12:46 p.m.	2nd Lunch Shift
12:50 p.m.	1:12 p.m.	3rd Lunch Shift
1:16 p.m.	2:00 p.m.	7th Period

One Hour Delay Schedule

8:50 a.m.		Warning Bell
8:55 a.m.	9:01 a.m.	Announcements
9:01 a.m.	9:43 a.m.	1st Period
9:47 a.m.	10:29 a.m.	2nd Period
10:33 a.m.	11:15 a.m.	3rd Period
11:19 a.m.	12:01 a.m.	4th Period
12:05 a.m.	1:19 p.m.	5th Period/Lunch
12:05 p.m.	12:27 p.m.	1st Lunch Shift
12:31 p.m.	12:53 p.m.	2nd Lunch Shift
12:57 p.m.	1:19 p.m.	3rd Lunch Shift
1:23 p.m.	2:05 p.m.	6th Period
2:09 p.m.	2:51 p.m.	7th Period

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***.

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
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

"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 and member of the Diocese of Covington, 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 and 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* ***(Updated August 2026)***

On the day of the absence, the parent/guardian is to contact the school to report and verify the absence either by phone or by emailing office@hchscov.com. This contact should 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 at 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.

Because most learning occurs in the classroom, students may not miss more than nine days, 10% of the semester. These nine days include any combination of excused and unexcused absences. Holy Cross District High School shall notify the child's parent/guardian of the child's absences, in writing, at five, seven, and nine absences to reiterate the policy.

3. Chronic Absenteeism

Absences beyond 10%, (nine days per semester) will be recorded as *Chronic Absenteeism* and no work may be made up for credit. A meeting with the administration will be scheduled, a plan created, and an evaluation of continued enrollment at Holy Cross District High School discussed.

If a student exceeds 9+ absences and/or chronic tardiness (+10%) from any given class period, he/she may receive an incomplete for the class and be required to complete credit recovery based at a cost of $250. Credit recovery hours will be proportionally based on the time missed in the class.

Excused Absences:

Holy Cross District High School accepts only the following listed below as reasonable excuses for time missed at school. Each absence shall be communicated by call or email to the school. The medical documentation shall be submitted to the main office when available and filed as part of the student's school record. If communication is not provided on the day of the absence the absence will be considered unexcused. A written or verbally communicated excuse for absence from school may be approved for one or more of the following reasons or conditions:

- Personal Illness- The administration may require a doctor's confirmation deemed advisable.
- Appointment with a health care provider
- Illness in the family necessitating the presence of the child
- Death in the family
- Driver’s test
- College visits (see policy on page 34)
- Emergency or other set of circumstances- Administration shall determine whether the reason for the absence constitutes good and sufficient cause.
- Medically necessary leave- In extenuating circumstances, a student may be considered on an excused absence for so long a period as is deemed medically necessary by the student's physician. Written confirmation by the physician may be required.

Per government law, our school is required to communicate any student who obtains 15 unexcused absences throughout the entire school year to the County Attorney. This number does not reset at the end of the semester. After reporting the unexcused absences, the County Attorney will determine the intervention. Below is the Kentucky law as it is written:
159.140 Duties of director of pupil personnel or assistant

(3) In any action brought to enforce compulsory attendance laws, the director of pupil personnel or an assistant shall document the home conditions of the student and intervention strategies attempted and:
(b) For a minor in grades six(6) through twelve (12) who is a habitual truant as defined in KRS 600.020 and has been absent without excuse for fifteen (15) or more days during a school year, shall report the matter to
the county attorney for a determination of appropriate court intervention and, if a complaint is filed with the court-designated worker, proceed under KRS 610.030(6).
Parents/Guardians will receive written notifications of unexcused absences beginning at 10. Communication upon unexcused absences leading up to 15 will continue.

In certain cases of extreme absence, the student may be required to appear before the school's discipline committee and 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.

3. *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 at 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.

4. 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.

5. *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.

6. 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.

7. *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.

8. *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.

9. *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) An "*Administration of Medication*" form must be completed by parent/guardian and signed by a physician before any medication can be administered.

b) Students are to bring the medication directly to the main office when arriving to school in the morning. All medication, including non-prescription medication, must stay in the office.
c) Written orders must be given to the office on the use of the medication.
d) Non-prescription medicine will be dispensed only with written permission from parents/guardians or verbal confirmation by parents over the phone.
e) Students who are required to use inhalers or EpiPens for documented medical conditions are permitted to keep them in their possession throughout the day.
f) *Medicinal Cannabis*: The Diocese of Covington Board of Education prohibits the use of medicinal cannabis on school property.

10. *Lockers*

Lockers will be assigned on 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 a lock.
- 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.

11. *Parking*

Student parking is not permitted on either side of Church Street between Southern and 36th Street in front of the main high school building. Student parking is not permitted in the lot behind the Rev. Thomas Finn building. Off-street student parking is available in the lot behind the church (seniors only), or the lot next to the railroad tracks, across from the gymnasium. Off-street parking is also available at Latonia Baptist Church. Students must be respectful of the Latonia Baptist community and property. Students who are not respectful of our neighbors' private property may be banned from parking on school property, or the property of our community partners. On-street parking is available on a first-come-first-serve basis.

The parking lot behind Holy Cross Church is reserved for senior students only. Parking spaces will be issued by reservation for a fee of $20 for the year. Numbered spots will be reserved on a first-come-first-serve basis. Any senior student who wishes to park in the 'senior lot' must register his/her car with the high school office, pay the $20 fee, and comply with the following regulations:

- Students are to park in the assigned spaces only and must have a parking permit hanging from the rearview mirror, or visible on the front dashboard at all times.
- No student may park in any space assigned to another student or reserved for faculty or visitors.
- Poor driving conduct, unnecessary noise, etc. will result in the loss of parking privileges and may result in disciplinary action.
- All parking lots are considered "on campus". All school rules apply at all times. The school reserves the right to search a student's car.

- If a student needs to go to his/her automobile for any reason during the school day, that student must get permission of the administration and may be accompanied by the school Resource Officer.
- If a parking pass is revoked, no refund will be given.

Students must park and exit their cars immediately. Sitting in parked cars is not permitted. Loitering, smoking, vaping, littering, and loud music are 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. All designated parking areas are considered "on campus".

12. *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.

13. *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.

14. *School Closings and Delays*

In the rare incidence of school delays or cancellations, 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 the high school office at office@hchscov.com. **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.

15. *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.

16. *Announcements*

Announcements are made at the beginning and end of each day. During announcements, it is essential that all students remain seated and quiet.

17. 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.

18. *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.

19. *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.

20. *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.

21. *Lunch*

All students must eat in the cafeteria. Students may bring their own lunch or may purchase the hot lunch. In order to comply with Federal Lunch Program regulations, friends and family may ***not*** bring lunch to students from outside food chains.

22. *Traveling Between Buildings*

When moving between buildings, students must use the mid-block crosswalk located across from the main high school entrance. 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, black tights, or solid black leggings in cold weather. (no fishnet or mesh stockings or cut-outs)

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.
- ❑ Banded bottom knit shirts in red, maroon, black, gray, and white are permitted for female students.
- ❑ Solid black, white, red, or gray traditional 2 or 3 button 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, gray, 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.
- ❑ Brand name logos (Nike, Adidas, Polo, etc…) should be no larger than an average size thumb print. (or size approved at the discretion of administration)

D. Sweatshirts
- ❑ HCHS logo sweatshirts are permitted but must be of school colors.
- ❑ Solid black, white, gray, red, or maroon sweatshirts may be worn.
- ❑ No logos or printing other than that with an HCHS logo are permitted.
- ❑ A collared uniform shirt or turtleneck must be worn under the sweatshirt.
- ❑ Sweatshirts may not be worn inside out.
- ❑ Brand name logos should be no larger than an average size thumb print. (or size approved at the discretion of administration)

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.
- ❑ Jogger style pants with elastic bands at the waist and/or ankle are not permitted.
- ❑ No stretch or stirrup pants are permitted.
- ❑ No colored stitching, decorations, or studs are permitted.
- ❑ No torn or cut 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.
- ❑ Shorts should be worn under skirts.
- ❑ Full length black leggings or tights may be worn under skirts. (no fishnet or leggings with mesh panels or cut-outs are permitted).

G. Shorts
- ❑ May be worn from the opening of the school year until the last day of September of that school year.
- ❑ May be worn as of the first day of May until the end of the school year.
    - o Administration reserves the right to amend the above date(s) depending on weather or other circumstances.
- ❑ Shorts must have a ***minimum seven-inch*** inseam for all students.
- ❑ Shorts must be black or khaki uniform style shorts, with belt loops.
- ❑ No cargo shorts. No corduroy shorts. No excessive length.
- ❑ Shorts must be worn with a uniform belt.
- ❑ All rules that apply to slacks and skirts apply to uniform shorts.

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

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

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

K. Shoes
- ❑ Dress, casual, or athletic shoes are permitted.
- ❑ All shoes must be clean, in good repair, and tied at all times.

- ❑ Sandals, clogs, military boots, UGG and similarly styled boots, slippers, and crocs are not permitted. *This includes UGG slippers or any other shoe either 'off-brand' or of similar slip-on, partial-heel style.*
- ❑ All shoes must be closed at the toe and heel.

L. Apparel from other high schools is not to be worn at any time.

The Following Items Apply on Uniform *and* Non-Uniform Days:

M. Piercings
- ❑ Boys are not permitted to wear earrings during school hours.
- ❑ **Piercings in other areas other than the ear (eyebrow, nose, tongue, etc.) is not permitted for any student. This includes clear studs.**
- ❑ Students are not permitted to cover piercings with band-aids.

N. Jewelry
- ❑ Ornate or excessive jewelry is not permitted. This policy includes belt buckles, rings, necklaces, etc. All jewelry worn must be appropriate for a Catholic school.

O. Facial Hair
- ❑ Only seniors may sport a mustache but no other facial hair.
- ❑ All male students must be cleanly shaven.

P. Hair Length and Color
- ❑ Hair must be clean and well kept.
- ❑ Any hairstyle that is nontraditional or distracting to the learning environment, including but not limited to: excessive length, spiked hair, razor cuts on the sides, back or top of the head, is not permitted.
- ❑ Unnatural color dyes are not permitted.
- ❑ Hair must be worn out of the face and eyes. Hair accessories must be kept to a minimum and must not be distracting to the learning environment.
- ❑ Students in violation of the policies may be sent home until the situation is remedied at the discretion of the school administration.
- ❑ All aforementioned policies and the acceptability of specific hairstyles and accessories are at the sole discretion of the school administration.

Q. 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, nor wear any other make-up under any circumstance.

R. 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.

S. 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.
- ❑ No yoga style pants or other tight-fitting pants such as leggings or bicycle shorts are to be worn without a tunic length (mid-thigh) shirt or dress over top of them.
- ❑ Caps, hoods and hats are not permitted in the building at any time.
- ❑ Sweatbands are not permitted.
- ❑ Flip flops, crocs, or other similar shoes are not permitted on out of uniform days.

2. *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 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. The school may take additional disciplinary action.

Student Use of Artificial Intelligence/Natural Language Processing Tools for School Work:

Students are required to rely on their own knowledge, skills, and resources when completing schoolwork. To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of schoolwork. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical, safe and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of School Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

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:

- The principal must give permission for the student to continue.
- The student must inform the parents of the pregnancy.
- The student and the parents must have a meeting with the principal in which the stipulations for continued enrollment are explained and agreed to.
- The students must have at least one counseling session with Catholic Charities or other approved agency. In addition, the student must see a school counselor on a regular basis.
- 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.
- 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 may have lockers, cars, backpacks, etc. searched if deemed necessary by the administration.

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. Length of the detention is determined by the type and frequency of the occurrence. If needed, Saturday School will be given, which begins at 8am and ending at 11am (on the Saturday assigned). There will be a $15 fee charged for Saturday School to offset expenses.

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 bring in outside food or 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 may include the following:

- 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.
- Due to Federal Lunch Program regulations, students may not visit the *Indian Hut* during regular school hours.

6. *Cell Phones/electronic devices*

Students are not permitted to use cell phones, headphones (including wireless earbuds), personal speakers, or any other personal electronic devices in classrooms,

and in the cafeteria serving line. Students are not permitted to ***wear*** headphones of any kind (wired/wireless earbuds, over-ear headphones, etc.) during class, in hallways, or while changing classes, ***even when not in use.*** Violation(s) of these rules may result in confiscation of headphones and disciplinary action. Repeat offenders will be referred to administration.

During each class period, **all cell phones** must be placed in a designated cell phone storage area. Cell phones are to remain in this designated storage area until the end of the class period, at which time they may be retrieved by the student. Cell phones and/or other electronic devices can only be retrieved by students during a class period when a teacher deems it necessary for educational purposes. Refusal to comply with cell phone storage policy or any other violation of electronic device policy will result in detention and confiscation of the device. Only the parent may retrieve the confiscated item(s) from the high school office, or the student may pay a $5 fine to retrieve the item(s). Subsequent offenses will be dealt with by the administration.

Students may not take pictures, record, videotape, etc. while at school without permission. Students may not make phone calls on their cell phones while in classrooms, hallways, bathrooms, or while changing classes. If a student needs to make a phone call, they can go to the high school office to do so.

7. *Smartwatches*

Smartwatches should not become a distraction during class. If a smartwatch is used for communication during class time, it will be considered a violation of the Cell Phone Policy and subject to discipline described therein.
If a student is caught cheating using a smartwatch, he/she will also be considered in violation of the Academic Honesty policy and subject to discipline described therein.
Repeat offenders may be barred from wearing smartwatches during the school day.

Unless medically necessary, smartwatches must be removed and placed alongside phones on all assessment days.

8. *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 remain seated, 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) Headphones of any type are not to be worn while in the food service line.
c) Cutting in line is prohibited.
d) All trash and refuse should be disposed of in the appropriate garbage containers. No trash is to be left on tables.
e) No food, utensils, refuse, or other objects are to be thrown in the cafeteria.

9. *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.

10. *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.

11. *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 for paying for repairs/replacement.

12. *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.

13. *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.

14. *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 which could range from detentions to suspension, or expulsion, based upon the severity of the issue.

15. *Technology Use Outside School*

Holy Cross reserves the right to impose consequences for inappropriate behavior that takes place during school, outside of school, or at school events. 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's 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.

16. *School Dances*

School dances are events for students of Holy Cross High School. Guests must be pre-approved, and a 'guest form' must be completed prior to the event. 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. The following also applies:

- Student appearance and dress must be in good taste.
- Dancing must be in good taste.
- The use of tobacco is prohibited.
- The "Substance Abuse Policy" will be enforced (see page 27).
- Students are not permitted to leave the dance until the event is over.

Violations of school/dance rules could result in penalties ranging from detention to expulsion as determined by administration.

16. *Student Transfers and Probationary Status*

All transfers to Holy Cross High School must complete a transfer meeting and sign a contract before they begin classes at HCHS. Transfer students 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. During this period, the student must show satisfactory attendance, 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 *may* 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 students involved 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. 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. Based upon the discretion of the school administration, excessive detentions may lead, but are not limited to the following actions:

- Meeting with parents/guardians
- Extended detention times
- Saturday school
- Suspension from extracurricular activity
- Suspension from school
- Appearing before the discipline committee

- 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. Substance Abuse 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.

<u>*Suspicion of drug/alcohol use*</u>

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. The school may require that the student submit to drug testing.
3. If deemed necessary, the administration may make a mandatory referral to substance abuse counseling. (See *"Mandatory Administrative Referral"*)

<u>*Referrals for Assistance*</u>

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 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.

Student Smoking (Smoking Devices)/Tobacco Policy

The use of tobacco or smoking devices 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.

A. No use of any tobacco product or device 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/devices 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. Meeting with parents/guardians
2. Detentions
3. Saturday School
4. Suspension
5. Appearance before the school's disciplinary committee
6. 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.

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	4
Science	3
Physical Education/Health	1
Religion	4
Fine Arts	1
Financial Literacy	1*
Electives	5
Civics	0**
Total	**26**

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.

The state mathematics requirement for the Pre-College Curriculum requires the completion of the core content mathematics standards and that "Mathematics shall be taken each year of high school." A senior must take a mathematics course regardless of whether she may have doubled up in math as a sophomore or taken

Algebra 1 Grade 8 Honors and have already earned 4 mathematics credits prior to her senior year.

*Beginning with students entering 9th grade in the 2025-2026 school year, Kentucky state law requires one full credit in financial literacy to meet graduation requirements. Students graduating in the classes of 2026, 2027, or 2028 are required to complete ½ credit in financial literacy.

** Beginning with students entering 9th grade in the 2025-2026 school year, Kentucky state law requires the completion of a Civics test in order to graduate.

2. *Grading Scale*

Holy Cross High School uses a 10-point grading scale.

A	93 - 100
A-	90 - 92
B+	87 - 89
B	83 – 86
B-	80 – 82
C+	77 - 79
C	73 – 76
C-	70 – 72
D+	67 - 69
D	63 -66
D-	60 - 62
F	59 and below

3. Weighted Classes

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

	No Wgt.	**Honors**	**A.P. and Dual Credit**
A	4.0	4.8	5.0
B	3.0	3.6	4.5
C	2.0	2.4	3.0
D	1.0	1.2	1.5

4. *Dual credit courses*

Holy Cross High School partners with regional universities for dual credit courses. The Kentucky Department of Education defines dual credit as a course which allows students to earn high school credit and college credit simultaneously at a

discounted rate. This course may be taught on a college campus, a high school campus, or taken online, but it must be in conjunction with a college or university and Holy Cross High School. These courses are for students who excel academically. Students must be approved by the administration to be enrolled in these courses, must meet eligibility requirements set forth by the collegiate institutions, and complete the Dual Credit Policy and Procedure Contract. Dual credit courses may have additional tuition and fees including but not limited to textbook fee(s) or other additional materials required for the course.

5. *Internship Opportunities*

Holy Cross High School partners with regional universities, local business and training organizations to provide internship opportunities for interested students. Internships take place off-campus but must be in conjunction with Holy Cross High School. Students interested in participating in any internship opportunity must first meet with an administrator. Students must be in good academic and financial standing. Students must demonstrate a history of a good school attendance record. Students participating in internships will be required to sign a contract with Holy Cross High School before participation is approved.

6. Academic Enhancement Program

This program provides learning techniques and strategies for students who face particular learning 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.

7. 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.

8. *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	Practice ACT
	PSAT 8/9
Grade 10	Practice ACT
	PSAT 10
Grade 11	PSAT/NMSQT
	Practice ACT
	ACT

	AP Exams (optional)
Grade 12	ACT (optional)
	AP Exams (optional)

9. 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.

10. 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.

11. 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.

12. Student Academic Progress

Regularly through each grading period, teachers are required to update grades through the online grading portal (Schoology) for all students. Parents are responsible for regularly monitoring their child's academic progress.

This system is intended to inform parents and is an invitation to confer with the teacher(s). We encourage parents to call or arrange conferences.

13. 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.

14. 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. Both the *original failed grade and the recovery grade* will be included in the official

transcript and both grades will be included in the calculation of the GPA and class rank for the student. The guidance counselor can provide further information.

15. *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

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 and afternoon
- Individual guidance
- Retreats
- Community service projects
- Faculty and student days of recollection

1. 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.

2. 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.

3. *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 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 is 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 4th quarter without the permission of the principal. These days will not be counted against a student's daily attendance. If 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 semester, students whose grade point average is 3.75 or higher 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 in May.

2. *National Honor Society*

The National Honor Society recognizes students with outstanding scholastic achievement. Students considered for the National Honor Society will have a cumulative GPA of 3.5 or higher and submit an application to the National Honor Society adviser. A committee of faculty review applications and select new members who exhibit exemplary scholarship, leadership, character, and service. Students who accept membership in the NHS are required to complete an additional 10 hours of service, per the adviser's instruction. The evaluation process begins after the first semester of 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.

4. *Graduation*

Seniors graduating with a cumulative grade point average of 3.5-3.74 will graduate Cum Laude. Seniors graduating with a cumulative grade point average of 3.75-3.99

will graduate Magna Cum Laude. Seniors graduating with a cumulative grade point average of 4.0 or higher will graduate Summa Cum Laude.

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. *Athletic Department Standards of Conduct*

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.

Athletes who have been suspended from school may not practice or compete in the athletic program while under school suspension.

Students whose behavior at an extracurricular activity poses a continuing danger or ongoing threat are subject to immediate removal from the activity.

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.

8. *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:

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/guardian 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 (g) 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.

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 overseen by the Board of Education through a financial aid committee. As part of the process, families applying for tuition assistance are required to complete an online financial aid application through *FACTS (factsmgt.com)*. 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. For further information contact the school finance office.

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.

4. *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 at Holy Cross High School. For families with three or more children attending Holy Cross High School simultaneously, a 50% discount is applied for any additional children after the second.

5. *Delinquent Accounts*

When a tuition payment is missed, the parents or guardians of the student will be notified by the business office via phone, e-mail, or by letter.

- A tuition delinquency plan should be coordinated with the business office and approved by the tuition manager.
- If the plan is followed, no further action is necessary
- If 60 days of payments are missed, the parent or guardian will be required to attend a meeting with school officials to determine next steps.
- If arrangements for payment are not met, the student(s) may be removed from extracurricular activities or removed from school until the account is current.
- Holy Cross reserves the right to refuse reenrollment or enrollment of the student and any sibling for any delinquent account.
- When there are special circumstances, more liberal terms for payment or awards of additional 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.

6. *KHSAA Guidelines*

To be eligible to participate in KHSAA sanctioned sports student athletes may not receive more that 25% merit aid, receive more than financial aid greater than the limit determined by an approved agency of the Board of Control. All tuition must be paid by immediate family members.

7. *Fines*

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