



# HOLY CROSS HIGH SCHOOL

## STUDENT HANDBOOK

2025 – 2026

HOLY CROSS HIGH SCHOOL  
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## TABLE OF CONTENTS

I.	MESSAGE FROM THE PRINCIPAL.....	1
II.	CATHOLIC SCHOOL PARENTS’ MEMORANDUM OF UNDERSTANDING.....	1
III.	MISSION & BELIEF STATEMENTS .....	2
IV.	SCHOOL RULES & EXPECTATIONS .....	2
A.	Student Responsibility .....	2
B.	Honesty .....	3
C.	Respect.....	3
D.	Academic Integrity.....	3
1.	Plagiarism .....	3
2.	Cheating.....	3
E.	Acceptable Use of Technology.....	3
1.	Respect.....	4
2.	Honesty .....	4
3.	Health & Safety.....	4
4.	Inappropriate Materials .....	4
F.	Chromebooks / Laptops / Cellphones / Earbuds / Headphones .....	4
1.	Acceptable Use Guidelines .....	5
2.	Sound, Music & Photos .....	5
G.	Psychological & Emotional Health.....	6
H.	Mandatory Reporting.....	7
I.	School Nurse.....	7
1.	Proper Procedure for Ill Student Going Home .....	8
2.	Prescription & Non-Prescription Medications.....	8
J.	Miscellaneous .....	8
1.	Emergency Communication.....	8
2.	Books .....	8
3.	Backpacks .....	8
4.	Drinks.....	8
5.	Emergency Drills / Evacuations.....	9
6.	Hall Passes .....	9
7.	Lockers.....	9
8.	Lunch Period.....	9
9.	Visiting Students.....	9
10.	Alcohol, Tobacco, Drugs & Other Substances .....	9
V.	ATTENDANCE.....	10
A.	Tardiness .....	10
B.	Early Dismissal .....	11
C.	Absence and Return Procedures .....	11
1.	Medical Absences .....	12
2.	Psychological & Emotional Health Absences .....	12
D.	Delay or Closing of School.....	12
1.	Early dismissal / weather related .....	13

	2.	Non-School Sponsored Travel .....	13
	3.	Parental Trips .....	13
VI.		CODE OF CONDUCT .....	13
	A.	Benchmark .....	13
	B.	Public Display of Affection .....	14
	C.	Weapons.....	14
VII.		DISCIPLINE.....	14
	A.	Specific Offenses .....	14
	B.	Disciplinary Process.....	15
	C.	Detentions .....	15
	D.	Expulsion .....	16
	E.	Criminal Violations.....	16
VIII.		HARASSMENT, INTIMIDATION, BULLYING & CYBERBULLYING.....	16
	A.	Defined.....	16
	B.	Example Behaviors Thereof .....	17
	C.	Student Reporting .....	17
IX.		CONTROLLED SUBSTANCES / ALCOHOL / PARAPHERNALIA .....	17
	A.	Vaping.....	17
	B.	Tobacco.....	17
	C.	Drug Usage – Extracurricular Activities.....	18
X.		EXTRA CURRICULARS .....	18
	A.	Student Activities.....	18
	B.	Student Council.....	18
	C.	Athletics .....	18
	1.	Eligibility .....	18
	2.	Good Sportsmanship.....	19
	3.	Concussion Policy.....	19
	4.	Holy Cross High School Athletic Philosophy .....	19
	D.	Field Trip Eligibility .....	20
XI.		GRADING .....	20
	A.	Quarterly Reports.....	20
	B.	Online Grades .....	21
	C.	Grade Posting Criteria.....	21
	D.	Examinations.....	21
	E.	Exemption Policy for Final Examinations .....	21
	F.	Final Examinations & Last Day of School .....	21
	G.	Making Up Work .....	21
	H.	Honor Roll .....	22
	I.	Grade Averaging.....	22
XII.		SCHOOL UNIFORMS.....	22
	A.	Uniform Ordering Information .....	22

B.	Uniform Expectations .....	22
C.	Required Uniform Articles of Clothing .....	23
1.	Proper Dress for Young Women.....	23
a.	All Seasons.....	23
b.	Fall and Spring Dress .....	23
c.	Winter Dress .....	24
2.	Proper Dress for Young Men.....	24
a.	All Seasons.....	24
b.	Fall and Spring Dress .....	25
c.	Winter Dress .....	25
D.	Casual Dress.....	25
E.	Proper Dress for Students With Medical Issues .....	26
F.	Physical Education Classes & Uniform.....	26

## **I. MESSAGE FROM THE PRINCIPAL**

Dear Students & Families of Holy Cross High School,

This handbook is put forth with deep gratitude for your choice to partner with Holy Cross High School in the education of your children. As the Catechism of the Catholic Church affirms, parents are the primary educators of their children; thus our role as a school community is to support families in this endeavor.

The policies and procedures put forth in this handbook are meant to provide guidelines and parameters that ensure that our students receive a rigorous education within a faith-based and faith-filled community that values respect, human dignity, honesty, hard work and integrity. Our Catholic faith stands at the center of our community and is both the ruler by which we measure our ministry as well as the goal to which we persistently strive.

With Christ as our model and guide, we - faculty, staff, administration, students and parents - enter into a powerful partnership seeking to develop the unique gifts of each student within our community. Should you have questions at any time, please contact us.

Peace and Blessings,

Allison Eilers, Principal

## **II. CATHOLIC SCHOOL PARENTS' MEMORANDUM OF UNDERSTANDING**

As a Parent / Guardian of a student in a Roman Catholic school, I understand and affirm the following:

- A. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
- B. Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church.
- C. Attending a Catholic school is a privilege, not a right.
- D. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, &c.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
- E. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.

As a Parent / Guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all the principles and policies that govern a Catholic school.

### **III. MISSION & BELIEF STATEMENTS**

- A. MISSION STATEMENT: To educate and form young men and women who will live faithfully, think critically, speak truthfully and act justly.
- B. BELIEF STATEMENT: We, the Holy Cross High School community, affirm the following:
  - 1. Jesus Christ is the center of all we are and all we do.
  - 2. We are faithful to the teachings and traditions of the Roman Catholic Church.
  - 3. Each person is a unique creation of an all-loving God.
  - 4. God calls everyone to a life of holiness and faithful stewardship.
  - 5. Our vocation is to assist each other in this life, through cooperation with God's grace, so as to reside with Him eternally.
  - 6. A safe, stable environment is essential to learning.
  - 7. A rigorous educational experience coupled with a balanced co-curricular program is essential for student development.
  - 8. Each person has a moral and civic responsibility to contribute to society.
  - 9. Members of the faculty and staff are motivated lifelong learners who strive to model Catholic values.
  - 10. Students, guided by constructive counsel and discipline, are accountable in the educational process and are responsible for their actions.
  - 11. The school should be financially accessible and available to all who embrace and live our mission.
  - 12. Families have the first responsibility for the faith-based education of their children and are partners in the fulfillment of our mission.

### **IV. SCHOOL RULES & EXPECTATIONS**

At Holy Cross High School, we understand that education is about more than just hitting academic milestones; it is also about building character and integrity. We believe that students thrive when they form strong connections with each other and create a compassionate community. Our goal is to foster an environment where personal and collective growth flourish. We know that mistakes are a natural part of learning and growing; what truly defines character is how we respond to these mistakes and use them as opportunities for reflection and improvement. Our conduct process is designed to support this journey; helping students learn from their experiences and build a community rooted in safety, respect, understanding and honesty. Together, we can uphold these values and create a school where everyone can academically and personally excel.

- A. STUDENT RESPONSIBILITY: Every Holy Cross High School student is expected to read the Student Handbook and adhere to the policies and procedures described within. These rules apply to students when they are on campus and when they are off campus for school-sponsored activities, but the school reserves the right to apply a disciplinary response to misconduct that occurs elsewhere if that misconduct disrupts school operations or jeopardizes the welfare of other Holy Cross High School community members or Holy Cross High School.

Each student bears some responsibility for what happens in their presence and is expected to take reasonable action against unauthorized activities. Minimally, the School expects that a student will take steps to avoid the scene of any activity that is against School rules. Ideally, a student would actively discourage such activity or intervene when possible. When asked about incidents of harm or violations of school rules and expectations students are expected to engage honestly and openly.

- B. HONESTY: As trust is essential in a school community, a student must be truthful at all times. Dishonesty is a breach of trust and subjects a student to disciplinary action.
- C. RESPECT: Holy Cross High School is enriched by the diversity of the individuals that comprise our community and each of us deserves to be treated with respect and care. We are all expected to uphold this standard of behavior. Failure to treat others with respect and / or behavior that reflects poorly on the School is considered behavior unbecoming of a Crusader.
- D. ACADEMIC INTEGRITY: Academic integrity requires honesty in the submission of all work. Students are expected to be proud of their own work and to respect that of others: Fellow students, faculty, writers and researchers.
  - 1. PLAGIARISM: Any use of others' work from any source in the form of words or ideas without proper attribution (citation) is considered plagiarism. This includes verbatim copying of others' work, paraphrasing information without properly citing sources and the use of artificial intelligence (AI) tools without acknowledgement or contrary to a teacher's expectations on the assignment in question. *More information about using AI can be found in the [Holy Cross Guidelines for Students: Artificial Intelligence in Academics](#) document.*
  - 2. CHEATING: The giving or receiving of unacknowledged assistance on academic work; or submitting the same work, done at Holy Cross High School or another educational institution, without the specific permission of all teachers involved is unacceptable.

Academic dishonesty of any kind may result in a failing mark on the assignment in question and the possibility of an additional discipline response following consultation with the Principal. Students who are unclear about expectations for academic honesty in a particular discipline or for a particular assignment are responsible for consulting with their teachers.

- E. ACCEPTABLE USE OF TECHNOLOGY: HCHS will not be responsible for providing technology (i.e. Chromebook) to students for the 2025-2026 school year. This includes for all academics such as in-class assignments and testing. When requested by a teacher, students may be permitted to bring their own laptop / Chromebook to school. It is expected that students will have access to technology at home, to include internet service. Use of personal devices at HCHS must be in



accordance with all other rules for the purpose of learning. Each user shall abide by the generally accepted rules of network etiquette, including but not limited to:

1. RESPECT: All users must respect and value the privacy of others and comply with all legal restrictions regarding the use of electronic data. Users must be polite and courteous and use appropriate language in all electronic communications. Profane, abusive or threatening language, or cyberbullying is not acceptable.
2. HONESTY: All users must recognize and honor the intellectual property rights of others. Research sources from the Internet, including AI sources must be credited appropriately (see Guidelines for Students: Artificial Intelligence in Academics). No software may be installed, copied, or used on School equipment. Users must not attempt to log onto another person's account, alter electronic communications to hide their identity or impersonate another person, including on all social media platforms.
3. HEALTH & SAFETY: All users must respect privacy and maintain confidentiality of student information in compliance with federal and state law. Users should not reveal their personal address or phone number (or those of friends) to anyone. Passwords must be kept confidential and not be shared with other users.
4. INAPPROPRIATE MATERIALS: Using the School's network to create, access, download, store, send, or print materials that are illegal, offensive, harassing, hurtful, intimidating, discriminatory, or obscene is prohibited.

The use of the Holy Cross High School computer network is a privilege, not a right and inappropriate use of the network will result in a cancellation of that privilege. The School administration will determine what constitutes inappropriate use and their decisions will be final.

If the School has reason to believe that a student's personal data stored locally or online contains material detrimental to the well-being of the student or community or evidence of a serious rule infraction, the student will be informed of that information and the Principal can authorize a search of the student's computer, mobile devices and/or online data. If necessary, the student will be required to provide login and password information for accounts not managed/owned by the school.

- F. CHROMEBOOKS / LAPTOPS / CELLPHONES / EARBUDS / HEADPHONES: Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly and wisely. Holy Cross High School students and staff are expected to exercise wise judgment, common sense and good taste in selecting sites and materials from the internet. Staff will assist monitoring internet sites at school, but it is ultimately the responsibility of each student and parent / guardian to monitor the use of the internet at home.

1. ACCEPTABLE USE GUIDELINES: HCHS has adopted the following Acceptable Use Guidelines to fulfill our commitment to educate the whole person and recognizing the reality of the technological world in which our students live – and in which we are preparing them to work:
  - a. The HCHS Students Network will be available for students for personal device use, as requested by the teacher(s).
  - b. Teachers have the right to monitor the use of personal technological devices at any time.
  - c. Teachers will require students to keep phones in the classroom phone caddy for the duration of each class period, unless being used for explicit instructional purposes. Phones may not be removed from the caddy until the end of class.
  - d. For the sake of safety, headphones / earbuds are NOT to be worn during the school day between the hours of 8:00 A.M. and 3:00 P.M. The only exception is if a teacher specifically allows headphones for educational purposes. In the event there is an emergency situation, students must be able to hear safety directions and instructions.
  - e. Students should keep their devices locked in their assigned locker when not in use. The school takes no responsibility for lost or stolen personal devices. Thefts of property will be investigated and reported to the proper authorities.
  - f. Students are expected to charge their devices at home. An uncharged device may result in a student being unable to submit an assignment or take an online test / quiz.
  - g. Students are prohibited from accessing faculty and staff computers, as well as school file servers, for any reason.
  - h. Holy Cross High School's Bullying and Harassment Policy includes the use of all technology.
  - i. Smartwatches of all types are prohibited for all students.
2. SOUND, MUSIC & PHOTOS:
  - a. Sound must be muted at all times unless permission is obtained from the classroom teacher.
  - b. Music is allowed on the device and can be used at the discretion of the teacher.
  - c. Music may not be listened to during the change of classes.
  - d. Students must obtain permission from the classroom teacher prior to taking any picture, recording any video or recording any audio in class. DISCIPLINARY ACTION CAN BE TAKEN IF A STUDENT DOES NOT COMPLY.
  - e. No unauthorized pictures may be taken of teachers or other students.

Holy Cross High School respects the privacy of every student with respect to stored files and e-mail accounts; however, school administration maintains the right to search these files in order to investigate suspected inappropriate behavior.

Any student who violates the acceptable use policy will be referred to the administration. Consequences for inappropriate use may include detention, suspension and / or loss of device privileges or expulsion. HCHS reserves the right to alter or amend this policy at any time.

- G. **PSYCHOLOGICAL & EMOTIONAL HEALTH:** Holy Cross High School personnel remain sensitive to the needs of the student population and maintain the privacy and confidentiality of our students and their families. There are occasions when school personnel may become concerned about a student's psychological or emotional well-being. If a student appears unable to participate in the regular school schedule (i.e., cannot attend classes, frequents the Nurse's office and/or spends long periods of time there), staff will contact parents/guardians to pick up their child and care for them at home until they are able to fully participate in the school day.

Students threatening self-harm, harm to others, or otherwise engaging in potentially dangerous behaviors (i.e., suicide, cutting, eating disorders, substance abuse, bullying, &c.), will have parents / guardians contacted and required to pursue professional help. Depending on the level of need, this might be a family physician, a drug and alcohol counselor, outpatient therapy, an emergency room evaluation, or inpatient hospitalization. Holy Cross High School reserves the right to require a statement from a professional provider stating that it is safe for the student and other Crusaders that the student return to school.

Holy Cross High School also reserves the right to require that the parents / guardians and student sign a "Release of Information" form. This form allows school administration and / or the school nurse to communicate with a care provider for the following purposes:

1. To confirm that the student is receiving services, attending appointments and co-operating with the treatment plan.
2. To determine that the student, as well as the school population, is safe and the student is able to return to the regular school setting.
3. To ask for any suggestions the provider may have so that HCHS personnel may support the student upon their return to school.
4. To allow us to contact the provider if we have questions or concerns.

In-patient hospitalization requires a high level of care during the student's stay as well as upon the student's discharge. The school nurse will be the liaison between the school and the hospital for academic issues. Parents are required to contact the Principal regarding a plan for the student's return to school. Should a student or family refuse to follow the recommended discharge plan, HCHS will require a meeting before the child's return to school to discuss the situation and possibly have all parties sign a waiver before the student may return to school. In all cases

where medication is prescribed, the school nurse must be notified immediately so that records are accurate and up to date.

H. MANDATORY REPORTING: HCHS is deeply committed to the safety and well-being of our students. The protocol on Mandatory Reporting for all teachers, staff, coaches, volunteers and any other individual that is associated with our students (who will hereafter be referred to as faculty and staff in this document) is stated below. All faculty and staff are required to report any verbal or written information that comes to them that might indicate that a student may be at risk for harm. Although there are many different situations that faculty and staff become aware of, we have listed some common examples below:

1. Students suspected of harming him/herself: examples may include, but are not limited to: Cutting; suicidal thoughts or actions; intent to run away from home. Students may verbally reveal this information to an adult; write this information in an essay or poem; or an adult may overhear a conversation between students.
2. Suspicion that a student has been or is currently being abused: examples may include outward signs (bruises, cuts, &c.) of physical abuse, or other possible indications of emotional or sexual abuse.
3. Possibility that a student might be a danger to others: examples may include a student who expresses the desire to hurt or physically fight another individual; or a student disclosing that he or she has heard (or received a text) of a threat being made.

All faculty and staff are aware of this policy and the procedures they must follow after a concern comes to our attention and that is: the faculty or staff member who receives a report of abuse or harm will contact Delaware Division of Family Services (DFS) Child Abuse and Neglect Report line at (800) 292-9582 or online using the reporting portal that can be accessed at [iseethesigns.delaware.gov](http://iseethesigns.delaware.gov). The faculty or staff member will then contact administration to make them aware a report has been made.

While a student's and family's privacy is respected, Holy Cross High School reserves the right to intervene if any member of our community is threatened or poses a threat. This policy ensures the health, well-being and safety of all members of our community at Holy Cross High School.

I. SCHOOL NURSE: Holy Cross High School provides health services by the school nurse for students and staff. The nurse is available to evaluate and care for students with injury and illness. First aid will be given and if the student is ill, he or she may be allowed to rest until feeling better. Before reporting to the nurse, each student must obtain permission from his or her teacher by getting a pass. If necessary, the parent / guardian will be notified to come to school to take the student home. Parents are encouraged to keep ill students at home rather than

send them to school. When a student is ill or needs first aid and the nurse is not available, he/she should report to the Main Office.

1. PROPER PROCEDURE FOR ILL STUDENT GOING HOME: Parents will receive a call from the school nurse if their child is to be picked up from school. Students who call parents and ask to be picked up without going to the nurse could incur disciplinary consequences.
2. PRESCRIPTION & NON-PRESCRIPTION MEDICATIONS: Prescription and Non-prescription medications should be provided by parents / guardians before or after school hours whenever possible. If it is essential that a student receive medication during school hours, appropriate forms must be completed and submitted to the nurse. Once received, the process is as follows:
  - a. The first dose must be given by the parent / guardian.
  - b. The physician's written authorization, including all necessary instructions for administering the medication, must accompany the appropriate permission form (prescription or non-prescription).
  - c. All prescription medication needs to be sent in its original container.
  - d. Signature of parent / guardian.
  - e. Signature of prescribing physician.

J. MISCELLANEOUS:

1. EMERGENCY COMMUNICATION: In the event of an emergency, Holy Cross High School has an e-mail system that will immediately notify parents / guardians of the situation. This system is used for weather-related delays and cancellations.
2. BOOKS: Each student will be responsible for the proper care of his/her books. The books must be covered with paper or book-sock book-covers. Self-sticking, plastic covers should not be used. Students may not write in books owned by the School. When a book is lost, damaged or allegedly stolen, it is the responsibility of the student to whom the book was issued to make restitution in accord with the replacement value. These payments are not refundable.
3. BACKPACKS: All backpacks are to be placed in lockers before 8:00 A.M. and must remain in the lockers until students are dismissed for the day.
4. DRINKS: Students are permitted to carry water/beverages throughout the school day for hydration. Drinks must be in a closeable bottle/container to prevent spills and/or accidents. Students are not permitted to bring in drinks from outside vendors and will be asked to dispose of said drinks.

5. EMERGENCY DRILLS / EVACUATIONS: Emergency drills are serious and will be conducted in that manner. The following are the general directions for students:
  - a. Each room has emergency exit directions.
  - b. Students are to walk quickly and silently. All classroom doors are to be closed.
  - c. When outside, students are to remain silent and stay with their class and teacher.
  - d. When the all clear signal is given, students are to return to the classroom in silence.
6. HALL PASSES: Anytime a student has a need to be in a location other than a scheduled class, he/she must have a pass.
7. LOCKERS: Lockers are the property of Holy Cross High School. The school reserves the right to inspect lockers at any time. Each student will be responsible to bring his or her own lock from home. Students are not to share lockers with friends. Holy Cross High School is not responsible for anything lost or stolen from a locker. Students are encouraged to lock lockers at all times. Nothing is to be taped to the outside or inside of lockers, nor are students permitted to write on lockers. All stickers of every sort are prohibited. Any signs must be attached with magnets.
8. LUNCH PERIOD: Students are to report to the Commons on time and are to remain in the Commons until the end of the period. Students who wish to go to the courtyard must first obtain permission from a teacher or the Principal. Students may not loiter in the halls or lobby. Students will be alerted a few minutes before the end of the lunch period. At that time, students are to make sure all trash is placed in the proper receptacles. Students may purchase lunch or bring their own. Students may pay for lunch via FACTS.
9. VISITING STUDENTS: Only students considering transferring to HCHS may visit the High School for the day and attend classes. The visit is to be scheduled through the Admissions Office. A parent/guardian of the visiting student must make the request by calling the High School at least four days prior to the proposed visit. Appropriate apparel will be required for all visitors.
10. ALCOHOL, TOBACCO, DRUGS & OTHER SUBSTANCES: Recognizing the health risks drugs and alcohol can present, particularly to young people, Holy Cross High School prohibits the use, possession, or distribution of illegal drugs, drug paraphernalia, cannabis, alcohol, tobacco, or the intentional misuse of prescription or over-the-counter medications.

Students who sell or distribute drugs or alcohol on campus may be subject to immediate dismissal.

Students are responsible for their rooms, car and lockers. Drugs or alcohol found in a student's room, car, or locker constitutes possession.

Students who provide a room or place on campus for the consumption of drugs or alcohol will face disciplinary action. The same sanctions may apply to providing a place off campus.

TOBACCO PRODUCTS are defined herein to include vapes and e-cigarettes. The use or possession of tobacco products is not permitted. Use will result in referral to Health Services. Tobacco products will be confiscated and tobacco use will be reported to parents.

## **V. ATTENDANCE**

Holy Cross High School believes deeply in the value of in-person learning. We pride ourselves on the relationships students build with faculty and the peer-to-peer engagement in our academic and cocurricular learning spaces. We take attendance seriously because we believe that being present and engaged is crucial for learning and development.

We recognize that students may need to miss school commitments for a variety of reasons. We expect students and families to communicate in a timely way about any absences. As a general rule, if possible, we expect students to be in attendance before and/or after a scheduled appointment. Travel and appointment time will be taken into consideration. For example, if a student has an outside appointment at 11:00 A.M., we expect them to be in school prior to such an appointment. In contrast, if an appointment is early in the morning, we expect the student to be in attendance in a reasonable amount of time after it is over. Missing excessive amounts of time before and after appointments for no valid reason could result in a negative attendance record and/or disciplinary consequences. The School asks families to schedule medical appointments, family trips and celebrations and non-school extracurricular activities around the School's calendar.

A. **TARDINESS:** It is a goal of the school to prepare students for "life after high school." Personal responsibility is one of the foundational aspects of that preparation. One of the prime responsibilities of a student is to be on time. For these reasons, Holy Cross High School has established the following policy regarding tardiness:

1. Whenever a student is late for school, the student is to sign in at the Main Office. Students may hand in any notes, documentation at that time to be given to the attendance office.
2. Tardiness due to a professional appointment (doctor, dentist, therapist, &c.) will be excused as long as documentation from the medical office is provided.
3. If a student is late for reasons other than a professional appointment, parental documentation should be provided upon arrival. Documentation

does not guarantee an excused tardy. Reasons such as “running late” or “oversleeping” will not be excused. “Traffic” will only be excused if there is a verifiable problem. The Principal will retain discretion regarding tardies that may warrant an exception.

4. After the third (3rd) unexcused tardy, students will receive a detention and the matter may be referred to the Principal.

B. **EARLY DISMISSAL:** A student may be dismissed early by bringing an excuse / early dismissal note from a parent or guardian stating the date, time and reason for the early dismissal. The request must be in the Main Office by the end of homeroom.

1. Due to liability concerns, a written note from a parent / guardian is preferred. If an e-mail or phone call is received, the school will reserve the right to confirm authenticity. If the parent will be personally signing the student out of school, the student will not be dismissed to the office until the parent is in the building to sign the student out.
2. When a student returns from an early dismissal, proper verification must be presented to the Main Office upon arrival (doctor, dental, therapist, &c.).

C. **ABSENCE & RETURN PROCEDURES:** When a student returns to school after an absence, an **EXCUSE NOTE MUST BE SENT WITHIN THREE DAYS TO EXCUSE THE ABSENCE**. Students are responsible for providing excuse notes directly to the main office manager. All absences are considered unexcused until the School receives a written excuse from a parent explaining the reason for the absence. Parents may write a note on any piece of paper. **E-MAIL COMMUNICATION IS NOT ACCEPTABLE AS AN EXCUSE NOTE**. If a written excuse is not received within three days of the absence, it will permanently be added to the student’s file as unexcused.

If a student accumulates a total of four (4) unexcused absences, parents will be notified and a school-family conference may be required in which a Student Attendance Improvement Plan is initiated in an effort to identify issues / concerns that are affecting the student’s attendance. Once the SAIP is in place, if the student is unexcused absent again, the matter may be referred to the student’s home school district and a proceeding may be initiated against the student and parent(s) before a State Judge in the appropriate judicial forum for the student’s home school district.

When a student is absent for three (3) or more consecutive days, a medical doctor’s excuse is required and may be required in case of chronic absences. Photocopies and printed e-mail copies are not acceptable. Only original and up to date doctor excuses will be accepted.



1. MEDICAL ABSENCES:
  - a. A medical doctor's excuse will be required for ALL absences, partial and full day, after the 10th cumulative absence. **NOTE: 20 DAYS OF ABSENCE IS SUFFICIENT TO WARRANT REPEATING THE SCHOOL YEAR.** The matter will be reviewed by the administration.
  - b. After a student's surgical procedure and/or hospital discharge, a medical report from the hospital or the attending physician must precede or accompany the student on his/her return to school. The report is to be submitted to the School Nurse and the Principal.
  - c. When a student has a chronic illness that will affect his / her attendance / late arrival to school, a doctor's excuse must be provided to the main office each quarter explaining the illness and stating the student may miss school or arrive late due to such illness (e.g. diabetes, mental health concerns, &c.). Photocopies and printed e-mail copies are not accepted. Only original and up-to-date doctor excuses shall be accepted. Parent / guardian and student shall be required to sign a "Release of Information" form to allow the Principal and school nurse to communicate with the health care provider in the case of excessive absences and tardies.
2. PSYCHOLOGICAL & EMOTIONAL HEALTH ABSENCES: Prior to a student returning to school after hospitalization or an incident requiring medical intervention for psychological or emotional issues, the student and parent / guardian must provide discharge instructions and meet with the Principal and / or school nurse for a follow-up plan. In cases such as these, Holy Cross High School will require the parents / guardians and student to sign a "Release of Information" form. This form allows the school nurse to communicate with a care provider for the following purposes:
  - a. To confirm that the student is receiving services, attending appointments and cooperating with the treatment plan.
  - b. To determine that the student, as well as the school population, is safe and the student is able to return to the regular school setting.
  - c. To ask for any suggestions the provider may have so that HCHS personnel may support the student upon their return to school.
  - d. To allow us to contact the provider if we have questions or concerns.

- D. DELAY OR CLOSING OF SCHOOL: Sometimes it is necessary to delay the opening of school, cancel school, or dismiss school early because of the weather or other emergencies. An e-mail will go out to parents in the event of any of the aforementioned instances. If the school district in which a student resides is delayed or closed and the student relies on public school transportation, the schedule as announced by the district should be followed.

If the school district in which the student resides is delayed or closed but Holy Cross High School remains open, the student and his/her parents are to make any reasonable, safe attempt regarding transportation to school. IF A STUDENT STAYS HOME BECAUSE THE STUDENT'S DISTRICT IS CLOSED, THE ABSENCE WILL BE

EXCUSED, PROVIDED THAT HCHS RECEIVES A WRITTEN EXCUSE FROM A PARENT WITHIN THREE DAYS EXPLAINING THE REASON THEREFOR. In the event that a school delay of two hours occurs on a scheduled early dismissal day, the early dismissal will be dropped and dismissal will be 2:45 P.M.

1. EARLY DISMISSAL / WEATHER RELATED: When Holy Cross High School is in session and a public school announces an early closing because of weather, HCHS will follow the broadcast/announced schedule for the students in that district. If a parent decides to pick up his or her student prior to a school district's dismissal, the parent must come into the school to sign the student out using the established sign-out procedure.
2. NON-SCHOOL SPONSORED TRAVEL (PLANNED TRIPS): Under Delaware law, family trips are not automatically an excused absence. A Trip Form (in HCHS main office) must be filled out completely and submitted to the main office one week prior to the absence. This information will be forwarded to the Principal for approval. There is a five (5) day limit to non-school sponsored travel per school year. Non-school sponsored travel will NOT be approved as excused absence during the following periods:
  - a. The first week of the school year (first five days of school).
  - b. During mid-terms or final exams. It is the student's responsibility to make up all work when they return from non-school sponsored travel. Parents/Guardians assume full responsibility for all potential academic consequences for the child/children as a result of travel. Students who have entered into a SAIP (Student Attendance Improvement Plan) should not expect to be approved for non-school sponsored travel.
3. PARENTAL TRIPS: Parents who will be out of town, while the student remains in school, are to notify the Main Office in writing. Include the name and phone number of the person responsible for the student in the parents' absence. Please also include the phone number where a parent can be reached in the event of an emergency.

## **VI. CODE OF CONDUCT**

- A. BENCHMARK: No handbook can contain every scenario that students, parents, faculty, staff and administrators will encounter; however, in each new scenario, the following HCHS Code of Conduct serves as a benchmark for decision-making:
  1. BE WHERE YOU ARE SUPPOSED TO BE, WHEN YOU ARE SUPPOSED TO BE THERE:
    - a. Be to school on time.
    - b. Be to class on time.
    - c. Be in the proper place – class, cafeteria, at all times.
    - d. Have a hall pass if you are out of class.

2. BE READY TO DO WHAT YOU ARE SUPPOSED TO DO:
    - a. Be in proper dress code, including clothing, hair, &c.
    - b. Have all necessary supplies.
    - c. Be without anything that is inappropriate for the educational setting.
  3. DO WHAT YOU ARE SUPPOSED TO DO:
    - a. Do your own work.
    - b. Speak only when it is your turn to speak.
    - c. Allow others to learn – do not deny them the opportunity for growth.
    - d. Be respectful in your interactions with all whom you encounter at HCHS, treating them as you would like to be treated.
    - e. Be a good steward of your property, school property and others' property.
- B. PUBLIC DISPLAY OF AFFECTION (PDA): Students are reminded that proper and appropriate behavior is expected at all times. Inappropriate touching, kissing, hugging for extended periods of time and any similar behavior is not acceptable. Warnings will be given and if inappropriate behavior continues, disciplinary consequences will result.
- C. WEAPONS: A student commits a misdemeanor of the first degree if in possession of a weapon in the buildings, on the grounds of, in or on any conveyance providing transportation to or from, or at an event sponsored by Holy Cross High School. A weapon is any implement capable of inflicting serious bodily injury, or any “look-alikes” of such implements. The possession of a weapon without any indication of intent to use will result in the confiscation of the weapon, a report to the police, suspension and/or expulsion from school. The possession of a weapon in which the situation is deemed by the administration to be critical will result in confiscation of the weapon, a referral to the police and expulsion from school.

## **VII. DISCIPLINE**

All aspects of student discipline are rooted in the Holy Cross High School Code of Conduct which affirms expected behavioral norms that insist on respect for God, self and others. The following topics share both expected behaviors, as well as procedures and consequences when expectations are not met.

- A. SPECIFIC OFFENSES: Offenses which violate the HCHS Code of Conduct include, but are not limited to:
1. Insubordination / Disrespect towards a faculty or staff member.
  2. Disrespect of a peer.
  3. Fighting / Physical Altercation / Bodily harm to another person.

4. Stealing.
5. Lying.
6. Use / Possession of illegal or contraband substances as outlined by the HCHS Drug and Alcohol Policy.
7. Bullying, threatening or harassing behavior towards another, either verbally, physically or via social media / technological / cyber means.
8. Skipping a scheduled class.
9. Dress code violation.
10. Cheating / Plagiarism.

- B. **DISCIPLINARY PROCESS:** In the event a student chooses to exhibit behavior contrary to expectations, the teacher or adult supervisor will determine the appropriate response. Every attempt will be made to resolve the issue at the lowest possible level of intervention. Consequences for deviation from expected behavior may include, but are not limited to: Detention, work assignment, written assignment, suspension and expulsion. The terms of these consequences will be communicated verbally or in writing as appropriate. The administration reserves the right to make decisions determined to be in the best interests of the student and school community.

The immediate responsibility for student disciplinary matters is held by the Principal. Our discipline system is dedicated to furthering the school's mission. We seek appropriate remedies that are fair and consistent with the infraction and the offending student's attitude and behavior in response to the infraction. Our goal is to change behavior, not to simply punish. To accomplish this, we have adopted a Restorative Justice approach to discipline. Through the use of "Restorative Practices" our approach focuses on "repairing the harm" caused to individuals and the community by student misbehavior.

- C. **DETENTIONS:** Any behavior that violates the HCHS Code of Conduct can result in detention, suspension, or expulsion. After school detentions and lunch detentions may be used as a consequence in tandem with restorative practices. Any detention, whether it is lunch or after-school, is an absolute obligation on the part of the student. Employment or extra-curricular activities will not be accepted as excuses for not serving. Detention takes precedence over ALL other school activities.

1. **LUNCH DETENTION:** Teachers may elect to assign students to serve lunch detention. Lunch detention will begin at the start of lunch and conclude at the end of lunch. Location will be determined by the teacher. 24 hours' notice to the student will be provided.

2. AFTER SCHOOL DETENTION: After-school detention will be served after school from 3:00 P.M. to 4:00 P.M. Any student receiving an after school detention shall serve it on the following school day when detention is held. An accumulation of ten detentions will result in a suspension.
3. RULES FOR DETENTION ARE AS FOLLOWS:
  - a. Students may NOT sleep during detention.
  - b. Students may NOT do school work while in detention.
  - c. There will be no talking, except between teacher and student.
  - d. Complete dress code is in effect.
  - e. No jackets, coats, bookbags, food, or beverages will be allowed.
  - f. Cell phones, music and other electronic devices are prohibited.
  - g. No outside reading material including, but not limited to magazines, newspapers, or books.
- D. EXPULSION: A student may be expelled from Holy Cross High School because of a serious event, if the student proves to be incorrigible by chronically misbehaving, being persistently truant, giving public scandal or seeking to dissuade other students from following the spirit and regulations of the school. An expulsion may be appealed to the Judiciary Committee of the School Board within 5 days.
- E. CRIMINAL VIOLATIONS: It is standard practice to involve law enforcement if a criminal violation takes place on HCHS property or at any school sanctioned event. Should a student be found guilty of a serious criminal violation apart from school, disciplinary consequences could result up to and including expulsion.

### **VIII. HARASSMENT, INTIMIDATION, BULLYING & CYBERBULLYING**

Holy Cross High School is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying.

- A. "HARASSMENT, INTIMIDATION, BULLYING OR CYBERBULLYING" means any intentional written, verbal or physical act, when said act:
  1. Physically harms a student / employee or damages the person's property;
  2. Knowingly places a student / employee in reasonable fear of physical harm to the student / employee or damage to that person's property;
  3. Has the effect of substantially interfering with a student's education;
  4. Is severe, persistent or pervasive that it creates an intimidating or threatening educational environment; and / or
  5. Has the effect of substantially disrupting the orderly operation of the School.

- B. EXAMPLE BEHAVIORS OF HARASSMENT, BULLYING, INTIMIDATION AND CYBERBULLYING (UP TO AND INCLUDING BUT NOT LIMITED TO):
1. VERBAL AGGRESSION: Name calling, mocking, teasing, intimidating phone calls, spreading rumors, threats.
  2. INTIMIDATION: Invading one's personal space, taking things, demanding money or items, hazing Social/Emotional: Excluding, tormenting, threatening gestures, ridicule, staring, gossiping, giggling, snickering.
  3. CYBER / SOCIAL MEDIA: Using any platform Twitter, Instagram, group chats through text, &c.) to threaten, harass, gossip, or make fun of another.
  4. PHYSICAL AGGRESSION: Pushing, kicking, punching, slapping, tripping, pinching, spitting, or any other unwanted, unwarranted physical contact.
  5. SEXUAL: Touching, dirty jokes, pursuing relationships after being told no, innuendos.
  6. RACIAL: Comment or nicknames based on physical, behavioral or cultural differences.
  7. WRITTEN: Threatening or inappropriate notes or drawings / graffiti.
- C. STUDENTS MAY REPORT INCIDENTS OF HARASSMENT, INTIMIDATION OR BULLYING TO ANY EMPLOYEE OF THE SCHOOL. ANY EMPLOYEE WHO RECEIVES A COMPLAINT SHALL REPORT IT TO THE PRINCIPAL FOR INVESTIGATION AND APPROPRIATE ACTION.

## **IX. CONTROLLED SUBSTANCES / ALCOHOL / PARAPHERNALIA**

Students who are under the influence of, in possession of alcohol, mood-altering drugs or controlled substances, or drug-related paraphernalia, in school or on school-related activities, will be suspended on the first occurrence and expelled after any recurrence. Students who sell, supply or assist in procuring alcohol, mood-altering drugs / controlled substances, or drug-related paraphernalia, in school or on school-related activities, will be expelled on the first occurrence.

- A. VAPING: Vaping and dabbing are considered a violation of the HCHS Drug and Alcohol Policy. Any student found with a vape pen/dab pen containing marijuana / THC, will be subject to the drug and alcohol guidelines as listed in the policy.
- B. TOBACCO: Students are prohibited from using tobacco or tobacco products in any form, at any time, on all school property or at school functions. Unlit tobacco, including all vape pens of every sort, found to be in one's possession, or in one's locker, is suspected of use. Remaining in an area where smoking is in progress constitutes suspicion. There shall be no tobacco use within a two-block area of the school. Parent conferences and disciplinary consequences shall be utilized.

- C. **DRUG USAGE – EXTRACURRICULAR ACTIVITIES:** Students who use or are on a police report for the use of drugs, including alcohol, shall automatically be dismissed from the following activities: Student Council, National Honor Society, Student Ambassadors, Fall Play and Spring Musical. Additionally, students shall lose any leadership roles / captaincy in athletics, clubs or activities. Students involved in all activities shall, on the first offense, be excluded from all participation in that activity for ten (10) activity / school days. A second offense shall result in exclusion from participation for thirty (30) activity / school days.

## **X. EXTRA CURRICULARS**

- A. **STUDENT ACTIVITIES:** In accordance with our mission, a variety of activities and clubs are sponsored by the school. Student interest initiates the formation of any new activities. Lack of either student interest or moderator will terminate any existing activity. The Principal oversees student clubs and activities. Students dismissed from an activity for disciplinary reasons forfeit any awards and / or recognition for participation in the activity. School policy dictates that students who are suspended, have been expelled, or asked to withdraw from HCHS, are forbidden from attending athletic or extracurricular activities.
- B. **STUDENT COUNCIL:** Student Council strives to promote the general welfare of the student body by providing communication and mutual understanding among the students, faculty and administration. While promoting student leadership and cooperative group interaction, the council encourages Christian service and citizenship to the school and the community at large. Student Council also organizes and promotes activities for the student body. Council members shall possess strong moral character, demonstrate honesty, enthusiasm, a sense of responsibility and a willingness to serve. Members must maintain a good academic standing and in general be a positive role model to their peers.
- C. **ATHLETICS:**
1. **ELIGIBILITY:** A student's eligibility to participate in interscholastic athletics at Holy Cross High School is a privilege. Eligibility to participate in the program is determined by any rules and regulations of the D.I.A.A. and any further regulations established by the School. Athletes must be in school by 9:00 A.M. in order to participate in any athletic activity, including practice and games.
    - a. Any HCHS athlete who is academically ineligible three times during an athletic season shall forfeit the ability to participate in that sport.
    - b. A completed D.I.A.A. physical form must be returned before a student can participate in any sport. Eligibility for subsequent sports during the school year requires the student to be recertified. Recertification requires an additional D.I.A.A. physical form to be properly completed and signed on both sides by a parent / guardian. A subsequent physical is not required for recertification.

2. **GOOD SPORTSMANSHIP:** Good Sportsmanship is expected of all Students at Holy Cross High School; for, as Crusaders, they represent the entire student body and HCHS as a whole. Students must have parental permission and a physical examination to be eligible to participate in a sport.
3. **CONCUSSION POLICY:** Holy Cross High School will follow in accordance with Delaware's Interscholastic Athletic Association's concussion policy, which can be found online at this link: [Concussion Protocol](#).
4. **HOLY CROSS HIGH SCHOOL ATHLETIC PHILOSOPHY:** We believe that participation in Athletics at Holy Cross High School is a privilege. Upon choosing to participate in athletics, the individual accepts the following code of conduct that comes along with being an athlete at HCHS.
  - a. Athletes are expected to be respectful, positive role models and ambassadors for the school. This would include not only at or during athletic contests, but also throughout the school day, in transit and in their personal lives. Athletes understand that they are perceived as role models and mentors, both within the school and in the greater community.
  - b. It is expected that students will be supported in these efforts by the example of their coaches, parents and captains. Coaches, parents and captains are expected to give a constant and consistent example of the Christian faith to the student athletes in their care.
  - c. Athletes are expected to demonstrate a healthy, balanced commitment to their sport both in and out of season. This includes strength and flexibility training, proper nutrition, refraining from smoking and refraining from the use of alcohol and other drugs not specifically prescribed for the individual by a physician.
  - d. Respectful athletes are NEVER willfully tardy or absent from practices or contests. This extends to attendance at school as well. Coaches and teammates know athletes care about their sport when they show up on time and remain academically eligible! Coaches are notified daily re: attendance and eligibility.
  - e. The Principal and Athletic Director closely monitor academic ineligibility. Missing a sport due to academic failure impedes a player's – as well as the team's – development. Class attendance, participating in class activities and exercises, completing assignments and making progress in the various academic courses are part of the responsibility of all athletes. Athletes who find themselves struggling with their academics are expected to reach out for help with their studies by asking to meet with teachers for extra help by speaking to their teachers and/or by arranging for help with a fellow athlete on the team. Teammates are expected to actively offer tutoring to struggling teammates. Athletes are expected to be academically successful throughout the school year, not just "in season."



- f. In the spirit of the Catholic moral tradition and as ambassadors for Holy Cross High School, bullying and hazing; inappropriate social networking behavior; sexual harassment; and / or general criminal behavior will not be tolerated AT ANY TIME FOR ANY REASON. Attempts will be made to handle these situations in a restorative manner, via a conference or other method, so that behavior can be addressed and harm can be repaired; yet, these behaviors – or any other behaviors that continue after an initial intervention – SHALL result in disciplinary measures and / or removal from the team.
- g. An exemplary athlete will listen to and follow directions, be receptive to instruction and play within the spirit and rules of the contest. He or she will always place the good of the team above his/her own desires or needs. A spirit of humility and trust, along with a willingness to assist and support one's coach and teammates, is necessary for a team to reach its greatest potential.
- h. When problems arise, athletes are expected to approach the team captain first. If a problem is not resolved at this level, or continues, then the coach should be informed. (The exception to this would be if a problem involves serious harm or abuse, in which case the coach should immediately be told).

“To be Catholic, moral and ethical in every aspect of our lives...” We ask and expect no less of this from each Crusader wishing to become part of the athletic community at Holy Cross High School.

**D. FIELD TRIP ELIGIBILITY:**

- 1. If a student is on the academic ineligibility list for the same week as the proposed trip, they may be prohibited from participating in a school sponsored field trip.
- 2. If it is determined that a student will not attend a field trip due to ineligibility, the student will be expected to sit in an assigned classroom during the class period in which the field trip is taking place.
- 3. It is the student's responsibility to contact teachers of classes they will miss while on a field trip to arrange for any missed work/extension of deadlines, &c.

**XI. GRADING**

- A. **QUARTERLY REPORTS:** There are four marking periods for the scholastic year. Progress reports or report cards are distributed at the end of each marking period via e-mail. If you do not have an e-mail address, please contact the assistant to the principal.

- B. ONLINE GRADES: Grades for all students are maintained in FACTS. Parents and students are encouraged to use the parent and student portal regularly for the most up-to-date status of academic standing.
- C. GRADE POSTING CRITERIA: There will be a minimum of four (4) major assessments per quarter per subject. The major assessments can be any combination of the following: Tests, major projects, research papers, term papers, or an accumulation of minor assessments that will count as a major grade. Grades for these assessments will be returned to students and available on FACTS within the following time frames: Tests: One (1) Week; Major Projects, Research Papers and Term Papers: Two (2) Weeks. All minor assessment grades, which include class work, homework, quizzes, &c., will be available within one (1) week.
- D. EXAMINATIONS: Examinations will be given at the end of the second and fourth quarters (mid-terms/final exams). Each examination will count for one-fifth of the semester grade for full-credit courses. If a student cannot be present for scheduled exams, the exam SHALL NOT be given early. The student will take the exam immediately upon return.
- E. EXEMPTION POLICY FOR FINAL EXAMINATIONS: Students may be exempted from final examinations in a course according to the following parameters: 90% or above for EVERY quarter and at least an 85% or higher on the midterm exam.

SPECIAL NOTE: Any student who does not take the midterm exam for any reason, will be REQUIRED to take the final exam. Students who change the level of their course after one quarter and who have not earned a 90% or above in the original course will not be exempted from the final exam. In addition, any student who transfers to HCHS after the first semester will also be required to take the final exam.

- F. FINAL EXAMINATIONS & LAST DAY OF SCHOOL: Students are expected to be in attendance through the last scheduled day of school. Students should not expect to take exams earlier than the scheduled final exam days to leave for family vacation, &c. or in the case of international students, to return to their native country.

If an unexpected emergency occurs that would impact a student's attendance for exam days the student is to see or e-mail his/her teacher and Principal as soon as possible. The Principal will consult the student's teachers to schedule an alternative day(s).

- G. MAKING UP WORK: A student must see his / her teacher regarding missed assignments as soon as possible after an absence. Missed work should be completed and turned in the next scheduled class period once the student is back in school. Students who have an excused absence, are to be given an equal amount of days (class periods) to make up any missed work. This applies to school related functions as well. In addition, if a student misses a test or quiz, the student must arrange a date and time with the teacher for making it up.

Students are also responsible for checking *Google Classroom* for assignments, announcements, &c. Missed work may not be made up during scheduled classes.

If an extended absence is known in advance, the student is to request assignments from teachers prior to the absence. If a student is absent for an extended period of time without prior knowledge, the family may contact the student's teacher(s) to obtain assignments.

- H. HONOR ROLL: The Honor Roll is achieved by students who have a weighted average of 90% with no grades less than 80%. All courses are included in the averaging with weights assigned according to the credit value of the course. Half-credit courses are given half the weight of a full-credit course. Students attaining an average of 93% or greater shall be noted as Distinguished Honors. The Honor Roll is determined each quarter.

I. GRADE AVERAGING:

1. The First Semester Average shall be calculated as follows:
  - a. (1st quarter grade)  $\times$  (2)
  - b. (2nd quarter grade)  $\times$  (2)
  - c.  $\frac{(\text{Midterm exam mark}) \times (1)}{\text{Divide by 5} = \text{1st Semester Avg.}}$
2. The Second Semester Average shall be calculated as follows:
  - a. (3rd quarter grade)  $\times$  (2)
  - b. (4th quarter grade)  $\times$  (2)
  - c.  $\frac{(\text{Final exam mark}) \times (1)}{\text{Divide by 5} = \text{2nd Semester Avg.}}$
3. The Final Grade shall be the average of the First and Second Semesters' Averages.

## XII. SCHOOL UNIFORMS

- A. UNIFORM ORDERING INFORMATION: The link for purchasing uniforms can be found on the HCHS website under "Campus Life." Click on "Student Uniforms."
- B. UNIFORM EXPECTATIONS: Students are expected to be properly dressed when they arrive at school and to remain properly dressed until they leave school premises. All articles of dress are to be worn properly and as intended. All articles of clothing which are not a part of the uniform, such as jackets or sweatshirts are to be placed in lockers before 8:00 A.M. and must remain in the lockers until students are dismissed for the day.

It is important to note that fads and extremes in dress, hair and jewelry are not acceptable. Items not specifically listed as part of the dress code are not permitted. Tattoos are strictly prohibited to be visible while in school dress; likewise, students are prohibited to draw on their bodies (i.e. drawing on hands or arms) so that such is visible while in uniform. The school expects all Crusaders to exude professionalism, cleanliness, health and good hygiene. To that end, the rule of thumb is “Dress conservative and you will never go out of style.”

Nose rings or any facial piercings of the like are STRICTLY PROHIBITED for any student, nor can they be covered with a bandage of any kind.

C. REQUIRED UNIFORM ARTICLES OF CLOTHING:

1. **PROPER DRESS FOR YOUNG WOMEN:**

- a. ALL SEASONS (Entire school year):
  - i. All young women shall, at all times, maintain good hygiene to exude the health and cleanliness expected of a Crusader.
  - ii. Hair must be neat, well-groomed, reflect due regard for health and safety regulations and be of a natural hair color. Students are not permitted to dye hair any unnatural color.
  - iii. Modest earrings (no more than two) are permitted in the lobe of each ear. No gauges of any kind are permitted whatsoever. All other piercings of every sort (including, but NOT limited to, nose rings, tongue rings, earrings and/or gauges) and tattoos are unacceptable for all young women at school and at all school functions. Bandages are unacceptable to cover piercings or tattoos.
  - iv. All jewelry and makeup shall be modest and professional.
- b. FALL AND SPRING DRESS (Before November 1 & after March 31):
  - i. Uniform plaid skirt. The skirt must be worn at the waist and extend two inches below fingertips when standing with arms extended at the side.
  - ii. HCHS short sleeve polo (white or heather gray).
  - iii. Navy or white socks (knee-high or mid-calf) or Navy tights must be worn with a skirt.
  - iv. Khaki pants may be worn instead of a skirt. Must be worn with a black or brown solid-color belt when pants have belt loops.
  - v. White oxford button down collared dress shirt, free of any designer logos, which shall be properly tucked into the skirt and may be purchased anywhere. (If worn, only a solid white T-shirt may be worn underneath; no colored undergarments should be visible through the shirt). Only the top button may be unbuttoned. If a student wears khaki pants and a white oxford button down dress shirt, her Navy blazer or Navy cross tie shall be worn with it.

- vi. Dress shoes must be worn with the skirt. Shoes should be mostly solid in color, either black, brown or gray (no shiny / metallic designs), without open backs or excessive heels.
    - a. IMPERMISSIBLE: Any kind of casual footwear such as sneakers, canvas shoes such as TOMS, crocs, sandals (including all open-toe), flip-flops, moccasins, work shoes, boots and the like (this includes UGG boots).
  - vii. The only acceptable outerwear during the school day is the HCHS uniform sweater and / or HCHS blazer.
- c. WINTER DRESS (November 1 through March 31):
- i. Uniform plaid skirt. The skirt must be worn at the waist and extend two inches below fingertips when standing with arms extended at the side.
  - ii. Navy or white socks (knee-high or mid-calf) or Navy tights must be worn with a skirt.
  - iii. White oxford button down collared dress shirt, free of any designer logos, which must be properly tucked into the skirt and may be purchased anywhere. (If worn, only a solid white T-shirt may be worn underneath; no colored undergarments should be visible through the shirt). Only the top button may be unbuttoned.
  - iv. Khaki pants without exterior pockets may be worn instead of a skirt. Must be worn with a black or brown solid-color belt when pants have belt loops.
  - v. Crew or V-neck pullover sweater (Navy).
  - vi. Navy blazer.
  - vii. Black, brown, or gray dress shoes. No boots of any kind are permitted.

## 2. **PROPER DRESS FOR YOUNG MEN:**

- a. ALL SEASONS (Entire school year):
  - i. All young men shall, at all times, maintain good hygiene to exude the health and cleanliness expected of a Crusader.
  - ii. Hair must be neat, well-groomed, trimmed around the ears, out of the eyes and off the collar. It shall be kept as though the student is going on a professional job interview. Students are not permitted to dye hair an unnatural color.
  - iii. Sideburns may not extend beyond the middle of the ear.
  - iv. Male students are to be clean shaven. Beards and mustaches are unacceptable. Students shall be sent to the nurse's office to shave with a disposable razor if necessary.
  - v. Piercings of every sort (including nose rings, tongue rings, earrings and/or gauges), makeup and tattoos are UNACCEPTABLE for all young men at school and all school functions. Bandages are unacceptable to cover such up.

- b. FALL AND SPRING DRESS (Before November 1 & after March 31):
  - i. Khaki pants must be worn with a black or brown solid-color belt.
  - ii. HCHS short-sleeve polo (white or heather gray).
  - iii. Dress shoes are to be worn with pants and must be black, brown, or gray in color.
    - a. IMPERMISSIBLE: Any kind of casual footwear such as sneakers, canvas shoes such as TOMS, crocs, sandals, flip-flops, moccasins, work shoes, boots and the like (this includes UGG boots).
  - iv. Navy or black crew socks.
  - v. White oxford button down dress shirt must be worn with a HCHS school tie. Shirt must be buttoned to the top and tucked into the pants. Oxford shirts may be purchased anywhere but must be free of any designer logos. Only white T-shirts are acceptable to be worn underneath.
  - vi. The only acceptable outerwear during the school day is a HCHS uniform sweater and / or HCHS blazer.
- c. WINTER DRESS (November 1 through March 31):
  - i. White oxford button down dress shirt must be worn with a HCHS school tie. Shirt must be buttoned to the top and tucked into the pants. Oxford shirts may be purchased anywhere but must be free of any designer logos. Only white T-shirts are acceptable to be worn underneath.
  - ii. Khaki pants without exterior pockets. Must be worn with a black or brown solid-color belt when pants have belt loops.
  - iii. Crew or V-neck pullover sweater (Navy).
  - iv. Navy blazer.
  - v. Navy or black crew socks.
  - vi. Black, brown, or gray dress shoes. No boots of any kind are permitted.

D. CASUAL DRESS: On occasion throughout the year, casual attire will be permitted. The regulation governing such attire supports a commitment to focusing on academic progress and social peace. All clothing must be neat, clean and worn as intended. Students may wear shorts during 1st and 4th quarter only, adhering to the length requirement of uniform shorts. Proper undergarments should be worn and are to be completely covered by appropriate outer garments. Slogan T-shirts should be in good taste avoiding all references to drugs, alcohol and politics. Shoes must be closed-toe (no sandals, flip-flops or slides) and no high heels. Any skirts worn by ladies must meet the uniform skirt length requirement. If a young lady would like to wear leggings, a long shirt, skirt, or shorts must be worn to completely cover the rear end; no part of the pants may be mesh / see-through.

NOT PERMITTED FOR CASUAL DRESS: patched / torn / frayed / ripped jeans, cut-off jeans, exposed midriffs, tube tops, halter tops, tank tops, tops with spaghetti straps, necklines which reveal cleavage, hats, pajamas or slippers.

- E. PROPER DRESS FOR STUDENTS WITH MEDICAL ISSUES: Apparel for an injured or pregnant student must reflect the norms as stated above. An attending physician may request a variance in writing. Altered dress code requests are to be directed to the Principal.
- F. PHYSICAL EDUCATION CLASSES & UNIFORM: All students must wear a physical education uniform consisting of HCHS Phys. Ed. sweatpants and an HCHS t-shirt with sneakers and white socks. Phys. Ed. uniforms can be purchased through the HCHS website. This uniform is mandatory for all students. All Phys. Ed. clothing and equipment must be clearly marked with the student's name. Failure to dress for class or wearing an incomplete uniform shall affect the student's grade.