



The Academy of the
HOLY CROSS

SPONSORED BY THE SISTERS OF THE HOLY CROSS

Student and Parent Handbook
2015 – 2016

THE ACADEMY OF THE HOLY CROSS
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BACKGROUND INFORMATION

HISTORY

The Academy of the Holy Cross (AHC) has its roots in Saint Matthew's Parish in Washington, DC. The Sisters of the Holy Cross were invited to open a school in 1868. For the next 88 years, the school grew with the city, following the resident population, in two moves, from downtown Washington to the northwest suburbs. The school was located for 31 years (1879-1910) on Massachusetts Avenue, NW and then for 46 years on Upton Street, NW. In 1956, the present 28-acre campus was acquired and the buildings erected. The gymnasium and two classrooms for art and music were added in 1966.

In 1998, the U.S. Department of Education named The Academy of the Holy Cross a Blue Ribbon School of Excellence. Schools who receive the Blue Ribbon Award must undergo a rigorous selection process at state and national levels. The Academy was one of only five schools in the state of Maryland and the only private school in the Archdiocese of Washington to receive this prestigious award for the 1997-1998 selection process. The Academy is accredited by the Middle States Association of Colleges and Schools and the Maryland State Department of Education.

With the start of the 2003-2004 school year, the Academy inaugurated its state-of-the-art Arts and Science wing and Theatre, which nearly doubled the learning space available for the students. Features of the new academic wing included large classrooms, science labs, prep space, a greenhouse, art studios, a darkroom, a kiln room, and rehearsal rooms. The 400-seat Theatre's construction caliber and design are comparable to professional theaters of its size in the Washington metropolitan area and include a rigging system, acoustical treatment, fly space, scenery storage, and large dressing rooms.

In early 2008, in response to faculty interest in subject-specific training, the Academy initiated a compatibility study to determine how the mission of Holy Cross compared to that of the internationally recognized International Baccalaureate Organization's (IBO) Diploma Programme. After an intensive application process and onsite visit, accompanied by extensive faculty training, the Academy was authorized in November of 2009 to begin offering the full IB Diploma Programme in September of 2010.

Although the Academy's location and buildings have changed, the mission of The Academy of the Holy Cross remains the same – to provide the opportunities and challenges necessary for students to achieve the fullness of their potential as women of faith.

SISTERS OF THE HOLY CROSS

Founded in LeMans, France in 1841, the Sisters of the Holy Cross form a part of the religious family of priests, brothers, and sisters brought together by Blessed Basil Anthony Moreau to serve the Church throughout the world in various ministries, especially in education. Believing that the proclamation of the Gospel is intrinsic to Catholic education, Father Moreau established schools in France at all levels for students of all social and economic backgrounds. The founder's vision of education included intellectual and moral formation. He required of teachers, both religious and lay, a professional attitude toward their work, which he saw as the "formation of the very heart of the child, the full development of his particular capacity and understanding of life in relation to God" (Moreau, *Pédagogie Chrétienne*). By various means, Moreau tried to unite his students, their parents, and his faith into a larger Holy Cross family. This heritage was the basic orientation to education that the Sisters of the Holy Cross brought with them to the United States in 1843. Within a few years, they established a network of activities which included a trade school, classes for the deaf, instruction for Native Americans, and the founding of Saint Mary's Academy, at Notre Dame, Indiana, which would later become Saint Mary's College. The Sisters of the Holy Cross have contributed in many ways to the educational ministry of the Church in the United States and in other countries as well. They established colleges and academies, staffed elementary and secondary schools, and founded schools of nursing in connection with hospitals sponsored by the Congregation.

In 2002, the Sisters of the Holy Cross and the Sisters of Mercy merged their health services to form a new juridic person named Trinity Health. The two Congregations continue to serve on the Trinity Board of Directors. Holy Cross Sisters sponsor The Academy of the Holy Cross; Saint Mary's College in Notre Dame, Indiana; Collegio Santa Maria in Sao Paulo, Brazil; Holy Cross College and High School in Bangladesh; and the Moreau School in Kirinda, Uganda. The Sisters of the Holy Cross, acutely conscious of the urgent needs of the world, today serve as educators, nurses, administrators, counselors, social workers, parish and campus ministers, retreat leaders, writers, attorneys, and advocates for social justice and systemic reform. They minister around the globe in eight countries on four continents—an international congregation with a growing international membership.

TARTAN

The name "Tartan" has its roots in the former campus of Holy Cross on Upton Street in Northwest Washington, DC. In the early 1900s, when the Academy had outgrown its location on Massachusetts Avenue in Washington, DC, the congregation purchased a large tract of land in what was then a Washington "suburb," the former estate of a Scottish family, or clan, named Dunbarton. Also on that campus was Dunbarton College. "Tartan" relates to the Scottish heritage of that campus. When the Academy moved to Kensington, MD in 1956, the name came too. A "Tartan" is a member of the Holy Cross clan, an important part of the community not only on the athletic field or court but also in the classroom, at a dance, at a party, on the Metro, or anywhere that Holy Cross "clan family members" are present.

SCHOOL COLORS

Lavender and White

ALMA MATER

Holy Cross we sing to thee,
Pledging our fidelity;
Cross and anchor, emblems bright,
Guiding us to heaven's light.
From our Alma Mater through the years
We'll find strength from strife and fears.
Hail to thee, *Spes Unica*
Hail from thy daughters, Holy Cross.

SCHOOL SEAL

The seal of The Academy of the Holy Cross consists of a shield and motto scroll within a periphery that gives the name, location, and founding date of the school. Two seals are recognized. On both seals in the base (lower portion) of the shield are a cross and anchors (the arms of the Congregation of the Sisters of the Holy Cross) and an open book with the Greek letters *alpha* and *omega*, which signify that truth is in God, who is the beginning and end of all things. On the Kensington seal, the chief (upper portion) of the shield consists of portions of the flag of the State of Maryland, indicating the location of the Academy itself. The Washington seal reflects the Academy's early history in the District of Columbia. The words on the scroll below the shield, *Spes Unica*, refer to "The Cross, our only hope", which is the motto of the Congregation.



POLICY OF NON-DISCRIMINATION

The Academy of the Holy Cross admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. The Academy does not discriminate on the basis of race, color, or national or ethnic origin in its educational policies, personnel policies, admissions policies, scholarship programs, or other school-administered programs.

MISSION STATEMENT

The Academy of the Holy Cross, a Catholic college preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion, and scholarship who responsibly embrace the social, spiritual, and intellectual challenges of the world.

PHILOSOPHY

The Academy of the Holy Cross is a private Catholic high school for girls. Its college preparatory program reflects a holistic approach to education by fostering the intellectual, physical, and moral development of the students. The goal of the educational program is to provide the opportunities and challenges necessary for students to achieve their full potential as Christian women in today's society.

To achieve this goal, the curriculum offers students a variety of learning experiences in liberal and creative arts, math, science, and career education. The faculty of Holy Cross encourages students to succeed in the educational program by recognizing and providing for individual needs and differences in learning styles.

As part of the community of faith at Holy Cross, students are encouraged to clarify their Christian values, deepen their relationship with God and others, and develop individual responsibilities for promoting justice in the world.

STATEMENT OF OBJECTIVES

Sharing in the mission of the Roman Catholic Church and of the Sisters of the Holy Cross, The Academy of the Holy Cross endeavors to educate women to scholarship, community, and service. In an educational context, this is done specifically through the development of a critical mind and, more broadly, by developing a sense of responsibility for self and others in the Judeo-Christian tradition. Therefore, consistent with its philosophy, The Academy of the Holy Cross strives to:

1. Create an atmosphere in which each young woman appreciates her individual worth based on her identity as a unique person created by God and, consequently, realizes her responsibility to develop personal and social values consistent with her dignity and integrity;
2. Foster in each young woman the recognition of her mission to make God's love present by living the faith that brings justice and peace as a member of the people of God and as a citizen of the world;
3. Empower each student with a solid understanding and knowledge of major academic disciplines, the ability to reason, the confidence to challenge assumptions, the skills to communicate effectively with others, an appreciation for the arts, a respect for her physical well-being, and an awareness of her own creative powers;
4. Encourage each student to realize her potential for growth in all dimensions through an appreciation of the inter-relatedness of her education; and
5. Engage each student in the joy of lifelong learning.

STATEMENT OF BELIEFS

Catholic Identity - We believe that our Catholic identity is rooted in Catholic teachings which establish core values that sustain our community.

Academic Excellence - We believe that academic excellence occurs when all students are held to high standards within the framework of a rigorous curriculum.

Educating the Whole Person - We believe that the purpose of education is to foster the intellectual, moral, and physical development of the whole person.

Tradition - We believe that the traditions and philosophies of the Sisters of the Holy Cross provide young women with a Christ-centered faith community that invites and encourages a deepening relationship with God and others and a firm commitment to the creation of a society founded on justice, love, and peace.

Diversity - We believe that experiencing an intellectually, economically, and ethnically diverse community is necessary in the creation of tolerant individuals who will work for justice.

Leadership - We believe that Holy Cross women lead where they stand. Holy Cross women embrace challenges and take action for the common good.

Single-Sex - We believe that single-sex education of young women creates unique opportunities for them to develop as learners, leaders, compassionate individuals, and forces of change in the world.

Environment - We believe that an environment that is safe, clean, functional, and aesthetically pleasing is conducive to respect for all persons who study and work here.

Communication - We believe that communication should be respectful, timely, responsive, and authentic.

POLICIES AND PROCEDURES

The Academy of the Holy Cross reserves the right to amend its policies and procedures in the course of time. Any amendment of policies or procedures will take effect upon notice to all persons receiving this material. Any amendment to policies and procedures does not in any way, shape, manner, or form alter the impact or continuation of any policy or procedure not amended. This handbook is to be read in concert with and incorporated by reference with all other contracts,

memoranda, amendments to contracts and tuition agreements, and other materials, which set out the relationship of The Academy of the Holy Cross to the students and parents/guardians who have a relationship with the Academy.

MARYLAND STATE DEPARTMENT OF EDUCATION: INFORMATION FOR FAMILIES

The following information is provided to inform Holy Cross families of the documentation available to them as the parents or guardians of enrolled or prospective students in a nonpublic school in the State of Maryland.

The Academy of the Holy Cross holds a Certificate of Approval from the Maryland State Department of Education (MSDE) and complies with all regulations set forth in the Code of Maryland Regulations (COMAR).

The Academy of the Holy Cross is accredited through the Middle States Association of Schools Accreditation Commission. Holy Cross was reaccredited in the 2013-2014 school year.

A school must provide a written statement of purposes that describes the goals and philosophies of the school and its educational program. The Holy Cross Mission Statement and Beliefs are available in the Student and Parent Handbook, as well as in the *About Us* section of the school website.

A school must provide a written statement each year about teacher qualifications. At a minimum, all Holy Cross faculty must hold a bachelor's degree from an accredited college or university; the majority of Holy Cross faculty hold advanced degrees.

A school must provide a written statement of the ratio of students to teachers or average class size. This information is available in the *About Us* section of the school website and is provided in the School Profile. The student : teacher ratio is 19:1.

A school must provide a written policy stating the number of credits required for secondary school graduation. The number of credits required for graduation from Holy Cross is 24. This information is available in the Student and Parent Handbook, as well as in the Program of Studies.

A school must provide a written statement defining a unit of credit and any partial credit granted by the school. At The Academy of the Holy Cross, successful completion of a semester-long course earns 0.5 credits; successful completion of a year-long course earns 1 credit. This information is available in the Student and Parent Handbook, as well as in the Program of Studies.

A school must provide a written schedule that states the beginning and end of the school day and the specific times when required areas of instruction take place. This information is available in the Student and Parent Handbook, and is provided to all students in the annually distributed Student Planner.

A school must provide a written calendar that states specific dates and total number of days of the school year (the time when the school's educational program is implemented). For a secondary school, this must be at least 170 days and must include 3 to 5 additional school days, depending on local weather patterns. The Holy Cross calendar is available on the school website.

A school must provide a written policy stating the school's criteria for admission to the school. This policy is available on the Admissions section of the Holy Cross school website.

CURRICULAR POLICIES AND INFORMATION

The academic program at The Academy of the Holy Cross strives to enable students to achieve excellence in the classroom, in college, and in their future lives.

GRADUATION REQUIREMENTS

The Academy of the Holy Cross, which offers a college preparatory program, has the following requirements for graduation:

CREDITS

Theology	4	
English	4	
History and Social Sciences	3	
Language	3	(includes two in the same language)
Science	3	(includes Biology and either Chemistry or Physics)
Mathematics	4	
Physical Education and Health	1½	(includes Physical Education I, II and Health)
Visual Arts	½	
Performing Arts	½	
Technology	½	Beginning with the Class of 2018*

Definition of a credit: At The Academy of the Holy Cross, successful completion of a semester-long course earns 0.5 credits; successful completion of a year-long course earns 1 credit.

*Students in the classes of 2016 and 2017 must complete an elective half-credit or a half-credit of technology.

A student must earn 24 core credits and complete her Senior Project in order to graduate. Each student must enroll in no fewer than 6 courses each semester and must be present for the entire instructional day (8:00 am - 2:45 pm).

All courses required for graduation are taken at The Academy of the Holy Cross during the regular school year. If a student fails a course, she must repeat the course and earn a passing grade in summer school (offered outside of the Academy) in order to be eligible to return to the Academy.

GRADING AND EVALUATION PROCEDURES

GRADING SCALE

Letter Grade	Percent	Grade Point Average	+0.50 (Honors)	+0.70 (AP / IB)
A	100 – 93	4.00	4.50	4.70
A-	92 – 90	3.70	4.20	4.40
B+	89 – 87	3.50	4.00	4.20
B	86 – 83	3.00	3.50	3.70
B-	82 – 80	2.70	3.20	3.40
C+	79 – 77	2.50	3.00	3.20
C	76 – 73	2.00	2.50	2.70
C-	72 – 70	1.70	2.20	2.40
D+	69 – 67	1.50	1.50	1.50
D	66 – 63	1.00	1.00	1.00
D-	62 – 60	0.70	0.70	0.70
F	Below 60	0.00	0.00	0.00

AP-, IB-, and Honors-level courses receive a weighted Grade Point Averages (GPA). Weighted GPAs are calculated by adding .50 quality point to an honors course grade and .70 quality point to an AP course grade or an IB course grade if the grade earned is above D+. A listing of all courses offered at the Academy is available in the current Program of Studies on our website.

CLASS RANK

The Academy of the Holy Cross does not rank students. A list of the distribution of cumulative grade averages appears on the School Profile and is included with each official transcript.

GRADE AVERAGES AND COURSE CREDITS

Quarter grades are calculated using individual department guidelines and teacher course requirements. Course and grading requirements are included in each course syllabus and are available on teacher class pages on the school's website.

Semester grades are calculated in the following manner:

- a. Courses with semester examinations or their equivalents: In determining the semester average of a graded course in which a semester examination or its equivalent is given, each of the two quarter periods counts 40% and the semester examination counts 20% of the semester grade.

- b. Courses without semester examinations or their equivalents: In determining the semester average of a graded course in which no semester examination or its equivalent is given, each of the two quarter periods counts 50% of the semester grade.
- c. Courses that are two semesters in length are given a final grade; each semester letter grade counts 50% of the final grade.
- d. A student who fails two quarters of the semester in a course fails the course for the semester regardless of her examination grade.

A student receives one-half credit for each semester of a full-year course that is passed. If a student fails the first semester, but receives a final grade at the end of the second semester that is passing, she will receive credit for both semesters of the course. One-semester courses receive one-half credit on the successful completion of the course.

A student who has a question about her grade should bring this to the teacher's attention within a two-week period after she receives the grade.

SEMESTER CULMINATING ASSESSMENTS/EXAMINATIONS

The Academy views semester assessments (examinations or other forms of cumulative assessment) as an opportunity for students to bring closure to their semester's study of the subject and as a culminating activity in the course. Therefore, semester assessments are given in most courses. **To receive credit for a course, all students are expected to be in attendance for and complete scheduled semester assessments/exams.** (Students may not schedule make-up exams prior to the date of the seated exam. Any special situations must be discussed in advance with the Assistant Principal for Academics and approved by the Principal.)

All students who enroll in an AP Course are *required* to take the AP exam, offered in the spring of the year. Students who do not complete this exam will not be granted weighted AP credit on their transcripts.

All IB Diploma Candidates must sit for all SL and HL exams, as well as complete the core components (ToK, EE, and CAS) in order to be eligible to earn the IB Diploma. A breakdown of points required to earn the IB Diploma is also available in the IB Programme Handbook.

All students who enroll in an IB HL course *are required* to take the HL exam. Students who do not complete this exam will not be granted weighted IB credit on their transcripts.

Students who enroll in an IB SL course but are *not* IB Diploma candidates are strongly encouraged, but *not required* to take the SL exam. Students who do not write the IB SL exam will be required to complete a school-based assessment.

Students and families should field any questions concerning AP and IB exams to the AP Coordinator and IB Coordinator.

ACADEMIC HONORS

Students can earn Honors recognition each quarter. The awards are as follows:

PRINCIPAL'S LIST:	3.95 and above (quarter grade point average)
FIRST HONORS:	3.50 - 3.94 (quarter grade point average)
SECOND HONORS:	3.25 - 3.49 (quarter grade point average)

MAKE-UP WORK

Make-up Policy: Students who are absent from school for any reason are required either to email their teachers about missed work the day before their return or to speak to teachers in person on the day of their return. Voicemails about make-up work are not accepted.

Assessments: In order to receive full credit on tests, quizzes, or other in-class assessments, students are expected to complete missed assessments within three school days of their return. Absent extenuating circumstances, students who fail to take assessments within three school days of their return will receive a maximum grade of 50%. Students who fail to take assessments within five school days after their return to school may receive a zero. Extended absences (three or more days of absence) will be treated on an individual basis.

Assignments: When absent, students are expected to follow course syllabi and/or assignment calendars and to complete all assignments. All graded homework assignments are due within two school days of the student's return. All long-term projects/assignments are due by 3:00 pm on the day of the student's return whether or not she has the class in which the project is due. Late projects/assignments will be reduced by one letter grade for each day after the student's return. Extended absences will be treated on an individual basis.

ACADEMIC DROP-OFF POLICY

Requests to deliver forgotten homework, projects, textbooks, iPads, and other course-related materials will not be honored; such items will not be accepted at the Reception Desk, nor will students be permitted to leave class to retrieve any course materials delivered by their parents, guardians, family members, or other individuals.

Accepting dropped-off homework negates the academic self-sufficiency students must learn for college. This practice undermines our students' ability to become independent and responsible learners.

INCOMPLETE GRADE

Under certain circumstances and with approval from the Assistant Principal for Academics, a teacher may allow a student a maximum of 10 school days following the end of a quarter or semester to finish incomplete work in a course. The student receives an F for any assignment or assessment not completed by the deadline.

COURSE ASSIGNMENTS AND GRADES

The Academy's website provides a Student Portal and a Parent Portal where class information and grades can be accessed. The online academic reporting program, NetClassroom, is available through these portals. Schedules, attendance, conduct, and grades can be viewed. Families should become familiar with the portals and NetClassroom and use them often. User IDs and passwords are mailed to each parent and student at the beginning of the student's first year at the Academy. Any questions should be addressed to netclassroom@academyoftheholycross.org.

Report cards are available through NetClassroom at the end of each quarter. Interim reports are not provided as grade information is regularly updated and posted in NetClassroom. Current grades in all classes are available approximately every two weeks on Tuesdays; these dates are published in the School Calendar, which is available on the website. Students and parents should check the most recent grade status by using NetClassroom.

SUMMER WORK REQUIREMENTS

The Academy has summer requirements for many of its courses in order to prepare students to be independent learners. Students complete their specific course readings and assignments by the first day of class in the fall. Assignments are posted on our website.

ACADEMIC POLICIES AND PROCEDURES

COURSE REGISTRATION

The process of Course Registration begins in January when students receive recommendations from current teachers about courses they should pursue in the coming academic year. During a two-week period in late January and early February, students submit their course request for the next school year. The Program of Studies on the Holy Cross website provides a complete listing of the courses offered and of the process involved.

STUDENT SCHEDULE CHANGES

The deadline for all schedule changes is the end of the first full week of school for each semester; the specific date is posted on the school calendar. Schedule changes cannot occur second semester for year-long courses. Students wishing to make a course change must complete a Schedule Change Request Form and get parental permission prior to submitting the request. Every student must remain in the section of any course to which she has been assigned until her schedule change has been approved and fulfilled. No student may enroll in a course after the completion of the first full week of school. Any course dropped before the end of the first full week of school will not appear on the student's record. The Academy does not permit schedule changes based upon teacher preference.

SCHOOL RECORDS

Official records maintained by the Academy are limited to those kept by the Registrar's Office. A student or her parents may request an appointment with a School Counselor or the Registrar to review the official records of the student. The Academy requires written parental consent for the release of any transcript of students' records. The College Counseling Office provides procedures for having official transcripts sent to colleges or any third-party institution. Official transcripts will not be given directly to the students or to parents. The Academy will not release student records unless all financial obligations have been met. Parents with non-custodial or other legal parental issues should notify the Registrar's Office of any legal documentation involving rights to view or receive records. For information on disclosure policies, please visit the College Counseling webpage .

ACADEMIC ASSISTANCE AND MONITORING

The Academy of the Holy Cross is committed to supporting our students in their academic endeavours and, to this end, student grades are examined at the end of each quarter to determine such things as eligibility for participation in clubs, athletics, and other activities, enrollment in free periods, and the need for academic assistance through either Academic Support or Academic Probation.

GRADE REQUIREMENTS FOR PARTICIPATION IN ACTIVITIES

To be eligible to participate in any extracurricular activities, a student must maintain a 2.0 or higher grade point average for each quarter. If a student falls below a 2.0 GPA at the end of the first, second, or third quarter of a given year, she will not be permitted to participate in athletics, clubs, or other related activities in the subsequent quarter. A specific date will be designated approximately four weeks into that quarter at which time, if the student's GPA has risen above 2.0, she will once again be eligible for participation.

Please note that a student may also forfeit eligibility due to persistent academic, attendance, and/or disciplinary problems.

GRADE REQUIREMENTS FOR FREE PERIODS

Free Periods for Juniors and Seniors are offered as a privilege to students who have demonstrated they know how to use their time well and have earned grades commensurate with that use of time. Students whose quarter, semester, or cumulative grade point average falls below 2.2 will be required to participate in a supervised Study Hall in lieu of a free period.

Parents who wish for their daughters to be placed in a study hall in lieu of a free period should notify the Assistant Principal for Academics.

ACADEMIC SUPPORT

At the end of each quarter or semester, a student whose grade point average is at or below a 2.2 (for Freshmen, at or below a 2.4) will meet with her Counselor to discuss ways to improve her academic performance. At this time, the student will be enrolled in the weekly Academic Support Program, which addresses the individualized strategies she must take during the new quarter. Students in this program must comply with all terms of the Academic Support contract. Student progress toward a higher grade point average is evaluated at the end of each two-week marking period. Academic Support does not necessarily impact a student's eligibility to participate in extracurricular activities; it is an important time of increased, direct communication about academic progress between Holy Cross, the student receiving Academic Support, and her family.

ACADEMIC PROBATION

Academic Probation is established when a student has already been on Academic Support for at least one quarter and her GPA has not risen above 2.0. In most cases, a student who has not already been on Academic Probation will first be placed on Academic Support; however, any student who receives three or more Ds or Fs in a given quarter or semester may be placed at once on Academic Probation. When Academic Probation is put in place, direct communication with the student and the parents or guardians will be made; in addition, a meeting between the student's counselor, the student, her parents or guardians, and the Assistant Principal for Academics will be held for the purpose of developing an action plan that will best support the student and that seeks to empower her to return to good academic standing at Holy Cross (with GPA rising above 2.0 and no failures in any courses). An academic contract is also put in place at this time. Students who are not able to return to good academic standing according to the terms of the contract may not be invited back to The Academy of the Holy Cross following the end of the Fall or Spring semester.

BLOCK SCHEDULE

In order to accommodate the needs of the curriculum, the Academy has a block schedule that offers students eight class periods over a two-day period. Each day is designated a *Purple Day* or *White Day*. Students will have four classes each day (or

three classes and a Study Hall). Students earn .5 credits per class by semester as in a traditional schedule. Each student is required to take a minimum of six classes per semester and six credits per year.

The schedule (which follows) alternates between a Purple day and a White day. The Academy begins the first day of school with a Purple day, then the days alternate. If a day is missed for a holiday, classes always pick up with the next alternate day following the color day just finished. Weather-related closures will fall under the eLearning policy. The basic schedule each week follows the top two schedules below: **MONDAY, WEDNESDAY, THURSDAY SCHEDULE** and **TUESDAY AND FRIDAY SCHEDULE**. The other schedules are utilized as they are needed. For instance, if it is Ash Wednesday and the school is having a liturgy, the **LITURGY/ASSEMBLY SCHEDULE** will be used for that day.

E-LEARNING DAYS

In the event of a weather-related school closure, The Academy of the Holy Cross may announce an e-Learning Day. A notice on the school website and postings on course webpages will provide students and families with information about course-work and assessments to be completed on this day. Teachers in courses that would normally meet on this day will provide lessons and assignments, and be available to students online at the designated class time. Students are expected to complete work as assigned. More detailed information about e-Learning Days is available on the School Website, under the Academics tab.

DAILY SCHEDULES

Daily schedule variations are included below. Please note the following:

Co-Curricular Time (CCT): During the CCT, students participate in school liturgies, assemblies, special programs, or co-curricular activities.

Monday Advisory periods will be All-School Assemblies to share Holy Cross community news.

During A and E periods 5 minutes are added to allow time for morning announcements and all-school prayer.

DAILY SCHEDULES

MON. – WED. – THURS. (Advisory – 80 minute Class Periods)

	<u>PURPLE DAY</u>	<u>WHITE DAY</u>
<u>8:00</u>	<u>A Period</u>	<u>E Period</u>
<u>9:25</u>	<u>Advisory</u>	<u>Advisory</u>
<u>9:55</u>	<u>B Period</u>	<u>F Period</u>
<u>11:15</u>	<u>Lunch</u>	<u>Lunch</u>
<u>12:00</u>	<u>C Period</u>	<u>G Period</u>
<u>1:25-2:45</u>	<u>D Period</u>	<u>H Period</u>

TUESDAY & FRIDAY (85 Minute Class Periods)

	<u>PURPLE DAY</u>	<u>WHITE DAY</u>
<u>8:00</u>	<u>A Period</u>	<u>E Period</u>
<u>9:30</u>	<u>Break</u>	<u>Break</u>
<u>9:45</u>	<u>B Period</u>	<u>F Period</u>
<u>11:10</u>	<u>Lunch</u>	<u>Lunch</u>
<u>11:50</u>	<u>C Period</u>	<u>G Period</u>
<u>1:20-2:45</u>	<u>D Period</u>	<u>H Period</u>

CCT SCHEDULE (75 Minute Class Periods)

	<u>PURPLE DAY</u>	<u>WHITE DAY</u>
<u>8:00</u>	<u>A Period</u>	<u>E Period</u>
<u>9:20</u>	<u>CCT</u>	<u>CCT</u>
<u>10:10</u>	<u>B Period</u>	<u>F Period</u>
<u>11:25</u>	<u>Lunch</u>	<u>Lunch</u>
<u>12:10</u>	<u>C Period</u>	<u>G Period</u>
<u>1:30-2:45</u>	<u>D Period</u>	<u>H Period</u>

LITURGY & ASSEMBLY (65 Minute Class Periods)

	<u>PURPLE DAY</u>	<u>WHITE DAY</u>
<u>8:00</u>	<u>A Period</u>	<u>E Period</u>
<u>9:10</u>	<u>Liturgy/Assembly</u>	<u>Liturgy/Assembly</u>
<u>10:40</u>	<u>B Period</u>	<u>F Period</u>
<u>11:45</u>	<u>Lunch</u>	<u>Lunch</u>
<u>12:35</u>	<u>C Period</u>	<u>G Period</u>
<u>1:40-2:45</u>	<u>D Period</u>	<u>H Period</u>

EARLY DISMISSAL (without lunch – 55 minute Class Periods)

	<u>PURPLE DAY</u>	<u>WHITE DAY</u>
<u>8:00</u>	<u>A Period</u>	<u>E Period</u>
<u>9:00</u>	<u>B Period</u>	<u>F Period</u>
<u>9:55</u>	<u>Break</u>	<u>Break</u>
<u>10:10</u>	<u>C Period</u>	<u>G Period</u>
<u>11:05-12:00</u>	<u>D Period</u>	<u>H Period</u>

TWO-HOUR DELAY SCHEDULE (55 Minute Class Periods)

	<u>PURPLE DAY</u>	<u>WHITE DAY</u>
<u>10:00</u>	<u>A Period</u>	<u>E Period</u>
<u>11:00</u>	<u>Break</u>	<u>Break</u>
<u>11:15</u>	<u>B Period</u>	<u>F Period</u>
<u>12:10</u>	<u>Lunch</u>	<u>Lunch</u>
<u>12:50</u>	<u>C Period</u>	<u>G Period</u>
<u>1:50-2:45</u>	<u>D Period</u>	<u>H Period</u>

ACADEMIC PROGRAMS AND OPPORTUNITIES

INTERNATIONAL BACCALAUREATE (IB) DIPLOMA PROGRAMME

The International Baccalaureate Diploma Programme is a two-year program for Juniors and Seniors. Students in the IB program complete challenging coursework in six areas: mathematics, studies in language and literature, language acquisition, individuals and societies, the arts, and sciences. Each course involves both an internationally administered exam at the end of the course and various other assessments throughout the year. The students also write a 4000-word Extended Essay, take a course entitled “Theory of Knowledge” with an oral presentation and a 1600-word essay, and complete 150 hours of Creativity, Action, and Service (CAS). If students fulfill all IB Diploma Programme requirements and successfully complete all IB external assessments, they will receive an International Baccalaureate Diploma in addition to their Holy Cross diploma.

ADVANCED PLACEMENT OFFERINGS

The Academy of the Holy Cross is committed to offering a variety of challenging courses to its students each year. Advanced Placement (AP) courses are recommended to students who seek rigorous preparation in individual subject areas. These courses culminate with summative exams, based on content for the entire course, that are nationally administered in May.

ONLINE SCHOOL FOR GIRLS

The Academy of the Holy Cross believes that providing the best tools for the way girls learn is critical to ensuring their success academically. With that in mind, we believe that online education is particularly well suited to girls who are independent, motivated, and mature. Online education is the fastest growing segment of education today. To support online learning, the Academy has joined the Online School for Girls, a group of over 70 girls’ schools from across the country. We are able to expand our course offerings and connect our students in meaningful, academic pursuits with students around the country and around the world.

The Online School believes in and has dedicated itself to:

- emphasizing connection among participants
- incorporating collaboration into the learning experience
- inspiring and rewarding creativity
- engaging in real-world problems and applications while having students probe the social and ethical dynamics that define and stretch our global society

Online courses require approval from the Assistant Principal for Academics and additional fees apply. Courses currently offered are listed in the Program of Studies.

SANCTA CRUX SCHOLARS

The Academy of the Holy Cross invites Freshmen with exceptional academic achievement and potential to become Sancta Crux Scholars. During this four-year program, Holy Cross will foster the intellectual growth of these extraordinary young women and help them embrace and develop their gifts. Scholars must take four honors classes each semester and maintain a 3.5 weighted grade point average throughout the program. Students not selected into the Scholars program at the start of freshman year will have the opportunity to be reconsidered based on their academic achievement.

Sancta Crux Scholars receive personalized academic counseling with the Assistant Principal for Academics, Faculty/Staff Mentors, enhanced college counseling, and enrichment programs and trips. Academic advisors meet with Scholars during their Junior and Senior year to help them to pursue academic activities independently. In addition, all Scholars are encouraged to pursue AP classes and IB classes.

MADELEVA SCHOLARS PROGRAM

The Madeleva Scholars Program provides a structure enabling students to achieve most fully those qualities articulated in the Mission Statement of The Academy of the Holy Cross: courage, compassion, and scholarship. Sister Mary Madeleva Wolff, CSC, was the president of Saint Mary's College at Notre Dame, IN for 27 years. She is internationally recognized as one of the outstanding women in Catholic literary and academic fields. Students choose to enter the Madeleva Scholars Program as they register for their Sophomore year. They must maintain at least a 3.0 GPA and successfully participate in all five aspects of the program. Students remain in this program as long as they wish. Students completing three years of the program receive the Madeleva Scholar Certificate from the Congregation of the Sisters of the Holy Cross. Students participate fully in five areas of development:

Academics: Each student maintains at least a 3.0 GPA and completes at least one honors course per year, excluding Freshman. Students are required to take the Public Speaking course. Each student submits an Honors Paper, requiring a Faculty Advisor (Honors Mentor), by the end of the first semester of the Senior year. This paper is an integrated paper, fully researched and documented, reflecting the academic interests of the student. The student determines her topic with the help of her mentor. This paper is a minimum of 10 pages and is completed in increments beginning first semester Junior year.

Service: Each student performs a total of 150 hours of service by the end of the third quarter of Senior year.

Leadership: In Sophomore year, each student is encouraged to run for an elected office in a club or organization. In Junior and Senior year each student is expected to demonstrate leadership qualities in clubs, activities, and/or athletics.

Athletics/Activities: Each student participates in a meaningful and committed way in school athletics/activities during each year of her enrollment at the Academy.

Enrichment: Each student must participate in at least one supplemental learning experience per year, related to her area of interest (*e.g.*, attending a lecture series, concerts, seminars, etc.).

MOREAU OPTIONS PROGRAM

The Moreau Options Program supports the belief that students with special needs, like all students, deserve the same opportunities to maximize their academic, social, and spiritual potential. The Academy offers a modified inclusive academic program for young women with intellectual disabilities through our Moreau Options Program. Building upon our mission to educate young women in a Christ-centered community which values diversity, and developing them to become women of courage, compassion, and scholarship, it seems only natural for Holy Cross to embrace the great mosaic that is our family of faith. The Admissions Office has detailed information about the program.

SAINT MARY'S RESOURCE CENTER

The Academy's Saint Mary's Resource Center (SMRC) is a program designed for college-bound students diagnosed with mild learning differences. The goal of the SMRC is to help these young women embrace their individual learning styles while

pursuing academic excellence. Students have the opportunity to participate in this program on a semester-by-semester basis, based on the needs identified by outside psycho-educational testing. During this period, the student can maximize her study habits at school and take advantage of resources available.

Saint Mary's Resource Center provides:

- organizational support
- assistance with study skills
- writing support
- strategies for self-advocacy
- facilitation of study groups
- assistance in scheduling teacher meetings
- information about department-sponsored tutorials
- observations in classroom
- opportunities for monitoring progress and setting goals for improvement.

Over the course of four years, our collaborative approach develops a college-ready student who understands her learning strengths and challenges and can implement strategies necessary for future academic success. For more information, contact the Academy's Student Resource Coordinator.

SENIOR PROJECT

Senior Project is a career education co-curricular program designed to give Seniors the opportunity to make more realistic decisions in terms of a career choice. The program, which is a graduation requirement, enriches the Senior-year curriculum by enabling students to participate in off-campus career placements not available outside of a school-sponsored program. Throughout Senior year, the Senior Project Coordinator works with each student to find a project in a challenging and educational setting based on her abilities, interests, and talents. The internship lasts approximately three weeks (60 hours). Students work under the direction of community sponsors and with the supervision of Faculty and Staff Mentors. Students work in a variety of career areas including art, business, communications, computer science, drama, education, engineering, health services, mental health services, music, and science. After completing the Senior Project, each student submits a written report and her time log to her mentor. Some students will share their experiences of Senior Project with students and Faculty during a special school assembly.

FIELD TRIPS

Field trips are valuable educational experiences whose purpose is always based upon course curriculum objectives. However, since students generally miss a whole day of classes, the Academy reserves the right to deny participation for those who are in academic jeopardy or who are experiencing discipline problems. In order to participate in a field trip, a student must also complete and submit the proper school permission form signed by a parent or guardian. Telephone calls and written notes will not be accepted in lieu of the proper forms. **Students must be neatly dressed, in full uniform, for all field trips unless otherwise specified.** Field trips are considered an extension of the school day; therefore, the Academy's code of student conduct applies.

SCHOOL COMMUNITY PROGRAMS

THE ADVISORY PROGRAM

The Advisory Program at the Academy is an important component in the development of a strong faith-centered community. Students are assigned to an advisory group. Over the four years, this group remains together to develop a unity and spirit that supports the class and the entire school community. Students meet regularly during Advisory and Co-Curricular Time (CCT) under the supervision of the advisor. The advisory program follows a curriculum of life skills which develops those characteristics necessary to be successful at the Academy and beyond and works toward the Holy Cross goal of educating the whole woman. During CCT, students may be scheduled to remain in their advisory, go to a class meeting, participate in a Counseling-sponsored program, celebrate a liturgy, or attend an all-school assembly.

BIG SISTERS/LITTLE SISTERS

To foster a personalized and supportive school culture, the Academy supports two additional programs within the Advisories. Big Sisters/Little Sisters is a peer-support program that unites each Freshman with a Junior who acts as her “Big Sister.” Big Sisters are there to guide Little Sisters and help them acclimate to their new school. Big Sisters and Little Sisters meet periodically throughout the year at designated times for the upper classwomen to provide the needed guidance and support for the younger students. As a result of the friendships that develop through the Big Sister/Little Sister endeavor, students form bonds that they treasure for many years with students outside of their immediate classmates. Sophomores and Seniors continue with the same Big Sister/Little Sister. When students reach their Junior year, they become Big Sisters to the new Freshman class.

SPIRITUAL DEVELOPMENT PROGRAMS

CAMPUS MINISTRY

Campus Ministry at The Academy of the Holy Cross seeks to express the school’s commitment to the spiritual development of the student. The Academy gives all students the opportunity to grow spiritually during their four years here. Every student is required to participate in a grade-level retreat each year.

All Freshmen participate in a one-day retreat. They spend the day discovering and reflecting on their individual gifts: “Discerning the Voices in Our Lives.” All Sophomores participate in a one-day retreat. The theme of this retreat is “Love: The love of God, neighbor, and self.” All Juniors participate in an overnight retreat. The theme of the Junior retreat is “Friendship.” This retreat offers Juniors an opportunity to reflect on their friendships with themselves, with others, and with God. All Seniors attend a three-night Kairos retreat during the school year. The Kairos retreat is focused on the student’s relationship with God.

Participation in a retreat does not exempt students from their academic responsibilities. The Academy expects students to anticipate their assignments. Students who participate in a one-day retreat should have current assignments completed on the day they return. Students who participate in a two-day or three-day retreat should anticipate their assignments. With retreat dates known in advance, teachers plan assignments and tests so that there is no major assignment due or a test scheduled either on the retreat day or on the day that students return from a retreat. Students have course assignments covering the time of the retreat well in advance so that they may plan their study and preparation time.

Campus Ministry also provides opportunities for students to engage in other experiences of prayer and worship, including morning prayer at the beginning of each school day, meditation during lunch period, and day-ending prayer. Eucharistic

liturgies are scheduled once a month, which includes Holy Days and Solemnities, and each Friday. The Sacrament of Reconciliation and Adoration will be celebrated on alternating Thursdays throughout the school year.

CHRISTIAN SERVICE COMMITMENT (CSC)

Students, faculty, and staff share with the Sisters of the Holy Cross the tradition of compassion, service, and commitment. This tradition is rooted in the person of Jesus who says to love as He loves and that "the greatest among you are those who serve the rest." The Academy recognizes that service is "not optional nor is it the work of a few." This Gospel mandate is for all. During the school year, members of the Holy Cross community reach out together in service projects sponsored by clubs, the Student Council, or the Christian Service office, in addition to the work students do of their own initiative. Freshmen, Sophomores, and Juniors are required to complete 20 hours of approved service each year. Due to the demands of the Senior Project, Seniors must complete 15 approved service hours by the end of the 3rd quarter. (Specific information concerning the nature and frequency of service hour requirements can be accessed via the Student Portal.) The program focuses on the development of a generous spirit of selfless giving by doing corporal and spiritual works of mercy especially to those in need. The Christian Service office maintains a record of each young woman's service.

Students are recognized annually for their commitment to service. At the end of each school year, recognition is given to students for their commitment to service. These levels of achievement (calculated at the end of the third quarter) are recognized annually: **The Beatitude Award** - Completion of 75 cumulative hours of Service – Only Freshmen and Sophomores Eligible; **The Salve Regina Award** - Completion of 150 cumulative hours of Service – All Grade Levels Eligible. Both direct and indirect service to those in need encompass the spirit of the Christian Service Commitment at The Academy of the Holy Cross. Participation in CSC activities constitutes part of course requirements in Theology (check website for deadlines).

CO-CURRICULAR ACTIVITIES

CLUBS

Students may choose from many clubs and organizations according to their interests. These organizations meet before and/or after school and contribute significantly to the vitality of the Holy Cross community. **Participation in any extracurricular activity requires a full-day attendance at school and presence in all class periods on the day of an activity.** To be eligible to participate in any extracurricular activity, a student must maintain a 2.0 GPA for each quarter. This policy will take effect at the end of the first quarter of a given year for all students. A student may also forfeit eligibility due to persistent academic, attendance, and/or disciplinary problems. Below is a representative list of clubs that the Academy has offered on a regular basis. Please see the website for an annual listing and description of each club.

CURRENT CLUB OFFERINGS:

- Adrenaline Dance Team (*Audition required*)
- Amnesty International
- Archery Club
- Asian-American Student Association
- Best Buddies
- British Culture Club
- Chess Club
- Crosscurrents (Newspaper)
- Environmental Club
- Film Making
- Fitness Club

GirlUp!
Guitar Club
Impulse Improv Team
International Club
Irish Dance
Korean Culture Club
Latin Dance Club
Lovely Ladies Book Club
Manga
Mock Trial
Model UN
Onyx Club
Pro Life Club
Progressive Action Club
Sign Language Club
Student Against Destructive Decisions (SADD)
Stock Market
Tartan Spirit Club
Tartan Writers' Club
Young Conservatives Club

NATIONAL HONOR SOCIETY

Membership in the National Honor Society (NHS) is one of the highest honors awarded to a high-school student. Chapters in more than 12,500 high schools across the nation strive to give practical meaning to the Society's goals of excellence in scholarship, leadership, service, and character. The Academy of the Holy Cross Moreau Chapter of the National Honor Society strives to recognize the student who excels in all four areas. The standards used for selection are:

Scholarship: Students have and retain a minimum 3.5 GPA cumulative average.

Leadership: Students demonstrate leadership in their activities in the school and in the community.

Service: Students demonstrate, through their activities, a commitment to service in their school and in the community.

Character: Students demonstrate high standards of character.

Note that meeting these criteria does not guarantee acceptance into the National Honor Society; rather, they serve as a guide in the selection process. Membership is more than an honor. It incurs a responsibility and an obligation to continue to demonstrate those outstanding qualities that resulted in selection. Members are also expected to attend meetings and participate in service projects, the most visible of which is peer tutoring.

In order to be eligible to apply to the Moreau Chapter of the National Honor Society, a student must have an overall GPA of 3.5 or above and must not have any Honor Code violations. If a student is admitted to the Chapter, she must maintain these criteria until she graduates.

Juniors at the end of their fall semester are eligible to apply. Applications are due at 3:00 pm on the first day of classes of the spring semester. Applications are reviewed immediately by the Academy's NHS committee and new members are inducted in the spring.

HONOR SOCIETIES

The Academy of the Holy Cross is proud to support the following Honor Societies:

French, Spanish, and Latin Language Honor Societies

The purpose of the World Language Honor Societies is to recognize those students who have excelled in the study of their chosen world language.

International Thespian Honor Society

ITS recognizes the achievements of high school theatre students and shapes lives through theatre education by honoring student achievement in theatre and enriching the theatre education experience.

Tri M Music Honor Society

The Tri-M Music Honor Society is the international music honor society for high school students. It is designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities, and to inspire other students to excel at music and leadership.

Nu Delta Alpha Dance Honor Societies

Nu Delta Alpha, a national dance honor society, is designed for dance education students and dance educators to express their devotion to the art form by sharing, recognizing, and promoting dance education within schools and communities.

CLASS ACTIVITIES

Every student has the opportunity to be involved in class activities and in student government as an active member of the Holy Cross community. Students may be club officers, class officers, or an elected advisory representative. To qualify for election, and to remain in office, a student may not have a failing quarter average in any subject or be on disciplinary or academic probation at the time of the election nor at any time during her term of office.

STUDENT COUNCIL

The Student Council provides a democratic forum in which students can address those school-related issues that affect their lives. The council is composed of the executive officers, all class officers, and an elected representative from each advisory. Members of the Student Council maintain a continuous communication channel and coordinate social functions and community involvement projects for students.

Elections for the Executive Board, class officers occur in the spring. Advisory representative elections take place in the fall.

ATHLETIC PROGRAM

The Interscholastic Athletic Program gives the student the opportunity to participate in competitive athletics with metropolitan area schools. The sports offered at Holy Cross are:

Fall: Freshman Soccer, JV Soccer, Varsity Soccer, JV Field Hockey, Varsity Field Hockey, JV Volleyball, Varsity Volleyball, Tennis, Cross Country, and Equestrian Team

Winter: JV Basketball, Varsity Basketball, Swimming/Diving, Ice Hockey, Indoor Track and Field, Pom and Cheer, and Equestrian Team

Spring: Crew, Golf, JV Lacrosse, Varsity Lacrosse, JV Softball, Varsity Softball, Track & Field, and Equestrian Team

The usual dates for tryouts are: August 15 (fall sports), November 8 (winter sports), and March 1 (spring sports); the tryout period lasts approximately two weeks. Students trying out are expected to attend tryouts every day. A student must be adequately covered by a medical-surgical insurance policy prior to trying out for an interscholastic sport. The school is not liable for any injuries incurred in the Interscholastic Athletic Program. All students must have a completed medical form, provided by the Academy, on file with the School Nurse in the Health Room before tryouts of each season. The student's physical examination report is good for one year from the issue date.

The Academy is a charter member of the Washington Catholic Athletic Conference (WCAC) organized in 1992-1993. This Conference sponsors interscholastic athletics while cultivating the ideals of Christian sportsmanship. The participating schools are Catholic high schools in Maryland, Virginia, and the District of Columbia. According to the WCAC League ruling, a student athlete who transfers into a conference may play as long as she transfers before the start of the tryout season for the sport. The Academy is also a member of Washington Metro Prep School Swimming and Diving League (WMPSSDL) and Washington Independent School Cross Country (WISCC).

Participation in athletics requires dedication and commitment to both team spirit and personal excellence. Guidelines for participation include the following: all student athletes must be available for practices and games on school days and weekends; if a student should miss a practice or game she may jeopardize her playing time as well as her membership on the team; all student athletes will use school-provided transportation to away games that are scheduled after school; students are responsible for all uniforms and equipment issued to them and must turn in uniforms on specified days. **Participation in any athletic practice and/or game requires a full-day attendance at school and presence in all class periods on the day of an activity.**

To be eligible to participate in any athletic activity, the student must maintain a 2.0 GPA for each quarter. This policy will take effect at the end of the first quarter of a given year for all students. A student may also forfeit eligibility due to persistent academic, attendance, and/or disciplinary problems.

At the beginning of each athletic season, there will be mandatory parent/athlete meeting(s) to communicate specifics of the athletic program and school policies. Any problems in the athletic program should be addressed first with the persons involved and then with the Athletic Director.

EXPECTATIONS AND GUIDELINES FOR STUDENT BEHAVIOR CONDUCT AND SCHOOL REGULATIONS

The Academy of the Holy Cross aims to provide a high-quality education for its students, while developing a sense of ethical, moral, spiritual, and social responsibility. Students, teachers, staff, and parents are expected to act with courage, compassion, and integrity at all times. Each student assumes responsibility for her own honor and must be concerned with the honor of her

fellow students. Behavior that could possibly discredit Holy Cross is deemed unacceptable, and any member of the community who witnesses such conduct is expected to respond appropriately by contacting a member of the Honor Board.

SENIOR PRIVILEGES

The Senior class president should submit in writing the privileges requested to the Dean of Students. The Administration will make the final decisions as to what privileges will be granted.

Requests are made each quarter and they are granted based on the Senior class' behavior and contributions to the school community.

JUNIOR AND SENIOR FREE PERIODS

When Juniors and Seniors are scheduled to take only seven classes during the semester, they may use the eighth period as a free period. Although Juniors and Seniors are not required to be placed in a study hall, students with free periods either first or last period must check in at the front desk at the beginning and end of their free period. During this period, the student commons, auditorium, tech center, and courtyards are available for their use. In these areas only, cell phone use is permitted. Juniors and Seniors may also use the Media Center and Student Tech Center if classes are not using those spaces. They may visit teachers and staff throughout the building as long as ongoing classes are not disturbed. Juniors and Seniors may not leave the campus during this free period.

Juniors and Seniors on academic probation or disciplinary warning and/or watch will not be given this privilege and must report to a Study Hall during the free period. Parents who wish for their daughters to be placed in a Study Hall in lieu of a free period may notify the Assistant Principal for Academics.

HOLY CROSS HONOR SYSTEM

HONOR CODE STATEMENT

The Academy of the Holy Cross is a Catholic institution that values mutual trust and respect for all. Academic honesty, integrity, and responsibility are the core values that all community members are expected to uphold in every aspect of their lives. The Academy's Honor System promotes a culture of respect and helps students learn to accept responsibility for their actions.

HONOR CODE PLEDGE

At the beginning of each academic year, every student will be required to recite and sign a pledge stating that she is aware of and willing to adhere to the provisions of the code. The pledge reads, "I pledge on my honor to uphold my community's core values of academic honesty, integrity, and responsibility."

HONOR CODE VIOLATIONS

As a member of The Academy of the Holy Cross community, acts of lying, cheating, and plagiarism will not be tolerated.

Lying is defined as the willful and knowledgeable telling of an untruth and any other form of deceit, be it oral or written, as it relates to academic integrity. This includes, but is not limited to: lying to administration/faculty/staff members; forging or falsifying any written academic document; and lying to honor council members during investigations and/or hearings.

Cheating is defined as submitting for credit someone else's work as one's own, whether obtained in or out of school; giving to or receiving from another student and/or individual unauthorized assistance in the preparation of work for credit; or using any unauthorized materials in the preparation of work for credit. Attempted cheating is defined as the attempt to accomplish any of the above and is treated as cheating.

Plagiarism (from the Latin word *plagiarius*, meaning "kidnapper") is defined as the presentation of someone else's ideas or words as your own. Types of plagiarism include copying a phrase, sentence, or longer passage from a source and passing it off as your own; summarizing or paraphrasing someone else's ideas without acknowledging their origin; and handing in as your own work a paper you have purchased, had written for you, or copied from another student. Other examples include forgetting to place quotation marks around another writer's words, omitting a source citation for another's ideas because you are unaware of the need to acknowledge the idea, and carelessly copying a source when you mean to paraphrase (*The Little Brown Handbook* by Jane Aaron and H. Ramsey Foulter).

THE HONOR BOARD

The Holy Cross Honor Board is considered the Guardian of the Holy Cross Honor Code. Therefore, the Board hears cases of alleged violations of the Holy Cross Honor Code, gives recommendations of innocence or guilt to the Assistant Principal for Academics, who is the Holy Cross Honor Board Administrator, and recommends an educationally sound consequence appropriate to the violation.

The Holy Cross Honor Board is composed of 8 voting members (2 from each class) and 2 non-voting members (1 Student Secretary and 1 Faculty Representative). Rising Sophomore, Junior, and Senior elections are held in the spring of each academic school year and the students are elected by majority vote of their class. Freshmen elections are held in December and the students are elected by the majority vote from their class. Students may only self-nominate. To be eligible for a seat on the Holy Cross Honor Board, the student must be of good moral character and have at least a 2.0 cumulative GPA without being on academic or disciplinary probation. Student board members serve a one-year term with the option to run for consecutive terms. The Faculty Representative also self-nominates. The faculty member is elected by the majority vote of the faculty. The Faculty Representative serves a minimum of a two-year term with the option to run for consecutive terms.

THE HONOR BOARD PROCESS

The Holy Cross Honor Board will meet as needed during the lunch period, and five voting members of the board will constitute a quorum. All cases brought before the Board will be deliberated within five school days of the report of the violation. Any teacher, staff member, or student may report alleged violations to the faculty representative. Students who report a violation have the option to remain anonymous to the Honor Board, but not to the Faculty Representative. After a violation has been reported and properly researched by the Faculty Representative, the case is brought to the Board for closed deliberation. Once the Board has met, the student in alleged violation of the Honor Code is invited to speak directly to the Board. The Board returns to closed-door deliberation to vote. The Board recommends an appropriate sanction for the violation to the faculty representative. All Board decisions will remain confidential. The faculty representative presents the recommendation to the Assistant Principal for Academics, who is the Honor Board administrator; the Assistant Principal for Academics then meets directly with the student in violation to hand down the ruling of the Board. Parents will be notified if the student was found to have violated the Honor Code. A written request can be made to the Principal or Assistant Principal for Academics requesting an appeal of the Honor Board's decision. The written request within three school days. Appeals

will be granted only when evidence of procedural errors of due process and/or additional information that would render the student innocent of all infractions has become available since the time of the decision.

DISCIPLINE PROCESSES AND PROCEDURES

To support the Academy's culture of respect, and to help students learn and grow by teaching them to accept responsibility for their actions, the Administration reserves the right to take appropriate action for any offense that violates the guidelines for conduct at the Academy. Disciplinary action may include demerits, after-school detention, disciplinary watch, disciplinary warning, suspension, and separation from the Academy. The type of disciplinary action applied depends on the nature and severity of the rule infraction.

DEMERITS

Students may receive one demerit for actions such as uniform violations, tardiness, and minor behavior infractions. Demerits are not limited to the above stated infractions. If a student accumulates her third demerit, she will be issued a 30-minute after-school detention.

AFTER-SCHOOL DETENTIONS

Students may receive an after-school detention when she accumulates her third demerit, has persistent minor offenses, or a significant infraction of school expectations. After-school detention will consist of a 30-minute reflection time which will conclude with a written response submitted to the Dean of Students. After-school detentions will be held on Tuesdays and Thursdays at 3:15 pm. Students are expected to check NetClassroom and/or their email for notification of both detentions and demerits. If the student fails to serve her detention, she may be assigned a second detention.

SATURDAY DETENTIONS

A Saturday detention may be issued if a student has accumulated five after-school detentions over the course of a semester, or for a major incident. Saturday detentions will be held as needed from 8:00 am to 12:00 pm. If a student fails to serve her Saturday detention, or arrives late, two Saturday detentions may be assigned. During a Saturday detention, food, drinks, cell phones, and all electronic devices are prohibited unless permitted by the supervisor of the detention. In addition, students must be in full uniform and adhere to classroom expectations for behavior. Students and parent(s)/guardian(s) are required to sign and return a notification of the Saturday detention which will be returned to the Dean of Students.

DISCIPLINARY WATCH

The Academy places a student on Disciplinary Watch when her actions reflect a severe violation of the accepted standards of The Academy of the Holy Cross. The watch period may be one month (or longer), with a review at the end of the period by the Dean of Students and the Administration. If a student on Disciplinary Watch violates any school regulation during the watch period, she may be placed on Disciplinary Warning. A meeting with the student, parent(s)/guardian(s), and a member of the Administration may be required following the watch period.

DISCIPLINARY WARNING

The Academy may place a student on Disciplinary Warning when she violates the Disciplinary Watch period, when she has a pattern of inappropriate behaviors, or as a result of a single significant incident. Students who are placed on Disciplinary Warning must sign a contract which outlines behavioral expectations required for the success of the student. The warning period may be a minimum of three months with a review of status at the end of the period by the Dean of Students and the Administration. While on Disciplinary Warning, the student may be removed from all leadership roles and prohibited from attending and/or participating in all school-sponsored activities. If a student on Disciplinary Warning violates any school regulation during the warning period, she may be suspended and/or recommended for separation from The Academy of the Holy Cross. A meeting with the student, parent(s)/guardian(s), and a member of the Administration may be required following the warning period.

SUSPENSION

A suspension is instituted in cases of serious violations of school policy. When suspended, the student remains at home under the supervision of her family. She will not be permitted on school grounds or at any school-sponsored function off campus. Re-admittance to the school will require a parent conference with the Principal or other member of the Administration. Suspensions may result from, but are not limited to, such infractions as: use, possession or distribution of illegal drugs, alcohol, mood-altering drugs, and/or smoking materials on campus; being under the influence of illegal drugs, alcohol, or mood-altering substances on campus or at school events; repeated violations of school rules; flagrant or repeated cheating and/or plagiarism; theft; continued and willful disobedience and/or disrespectful conduct directed at a Faculty or Staff member; harassment of another student and/or Faculty/Staff member; and vandalism or defacing school property. The Academy may report suspensions to colleges.

SEPARATION FROM THE ACADEMY OF THE HOLY CROSS

The Academy of the Holy Cross may expel a student, or ask a student to withdraw, if her behavior is deemed harmful to the Holy Cross community. Prior to separation from the Academy, a conference will be held including the student, her parent(s)/guardian(s), Dean of Students, a school Counselor, and the Principal. Once a student is asked to leave, or is expelled, the student may initiate an appeal process by writing a letter to the President of the Academy within three school days. During the appeal process, the student may not attend classes or any school-sponsored event until a final decision is made. The Principal and President of the Academy will determine the outcome of the appeal. If the appeal is denied, or not initiated by the parent(s)/guardian(s), the student will be given the opportunity to withdraw on her own accord. The withdrawal request must be received in written form within three school days. Otherwise the school will expel the student.

CLASSROOM EXPECTATIONS

The Academy of the Holy Cross is committed to integrating character development consistently and effectively into all programs. The Academy expects every member of our community to model good behavior at all times. We assume that each student will conduct herself in a manner which is in the best interest of the school community. Respect for the personal integrity of others is essential. In addition, students are expected to show respect for school property and the property of individuals.

The following expectations are standard classroom policy at The Academy of the Holy Cross:

1. **Be prepared.** Have your iPad fully charged, and all other required materials, so that you are ready to work at the start of class.

2. **Participate positively.** Be respectful of the teacher, other students, and yourself. Use appropriate language. Manage your behavior and accept responsibility for your actions. Contribute to the class in a positive manner and listen respectfully to other opinions.
3. **Work hard.** Put forth 100% effort to maximize what you learn and accomplish in the classroom. Complete your assignments on time and take pride in your work.
4. **Take ownership of your learning.** Advocate for yourself. If you need help, ask for it. Speak with your teacher. Take advantage of the tutoring and help labs offered at the Academy.
5. **Be considerate of class time.** Students should not take up class time discussing test grades or detentions with teachers; students should discuss all such difficulties with teachers at a mutually convenient time after class or after school to ensure their privacy.
6. **Expect to succeed.** Self-directed students have control over their academic success.

GOOD SPORTSMANSHIP

The Academy holds student-athletes, coaches, and fans to the highest standards of behavior during athletic contests. Players, coaches, and fans represent the Academy during sporting events and are expected to respect game officials, their opponents, coaches, and fans. The Academy adopts the Washington Catholic Athletic Conference (WCAC) Sportsmanship Creed:

“Admission to interscholastic athletic events in the WCAC entitles spectators to enjoy a competitive exhibition of skills in a Christian educational setting. Spectators please give the student-athletes positive encouragement and support. Show respect for opposing players, coaches, spectators, and support groups.

Please refrain from booing, taunting, or intimidating the officials and opponents; such behavior is unfriendly and unacceptable. Please respect the integrity and judgment of the game officials; they are doing their best to promote the student-athlete and the game. Be a positive representative of your school community.”

BEHAVIOR AT ATHLETIC EVENTS FOR ALL SPECTATORS

A SPECTATOR (student or adult) SHOULD:

1. Remember that her/his conduct reflects on the good name of the Academy.
2. Be sportsmanlike at all times.
3. Control her/his temper.
4. Accept, without comment, the decisions of the officials.
5. Treat officials and an opposing school's players, coaches, cheerleaders, and fans with respect, consideration, and courtesy at the scene of the game or elsewhere, and at home games make them feel welcome.
6. Be gracious in victory to the losers; in defeat, sportsmanlike.
7. Recognize and be willing to applaud the achievements and competitive spirit of opposing teams and players.

A SPECTATOR (student or adult) SHOULD NOT:

1. Use profane language or indecent gestures toward officials or opposing team players, coaches, cheerleaders, or fans.
2. Boo or make hostile sounds to anyone at any time.
3. Attempt to distract an opposing player during a contest.
4. Enter the playing field or court during the contest.
5. Drown out an opponent's cheering section (especially when the latter is small) by shouting when the cheers begin.
6. Damage, deface, or litter the property of an opposing school when attending a game off campus.
7. Bring noisemakers of any kind to any game.
8. Display posters or signs that are offensive to others.
9. Possess or use any drug or alcoholic beverage at any athletic event in which the Academy participates.

EMAIL AND SOCIAL MEDIA POLICY

Students will benefit most from the academic programs at The Academy of the Holy Cross if they are actively engaged in the educational process. Personal email accounts or all forms of social media may not be accessed while in school unless specifically allowed by an individual teacher for classroom instruction. Students are issued a Holy Cross email account through which they are expected to communicate with teachers. Email accounts are to be checked at least once daily and students may use school computers to check school email.

COMMUNICATION DEVICES/ELECTRONICS POLICY

All students are issued iPads for instructional use. These devices may be used throughout the day, with restrictions, unless teachers request they be turned off for parts of a class. Students may use communication or entertainment devices such as cell phones or iPods ONLY during the lunch period unless specified by a teacher or proctor. Students may not use communication or entertainment devices during other parts of the school day unless specifically allowed by an individual teacher for classroom instruction. All devices are to be turned off at all other times. If a student needs to use her cell phone due to special circumstances, she must obtain permission from the Dean of Students or a member of the Administration.

In circumstances where a device other than the iPad is used by a teacher for classroom instruction, the student must be supervised using the device and then it must be turned off once its use is no longer needed. During the school day, the use of iPods, portable gaming systems, cell phones, or other electronic devices is prohibited in classes and during school functions that require the full attention of participants. In the event of a student breaking the policy, the Dean of Students may administer the following consequences:

First Offense: The device will be confiscated and returned to the student at the end of the school day and the student may be given two after-school detentions.

Second Offense: The device will be confiscated and only returned following a parent/guardian communication and the student may be given three after-school detentions.

Third Offense: The cell phone/device will be confiscated and the student may be administered a Saturday detention. For the remainder of the semester the student may be required to turn her device into the Dean's office at the start of each school day. Her cell phone will not be returned until after the final bell. Failure to turn in the cell phone in the morning will result in further disciplinary action.

The Dean of Students may implement the above-mentioned sanctions or further discipline for any electronic device deemed to be a distraction from classroom learning and participation.

iPAD USE

While in school, school-issued iPads are used for instructional purposes only. Students with school-issued iPads must bring them to school fully-charged each day. They are to be used in the classroom setting following the guidelines of the classroom teacher. Additional considerations are outlined in the *iPad Procedures and Policy Manual*. Please go to the Academy's website for detailed information. All policies detailed on the Academy's website are considered a part of this Student and Parent Handbook.

ALCOHOL, DRUGS, AND TOBACCO POLICY

Student abuse (defined as the use, sale, or possession) of alcohol, drugs, or tobacco on campus or while attending a school-sponsored activity off campus calls for immediate suspension. The Academy of the Holy Cross will use all available resources to maintain a safe and drug-free campus. These include working with the Montgomery County police, involving local authorities in all cases, and increasing our own surveillance and checks. The consequences for students who use drugs or alcohol on campus or at school functions will range from the minimum of immediate suspension, along with counseling and an assessment of chemical dependency, to the maximum of expulsion from school.

FOOD AND GUM POLICY

Food is not allowed in classrooms, media center, and student tech center during school hours unless permitted by the teacher as part of a class activity. Gum chewing is prohibited on campus at all times. Students will receive a demerit for each violation of these policies.

RESPECT FOR THE PROPERTY OF OTHERS

Students who damage or steal school property, or deny the control of personal or other types of property to its rightful owner, must assume responsibility for any damage done during the theft or denial of control and are subject to severe disciplinary action.

HARASSMENT POLICY

The Academy is committed to providing a learning environment that is free from hostility, discrimination, intimidation, bullying, insults, ridicule, or other forms of harassment. Harassment based on sex, race, color, religion, gender, national origin, age, or disability is unlawful under both federal and state law. Sexual harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature. The Academy does not condone nor will it tolerate any form of harassment of a person or persons by another person or persons. A report of harassment will be vigorously investigated and sanctions will be levied appropriately.

Bullying is a form of repeated physical, verbal, and/or emotional harassment, intimidating or demeaning behavior toward another student by an individual or group of students. Cyber-bullying is bullying behavior conducted through electronic text or images. Any form of bullying or cyber-bullying by a student or a group of students is strictly forbidden, whether on or off campus. Hazing involves mental and physical action taken against a student as a form of initiation for entry into a social group and is a serious disciplinary action. Hazing also is strictly prohibited by the school. Bullying or hazing should be reported to any faculty member or school administrator immediately. Anyone engaging in bullying or hazing is subject to being severely disciplined.

Use of the Internet, including social media sites, to degrade or defame individuals, groups, or institutions is inconsistent with conduct becoming an Academy student. Online posting or presentation of any derogatory, threatening, and/or defamatory information or images is unacceptable. Posting or presentation of images, photographs, and/or audio recordings of individuals without their express permission is unacceptable. If harassment of any kind, including cyber-bullying, is brought to the attention of any member of the Holy Cross community, the school Administration will investigate the incident and, if merited, take disciplinary action.

It is important for parents/guardians and students to understand that in this digital age, there can be no expectation of privacy in online media or digital forums. All individuals are responsible for the information they post, share, or respond to online.

The behavior of students during vacations and other out-of-school hours is the responsibility of parents/guardians. However, a student who engages in serious misconduct away from school—conduct that endangers the safety or well-being of the student, other persons, or their property, or conduct which brings disgrace to the Holy Cross community—has violated school rules and the community trust and is subject to disciplinary action.

The Academy reserves the right to hold students accountable for actions and/or decisions that are not specifically identified herein, should any such actions or decisions be deemed contrary to the mission and values of The Academy of the Holy Cross.

UNIFORM POLICY

Neatness in dress and appearance is a sign of respect and promotes seriousness of purpose. Each student at the Academy is expected to adhere to the required dress code and uniform policy and be in proper uniform at all times during the school day.

Incoming Freshmen will be required to wear the new uniform on the first day of school, Thursday, August 27. The entire student body will be expected to wear the new uniform effective August 2017.

The new uniform consists of a gray skirt (either A-line, boxed pleat, or kilt), or tailored gray pants.

The students' choices of uniform tops include: lavender, purple or white polo shirts; a white collared oxford shirt or white turtleneck; and an optional zip-up dark gray fleece jacket or an optional sleeveless gray vest.

During the winter months, all students will have the option of purchasing white, lavender or plaid scarves from the Tartan Shop.

Students in the Classes of 2016, 2017, and 2018 may continue to wear their current winter (plaid kilt and white polo with sweater) and fall/spring uniforms (blue cord kilt and blue polo) during the proper seasons. They may also opt to purchase any of the newer elements as described above and mix and match the newer pieces with their current uniform.

All students must wear either sneakers or low solid-colored leather shoes (such as the Sperry Boat Shoe). They must also wear either solid gray or navy tights or solid white, gray, or navy socks (either knee-hi or athletic cut).

Skirts are to be unrolled and must be ***no more than three inches above the knee***. If a t-shirt is worn under the uniform shirt, it must be a solid white, navy blue, or grey t-shirt. **Boots may not be worn inside the school building during the school day.** Any class time missed, due to being out of uniform, will be considered an unexcused absence. The authorized uniform company for The Academy of the Holy Cross is:

Flynn and O'Hara Uniforms

Loehmann's Plaza

5210 Randolph Road

Rockville, Maryland 20852

(301) 838-8958

<http://www.flynnohara.com/register>

PE uniforms are purchased directly from the Tartan Shop beginning in August.

OUT-OF-UNIFORM DAYS AND FUNCTIONS

The Academy designates various out-of-uniform days (Tag Days) and hosts many special functions. The Assistant Principal of Student Services or Dean of Students provides specific instructions concerning dress before each theme dress day or special function, and these instructions must be followed. If a student does not wish to dress within the "out-of-uniform" guidelines, she is to come to school in full proper uniform. Students are expected to dress in appropriate attire at all special functions including Junior Ring Ceremony, Career Day, Senior Project, dances, etc. Items that are NEVER to be worn to school include: hats, shorts that are more than 3 inches above the knee, worn out or tattered sweats and jeans, halters, cropped tops, and all clothing that is printed with inappropriate language or messages. Leggings, tights, spandex pants, and yoga pants are acceptable ONLY when a top is worn that extends to mid-thigh. The school reserves the right to determine whether the dress and appearance of a student meet the standards of the Academy. If a student arrives at school in inappropriate attire, the student will be sent home to change.

DANCE POLICY

Dances are sponsored by the Student Council and must be approved by the Assistant Principal of Student Services. All on-campus dances take place from 7:00 pm to 10:00 pm. The following regulations exist for on-campus school dances:

1. All students and their guests must be present in the building before the stated time deadline for closing the doors. If a student has a legitimate reason for being late to a dance, that student must make arrangements with the Student Services Office PRIOR to the dance for late admission.
2. The Academy reserves the right to inspect any vehicles driven by students to the dance.
3. Students who leave the dance will not be readmitted and must leave the school grounds immediately. At some dances, students may not leave the dance before the stated ending time.
4. Students are not permitted to loiter outside the entrance, in the parking lot, or anywhere on the campus after the dance has ended.
5. The policies regarding use, possession, and/or sale of alcohol, illegal drugs, or tobacco stated in the Student Handbook apply to all dances, both on and off campus.
6. Any administrator has the right to determine who may be refused admission to any dance. Faculty and parent chaperones assist the administrator in this responsibility and have the right to bring to the attention of the administrator anyone whose behavior is unacceptable.
7. If there is a suspicion that a student or her date has been drinking, the student or her date will be required to take a breathalyzer test administered by the on-duty security personnel.
8. The Academy uses the Passive Alcohol System (PAS) on all dance attendees.
9. Students attending the dance must make arrangements to be picked up at the time the dance ends.
10. Holy Cross students are responsible for the conduct of their guests. If a guest is acting in an inappropriate manner, or a Holy Cross student is uncomfortable with a guest's behavior, she should report the behavior to a chaperone or an administrator who will take appropriate action.

ATTENDANCE AND ABSENCE POLICIES

ATTENDANCE POLICY

Regular attendance is extremely important to the academic success of students. Since colleges, the Motor Vehicle Administration, and prospective employers may request the attendance records for students, students must avoid excessive absences and tardies. Student absences and tardies are noted on the permanent record of the students. School holidays, vacations, and professional days are published on the school calendar, available on the school's website. The online calendar is regularly updated and takes precedence over any hard-copy version of the school calendar.

Participation in all extracurricular activities requires a full-day of attendance, which includes attendance in all classes (including no tardies for first period classes) on the day of an activity. If a student has an excused absence on the day of an activity, the school must receive documentation from the student's physician or the official involved in the absence. Notes from parents/guardians do not excuse a student's absence or tardy.

A chronically absent or tardy student may be placed on an Attendance Contract by the Assistant Principal of Student Services. Attendance Contracts will outline the attendance requirements necessary for the success of the student and consequences for failure to meet the expectations of the Academy. Consequences may include, but are not limited to, loss of leadership roles, inability to participate in extracurricular activities, or disciplinary consequences. Students under an Attendance Contract must meet with their Counselor in order to address any issues relating to their attendance.

Extended illness or poor health that results in continued or frequent absence must be verified by a statement from the student's physician. An absence of five or more consecutive days requires a note from the doctor to the School Nurse, who documents the student's illness. If a note is not provided, the absences will be unexcused.

Classes begin promptly at 8:00 am and the school instructional day ends at 2:45 pm. Absences and tardies affect a student's academic performance. If a student's total number of absences or tardies from a particular class exceeds four for any quarter, that student may be placed on an Attendance Contract. During this contract period, the student will be held to the terms outlined in her Attendance Contract. A class period spent in the Health Room is considered an absence from that class. Field trips are an extension of the classroom and, therefore, are not considered a class absence.

Excused absences include:

- Personal illness
- Death in the immediate family
- Religious observances
- College visits (must be requested and approved one week in advance through the College Counseling Department)
- Other special exceptions which must be approved by the Assistant Principal of Student Services **prior** to the event

College visits are considered excused absences. In their Junior spring and Senior fall semesters, students are allowed a total of four absences for college visits. Seniors are allowed three additional college visits in their second semester. The maximum number of absences allowed for college visits is seven. Visits are not permitted on the last day of any quarter.

All other absences are considered unexcused. The Assistant Principal of Student Services holds final authority in determining whether a particular absence is excused or not. **It is the student's responsibility to seriously consider the effect which regular attendance has on academic success and to realize that unnecessary absences hinder academic growth and may result in loss of credit.** Likewise, parents/guardians must be aware that if their daughter(s) have more than four unexcused absences from any class, the consequence will be an Attendance Contract.

Each day that a student is absent or tardy from Holy Cross, her parent/guardian must notify the Attendance Office at (301) 929-6457 as early as possible in the morning, but before 8:30 am. Voicemail messages may be left during the night. If no call is received, the student will be regarded as truant and normal truancy procedures will be initiated which may include loss of credit and/or detention. When a student returns to school, she must present a note from the parent/guardian to confirm the telephone call on the day(s) of absence. The note is to be presented to the Front Desk before school in the morning. Failure to adhere to this policy will result in disciplinary action. A note from a parent/guardian, though required, does not make the absence/tardy excused; that is determined by the above guidelines.

Medical and dental appointments are to be made so the student will not miss class. If, however, a student **MUST** leave school during the day, she must present a note to the Attendance Office before school. The note must include the date, reason for and time of dismissal, time of anticipated return if applicable, parent/guardian signature, and parent/guardian work/cell

telephone number. A student must have permission from the Attendance Office or the School Nurse, and must sign out at the front desk, before leaving the building. If a Student leaves campus without signing out she will face additional disciplinary action.

Regular attendance of each student at the Academy is vital for academic success.

ARRIVAL AND DISMISSAL

The school day extends from 8:00 am until 2:45 pm. During the day, students arrive at and leave from the designated student entrances only. Cars are to discharge passengers only at the designated entrances (entrances 1, 4, 5) and pick up in the afternoon at entrance 1 only, unless an exception is made by the Administration. In order to keep the flow of traffic moving safely, dropping off or picking up students on the front circle is not permitted. Before and after school, students must be under adult supervision whenever they are on campus. Students who arrive before 7:30 am must report to the Student Commons. After dismissal, students may be on campus if they are participating in school-sponsored activities, e.g. athletics, Media Center study, or club meetings.

The townhouse community (Stoneybrook) behind the Academy is private property. This includes the road (Cloister Drive) leading into the property (by the bridge and by the stairs and entrance to our lower parking lot). **While Holy Cross students are granted access by foot, students MAY NOT be let off or picked up along this road or in the townhouse community.** Unauthorized vehicles are not permitted on or in the Stoneybrook Community property. Failure to adhere to this policy will result in disciplinary consequences. Also, students are not permitted to be let off or picked up at Saint Angela Hall.

TARDINESS AND EARLY DISMISSAL

Tardiness is not only a major infraction of the Academy's attendance code, but also extremely disruptive to the school routine and classmates. If a student has an early morning appointment, she must produce official documentation from her physician of this appointment when she arrives at school. Physician appointments scheduled during the school day are discouraged; they will add to the student's cumulative absence record. Students who miss more than one half of the class period accrue an absence in that class. A student who is chronically tardy to class may be placed on an Attendance Contract or receive disciplinary consequences. A student who is 10 minutes or more tardy to any class must report to the front desk for a Tardy Readmit Slip. A student who is more than 10 minutes tardy to a class may NOT be admitted by a teacher unless the student has a readmit slip.

NOTE: A student is tardy to a class if she arrives after attendance has been taken.

The Academy of the Holy Cross publishes school holidays, vacations, and professional days on the school's calendar to facilitate the planning of appointments and trips so that students will not miss classes. Prolonged illness or hospitalization calls for special adjustment; tutors can be provided by the Montgomery County Public Schools at no expense to the family. A student in need of an early dismissal must present a note to the front desk the morning of the early dismissal. The note must be written and signed by a parent or guardian, stating fully the reason for the need of the early dismissal. If dismissal is for a physician appointment, a note from the physician must be presented the following day.

TRUANCY

A student absent from school for an entire or partial day without permission, leaves school during the school day without permission, forges a note regarding an absence or early dismissal, or fails to attend a class or classes while present on the

school grounds is subject to disciplinary action. The student will be placed on disciplinary watch for a minimum of one semester and will receive additional disciplinary action. Students who are missing from class, but have not left the school building, will serve five after-school detentions and a Saturday detention. Students who leave the school building without permission or authorization may serve a one-day out-of-school suspension and a Saturday detention. If necessary, local authorities may be notified.

ACADEMY INFORMATION OFFICES

SCHOOL OFFICES

During the school year, academic offices are open Monday through Friday, 7:30 am to 3:30 pm or by appointment. For non-academic office hours, please check our website. To contact teachers, a student or a parent/guardian should leave his/her name and phone number in the teacher's voicemail box or email the teacher directly. Email is the best tool to communicate with a teacher. The teacher will return the call or email within 24 hours (excluding weekends). To leave a message in voicemail or email, go to the school website for a complete listing of faculty and staff. Parents/guardians arrange interviews or conferences with the appropriate individual by appointment only.

BUSINESS OFFICE

The Business Office works with the treasurers of co-curricular activities and the Director of Student Activities. Committees within a class or club turn their financial business over to their respective treasurers. The Business Office serves as a bank for all student organizations. The procedure followed will be comparable to those followed in local banks. Each deposit ticket is made out in duplicate, listing all cash and checks to be deposited. Treasurers of organizations present withdrawal tickets in duplicate to the Director of Student Activities who contacts the Business Office.

Financial Matters

TUITION: The Academy of the Holy Cross depends on tuition to meet its financial obligations. Full payment of tuition is essential to balance the budget. Tuition is paid through the FACTS Tuition Management system. All tuition payments for all families must be made to FACTS. The first tuition payment must be made in July with the final payment for the year being made in April. The Academy reserves the right to withhold a student's school record (report card and/or transcripts and access to NetClassroom) or her diploma when the family fails to satisfactorily meet tuition payments. The Academy will not issue a diploma to a student whose family has any unpaid school expenses. The Academy reserves the right to cancel the registration of any student whose family fails to satisfactorily meet tuition payments at any school during the preceding semester. Students may not participate in classes unless financial arrangements are completed. The Academy will not release final grades, diploma, or transcripts until all final obligations are paid in full. Optional expenses, such as a class ring, prom, and class trips, may not be undertaken until all other school financial obligations are paid in full.

Should a student withdraw for any reason before August 15, the Academy will refund 50% of the tuition due for the semester, exclusive of all fees and deposits. Should a student withdraw on or after August 15, the Academy will not refund any of the tuition paid. All fees are non-refundable. Tuition grants are based on financial need, which requires specific documentation on a yearly basis. The Office of Financial Aid can provide assistance concerning the application process.

Collection of Money

All money collected at The Academy of the Holy Cross goes to the Business Office to be recorded in the proper account. There is a Business Office collection box in the Student Services Office. All payments should be deposited there. Purchases made from the Tartan Shop may be paid directly to the cashier on duty. Faculty moderators who supervise special fundraisers, such as Tag Days or bake sales, may collect cash for that event only. No cash or checks intended for school-sponsored activities should be given to students, teachers, parents, coaches, or other school personnel. Cooperation in this fiduciary

responsibility is greatly appreciated. If there is a question about money collected in the name of the Academy, contact the Business Office. The Development Office coordinates all fundraising. The Principal and the Director of Institutional Advancement must approve all fundraising. Requests for fundraising activities should be addressed to the Assistant Principal of Student Services.

STUDENT TECHNOLOGY CENTER

The Student Technology Center is an extension of the Academy's curriculum, and, as such, the center is available for student use, for individual and collaborative projects, Internet research, and for classroom work or homework. A staff member is available to assist students with computer questions.

School-issued iPads use Apple's iOS operating system. Laptop computers use the Windows operating system. All machines are equipped with multimedia capability, word processing and media production functionality, and assorted educational and publishing applications, which enhance the curriculum. The Academy takes the question of internet safety very seriously. Student use of the internet is monitored. The following Acceptable Use Policy is in effect in the Student Tech Center, the Media Center, in classrooms, and everywhere computers and iPads are utilized.

ACCEPTABLE USE POLICY

The Acceptable Use Policy represents the overall standards and expectations for the responsible use of technology. The primary goal of The Academy of the Holy Cross' technology resources is to enrich the learning that takes place in and out of the classrooms. Technology is an important enhancement to the rigorous academic curriculum taught at the Academy, and our goal is to provide the most appropriate tools available to support higher-level learning and instruction. The following is a list of rules and guidelines that govern the use of the Academy's network resources. However, all community members are expected to contribute to a stable and productive digital environment. In addition to the specific standards and expectations expressed here, students are expected to conduct themselves with personal integrity and honesty at all times. No other agreement or policy shall supersede this document. Violation of these policies may result in corrective action, including, but not limited to, loss of network privileges or use of equipment, supplementary discipline, or legal action.

The Academy reserves the right to regularly review its policies regarding student use of cyberspace as novel uses and applications arise. Signing the Student and Parent Handbook Form constitutes an agreement to adhere to the Acceptable Use Policy.

NETWORK ETIQUETTE AND ACCEPTABLE USE

1. The school's code of conduct extends to the electronic world.
 - a. Technology will not be used to harass or bully others, in or out of school.
 - b. Technology will not be used to steal or borrow intellectual work.
 - c. Technology is not to be used to access or store inappropriate materials.
 - d. Technology is not to be used in a disrespectful way towards teachers by "multitasking" during class (emailing, chatting, doing homework, etc.).

2. The network and network resources will be used for educational purposes and should be handled with care and consideration. Playing games, online chatting, and watching entertainment videos are *not* allowed during the school day unless associated with a class and permission from a teacher is explicitly given.

3. Users must act in a responsible, ethical, and legal manner when utilizing technology. The network and network resources, including school-issued iPads, are to be used to store school-related files only. Neither the network nor network resources may be used to store or download music, video, game files, or photos that are not related to instructional use. Users should not expect that files stored on the network or network resources are private. Holy Cross reserves the right to monitor, view, edit, and remove any materials stored by users that it deems unacceptable. The network or network resources must not be used to obtain, download, view, possess, or gain access to unacceptable material.

4. Users must comply with trademark and copyright laws and all license agreements. Do not break copyright law by using unlicensed software/apps or pirating audio or visual materials. Additionally, use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action as outlined in the Student Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action.

5. Do not use electronic resources to plagiarize. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music and text. Using the work of others without giving them the credit, even if they say it is okay, is plagiarizing and is a violation of the Holy Cross Honor Code.

- a. Do not ask others for their homework.
- b. Do not cut and paste from the web without a full citation.

6. Users are assigned unique usernames and passwords to protect the information on the network. All users are to respect the need for this security and confidentiality. Do not access or use other people's accounts, computers or iPads, or network folders. Do not borrow computers or computer accessories without express permission from the owner.

- a. Passwords must not be shared with any other person.
- b. If a student suspects that her password has been discovered, that student must immediately report this concern to the IT Help Desk.
- c. Students are responsible for all actions taken under a student's username and password.
- d. Should a student believe that her account has been compromised, she should report the problem to the IT Help Desk.
- e. Before leaving a computer, always be sure to properly log their account off of the network.

7. Students should *not* attempt to bypass the technological blocks that have been placed on computers or iPads to filter content that the school has classified as objectionable. Teachers may request to unblock a website if the website is appropriate and relevant to school activities.

8. Never provide personal information online.

9. Always assume that everything you do online can be seen by the entire world.

10. Students should back up their work often in case of mechanical failure, accidental deletion or loss of device. Do not use technology as an excuse. Students are expected to use Google Drive and other cloud services to back up all their digital files.

11. Network resources taken off campus, such as the iPad, must never be left in an unlocked locker, unlocked car, or any unsupervised area. In addition, the iPad should always be in a protective case.

Examples of unacceptable use include, but are not limited to, the following:

- Damage to or tampering with hardware components and configuration
- Tampering or attempting to tamper with account or resource permissions
- Violation of copyright laws
- Wasting of limited resources, including disk space, Internet connection, and paper

- Attempting or gaining unauthorized access to resources or entities (i.e. unauthorized servers, etc.)
- Using the internet for personal business or financial gain (examples include, buying or selling papers, book reports, and other forms of students work)
- Use of the school's technology resources for illegal activity
- Storage of inappropriate software that may be used for illegal activities
- Inappropriate representation of The Academy of the Holy Cross or members of its community in any web posting, blog, or other electronic communication
- Cyber bullying and text bullying
- Use/attempted use of another student's accounts, files, and/or data
- Sharing your account password with others
- Illegal installation or transmission of copyrighted materials
- Use of any Messaging/Texting services (including, but not limited to, iMessage, Facebook, Snapchat, Groupchat) unless specifically authorized by a teacher for classroom use during a lesson
- Jailbreaking a school-issued iPad (adapting it to use apps not approved by Apple/Holy Cross)
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems) and/or damage software components of school equipment
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- The use of any wearable technology, including but not limited to the Apple Watch, Google Glasses, etc.
- Bypassing The Academy of the Holy Cross Internet filter through a web proxy

SOCIAL NETWORKING AND TEXTING

Although social networking and texting is generally done at home or off campus, it can have an impact on the school community. While Holy Cross does not actively pursue or routinely view personal networking sites or student cell phones, when objectionable or disrespectful material is brought to the Administration's attention, the school reserves the right to address the content and conduct if it creates a hostile or disrespectful environment. The school does encourage parents to routinely view and monitor their child's technology usage to ensure that information and content shared does not place any student at risk. Students should not use hashtags or any other method of categorizing social media posts that negatively reflect upon the Academy. Disparaging comments or posting about the Academy will not be tolerated. Students who are found to disrespect the school or defame the school's reputation will be subject to disciplinary action as described in this Student and Parent Handbook.

NETWORK RESOURCES

Network Resources refers to all aspects of Holy Cross's owned or leased equipment, including computers, iPads, printers, scanners and other peripherals, email, internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of Holy Cross's network resources, whether this access occurs while on or off campus. Regardless of the specific wording of the *AUP*, network users are expected to use network resources in the spirit of cooperation and responsibility.

LEGAL ISSUES AND HOLY CROSS' RIGHT OF ACCESS

The Academy of the Holy Cross owns and operates the equipment and software that comprise our network resources. Any illegal use of network resources is prohibited. All content created, sent, accessed, or downloaded using any part of Holy

Cross network resources is subject to the rules stated in this policy as well as within the Student and Parent Handbook. The Academy of the Holy Cross may monitor the network and network resources while you are using it, and you should never assume that anything you do on Holy Cross network resources is private. Additionally, the school reserves the right to search students' personal electronic devices (cell phones, laptops, etc.) when they are brought on to the campus should the school determine there is a reasonable need to do so.

VIOLATIONS

Any and all violations of this student Acceptable Use Policy will result in the loss of network privileges as well as appropriate disciplinary action. Persons who believe that they have been harassed or threatened by any of these methods of communication should immediately report the concern in accordance with the school's anti-bullying policy. Any student who accesses inappropriate material on the Internet or who receives harassing, threatening, or inappropriate materials via email or on the Internet must immediately report the concern to the faculty member who is supervising the activity or to the Administration so that the situation can be investigated and addressed appropriately.

DISCLAIMER

Currently, The Academy of the Holy Cross utilizes an Internet filtering system. Providing a filter generally can eliminate access to offensive and pornographic materials. Unfortunately, no filtering system is foolproof. While Holy Cross's intent is to make Internet access available for educational goals and objectives, account holders may have the ability to access other materials. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. We expect students to obey the Acceptable Use Policy when using the Internet and all network resources.

MEDIA CENTER

The primary mission of the Media Center is to assist the development of the students to become independent and lifelong learners. This is carried out through the support and enhancement of the curriculum of the Academy, as well as our commitment to integrated learning to encourage students to become problem-solvers and strong communicators.

The Media Center is a learning and collaboration center for both students and faculty, providing space for individual and group study and for research. Our catalog, databases, and research resources are available through the school's website. Our comprehensive technology program includes iPads for every student, interactive whiteboards in every classroom, media lab microphone sets for language lab activities, and wireless access campus-wide. The Librarian/Media Specialist works with the Principal, Assistant Principal for Academics, and department chairs to select eBooks/iBooks for use with students' iPads.

The Academy maintains state-of-the-art infrastructure and hardware in the Media Center to support the increased demand for use providing curriculum and technical support to students and faculty and creating professional development opportunities.

HEALTH ROOM

A Registered Nurse, who works with students, parents, other health professionals, and school staff to promote optimum health and wellness to ensure the student's academic success, provides health services at The Academy of the Holy Cross.

HEALTH FORMS

A completed Annual Physical and Immunization Record must be on file by August 1 for all incoming Freshman and transfer students. The Maryland Department of Health & Mental Hygiene requires all students to have an Immunization Record on file before the first day of classes.

A Maryland State School Medication Administration Authorization Form is required for each medication to be given at school. In addition, the Maryland State Management of Diabetes Form and the Food Allergy Action Plan are available. All forms are available on the website.

HEALTH ROOM VISITS

The Health Room is open from 8:00 am until 2:45 pm. Any student who is ill should report to the Health Room. Students must sign in using the Daily Log. The School Nurse on duty notifies the attendance desk when a student checks in and out. Any student who participates in after school extra-curricular activities may remain in the Health Room for a maximum of 10 minutes in order to participate in her activity.

If a student is too ill to return to class, the School Nurse will call the parent/guardian to arrange transportation home. The School Nurse will issue a pass for the student to be dismissed. No student may go home ill without the authorization of the School Nurse or the Administration. Students who are ill may not use cell phones to call home, or sign out at the attendance desk to leave for home, without the approval of the School Nurse or the Administration. The Attendance Office will be notified.

In the event of a medical emergency, the School Nurse will assume responsibility and full authority for the patient involved. For any serious injury, illness, or accident that is deemed life-threatening, the School Nurse or Administration will call 911. Ambulances go to the nearest receiving hospital, usually Suburban or Holy Cross Hospitals. Parents/guardians are immediately notified in the case of an emergency. It is vital that emergency contact information on file is accurate and current at all times.

MEDICATION POLICY

The administration of medication in the school setting is a service that is provided to promote wellness and decrease absenteeism. When there is a need for a student to receive medication in school, safe and proper administration is essential. Administration of Over-the-Counter Medications (OTC) is conducted in accordance with the guideline for prescription medication. A separate Medication Administration form is required for each OTC, prescription, and emergency medication to be given at school. **The Health Room does not stock Over-the-Counter Medications.** All OTC medications must be brought from home in the original container and accompanied by the Medication Administration Authorization Form. All medication must be removed from the school premises one week after the expiration date, upon appropriate notification of medication being discontinued, or at the end of the school year. If not retrieved by a parent or responsible adult, unused and unclaimed medication will be disposed of.

PRESCRIPTION MEDICATION

All prescription medication to be given in school must be ordered by a person authorized to prescribe medication. In Maryland an authorized prescriber is a physician, nurse practitioner, certified midwife, podiatrist, physician's assistant, or dentist (Section 12-101(b), Health Occupations, Annotated Code of Maryland). The Medication Administration Authorization Form must be signed by the authorized prescriber and the parent/guardian.

The medication container shall accompany all medications to be administered in school. Parents/guardians may request two containers (one for school and one for home) from the pharmacist when getting a prescription filled. Medications should be brought to the school by the parent or responsible adult.

EMERGENCY MEDICATIONS

Students may self-carry emergency medications such as epinephrine (Epi-Pens) and inhalers. A physician must authorize self-administration of medication on the Medication Administration Authorization Form. Backup emergency medications should be stored in the Health Room.

SPORTS PHYSICAL FOR STUDENTS PARTICIPATING IN INTERSCHOLASTIC ATHLETICS

All students who are participants in interscholastic athletics must have a Sports Physical each year. The completed form must be on file in the Health Room two weeks prior to the tryout for that sport. No student will be allowed to tryout, practice, or play without the required Physical Evaluation Form, which must be completed annually. This required form will cover those students who wish to participate in interscholastic athletics for one year from the date of the physician's signature. These forms are available online and are also available in the Health Room and the Athletic Department. All health forms are returned to the Health Room. In addition to the required Physical Evaluation Form, all students who participate in sports are required to have an ImpACT concussion test, which can be administered at Holy Cross by the Athletic Trainer.

TUBERCULOSIS (TB) SCREENING

The Montgomery County Tuberculosis Control Program recommends that foreign-born children and children who have lived outside the United States for one year or more show proof that they are free of tuberculosis. Tuberculosis skin testing (PPD) is provided at the School Health Services Center, 4910 Macon Road, Rockville, MD 17852.

The United States Public Health Service Center for Disease Control and Prevention recommends against TB testing for low risk U.S. born population. This position is endorsed by the American Academy of Pediatrics. However, some facilities may require proof of a current annual TB clearance to control occupational transmission.

Please note that students in grades 10-12 may need an annual TB clearance for some Christian Service sites.

SCHOOL COUNSELING

The mission of the Holy Cross Counseling department is to support the growth and development of all Holy Cross students through scheduled and drop-by individual meetings, as well as diverse group programs and opportunities that address academic achievement, personal and social development, and career planning.

Holy Cross Counselors are committed to creating a safe environment for all students, regardless of race, ethnicity, or socio-economic status. Counselors work in collaboration with students, teachers, administrators, and parents to produce an environment that is conducive to student success. Through acceptance of differences and mutual respect, students will be able to become successful, healthy, and respected citizens in our community. Students are assigned a Counselor, and every student is encouraged to establish a relationship with her counselor.

PROGRAMS

The counseling programs in the areas of academic, emotional, social, and behavioral support are designed to help students develop skills in such areas as goal-setting, study skills, values clarification, emotional resiliency, stress management, building healthy relationships, decision-making, self-awareness, and communication.

CONFIDENTIALITY

The Holy Cross Counseling department follows the confidentiality standards of practice adopted by the American School Counseling Association *Ethical Standards of Practice*. A copy of these standards can be obtained from the Counseling department.

REFERRALS

The Holy Cross counseling program is, by definition, short-term in nature and centers on normal development issues for adolescents. Individual referrals to the school counselors are made by parents/guardians, school administrators, teachers, other students, or by student self-referral. If a student's concerns cannot be addressed in a limited number of meetings with the school counselor, additional options will be explored and possibly required. Sometimes a student may need more long-term and/or specialized assistance than what we offer within the scope of our program. Under these circumstances, a referral for study skills support, outside mental health assessment, and/or therapy may be required.

Referral activities include:

- Counselors meet with students to discuss their concerns and referring issues, establish goals, and identify a plan of action. Family meetings with the Counselor are a way to help students accomplish their goals. The school Counselors will work with students to share their concerns and issues with their parents/guardians.
- The Counseling department also maintains a list of local resources and therapists available for students, parents, and guardians. It is recommended that parents/guardians let the school know about supportive services their daughter may be receiving. Holy Cross wants to collaborate in every way possible with outside health professionals, tutors, and therapists to support a student in the school environment.
- Parents/guardians will be notified in a timely manner of any serious or urgent issues. Please note that a student's confidentiality is not maintained in the event that a student disclosed information related to her safety or the safety of others.
- Holy Cross reserves the right to ask a student's physician, counselor, psychiatrist, and/or therapist to provide the school with specific information regarding a student's treatment plan and level of safe and healthy physical activity. In these cases, parents/guardians are asked to sign an authorization to release confidential information to the appropriate school personnel.

STUDENTS AT RISK OF HARM TO SELF OR OTHERS

Holy Cross takes seriously all student threats about harming herself or harming others. If a student is in imminent danger of harming herself or others, the student's parent/guardian must be notified, and a complete mental health evaluation needs to be arranged by the student's parent/guardian as soon as possible. A student may return to school only after the mental health evaluation permits her to do so.

- If a faculty or staff member hears a student mentioning thoughts of harming herself or others, discussing a specific suicide or plan to harm another person(s) in process, or if through word, art, performance, behavior, or topic selection, a student

indicates a strong interest in death, dying, suicide, or harmful behavior to a teacher, staff or peer, the faculty or staff member will share the information with the appropriate counselor.

- Students may also self-refer to a teacher, school nurse, school administrator, parent, another student, or Counselor. Thoughts of harming oneself and/or others can be very disturbing and distressing for a student. Students often seek out adults or friends they know to share their concerns. The Counseling department works to educate all students and teachers that this kind of information must be shared with the appropriate counselor immediately. Parents are encouraged to share this information directly with the Counseling department.

- The school Counselor will assess the student for immediate risks and stabilize the situation.

- Suicidal or homicidal threats are reported to parents/guardians, and, if the student has been receiving mental health counseling, to the known therapist. The Principal and Assistant Principal of Student Services are also contacted.

- Following a mental health evaluation, the school requires written confirmation from the treating physician approving the student's return indicating that the student is no longer a danger to herself or others.

- Holy Cross works collaboratively with the student's parents/guardians and therapist to ensure a supportive and safe transition back to school. This includes the student's need for follow-up or ongoing treatment.

- Parents/guardians, medical/mental health professionals, and students must recognize that in all cases, Holy Cross will make a determination as to whether or not a student is able to return and remain in school.

SUSPICIONS OF CHILD ABUSE AND NEGLECT

All adults in the Holy Cross community are Mandated Reporters, and any concerns of this nature must be reported to the appropriate office of Child Protective Services and the counselor [MD Fam. Law § 5-704 and Fam. Law § 5-705].

LEGAL PROCEEDINGS

In the case of a legal proceeding, Holy Cross Counselors may be asked to disclose records or information, or testify in court. Counselors may be asked to address information acquired from a student or family member in the course of counseling. In such case, the Counselor will seek to obtain authorization from the student and/or the student's parent/guardian to make such disclosure, or may be compelled by court order or ruling prior to making such disclosures.

LIMITS OF CONFIDENTIALITY

The Counseling department respects the confidentiality of students, faculty and staff where threats to safety and risks of harm are not at issue. There are occasions when the Counseling staff will need to share information with the school administration and/or a student's parents/guardians. In most cases, the counseling staff will work with a student to get her prior consent. The school always keeps the best interest of the student at the heart of such decisions, weighing developmental needs of the student and the interests of her parents/guardians and the institution.

COLLEGE COUNSELING

We encourage each Holy Cross student to pursue admission to a college that provides an appropriate match for her unique intellectual abilities, passions, talents, and personal values and we work with her to develop a list of schools. The Holy Cross College Counselors are committed to guiding each student and her family through a personalized college search.

The process formally begins in the spring of Junior year with evening meetings for students and parents/guardians, followed by an individual family meeting with the College Counselor and small group sessions. The goal of the program is to help each student find her right fit for life after the Academy.

THE PROCESS

Students are expected to participate fully in the College Counseling program. Students are responsible for knowing **all college deadlines, all requirements**, and for reading **all emails and newsletters** from the College Counseling Office.

College Counselors will not write letters of recommendation on behalf of Seniors until the following steps are met: completion of the Junior Student survey; completion of the Back to School survey; completion of a formal resume; and a student-counselor meeting in the Senior year.

Students are responsible for sending test scores directly from the testing agency (either the ACT or College Board). Holy Cross will not send test scores on behalf of the student.

In the Senior year, if a student submits a binding early decision application and is accepted, she is required to immediately withdraw from all other colleges and universities to which she has applied, and she will copy her college counselor on the email. Should a student decide to withdraw from a class once she has submitted applications to colleges, she must notify all colleges and copy her College Counselor on the email.

As students receive decisions from colleges, they are obligated to share all decision letters and notifications of scholarships with their College Counselors. All decisions will remain confidential between students and their Counselors, but it is imperative that the College Counseling office receives this data.

By May 1, students will submit a deposit to ONE college or university, and they will notify their College Counselor of their choice. Students are also expected to withdraw their applications from all other colleges once they have made a final decision.

RECORDS DISCLOSURE

Holy Cross Statement on Reporting Withdrawals and Disciplinary Actions to Colleges and Universities

All college applications ask the student and the Counselor whether the applicant has ever been suspended. All students are expected to be truthful throughout their applications and must indicate whether an issue has arisen. If a student responds in the affirmative to this question, she must share a copy of her written explanation with her College Counselor. If a student leaves the Academy, she will be given a one-week period to inform all colleges and universities to which she has applied. At the end of the time period, the College Counseling office will notify colleges and universities of the student's departure.

Special Circumstances

Colleges may also ask whether the student has ever taken an extended leave from school for medical, personal, or other reasons. While privacy rights prevail here, there are compelling reasons to report extended leaves. It is important for students to be truthful with the colleges, and extended leaves can often result in lower grades on the transcript. Reporting extended leaves allows the College Counseling office to explain the grades and to provide context. Without an explanation, colleges may assume that the student simply stopped working to her potential. Finally, the root causes of the extended leave may be ongoing to the point where the student may be in need of support and assistance in college as well. Reporting truthfully to the colleges ensures that the student will receive the care she needs once at college.

If the student has taken an extended leave, we strongly recommend that the student and family discuss her leave with her College Counselor to determine the appropriate way to report the leave to colleges.

GENERAL INFORMATION

BUILDING USE

In order to maintain a safe environment at The Academy of the Holy Cross, the building is open as follows: School Building Doors at entrances 1, 3, and 5 are opened at 7:00 am. The school building is locked at 8:20 am. At that time, admittance is by the main student entrance only (entrance 1). Students who are in the school building before 7:30 am must remain in the Student Commons, unless they have a previously scheduled meeting with a specific teacher. **STUDENTS MAY NOT BE DROPPED OFF ANYWHERE ON THE ACADEMY'S GROUNDS BEFORE 7:00 am.** After 3:15 pm, students remaining on campus must be with a teacher or moderator, with a coach, or involved in an approved after-school activity. If a student is waiting for a ride, she must wait in the Student Commons. Students not involved in a school-sponsored activity must leave the building by 6:00 pm.

SCHOOL LUNCHES

The Academy makes lunch available daily in the Student Commons. Our lunch service is provided by Off the Hook, LLC. Students may purchase lunch by cash or credit card in the Student Commons during the lunch period. Menus are posted in advance on the Holy Cross website.

There are several days during the school year when the Academy provides lunch for free to all students, and there are days when there are early dismissals and no lunch is provided. Drinks and snacks are available for purchase in vending machines located in the Student Commons.

It is the responsibility of each student to leave the Student Commons and the courtyards clean after consuming food and/or beverages.

CALENDAR

The Academy of the Holy Cross publishes a yearly calendar on the school's website. Only those events that have been approved and appear on the calendar will occur. The calendar is frequently updated; please check it often.

COURTYARDS

The school courtyard areas will be available to students for use in pleasant weather. The areas will be open during lunch for socialization and study. Sunbathing is not allowed. Students are responsible to clean the area and dispose of all trash before leaving.

DIRECTORY

Each year the directory is updated and accessible through the Academy's website Student and Parents Portals.

EMERGENCY INFORMATION

The Academy of the Holy Cross has implemented an emergency contact system called SchoolReach. This system sends a voice mail to all parents/guardians home or cell numbers in the event of an emergency. This system is only for school-wide communication in the event of an emergency. For this reason, it is important to update your family's phone numbers should there be any changes.

FIRES

Any person who discovers a fire or sees smoke coming from any part of the school building except the chimney or incinerator, or smells gas, may sound the fire alarm to evacuate the building and must notify the administration immediately. No permission is necessary, but notifying the Administration is required so emergency personnel can be directed to the site of the fire. Students who cause false alarms will receive immediate and severe disciplinary consequences.

FIRE DRILLS AND EMERGENCY PROCEDURES

The Academy of the Holy Cross is guided by the Montgomery County Public Schools (MCPS) Emergency Response Plan for formulating our emergency plan. The school also works with Montgomery County police and fire officials in planning these procedures. When the fire alarm sounds, students move quickly and silently to the nearest exit and evacuate the building; the first person to reach a door holds the door open until an adult can monitor the door and everyone has exited; once outside, students gather in their designated areas and attendance is taken by their teacher or advisor. During fire drills, students remain silent in order to hear important instructions. Faculty and staff are stationed throughout the building and outdoors to monitor the drills. The Academy also conducts Lockdown and Shelter-in-Place drills in accordance with MCPS guidelines.

INCLEMENT WEATHER

In the event of school closings or delayed openings due to inclement weather, the Academy follows the Montgomery County Public Schools' announcements. When Montgomery County declares a delayed opening for the county, the Academy classes will begin at 10:00 am. When Montgomery County declares an early closing in the county, the Academy will close at the same time as the county schools. When Montgomery County declares a closing due to inclement weather, the Academy will also be closed. Please refer to the section on e-Learning Days (p. 16) for information regarding any assignments due on days in which the Academy is closed. Members of the Holy Cross community should listen to radio (WTOP FM 103.5) or television broadcasts or look online (<http://www.mcps.k12.md.us> or [WTOP](#)) for information. If Montgomery County does not have school on a day that the Academy has classes, and inclement weather forces a closing of our school, the Academy will report the closure to local TV and radio stations. The Academy will also post a notice on our website. Parents are encouraged to sign up for text alerts for the latest schedule-related announcements.

LOCKERS

The Academy issues a locker to each student for storing books, lunches, and personal possessions. Students assume responsibility for the security of their locker contents. When students are accessing their lockers, they must do so quietly and quickly so as not to disturb others or delay the movement of hall traffic. The school reserves the right to schedule periodic locker cleanouts for the purpose of general cleanliness and recovery of lost books and resource materials. The Academy reserves the right to search a student's locker for reasonable cause.

Students may carry one standard-size book bag to classes. The use of book bags is restricted in some class settings.

LOST AND FOUND

Students should turn in found articles to the Dean of Students Office. Articles not claimed within a month's time will be donated to charity.

MOTOR VEHICLE PERMIT VERIFICATION

Students applying for their Driver's Learner Permit must submit a form to the Motor Vehicle Administration verifying their school attendance record. This form must be brought to the Attendance Office where it will be filled out by the Attendance Officer and affixed with the school seal.

PUBLIC RELATIONS

The students and parents/guardians are the best public relations tool of the Academy. They represent what Holy Cross is to the outside community whenever they are involved with an event involving the school. It is possible that people wanting to know about the Academy will ask questions. The response given can have a great impact on others. Occasionally reporters or other members of the media approach students. Before speaking with a reporter, the student should inform the Director of Communications, giving the name of the reporter and the company, newspaper, TV, or radio station, etc. The Director of Communications will help prepare the student for the interview. If the student is approached without prior notice, inform the Director as soon as possible afterwards. The student should be sure to have an adult (teacher, coach, parent/guardian) present with her at the interview. The student should not answer any questions that make her feel uncomfortable. The student should not answer questions to which she does not know the answer. The student should direct the question to a well-informed adult, *e.g.*, the President, Principal, or the Director of Communications.

STUDENT PARKING

Any student who drives to school must register her car, pay associated fees, and display a current Holy Cross parking sticker. Students must park only in their assigned lots. Violations may result in notification to parents/guardians and suspension of the student's parking privilege on campus. Detailed parking rules are outlined on the parking application, which the student and parents/guardians must sign. The fee for parking on campus is \$175 which may vary depending on when the student registers for her permit. A student should not register for a parking permit until she has obtained her driver's license. The student parking lot is off limits at all times during the school day, except for arrival and departure times, and with special permission from the Dean of Students office. The Academy does not permit unauthorized persons in the parking lot. In addition, each student is responsible for keeping her vehicle locked and safely secured from any other individual while on campus. Students are solely responsible for the contents of their vehicles.

USE OF IMAGES OF STUDENTS AND MEDIA REQUESTS

From time to time, the school, for publications such as the school prospectus, the school magazine, or the school website, uses various images of students. In addition, various media organizations contact the school regarding story ideas or photographs of student activities.

The school reserves the right to use any images of students while representing the school in any capacity on or off the campus proper. Any parent who does not wish his or her child's picture to be used must notify the Principal in writing prior to the beginning of the school year. The school also reserves the right to control media access to students on the campus proper or

those representing the school in any capacity as well. The supervising adult of the activity or sport, or the Director of Communications, will determine the availability of students to the media.

VISITORS

Students who wish to bring visitors to class must obtain permission at least four days in advance from the Student Services Office. The student will be the hostess for the visitor. The student hostess should introduce her guest to each of her teachers. The Academy of the Holy Cross is a closed campus. All visitors to the campus must first report to the reception area and sign in. Trespassers may be subject to prosecution.

WEBSITE

The Academy of the Holy Cross maintains a website to assist in communication with students, parents, and alumnae. The site address is <http://www.academyoftheholycross.org>.

SCHOOL POLICIES

The Academy's purpose for establishing school policies is to create an academic atmosphere that enhances teaching and learning opportunities. School policies are created to articulate the general expectations of student conduct and to foster the development of self-responsibility, self-discipline, and mutual respect in our community. To attain these individual and community goals, the Academy puts in place structures which help a student learn to be accountable for her actions and which encourage her to practice responsible behavior. Students are held accountable for decisions that are contrary to the common good of the Holy Cross community and are expected to take ownership of poor decisions and to learn to use better judgment.

Please note that this Student and Parent Handbook is not exhaustive and that the Administration reserves the right to hold students accountable for actions and/or decisions that are not specifically identified herein should any such actions or decisions be deemed contrary to the mission and values of The Academy of the Holy Cross.