

HOLY CROSS OF SAN ANTONIO

PARENT AND STUDENT HANDBOOK
2013-2014



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**THIS HANDBOOK IS SUBJECT TO CHANGES AT ANY TIME AND WILL
BECOME EFFECTIVE IMMEDIATELY.**

**ANY CIRCUMSTANCE OR OCCURANCE NOT EXPLICITLY DESCRIBED
IN THIS HANDBOOK WILL BE DEALT WITH AT THE DISCRETION OF
THE PRINCIPAL.**

HOLY CROSS OF SAN ANTONIO

HISTORY

From 1957-1968

Holy Cross High School was founded in 1957 under the ownership of the Archdiocese of San Antonio. Originally planned to be a vocational school, the Brothers of Holy Cross determined that it would best serve young men and the community as a college preparatory school. With this agreement, the Brothers of Holy Cross accepted the administrative responsibilities and thus the school was given the name of Holy Cross High School.

The education history of Holy Cross High School really began on September 3, 1957 as eighty-four young men from the West Side community enrolled in the first ninth grade. Their campus consisted of an eight-classroom building, a cafeteria, and a residence for the Brothers. Their faculty was three Brothers of Holy Cross and a chaplain. Tuition was \$67.50 per year.

From the beginning, it was determined that tuition costs and subsidies from the Archdiocese of San Antonio would have to be collaborative. This union would insure the financial stability of the school while not enforcing the ever-increasing financial demands of rising educational costs upon the students and families enrolled at Holy Cross High School. However, by 1968 tuition at Holy Cross High School had risen from \$67.50 a year to \$180.00 annually. The subsidy increased as well. Since Holy Cross High School was not the only Catholic school receiving a subsidy from the Archdiocese, and the climate of the day saw more and more Catholic Priests, Brothers and Sisters leaving their respective orders, the Archdiocese was forced to come to terms with the rising costs of education and their role as financial provider.

From 1968-1994

In February of 1968, Holy Cross High School was informed by the Archdiocese of San Antonio that all subsidies would end on the final day of the school year. Second, since it was believed that due to its location, Holy Cross High School could not support itself and it should close its doors. This decision was unacceptable to parents, students, faculty, community leaders and alumni of Holy Cross High School. Their support and the dedication of Ms. Vikki Carr carried Holy Cross High School through these threatening times. It was soon determined that Holy Cross High School would remain open under the sole supervision but not the ownership of the Brothers of Holy Cross. At the same time, several nearby Catholic elementary schools were closing. In response, Holy Cross High School expanded to include grades seven and eight. Holy Cross was now a college preparatory middle and secondary school.

Subsequent years saw the Brothers busy and the educational and spiritual development of its ever growing student body and the numerous financial hurdles consistent with running a school. Driven by the realization that basic medical needs were missing and that the neighborhood surrounding Holy Cross was classified as a physician shortage area by the U.S. Department of Health and Human Services, students, faculty and alumni evaluated the immediate medical needs of the community and considered possibilities that might best address the medical shortage. The conclusion led to the establishment of Holy Cross Family Medical Center in 1981. In 1985 the facility expanded to a permanent facility directly across from the campus, a facility that remains in operation today.

In order to maintain its position as a leading college preparatory education institution for young men, especially for young men from the West Side of San Antonio, a more specific identification as to the ownership of Holy Cross High School needed to be addressed. Ownership took on a few forms with the intention of developing into one that allowed flexibility and timely growth. The first move in this direction agreed upon by both the Archdiocese of San Antonio and the Brothers of Holy Cross led to the incorporation of Holy Cross High School in 1994 as an independent Catholic school governed by a Board of Governors. Responsibility and commitment that should flow from ownership was still lacking.

From 1994-2001

In order that this issue be settled, it was determined that the responsibility and ownership of Holy Cross High School be transferred to an entity referred to as the Holy Cross Community Services. On December 2, 1998, a representative group of alumni and community leaders approached the Board of Governors and formally requested ownership, a request welcomed and approved by Archbishop Flores. This agreement was formalized on May 23, 2001, thus insuring that the mission of the Holy Cross Brothers will go forth well into the millennium.

From 2001- Present

Meeting needs and overcoming obstacles have characterized the determination and commitment of Holy Cross. Already faced with threatened closure, the absence of a caring ownership, and the disappearance of feeder schools, Holy Cross is again responding to a community need.

The last Catholic high school serving young ladies on the South and West Sides of San Antonio closed in 2002. These are the same areas from which Holy Cross has attracted young men since its founding in 1957. In order to make the same quality, value centered, college preparatory education available for young ladies as that offered for young men, Holy Cross became a coeducation high school beginning with the 2005-2006 school year. The student body composition remained unchanged ethnically and economically, that is, approximately 95% Hispanic and 30% attended on a privately funded voucher program.

The Brothers of Holy Cross were founded in post-revolutionary France to bring education to the less fortunate where it was not available. That same spirit and dedication animate today's leaders at Holy Cross of San Antonio. Over 85% of the graduates are enrolling in college with many entering elite colleges throughout the United States. Their Holy Cross education prepares them for life with a solid academic background and a genuine spiritual formation.

THE MOREAU TRADITION OF EDUCATION

Believing that education is the premiere response to the Catholic Church's preferential option for the poor, the Brothers of Holy Cross founded Holy Cross High School in one of San Antonio's most underserved areas so that, in the Moreau tradition, a quality, value centered, college preparatory education could be available.

SHARED VISION

A Holy Cross education is a process which...

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

Challenges a student through a sequential curriculum and comprehensive activity program to learn habits of the mind and habits of the heart:

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

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

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

Is rooted in a family legacy which nurtures trustworthy friends and lasting relationships.

Defines success in terms of the useful lives of its graduates.

MISSION

Holy Cross of San Antonio is a Catholic middle and secondary school pioneered by the Brothers of Holy Cross and steeped in the Holy Cross Tradition of Education that participates in the Education Ministry of the Catholic Church. Respecting the dignity of all children and committed to the priority of parental choice in the education of their children, Holy Cross of San Antonio serves the economically rich and the economically poor, the intellectually capable and the intellectually less capable, Catholics and non-Catholics. Ultimately the academic and spiritual programs cultivate in these young men and women the qualities to become productive citizens and more importantly, citizens for eternal life.

THE HOLY CROSS CODE

Holy Cross students are committed Christians who live by faith. Devoted to their souls' welfare, they reflect often on God. Their daily actions are sanctified by prayer, the practice of virtue and Christian piety. Since sanctity is their goal, there is a deep devotion to Our Lord and to Our Lady of Guadalupe.

Holy Cross students are studious. Learning is regarded as a duty; intellectual perfection as an honor. In the tradition of Father Moreau, students recognize that Holy Cross is their training ground where they must mold themselves into useful citizens.

Holy Cross students are loyal to God and country. Devotion to their school and teachers is demonstrated by their cooperation, zeal and spirit. They are friends to all because they are members of the Body of Christ.

In a word, Holy Cross students are persons of faith and honesty, of strength of character through self-mastery, of respect for the Christian family and lawful authority, of leadership in the pursuit of the true, the good and the beautiful. These are the Holy Cross Students.

POLICY STATEMENT ON THE CODE AWARD

The Holy Cross Code Award is given to the senior who demonstrates abilities and responsibilities, as outlined by the Holy Cross Code, in academics, leadership and involvement in the school community, and willingness to be of service to others. In the selection of the Code Award recipient, the senior class and faculty will be asked to give an advisory vote on the senior they recommend to receive the award. The Administrative Council, with the approval of the Principal, makes the final selection.

ARCHDIOCESE OF SAN ANTONIO

APPRECIATE FAMILIES

We recognize the family as the basic faith community in which all members share as active participants in the educational process.

ARCHBISHOP MEDALLION

The Archbishop of San Antonio bestows this award upon the senior at Holy Cross who is committed to assist the Holy Cross Family to encounter the Gospel of Jesus the Christ and to bring about Catholic teachings and values. This student must be Christian, at Holy Cross for a minimum of three years, actively involved in his/her parish and community service programs, and demonstrate spiritual leadership within the school, parish or community. The recipient is announced at Baccalaureate. At Graduation he/she receives the Medallion along with a letter of recognition.

ENCOURAGE MORAL FORMATION

We lead by example in teaching moral values that encourage respect and responsibility

FOSTER A CATHOLIC IDENTITY

We prepare students to encounter the Gospel of Jesus Christ and to bring Catholic teachings and values into their lives and the global world.

INVEST IN COMMUNITY BUILDING

We are committed to building a communal spirit that is the heart and reality of Christian formation.

PROVIDE QUALITY EDUCATION

We teach knowledge and critical skills so that students function fully as citizens within a changing technological and multicultural society.

SEEK EQUITABLE DISTRIBUTION

We are challenged to establish just distribution of resources to ensure quality and affordability to families and our Church.

SHARE GOVERNANCE

We seek support and participation from those who share a common vision, mission and philosophy.

SHARE THE SPIRIT

The fundamental purpose of Catholic schools in the Archdiocese of San Antonio is to proclaim the Good News of Jesus the Christ. His news is one of challenge, love, and unity; His spirit is caught in the lives of students. Affirming that parents are the primary educators and partners of education, we prepare students to share the spirit of Jesus through community building, Christian acts of service, and word and worship. We commit to provide inspiring active learning and quality education so that all students share the Spirit of Catholic Education.

This Vision statement calls forth beliefs that affirm the missionary dynamics of all Catholic Schools in the Archdiocese of San Antonio as we move into the Third Christian Millennium.

SUPPORT PARISH LIFE

We believe that the school contributes to the parish through the formation of students as active participants of the parish community.

PARENTAL RIGHT IN EDUCATION

As those first responsible for the education of their children, parents have the right to choose a school for them which corresponds to their own convictions. This right is fundamental. As far as possible parents have the duty of choosing schools that will best help them in their task as Christian educators. Public authorities have the duty of guaranteeing this parental right and of ensuring the concrete conditions for its exercise. §2229 Catechism of the Catholic Church

True *parental choice in education* (school choice) is the privilege and right of parents to select the school or educational system for their children and to direct to that school or education system the per pupil expenditure from tax money collected for education. As parents with children attending Holy Cross of San Antonio the State of Texas denies you that right and privilege. The Texas Legislature has not given you the privilege to direct any education taxes for your children's education. You must pay tuition and all other expenses including public school taxes.

Currently there are 12 states with voucher programs and 11 states with tax-credit programs. Vouchers and tax-credits are two processes that authorize parents to direct state funds for education to the schools their children attend. The amounts allowed generally range between 60 and 80 percent of the per pupil cost to educate children in the public schools. For example, in Texas the cost to educate a child in a public school is \$8,788. Therefore, if Texas enacted a School Choice law then parents could possibly receive between \$5,272 and \$7,030 toward the cost of tuition. This is only an example! It could be more or it could be less.

School Choice or Parental Choice in Education can become a reality only if enacted by the Texas Legislature. You, the voters must make it happen. Definitely it will not happen unless we make it happen. Throughout the year you will be informed and updated through E-mails, letters and the Holy Cross Website. There will be meetings dedicated to School Choice and your attendance is crucial.

If you would like more information on this issue, please contact Brother Stanley Culotta, CSC at 210-434-3801.

ATTENDANCE

ABSENCE

The school calendar is published monthly to allow parents to plan their activities so as to avoid unnecessary absences from school. Parents have the responsibility to notify the school as early as possible on the day of a student's absence from school. Parents may call (210) 433-9395 to notify the school of any absence. Parent failure to notify the school on the day of absence will require the student to contact his/her family when he/she returns to school. This delay in notification will result in a notation of unexcused absence until the matter is clarified.

There is a distinction between excused absences, unexcused absences and truancy.

1. Excused absences are those occasions when the parent informs the school on the day of absence of a student's legitimate need to miss school; i.e. illness, etc. However, parents must be aware that although a student is legitimately absent from school, that does not give him/her a right to a passing grade for work missed during his/her absence. Missed classroom work must be mastered for a student to receive a passing grade. Therefore, on returning to school, the student has the responsibility to contact each of his/her teachers to arrange for missed assignments and to take all necessary examinations.
2. Unexcused absences are those occasions when the parent informs the school on the day of absence of a student's need to miss school for a reason unacceptable to the school; i.e., vacation trip, routine medical appointments, etc. An absence is also recorded on the attendance record as unexcused when a parent fails to notify the school on the day of absence. In either case, the student forfeits the right to make up assignments or to take missed examinations. A student's grade can be adversely affected by unexcused absences.
3. Truancy is an absence from school for the entire day, or a part of the school day, which is not authorized by the parent. A student will be placed on Disciplinary Probation if he/she is truant. This probation status will coincide with a review of the student's discipline record by the Disciplinary Review Board. A second truancy may result in expulsion.
4. Absences because of suspension or truancy are unexcused.
5. Any absence, excused or unexcused, is recorded as an absence.
6. Absence from school for one to two class periods is counted as one-half day absent. Absence for three or more class periods is considered a full day absent. This applies to any reason a student is not in school, such as, attendance at funerals, appointments with doctors, etc.

ABSENCE FOR FUNERALS

There are funerals that many students should attend. So that this may be done orderly and that the school has knowledge of who is legitimately absent, the following procedures are in effect.

1. Students wishing to attend a funeral must bring a note from their parent(s) or guardian(s) and the note must clarify the

following:

- a. The student may attend the Mass only or attend both the Mass and go to the cemetery.
 - b. The student will drive his/her own automobile.
 - c. If the student drives his/her own automobile, the names of any students who may ride with him/her.
 - d. If the student will ride with another student or parent, then the name of the student or parent involved.
2. Each student leaving school must present this note to the school secretary at the time he/she leaves school and not in the morning before school.
 3. In the case when a large number of students will be attending the same function, the time that students will leave will be announced.
 4. Students must report back to school at the end of the services that they had parental permission to attend. Failure to return to school will be treated as truancy from school.
 5. Absence from school to attend a funeral is considered an excused absence.

FAILURE DUE TO ABSENCE

Both academic performance and attendance are required for successful completion of every course. Therefore, an excess number of absences, whether excused or unexcused, may cause a student to receive a "Failure Due to Absence" grade. Credit may be withheld from a student who is absent nine (9) or more classes per semester.

POLICY

State law requires regular and punctual attendance at Holy Cross. Credit is awarded for each course when the student has met the minimum standards established by the school for academic achievement and regular attendance. It is imperative that a student attend school every day unless prevented by illness or convincing family necessity. Perfect attendance means zero absences and zero tardies.

RELEASE OF STUDENT DURING SCHOOL HOURS

The time of dismissal from school is included in the Parent – Student Handbook. Any changes in this time are indicated on the school calendar and the Parents Newsletter. In addition, these times are announced to students.

Students will not be released from school during school hours into the custody of any person other than those listed on the emergency information card for the student. Identification of the person to whom the student is released is required.

Parents or guardians will be notified by telephone to make suitable arrangements and documentation will be made when it is necessary to send a student home because of illness or other reason.

Students may not be sent on errands off the school property or sent home for books, homework, etc, without parental permission.

Students will be released through a definite process conducted by the main office and only with written parental permission.

RELEASE OF STUDENT TO POLICE

When students are released to police the following are observed:

1. Verify that the person is a police officer. The officer is not required to present a warrant to speak with a student, but is required to wait until the parents are notified and given reasonable time to come to the school.
2. Contact and ask the parents or guardian to come to the school to be present with the student during the interview. If a parent or guardian cannot come to school, the Principal or his designee will sit in for the interview in loco parentis.
3. A warrant for arrest must be presented by a police officer before removing the student from school. If the student has been involved in some suspected illegal activity immediately prior to the police arrival on campus, or while the police officer is present, the Principal or his designee must contact the parent or guardian to come to the school.
4. If the parent or guardian cannot come to the school, then the Principal or designee must accompany the student to the police station.

TARDY POLICY

Students not seated by the sound of the bell to start each class are considered tardy. Students who report to class after the bell must present a tardy slip issued by the school office. Tardiness is cause for corrective action and the following are measures that may be imposed:

1. A first tardy may be excused by the Dean of Discipline.
2. A second tardy incurs a written punishment.
3. A third tardy incurs a detention after school on the same day and is assigned by the Dean of Discipline.
4. A fourth and each successive tardy incurs a Saturday work detention.

TARDY - FIRST CLASS PERIOD

Regular on-time attendance at school is necessary for academic success. A student who is tardy for the first class period of the day must serve a detention on that day. If a student is late for the first class period more than five times a semester,

then he may lose credit for that class and may be placed on academic probation. This probation status will coincide with a review of the student's attendance, disciplinary and academic record by the Academic Council.

BOARD OF DIRECTORS

The Holy Cross of San Antonio Board of Directors derives its authority from the Holy Cross Community Services, Inc. (HCCS) Board of Directors. The Board of Directors is called into being by the President of HCCS and given its mission to consult the Principal in areas of finances, school enhancement, policy, development and strategic planning. The Board of Directors is established to serve as a consultative body to the Principal, and is composed of elected, appointed and ex-officio members as set forth in its constitution.

CATHOLIC VALUES POLICY

ABORTION

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the church, the mission of the Catholic School and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school.

If it becomes known to any member of the school community that a student is contemplating or planning an abortion all reasonable encouragement must be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn child must be treated with compassion and respect.

CATECHESIS IN HUMAN SEXUALITY AND SEXUAL MORALITY

Human sexuality and morality are addressed according to the guidelines issued by the Religion Curriculum Guide, in special sessions, in the Annual Wellness Fair, and in the Catechism of the Catholic Church.

PREGNANCY

A primary purpose of Catholic Education is to guide students' growth in Christian values and moral conduct. Catholic teaching stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through the fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the pregnant student and the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner.

In order to insure the best interests of the student(s), parents and the school community, the following guidelines will be implemented:

1. If a Holy Cross student is identified as a father/mother-to-be then, he/she and his/her parents and/or guardians will be called to meet with the Principal.
2. The student will be required to receive appropriate professional counseling consistent with Catholic teaching.

MARRIAGE AND CO-HABITATION

If the Catholic Church recognizes a marriage of a student as valid, the administration of Holy Cross will determine the status of the student within the school on an individual basis. Such a marriage, in itself, is not cause for dismissal or sanctions against the student. The requirements for such a valid marriage are determined by local Archdiocesan policies. Co-habitation and a marriage not recognized by the Catholic Church are causes for expulsion.

VALUE STATEMENT

Holy Cross of San Antonio is a Catholic school and attempts to impart Catholic values through theology classes, various campus ministry programs and the overall academic and disciplinary programs. Any student known to the administration to be involved in practices contrary to the values of a Catholic education will be confronted by the Dean of Discipline or Principal in the presence of his parents to establish the validity of the allegation. If unacceptable behavior is established, he/she may then be subject to dismissal if he/she intends to reject the Catholic values on which the school is founded. However, if the student intends to comport himself/herself in a manner consistent with Catholic values he/she may be subject for a specified period of time to forfeiture of his/her privileges to participate in student social and athletic programs. During this specified period of time, the Principal will monitor the conduct of the student. Based on that assessment, the student may be dismissed, the period of forfeiture of privileges extended or all restrictions ended.

CURRICULUM POLICIES

ACADEMIC POLICY FOR PROMOTION, RETENTION AND CREDITS

MIDDLE SCHOOL

1. Students' academic performance will determine their courses of study.
2. Core courses are English, Social Studies, Mathematics, Theology and Science.
3. The graduation ceremony is a public expression that the student has completed all requirements for promotion to the next grade level.
4. If a student requires any additional academic class or activity as of the date of graduation, then he/she may not participate in the graduation exercises.
5. The second semester grade must be 70 or greater and the average of the first and second semesters must be 70 or greater to be considered a passing grade.
6. Students who fail only one course other than English or Mathematics may be promoted to the next grade level without repeating the course.
7. Students who fail either Mathematics or English must repeat that subject in summer school.
8. Students who fail both Mathematics and English must repeat the grade level or school year.
9. Students who fail two classes other than Mathematics or English must repeat one of the courses in summer school with priority given to any core course.
10. Students who fail three or more courses will not be allowed to return to Holy Cross the following year.
11. Required summer school attendance for any failure must be completed at Holy Cross.
12. If a failed course is required and not offered at Holy Cross then the course may be obtained at an authorized summer school with the prior approval of the Academic Dean at Holy Cross.
13. Students who do not attend summer school when required or who receive a failing grade in summer school will not be allowed to return to Holy Cross.
14. Students who do not rectify failures as outlined above are not eligible for participation in 8th grade graduation or for promotion to the next grade level.
15. Physical Education and Band are credit courses, which are not included in a student's G.P.A. (Grade Point Average).

SENIOR HIGH SCHOOL

1. A semester grade below 70 is a failing grade.
2. Each semester of a course is one-half credit.
3. Any student must attend summer school if he or she: earns a failing final grade for a course in which case the failed semester(s) must be repeated; or, does not pass the second semester in which case the second semester must be repeated regardless if the final grade is passing.
4. If a course is required in summer school but it is not offered at Holy Cross, then it may be taken at an authorized summer school with the prior approval of the Academic Dean at Holy Cross.
5. All summer school arrangements must be made with the Academic Dean within one week after the end of the school year.
6. Students are allowed to earn no more than one full credit (two semesters) in any one summer school.
7. Juniors entering their senior year may be allowed to earn two credits during the summer prior to enrolling in senior classes. Also, they may be allowed to attend an authorized night school and earn up to one credit during their senior year. These exceptions require prior approval of the Academic Dean at Holy Cross.
8. Students who do not attend summer school when required or who receive a failing grade in summer school may not be allowed to return to Holy Cross.
9. Sequential courses must be completed in that order. (E.g., English I must be completed prior to enrolling in English II).
10. Physical Education and Band are credit courses but do not count in the calculation of a student's G.P.A. (Grade Point Average)
11. In order to participate in the Graduation Ceremony, the student must have remediated any failing semester grades and also have satisfied the credit requirements.

CURRICULUM GUIDELINES

Holy Cross of San Antonio fulfills and exceeds the requirements of The Texas Catholic Conference Education Department (TCCED) and the Southern Association of Colleges and Schools (SACS). In the same fashion, it fulfills and exceeds the Curriculum Guides of the Archdiocese of San Antonio, and the Texas Essential Knowledge and Skills (TEKS).

CURRICULUM OBJECTIVES

The distinct purpose of Holy Cross of San Antonio is to proclaim the Gospel message of Jesus Christ, to cultivate community and to educate, building upon its Mission and Values for the Holy Cross community of parents, staff, faculty and students.

Holy Cross of San Antonio provides a holistic curriculum that embraces the totality of the person: intellectual, moral/spiritual, social, and physical. Accordingly, the school organizes its curriculum to ensure that:

1. INTELLECTUAL

- * all students will have the ability to think constructively, and to reason independently
- * all students will become lifelong learners
- * students will be creative and effective problem solvers
- * students will be effective communicators

2. MORAL/SPIRITUAL

- * students will develop a spirit of prayer and worship
- * students understand the role of the Church in community and world dimensions
- * students cultivate a sound ability to make moral decisions
- * students will be ethical and accept responsibility for their actions
- * students will develop a respect for the rights of others, and will work for peace and justice

3. SOCIAL

- * students will be positive, hopeful, productive, cooperative, and compassionate
- * students will be prepared for diverse challenges and opportunities
- * students will respect contributions of all members of society
- * students will understand and respect cultural differences
- * students will explore and appreciate the arts

4. PHYSICAL

- * students will appreciate and care for their health and wellness
- * students will learn to deal constructively with the psychological tensions inherent in change and adaptation

Below are the current graduation requirements established by Holy Cross of San Antonio in conjunction with the Texas Catholic Conference Education Department:

Class of 2010 & beyond

Theology	4.0 credits
Language Arts	4.0 credits
Mathematics	4.0 credits
Science	4.0 credits
Social Studies	3.5 credits
Economics	0.5 credits
Foreign Language	3.0 credits
Health Education	0.5 credits
Speech/Language Art Skills	0.5 credits
Physical Education	1.0 credits
Elective Credits	2.0 credits
Fine, Applied & Performing Arts	<u>1.0 credits</u>
	28 credits

DISCIPLINE POLICIES

ABSENCES

If a student is to be absent from school, then either his/her parent or guardian must call the school each day of the absence. On the day the student returns to school, his/her parent or guardian must send a written notice identifying the days on which the student was absent.

ACKNOWLEDGEMENT OF CODE OF CONDUCT

The code of conduct and discipline procedures are contained in this handbook. All parents or guardians are required to sign the statement included at the back of this handbook that they agree to abide by the rules and regulations of the school. Within the first week of school, this handbook is distributed to students and parents for the purpose of communicating all school policies and procedures. Parents and students must sign this letter indicating that they have

received the handbook and agree to be bound by the provisions it contains. The deadline for returning this signed statement is Friday of the first week of the new school year. Students who do not return this signed statement by that deadline will not be permitted to attend classes until it is signed and returned. Absences will be counted. Under the direct authority of the Principal, the Dean of Discipline has the responsibility of overseeing the discipline policies.

BULLYING PREVENTION POLICY

It is the responsibility of every member of the Holy Cross of San Antonio community to keep our school a safe and caring environment, and to help make sure that no student is bullied at school. **Bullying occurs when someone repeatedly, hurts, frightens, threatens, or leave someone out on purpose, with their words or actions.** Verbal Bullying includes unwarranted remarks, jokes, or slurs, name-calling or teasing, leaving someone out on purpose, spreading rumors about someone, and can include belligerent or threatening remarks that hurt a person. Physical Bullying includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements. Pushing, hitting, kicking, stealing, damaging, another person's things, or throwing things at someone will not be tolerated. Cyber-bullying is the act of being cruel to others by sending or posting harmful material online or through a cell phone. A student who believes that he or she has been bullied, or who has seen another student being bullied, should report the problem to a teacher or other adult at school. Any parent who becomes aware of or has concerns about incidents of bullying also should contact a teacher or the Dean of Discipline.

CELLULAR PHONES AND OTHER ELECTRONIC DEVICES

Cellular phones and pagers brought on campus must be turned off during normal school hours. All incoming calls must be received through the main school office. If there is an emergency and the phone must be used between these hours, then the student must report to the Administration Office and receive authorization from one of the Administrators or the School Secretary. The call may then be completed in the presence of the person authorizing the call. **Students using any device (cellular phone, iPod, mp3, etc.) during the restricted time must surrender that item immediately. The item may be picked up from the Dean of Discipline after a charge of \$25.00 has been added to their monthly statement.** The supervising faculty or staff member may issue further restrictions during any school related activity. To bring an electronic device (recorder, camcorder, radio, TV, video game, etc.) on campus, it is necessary to have prior permission from the supervising faculty member. Also, this permission may be given only for a very specific event, activity or purpose, and the device may be used only in the presence of the person issuing the permission. The respective Deans will keep track of repeat offenders and deal with them accordingly.

CLASSROOM ENVIRONMENT

Regulation of the classroom environment is the responsibility of the teacher. Teachers and not students are to regulate blinds, windows and the air-conditioning units. Students who deface any classroom area, such as desks, walls, bulletin boards, etc., will be subject to disciplinary action and restitution charges. The teacher's desk is a private area and students are not to investigate the contents in or on the desk.

CLASSROOM EXPECTATIONS

Classrooms are primarily places of learning. All activities, procedures and regulations must be directed to that one goal. Fundamentally, this means that each day, students will be present, will possess the required materials, and will have satisfied the requirements of all assignments. Students who in anyway interfere with or interrupt the learning process either for himself/herself or for others are subject to disciplinary action, including dismissal from school. Student conduct and discipline begins at home and cannot be the responsibility solely of Holy Cross.

CONDUCT

Students are always expected to conduct themselves as maturing Christians: a credit to their faith, their school and their fellow students and should conduct themselves courteously and respect the rights of others. All students have the obligation to assist in the discipline of the school. Students should walk, never run in the halls. Shoving, horseplay, loud talking, whistling, and boisterous conduct are to be avoided. Students should not leave or stack their books in the corridor or in front of a classroom door before, during or after school. Students should respect the physical plant, which includes the buildings, lawns, walkways and parking areas.

CONSEQUENCES/WARNING

Any student who is involved in a single minor disciplinary infraction within the classroom may be corrected verbally or asked to discuss the situation with the teacher outside of class time.

COURTESIES

Rules of discipline in many instances outline common courtesies. Some of these courtesies are delineated below to remind students that Holy Cross students are always courteous.

1. Whenever a guest, faculty member or adult enters the classroom, students should stand in silence and remain

standing until acknowledged and told to be seated.

2. At all assemblies, rallies, Masses or other large gatherings, whenever the administration or the guest speaker(s) approach the microphone, students should stand in silence and remain standing until told to sit down.
3. When answering in class, students should stand and deliver the response so that all present may hear.
4. When responding to a faculty member or other adult, students should say "yes sir" or "no sir" or "no Brother" or "no Sister," and the like.
5. Students should cover their mouths or noses when sneezing or coughing.

CRIMINAL ACTS/ALLEGED CRIMINAL ACTS

As a community, Holy Cross and its members have a right to a good name. The personal choices of individuals involving themselves in acts or activities that are criminal, or allegedly criminal, reflect negatively on that good name. Consequently, Holy Cross will adhere to the following policies.

1. Any student charged with a criminal act, or suspected of complicity in a criminal act, by a competent law enforcement authority is automatically subject to a suspension, expulsion or an appearance before the Disciplinary Review Board.
2. This disciplinary action refers solely to the good name of the School and the individual members of the School community. It is not intended and should not be assumed to imply a judgment as to the guilt or innocence of the party or parties involved.
3. The determination as to whether a student is involved in such acts or activities as listed above will be based on the reports of the involved city, county, state, or federal law enforcement agencies.

DAMAGE/DESTRUCTION OF SCHOOL PROPERTY

The school is common property and everyone has the responsibility to assure that it is properly maintained. It was built for use today and in the future. Anyone causing destruction either intentionally or unintentionally will be assessed replacement cost and be subject to dismissal.

DESKS

Desktops are for reading and writing materials. At no time should anyone sit on the desktop. Use of any materials that may mark or deface the desktop writing surface is prohibited.

DETENTION

A teacher may assign a student to serve a detention period for repeated disruptions of class time. Any student receiving a detention will report to the assigning teacher's classroom at the end of the last period on the same day in order to serve the detention. Failure to serve a detention is a serious offense and will result in additional action by the Dean of Discipline. Detention must be served on the day assigned. If there is a serious conflict that might prevent a student from serving a detention, then the parent/guardian must speak with the assigning teacher on the day which the detention is to be served.

DISCIPLINARY FEE

The Dean of Discipline will assess a disciplinary fee ranging from \$10.00 to \$25.00 to students assigned a Saturday work detention. This fee will be added to the student's account.

DISCIPLINARY REFERRAL

A disciplinary referral is a written statement by a teacher to the Dean of Discipline that a student has failed to respond to expected behavior despite disciplinary actions imposed by the teacher. Disciplinary referrals are sent immediately when a student engages in serious violations of school rules and/or policies. Students assigned a referral are to report to the Dean of Discipline after school. The Dean of Discipline is empowered to assign Saturday detentions, to request a conference with the student's parent/guardian or to levy a more severe penalty. If there is a serious conflict that might prevent the student from serving a Saturday work detention, the parent/guardian must speak with the Dean of Discipline on the preceding Friday.

DISCIPLINARY REVIEW BOARD

The Disciplinary Review Board composed of the Dean of Discipline and faculty members will meet with the student, his/her parents and other concerned parties to review the circumstances, which led to the student's appearance before the board. The Disciplinary Review Board will then meet privately to evaluate any mitigating circumstances. They will then recommend to the Principal or his designee the conditions of probation or the dismissal of the student from school. The Principal will make the final decision.

DISHONEST SCHOOL WORK

Acts of dishonest schoolwork are a serious matter and may result in a failing grade and/or other disciplinary sanctions. Acts of dishonest school work include, but are not limited to, the following: lending or copying homework in or out of class,

giving or receiving answers to quizzes, tests or examinations, entering an academic testing situation with an unfair advantage, plagiarism, or violating testing procedures as defined by a teacher in an individual classroom.

If a student is suspected of dishonest schoolwork, the teacher may confront the student at the time of the incident, after the class period, or at the end of the school day. At the discretion of the teacher, students thought to be involved in dishonest schoolwork, will receive a "Notification of Cheating" form stating the circumstances and require the signature of a parent. A second such incident will require a parental conference with the Academic Dean. Continued dishonest school work may lead to dismissal.

DISMISSAL FROM A CLASSROOM

A student dismissed from a classroom by a teacher will report immediately to the Dean of Discipline's office. If the Dean of Discipline is not available, the student will report to the school secretary and follow directions. Failure to observe this procedure may result in immediate suspension.

DISRESPECT

No student or teacher is to use any name or phrase that is derogatory towards another person. If a student is disrespectful to a member of the faculty, staff or student body, then the student shall be reported to the Dean of Discipline. If a member of the faculty or staff is disrespectful to a student, then the matter must be made known to the Principal.

DRESS CODE

Because of the many styles of dress and the variations in naming styles, it is almost impossible to strictly define a code of dress without having a prescribed Holy Cross uniform. **Any clothing, styles, or worn articles reflecting that of gang attire or culture, in whole or in part, are never permissible by a Holy Cross student. This includes school related activities such as dances, games, festivals, etc.** In any situation, the Deans of Discipline are the final authority as to the acceptability of a student's dress. If there is any question regarding conformity to the dress code, parents/guardians or students should consult the Deans of Discipline prior to purchasing or wearing questionable clothing.

Holy Cross recognizes the responsibility of parents for the appearance of their child and seeks cooperation in maintaining the following standards before, during or after school, and at any school related event:

1. A student's appearance should be clean and neat, reflecting respect and sensitivity for him/her and others. Clothing which is worn or tattered is not permitted. Tattoos are highly discouraged. Any tattoos deemed offensive, vulgar, obscene, reflecting gang significance, etc., must be removed. A \$25.00 disciplinary fee will be assessed for students that did not address the necessity to shave as determined by the Dean of Discipline.
2. All students' shirts must be tucked in at all times. Clothing unacceptable at Holy Cross include: blue jeans, steel tipped boots or shoes, taps on shoes, T-shirts, hooded sweat shirts, bandanas hanging from pockets or worn around the head, chains hanging from pockets, earrings, shirts with pictures, diagrams or words not reflective of Holy Cross values, hats worn inside the building or carried to classes. Wearing baseball caps backwards and/or baggy pants are never permitted at school or at any school activity.
3. There should be no distracting hairstyles or hair dye treatments. The Deans of Discipline are empowered by the Principal to determine what specific style of hair is considered distracting.
4. Students must wear dress shoes and socks at all times. Anklets or booties are not considered socks.
5. A "mass attire day" may be announced in anticipation of a special assembly or school event. On such days, students are required to wear their mass attire.
6. Repeated violations of the dress code may lead to detentions, work periods, Saturday work detention periods, probation, suspension and/or dismissal.
7. Ostentatious or excessive jewelry such as earrings, necklaces, bracelets, etc. are not permitted. In all of the above or related practices, the Dean of Discipline has the final authority.
8. The rules of the dress code apply at any school sponsored activity or any activity in which Holy Cross is participating, either on school property or away.

Dress Code – Girls

Regular Uniform Options

- White short sleeve over blouse with long navy tie (Dennis)
- Holy Cross logo polo shirts (Bookstore)
- Navy & grey plaid five box pleat skirt (Dennis)
- Navy knee length pleated twill shorts (Dennis)
- Navy flat front slacks (Dennis)
- Navy five box pleat skirt or kick pleat skirt (Dennis)
- Navy pullover sweater (Dennis)
- Holy Cross jackets and sweatshirts during winter months (Bookstore)
- Jackets or shirts won through competition can be worn for one week after event

- Solid white, navy or grey knee-highs (Dennis) (no booties or anklets)
- Black and white saddle oxford or black or brown penny loafer shoes

Mass Day Uniform

- White short sleeve over blouse with long navy tie (Dennis)
- Navy & grey plaid five box pleat skirt (Dennis)
- White, navy or grey knee-highs (Dennis) (no booties or anklets)
- Holy Cross jacket or navy pullover sweater (Dennis) during winter months (Option)
- No shorts or pants on dress days

SKIRTS MUST BE NO SHORTER THAN 3" ABOVE THE KNEE

Make up, jewelry, and hairstyles should be consistent with the wearing of a uniform and the school environment

Dress Code – Boys

Regular Uniform Options

- Holy Cross logo polo shirts (Bookstore)
- Navy or khaki relaxed or regular pleated pants (Dennis)
- Solid black or brown dress shoes (No Tennis, Sperry, Vans or Deck Shoes permitted)
- Holy Cross jackets or sweatshirts during winter months (Bookstore)
- Jackets or shirts won through competition can be worn for one week after event
- No shorts allowed for boys
- Crew socks only (no booties or anklets)

Dress (Mass) Day Uniform

- White dress shirt with HC tie (HC tie from Bookstore)
- Navy relaxed or regular pleated pants (Dennis)
- Holy Cross jacket during winter months (Bookstore) (Option)

There should be no distracting hairstyles or hair dye treatments

- The Dean of Discipline is empowered by the Principal to determine what specific style of hair is distracting

P.E. Uniforms

- Approved Holy Cross P.E. and athletic tops (tee shirts or sweatshirts) – Bookstore
- Approved Holy Cross P.E. and athletic bottoms (shorts or sweatpants) - Bookstore
- Colors of uniforms will be determined by P.E. Department

Bookstore – Items marked Bookstore must be purchased at Holy Cross Bookstore

Dennis – Items marked Dennis must be purchased at Dennis School Uniforms

DRESS CODE – PROMS, HOMECOMING AND OTHER SCHOOL SPONSORED ACTIVITIES

Girls will wear semi formal attire or formal gowns or pantsuits. Spaghetti straps will be permitted.

- Dresses are to be no more than 3 inches above the knee (front and back). This also applies to slits in dresses. Dresses must also be at the appropriate length even if leggings are worn underneath the dress.
- Dresses may not be extremely low-cut in the front or back. The front of the dress must not fall below the bra line; the back of the dress must not fall below the waist.
- Dresses may not be extremely tight/form-fitting. Be aware of the material that gathers and rises when you walk.
- No pinning will be allowed to bring dress up to code. (Safety Pins)
- Dresses may not be made of see-through fabrics or nude looking fabrics. Examples: Tulle, Netting, or Illusion.

The following will not be permitted:

- Two-piece formal gowns or pants and top, where the midriff is showing.
- Dresses with revealing cut-outs.
- Shorts
- Torn clothing

Boys are to wear tuxedos, suit or sports coat, but at minimum, they are expected to wear semi-formal wear, such as slacks, nice shoes, and a nice shirt and tie. Torn clothing will not be permitted. All Holy Cross male students must be clean-shaven.

If the attire is questionable, students are encouraged to show their evening wear to Ms. Calderon beforehand to determine if it is Catholic School appropriate. The determination of the appropriateness of student dress and grooming shall rest with the principal and administrators.

Students and their dates who are non-compliant with the dress code will not be admitted to the prom. No refunds will be given for dress code infractions in which result in students being asked to leave.

EXCEPTIONAL CASES

In exceptional cases resulting from a single major offense, Holy Cross of San Antonio reserves the right to expel, suspend or place a student on Disciplinary Probation. The Dean of Discipline in consultation with the Principal will determine the severity of response in such cases. Single major offenses which are subject to this special action include, but are not limited to: drugs (see Archdiocesan Policy); theft of school or personal property; the sale or acceptance of stolen property; vandalism; possession of weapons; fighting; insubordination; insults to faculty; staff or students; possession of fireworks; gang-related activity; acts of immorality or passive participation in any of the aforementioned acts. Rather than test the system or hope for a favorable ruling, it is better to anticipate expulsion for any of the above or similar offenses.

EXPULSION

A student may be expelled when other means of discipline have failed. A student may be expelled immediately for certain very serious reasons and/or after a single violation if, despite his previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students. Holy Cross has the option of indicating this action on a student's permanent record.

EXPULSION - IMMEDIATE

Students may be subject to immediate expulsion when they:

1. Participates in disruptive activities by a group such as a gang.
2. Possesses, uses or delivers narcotics, dangerous drugs or alcohol on school campus or school sponsored activities.
3. Smokes or uses any tobacco product on school property or at a school-related activity.
4. Possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school-related activity.
5. Threats of bodily injury or harm to a student or school personnel.
6. Assaults a student, parent or any school personnel.
7. Vandalizes school property or the property of others.
8. Engages in chronic or repeated behavior that disrupts the learning environment.
9. Engages in activity that is considered unacceptable according to the teachings of the Catholic Church.

FIGHTING

It is difficult to identify a single culprit in a fight between two students. It is not as simple as determining who struck first or threw the first punch. The responsibility for causing a fight is frequently shared by both parties because of a pattern of intimidation and/or verbal abuse over a period of time that preceded the incident. Fighting in school is further complicated by the misguided loyalty of friends who attempt to intervene on the side of one party that creates the danger of escalating an incident involving two students into a brawl inviting all to participate.

Fighting in school is a serious violation of school regulations and will not be tolerated. Therefore, both sides in the dispute must share some responsibility for the incident. Punishment will be administered and may include suspension, dismissal or disciplinary probation. Any third parties who joined the conflict or remained to observe the conflict are subject to punishment including even suspension or dismissal.

GUN-FREE AND DRUG-FREE SCHOOL ZONE

In cooperation with state authorities, Holy Cross will enforce the "Gun-Free and Drug-Free Zones" policy which prohibits the possession, use and/or sale of weapons and or drugs, or look-alike weapons and/or look-alike drugs within 1000 feet of a school property; onto Holy Cross property or bus or at a sponsored athletic, social, or extracurricular activity. The property of Holy Cross is bounded on either side by public schools, thereby extending the "school zone" beyond the 1000 feet limit of Holy Cross' own property. Any student in violation of this policy is subject to arrest by the police, and immediate suspension pending a hearing to consider possible expulsion from Holy Cross.

In general, the policy will be zero tolerance. It is better to expect this than to hope for any different interpretation or enforcement. (Refer to the Archdiocesan Drug Policy)

GUM

It has become more and more difficult to keep up with the amount of inappropriately discarded gum on school property. Not only is this a hygienic problem, but it has now become an economic problem for the school. We will therefore assess an automatic \$25 fine to any student who is issued a gum chewing detention. All fines will be collected through the business office via student accounts.

PHYSICAL EDUCATION ATTIRE

Physical Education is a required course of the curriculum. The official Physical Education uniform must be worn on the days the class meets. (The "official uniform" is the school purchased t-shirt and shorts, which can be purchased in the business office). Other equipment is not acceptable for Physical Education class nor for the Weight Training class.

PROBATION

At Holy Cross, probation is intended to be part of a constructive process directly involving parents with teachers and administrators in supervising the performance of their son/daughter. Notification that a student has been placed on either academic or disciplinary probation will require a conference with a school administrator to review the reasons for the probation status. The administrator will formulate the conditions under which the student will be allowed to remain at Holy Cross and determine the length of the probation period. Failure to abide by the terms of probation will require both the student and his parent(s) to appear before the Disciplinary Review Board. The Disciplinary Review Board may recommend to the Principal or his designee an extension of the probation status or expulsion. It is hoped that the early involvement of parents in monitoring the student's behavior will be a positive influence and of benefit to all parties concerned.

PROBATION CONDITIONS

The conditions of academic or disciplinary probation are intended to set attainable goals that will help the student change his/her behavior within a specific time frame and not to punish or discourage him/her. The conditions and duration of probation will be shared with each of the student's teachers and their cooperation will be sought in assisting the student to adjust to the demands of the probation. If the student fails to conform to the conditions of probation, at the discretion of the Dean of Discipline or the Vice Principal, the student's parents may be required to appear before the Disciplinary Review Board.

PUBLIC DISPLAYS OF AFFECTION

Students should remember that our campus is ultimately an environment where Christian morals and values remain at the forefront of all that we say and do. Therefore, students should refrain from any public display of affection that contradicts those values or that are deemed offensive to other students, faculty, and/or parents.

The following actions are deemed unacceptable behavior and consequences may range from a parent conference, detention, suspension, or referral to the Dean's office: kissing on the lips, holding hands, sitting on another's lap, groping another student, hugging/holding.

SUSPENSION

For repeated disregard of school regulations or a serious violation of a school policy, a student may be suspended from attending classes until the Dean of Discipline, the Principal or another designated school administrator interviews his/her parents. The administration wishes to keep the time a student is removed from classes to a minimum and, therefore, parents should take the earliest opportunity to respond to the call for a conference with school authorities. Holy Cross will document the violation and the reasons for suspension. In general, suspension will last no longer than three days, and the days of suspension are absences. The parental conference may result in the student being placed on probation or expelled.

VOLUNTARY WITHDRAWAL

In the context of disciplinary consideration, parents have the right to withdraw the student from Holy Cross at any time. Pending actions, or the results of actions or decisions that were pending at the time of withdrawal may be affixed to the student's permanent record even though the student has been withdrawn.

WRITTEN ASSIGNMENT

A teacher as a penalty for minor classroom disruptions may require a written assignment. This assignment is to be completed and turned in to the teacher before the beginning of class on the next school day. Such an assignment is intended as a notice to the student that certain behavior is unacceptable and unless improved will be met with more punitive responses.

FINANCIAL POLICIES

CONTRACTS

Only the Principal may sign a contract or give assurance of payment for any product or service in the name of Holy Cross of San Antonio. Any student or parent, who attempts to obligate the school without the specific approval of the Principal, may be found personally liable for any obligation implied in the name of the school.

TUITION

To simplify the tuition and fees process, Holy Cross has implemented a single tuition amount. Most fees, text books and athletic costs are included in this single tuition amount. Although Holy Cross continues to be the most affordable catholic college preparatory high school in San Antonio the tuition charged does not fully cover the cost per student incurred by the school. The school makes up the substantial difference by annual fundraising activities among parents, alumni, alumni parents, and friends of the school.

TUITION PAYMENT OPTIONS \$7139

High School (\$6,809)	Middle School (\$5,500)
One (Annual) installment due before August 3, 2013	One (Annual) installment due before August 3, 2013
Monthly Payment Plan – <ul style="list-style-type: none"> • eleven installments of \$619 \$649 • due 1st of month (July 1, 2013 through May 1, 2014) 	Monthly Payment Plan – <ul style="list-style-type: none"> • eleven installments of \$500 • due 1st of month (July 1, 2013 through May 1, 2014)

Discounts

- 1% on full tuition less scholarships/assistance paid before August 3, 2013
- Custodial parent/guardians with more than one student at Holy Cross will receive a \$500 discount per sibling

Personal items not included in tuition:

- Uniforms \$100 - \$200 per year (estimate)
- PE Clothing \$25 - \$50 per year (estimate)
- Bookstore purchases, consumables, NSF fees, parking, physicals, special course fees, testing fees, school publications, senior retreat and field trips are billed to parents.

TEXTBOOKS AND CONSUMABLES

Textbooks are the property of Holy Cross and are loaned to the students and will be turned-in at the end of the course. Students will cover all textbooks. Uncovered text books may result in a fine. Books damaged or missing will be charged to student(s). However, there are other materials that the students might need for their classes such as workbooks, handouts, locks, P.E. uniforms, etc. These are items that the student will keep even after he/she completes his/her studies at Holy Cross. Consumables and other non-returnable materials will be issued to the students and the charges will be added to their accounts.

FINANCIAL OBLIGATION

Financial arrangements and prompt payment of tuition is the responsibility of the custodial parent/guardian to Holy Cross.

PAYMENTS AND PURCHASES

All payments and purchases are handled through the Business Office. We accept cash, credit cards, cashier's checks and money orders for payment. We do not accept post-dated checks. Please include student/family identification on all payments and correspondence to insure proper credit.

MONTHLY (INSTALLMENTS) PAYMENTS

First payment is due July 1st.
 Subsequent payments are due on the 1st of each month.
 May business only - no personal checks will be accepted for payment in May only cash, money order, cashier's check, or credit card will be accepted.

LATE PAYMENT AND BANK CHARGES

Payments received after the 10th of the month are considered delinquent and will have a late charge of \$25 added to their account. Any check returned by the bank will be re-deposited immediately without notification. The second return of the same check will result in a \$30 charge and require cash or a cashier's/money order to redeem the returned check.

DELINQUENT ACCOUNTS

Holy Cross strives to maintain tuition as low as possible while providing an excellent college preparatory program. Tuition payments are a responsibility freely assumed by parents/guardians.

All financial obligations from current school year must be paid in full before a student(s) will be allowed to enroll for the next school year.

Payments not made by the due date, Holy Cross may:

- Remove/prohibit the student(s) from participating in extra-curricular activities, including participation in graduation ceremonies
- Disallow students from taking quarterly, semester or final examinations
- Suspend the student(s) and/or withdraw the student(s)
- Withhold grades, transcripts, diplomas and future registration of the student(s)

Delinquent accounts will be referred to Principal for immediate action.

EXTENUATING CIRCUMSTANCES

If a family encounters unusual or extenuating circumstances affecting payment arrangements, they must contact Elida Sanchez in the Business Office (Collection Department) at (210) 436-4257.

WITHDRAWAL REFUNDS

Students withdrawing will be charged tuition through the entire month they depart. Depending on payments made, withdrawals may result in refund or a payment due.

FINANCIAL AID/TUITION ASSISTANCE AND SCHOLARSHIPS

HOPE FOR THE FUTURE – the Archdiocese of San Antonio requires an annual application to assist families in Catholic Schools with their tuition payments. Partial financial assistance is awarded to families and is based on service to the school and financial need. Applications are available on-line. Hope for the Future recipients are notified in May and June. Please visit <http://www.hopeforfuture.org/> for more information.

HOLY CROSS TUITION ASSISTANCE is based on need and may include evaluation of academic achievement, extra-curricular involvement, leadership and/or moral character. In order to maintain award student must be passing their classes and have no disciplinary issues. The Holy Cross Financial Committee requires an annual application for tuition assistance. Applications are available in the Business Office. Deadline for application is May 31st.

ARAMARK WORK PROGRAM allows parents/guardians of registered Holy Cross student(s) to work concessions at various venues such as the AT&T Center, Joe Freeman Coliseum and the Alamodome. Designated amount of profits from concessions worked are applied to your students tuition account. Working the Aramark program does not replace the monthly pay plan. Credits for Aramark work will be posted to your account. The credits will reduce your next scheduled monthly payment.

SCHOLARSHIPS – for a listing of all scholarships please refer go to Holy Cross website, <http://www.holycross-sa.org>.

GENERAL ACADEMIC POLICIES

ACADEMIC PROBATION

Academic Probation is a designation to a student and his/her parents/guardians that his/her academic performance is not acceptable. Such indicators may be one grade below 70 or three grades between 70 and 73, or as determined by the Dean of Academics. Also, a student may be placed on Academic Probation as a condition for admission to Holy Cross. The terms of the probation will be discussed at the time the Probation is enacted.

ACCESS TO RECORDS

Parents and students have the right of access to records and the right to request that statements be changed or deleted. If Holy Cross does not agree to changing or deleting any portion of the record, then statements made by parents or student should be included in the record. Formal requests by parents or guardians for access to the student's record must be made in writing and require twenty-four hours notice.

CLASS RANK

Class ranks are calculated using semester grades. A student's absolute ranking will be indicated on his/her transcript.

CONFERENCES

Consultation with teachers is available at report card distribution time. Parents are encouraged to discuss their child's progress with teachers and administrators as needed throughout the year. Conferences can be arranged through individual teachers by scheduling an appointment.

CREDITS

Most courses are two semester courses and a student can earn one-half unit/credit each semester. To earn this one-half unit/credit, the student must receive a passing grade for that semester average. Many students participate in PREP (Pre-engineering Program), grades received from these courses are recorded on a student's permanent record. However, these courses are not intended to and do not replace courses required for graduation. Holy Cross reserves the right to deny or not accept any transfer credits.

DELAYED GRADUATION

Most students will complete their high school education in four years. At times a student may falter and need to repeat a course. In some special cases, a student may need to take a reduced academic schedule. Repeating a course or taking a reduced academic schedule may cause a student to require more than four years to complete his/her high school education. Hopefully, these exceptional students can be identified as early as possible so that they can make the mental and emotional adjustments. Holy Cross of San Antonio is willing to accommodate such students. While there are some program differences or diploma options, the requirements for graduation are essentially the same for all students even though the time needed to complete these requirements may vary. It must be understood, though, that students who are in need of a delayed graduation program will not cross the stage at graduation, but rather receive their diploma once all academic requirements are satisfied.

DUE PROCESS FOR ADMISSIONS

In all admissions and academic concerns, students are accorded due process. Appeals should be made to the Academic Dean who may, in turn, present the case to the Academic Council. Persons appealing an academic or admissions decision have the right to appear before the Academic Council. The Principal is the final authority in all academic and admission decisions.

ELIGIBILITY/INELIGIBILITY

Holy Cross realizes the importance of developing of the whole student. When disharmony occurs in a student's life, the school has an obligation to intercede. Students who do not place enough emphasis on their academic studies, as evident through two or more failures on a progress report or report card, will be ineligible for extracurricular activities until they have remedied the deficiency (one week). Students regain their eligibility status when a report card or progress report indicates fewer than two failing grades. A student who is ineligible may participate in practice activities but is not allowed to participate in formal interscholastic activities. However, the Administration reserves the privilege to declare a student ineligible for other reasons such as conditions of probation, discipline, academics, or parental request.

FAILED COURSES

Any student who fails a course for either the first or second semester and earns a failing final average in the same course will be required to attend summer school at Holy Cross. If the course(s) needed is not offered at Holy Cross, pending the approval of the Academic Dean, a student may attend another accredited summer school program. To gain admission in August, the student must present to the Academic Counselor an official summer school report card showing the successful completion of all failed course work. Students who have failed more than a total of four semesters may not be readmitted.

Any student must attend summer school if he or she:

1. earns a failing final grade for a course. In this case, the semester(s) he or she failed must be repeated.
2. does not pass the second semester. In this case the second semester must be repeated regardless if the final grade is passing.

It is preferred that all summer school classes are taken during the summer session offered at Holy Cross. However, if a course is not offered at Holy Cross then the course may be taken at another accredited summer school program with the permission of either the Dean of Academics or the Academic Counselor. To gain admission in August, the student must present to the Academic Counselor an official summer school report card showing the successful completion of all failed course work. Students who have failed more than a total of four semesters may not be readmitted the next school year.

FAILURE DUE TO ABSENCE

Both academic performance and attendance are required for successful completion of every course. Therefore, an excess number of absences, whether excused or unexcused, may cause a student to receive a "Failure Due to Absence" grade. Credit may be withheld from a student who is absent nine (9) or more classes per semester.

FIELD TRIPS

Field trips must be related to the curriculum. The school must provide adequate transportation and supervision. Each student must have a signed and dated release form from his/her parents for each field trip. The Principal must approve any school-sponsored outing. Approval of such trips will be based on these considerations:

1. Relationship of the nature and purpose of the trip to the mission, philosophy and goals of Holy Cross.
2. Ability of the parents to pay for the trip while meeting all other school financial obligations.
3. Appropriate supervision by school personnel.
4. Educational objectives and goals must be explicitly stated.
5. Students that are not in acceptable standing academically and behaviorally in all of their classes may not go on the field trip.
6. Students must wear the same teacher/sponsor designated attire. Students with worn or altered attire will not be permitted to attend the field trip.

Students going on a field trip must complete the "Field Trip Written Consent Form". This form can be obtained from the sponsor or moderator of the field trip. **(NOTE: All forms necessary for Field Trips are at the end of handbook.)**

GRADES

Grades are reported numerically. On occasion comparison with alpha grades may be desired. For that reason, the following may serve as a guide.

100 - 95	= A+	79 - 77	= C+
94 - 90	= A	76 - 74	= C
89 - 85	= B+	73 - 70	= D
84 - 80	= B	Below 70	= F

GRADE POINT AVERAGES

Student grade point averages are calculated each semester. Cumulative grade point averages include all course work done at Holy Cross except study hall, office practice grades, physical education and band.

GRADUATION

All graduates from Holy Cross of San Antonio will have successfully completed the academic requirements of the State of Texas, the academic conditions set by the Texas Catholic Conference Education Department, and the academic requirements specific to Holy Cross of San Antonio. The graduation ceremonies, both twelfth grade and eighth grade, are considered to be public acknowledgment that the students have met all the requirements for graduation.

SCHOLAR MONOGRAMS

Students who perform well academically deserve public recognition by their peers and by the general public. To bring this recognition to these students, Holy Cross acknowledges the following awards:

1. Students named a Blue & Gold Scholar for seven consecutive quarters receive a Blue & Gold Scholar Certificate.
2. Students named a Dujarie Scholar for seven consecutive quarters receive a Dujarie Scholar Monogram.
3. Students named a Moreau Scholar for seven consecutive quarters receive a Moreau Scholar Monogram.

Middle School students receive certificates in place of monograms.

HOLY CROSS SCHOLARS

The list of Holy Cross Scholars is determined and published at the end of each quarter. The categories of Holy Cross Scholars are as follows, and are based on quarter grades.

Top 5% of class	Moreau Scholar
Top 10% of class	Dujarie Scholar
Top 25% of class	Blue & Gold Scholar

A failing grade or an incomplete grade disqualifies a student from scholar eligibility.

JUNIOR NATIONAL HONOR SOCIETY

The purpose of the Junior National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service to promote worthy leadership, and to encourage the development of character. All students in the seventh

and eighth grades who have been on the honor roll each grading periods are eligible for membership. The election of members to the Moreau Chapter of the Junior National Honor Society shall be by a council, consisting of the Principal and four members of the faculty, who are selected by the Principal.

NATIONAL HONOR SOCIETY

Membership in the Moreau Chapter of the National Honor Society is by invitation from the faculty and administration and is based on both academic performance and service to the school community. It is both an honor and a responsibility. Members are expected to continue demonstrating the qualities of scholarship, service, leadership and character. These members also serve as representatives and hosts for Holy Cross of San Antonio. Their unique area of service is tutoring. The National Honor Society functions under its own constitutions and bylaws.

NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, Holy Cross will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Holy Cross has the right to ask divorced parents to furnish a copy of the custody section of the divorce decree.

ONLINE COURSES

The use of online credit recovery high school courses will be limited to three one semester courses for the entire high school time of the student. All online courses must be pre-approved by the Academic Dean.

PERMANENT RECORDS/TRANSCRIPTS

Permanent Records are maintained for all students who attend Holy Cross. Included on the Permanent Records are the semester grades for all classes taken, for all standardized testing results, academic honors, Grade Point Averages, academic honors, disciplinary records and other remarks that the administration considers significant during the students enrollment at Holy Cross. The final GPA is the GPA as of the student's date of graduation or date of withdrawal.

PROGRESS REPORTS

Students advance best when they monitor their progress. Holy Cross facilitates this communication between the teacher and student, and between the teacher and parent by providing a mid-quarter Administrative Progress Report. The Administrative Progress Report is distributed to all students midway through each quarter and the date is indicated on the school calendar. Progress Reports must be signed by a parent or guardian and then returned to the school office the day after distribution.

PUBLICATIONS

School publications serve to foster the creative talents of students and to assist and support the school in its public relations. Such publications are available to students, parents, pastors, and the community at large. All publications must be reviewed and approved by the school administration.

RELEASE OF PERMANENT RECORDS

Holy Cross will not release school records without written authorization except in the instances below:

1. Transcripts will be mailed to colleges and universities to which the student has applied and for which requests by the student have been made for such information.
2. Transcripts will be released upon receipt of a court order or subpoena.
3. Information from the permanent record may be released in emergencies when a student is critically ill or immediate care is needed.

REPEATING COURSES

Repeating a course because of a failing grade should ordinarily be done at Holy Cross during the summer school session. If the course is not offered at Holy Cross, or if the student has a serious reason to take the course at another school, then the procedure for transferring credit must be followed.

REPORT CARDS

Report cards are distributed to parents four times each school year. The dates on which the report cards are distributed are listed in the school calendar. Also, at the same time the report cards are distributed the teachers are available for consultation. Parents should take advantage of this opportunity to discuss their son's/daughter's performance. Tuition accounts must be current to receive a report card.

SEMESTER EXAMS

All students are required to take semester exams during the scheduled exam days. Parents should not make vacation plans during this exam time. Any student who has been given prior approval to miss a scheduled exam will be required to take an "incomplete" for the semester and complete the exam at a date to be arranged.

SEMESTER GRADES

The semester grade is used to determine a student's GPA and credit for that course.

SENIOR COMPLETION DEADLINE

A senior must complete all graduation requirements and clear all financial obligations by May 1st in order to participate in the graduation ceremony and receive a diploma.

SERVICE HOURS

Service hours are required of all students each year and are considered a part of their class or academic requirements. Completion of their service hours is necessary to satisfy their course requirement in Theology. Documents and instructions for this requirement are available from Theology teachers, the Office of Christian Service, appendix 1 of this handbook, and the school website under the Academic tab.

STANDARDIZED TESTING

Standardized testing, an integral part of the academic program, allows parents, students and teachers an opportunity to evaluate a student's progress. Students on all levels take the Stanford Achievement test. Juniors are encouraged to take the PSAT test in October. Seniors are urged to take the SAT or ACT college entrance tests during their junior or senior year. Scores from standardized testing are kept on a student's permanent record and copies are kept in the counselor's office.

SUMMER SCHOOL - HIGH SCHOOL

Holy Cross usually offers the following courses each summer for the high school division:

English I, II, III and IV	Algebra I, Geometry, Algebra II
Theology I, II, III and IV	Spanish I, II, and III
World History, U. S. History	Classes for advancement will be specially scheduled

There must be a minimum of 15 students registered in each class. Independent study courses may be offered at the discretion of the summer school principal.

SUMMER SCHOOL - MIDDLE SCHOOL

Holy Cross of San Antonio offers an Enrichment Program emphasizing mathematics, language arts, reading, and writing. The Enrichment Program is divided into two segments: Mathematics and Language Arts. Enrichment courses are offered to students with low test scores, or to students wishing to improve their skills.

TEXTBOOKS

1. All textbooks are the property of Holy Cross. They must be covered and protected from damage or loss. Book covers are generally available in the library free of charge.
2. Students are responsible for their textbooks and their replacement cost if lost or damaged. No new textbooks will be issued until a lost or damaged textbook is paid for.
3. Inserting papers into textbooks destroys the binding and is therefore not permitted.
4. High school (9-12) students may take only textbooks and materials to be used during their immediate class.
5. Middle school (6-8) students may take backpacks or book bags to classes.

TRANSCRIPT REQUESTS

To request a transcript, a student must fill out the transcript request form located at the Counselor's office and return it to the front desk. A minimum of twenty-four hours notice is required in order for the processing of a transcript.

TRANSFER OF CREDIT

Holy Cross will accept a credit from another school only if prior authorization was obtained from the Academic Dean at Holy Cross. Failure to meet these conditions may result in the credit not being accepted.

TRANSFER OF RECORDS

Holy Cross will only release permanent records and health records to a receiving school when that school applies directly by mail or facsimile. This request must be signed by the official of the requesting school and imprinted with the school seal. A copy of the student's permanent record and the original health records will be transferred. These records will be released without an on site parent's signature, since it is assumed that the receiving school has that signature on file. All

special education or psychological test results, which are to be released to a receiving school, must include a parent's signed release of that information.

Records will be released only when all outstanding financial debt owed to Holy Cross by the parents is liquidated. Such debt includes outstanding tuition and fees, as well as school property that have not been returned. Any student that is not cleared of obligations to Holy Cross will not be able to enroll in another Catholic School in the Archdiocese until all debts are cleared at Holy Cross. In addition, no personal, official copy of either permanent record card or health record can be given to any individual except in the circumstance of individuals who will be moving out of the country and who must take these with them in a sealed envelope. An official copy is one that contains an authorized signature and school seal.

VALEDICTORIAN AND SALUTATORIAN

For the purpose of the Graduation Ceremony, the Ceremonial Valedictorian is the senior with the highest academic ranking (GPA) at the conclusion of the third quarter of the senior year. The Ceremonial Salutatorian is the senior with the second highest academic ranking (GPA) at the conclusion of the third quarter of the senior year. If two or more students attain the exact highest academic ranking (GPA) at this time then they are named co-valedictorians for the Graduation Ceremony, and there is no salutatorian. However, these are not final GPA's.

A student's final GPA and total credits earned are determined by all grades earned and which include grades received at the end of the second semester of the senior year. The final GPA and class rank may differ from that at the end of the third quarter but it is the final GPA and credits earned that become part of the student's permanent record. Also, it is the final transcript or permanent record that is ultimately requested by colleges and universities.

GENERAL INFORMATION AND POLICIES

ACCREDITATION

Holy Cross maintains the accreditation standards of the National Catholic Educational Association (NCEA), and the Texas Catholic Conference Education Department (TCCED) and the Southern Association of Colleges and Schools (SACS).

ADMISSION

The admission policies of Holy Cross of San Antonio are non-discriminatory on the basis of race, religion, color or national origin. However, each student, Catholic or non-Catholic, is required to enroll in Theology courses each year, to attend all Catholic liturgical services planned for the student body, and to demonstrate a Christian attitude.

Effort is made to provide Catholic students with a Catholic education, including students whose parents are unable to pay full tuition.

Also included in selecting Catholic students is the presence of siblings, demonstrated school support, and children of alumni. Holy Cross of San Antonio strives to make a Catholic education available to as many students possible. In so doing, Holy Cross accepts students of different academic abilities and backgrounds. There are various reasons why students differ in ability and there are various reasons why students learn in different ways and at different rates. The guidance program at Holy Cross of San Antonio makes effort to identify reasons why students may not be performing well. Before a student is identified as a learning disabled student there are some procedures to be addressed.

Learning disabled is a psychological or medical diagnosis and proper documentation of the diagnosis must be submitted to Holy Cross of San Antonio. The Guidance Counselor at Holy Cross of San Antonio will coordinate the student's academic program. Any modifications in the student's academic program and academic record will be done in accord with the Texas Catholic Conference Education Department.

Parents who seek a Catholic education for their children enter into a contractual agreement, an agreement between the parent/student and Holy Cross of San Antonio, and the rules governing all areas of the student's development as stated in the school's philosophy. As part of the contractual agreement there are explicit (expressed) and implicit (implied) expectations placed on both the parent/student and Holy Cross of San Antonio. Explicit rules and regulations are included in the Parent-Student Handbook and various school communications.

Students will not be accepted directly from an alternative school. Students who have been in an alternative school and wish to attend Holy Cross of San Antonio must be re-enrolled in their primary school and be eligible to continue in their primary school if they were not planning to enroll in Holy Cross.

ADMISSIONS CRITERIA

1. Applicant's motivation for attending Holy Cross
2. Current school discipline record
3. Current school academic performance
4. Placement exam scores
5. Other family members previously or currently enrolled
6. Current school recommendation
7. Date of completion of file including social security card (copy)
8. Enrolled in or eligible to be enrolled in their primary school

ADMISSIONS PROCESS

1. Applicants will take the Placement Exam.
2. Admission interviews will be scheduled for all students who take the Placement Exam.
3. Recommendations will be requested from the applicant's current school.
4. Applicants will be notified in writing of their status after the above are completed and evaluated.
5. Applicants who are accepted must complete the necessary registration materials including a copy of the social security card and pay the non-refundable registration fee.
6. Students are accepted conditionally, that is pending successful completion of the current school year.
7. Applicants who are conditionally accepted will submit a final report card for the school year before they receive final acceptance.
8. Documentation of up-to-date immunizations must be presented before students may attend classes.
9. For various reasons, some students may be placed in the "waiting pool." These students will be notified if an opening becomes available.

AREAS DESIGNATED FOR STUDENTS

Students should not be in any unsupervised areas. Students are NOT ALLOWED to be in the following locations during the school day.

1. Cars, parking areas or parking lots
2. Athletic fields, gym locker room or gym except during PE
3. The cafeteria, except during scheduled snack or lunch periods

Middle School students are not allowed to leave the campus after school.

ASSEMBLIES, MASS AND PEP RALLIES

All student assemblies, religious celebrations, and scheduled pep rallies are mandatory for all students. During student assemblies and scheduled pep rallies, students are to sit in assigned sections. When the speaker or guest approaches the microphone and podium, students should stand, maintain silence, and follow customary courtesies.

Dress day uniforms (refer to Dress Code) are the required attire at student liturgies. Students must conduct themselves with the reverence and respect due the religious occasion.

Pep rallies are considered an integral part of student life and are intended to inspire enthusiasm. Students are to show courtesy to the cheerleaders, dance team and school visitors at all times. After the assembly or pep rally, students are to remain seated until dismissed by the Principal or his delegate.

AUTOMOBILES

Parking on the property of Holy Cross is a privilege, not a right, and the privilege may be revoked at any time for actions of a dangerous or irresponsible driver. Of particular concern are the following:

1. All students who drive to school and park in the Holy Cross parking lot must be licensed drivers, have proper vehicle insurance, must register their vehicles with the Business Office and obtain a parking permit.
2. The parking permit must be properly displayed at all times. Failure to do so may result in the automobile being towed away at the owner's expense.
3. The parking fee is determined each year and payable at the bookstore.
4. Students who drive to school are to use only the assigned spaces provided in the school parking lot. No student is to park in front of the school or in the area reserved for the coaching staff next to the Gym. They should not block the cafeteria loading dock area or park near the trash container.
5. As soon as the car is parked, students must leave the parking area. Students may not return to the car until after school. Students are not to loiter in the parking lot or sit in their cars playing their car radios.
6. Drivers are reminded that there is a 10 mph speed limit on school property. Students who ignore the 10 mph speed limit on school property will permanently forfeit their privilege to park on school property.
7. Vehicles with sensitive alarm systems will not be permitted to park on school property. The Dean of Discipline is empowered by the Principal to make such a determination.
8. Radios or other audio systems must be lowered to a volume heard only within the vehicle once school property is entered.

EMERGENCY RECORDS

An emergency information record card is kept for each student enrolled in the school. These cards contain information that is pertinent in case of accident or illness. Parents must submit emergency card information changes throughout the school year as they occur. Students do not have access to other students' cards.

FRONT OFFICE

Only students assigned to the front office or students having official business are permitted in the front office/administrative office area. Students should use the north or south doors for entrance or exit from the main building,

and not the front (west) doors.

GUARDIAN/RESIDENCE REQUIREMENTS

Parents play an essential part in the student's school life, not only in terms of support and guidance, but also in terms of participation in various school-related activities. Students must reside with a parent or legal guardian. The school must be provided with a notarized copy of guardianship. If a student should change residence to that of other than a parent or legal guardian, the student may be asked to withdraw from Holy Cross of San Antonio.

LOSS OF SCHOOL TIME

In the case of an emergency for which extended school time is lost, students will be expected to make up equivalent time as directed by the administration.

NON-DISCRIMINATION POLICY

Holy Cross of San Antonio does not discriminate on the basis of age, gender, religion, race, color, national or ethnic origin, or disability, in its educational programs, admissions policies, employment policies, financial aid or other school administered programs.

PARENTAL CONCERNS

If the student and/or parents have concerns about a grade or some other matter pertaining to a specific course, a conference with the teacher involved should be arranged. Every effort should be made on the part of the parent, student, and teacher to satisfy all concerns. It is the policy of the administration that such parent/teacher conferences should occur before requesting administrative intervention. If no satisfactory agreement is reached, the parent and/or teacher should contact the Principal for additional help in resolving the matter.

PARENTAL CONDUCT

The integrity of the educational process requires appropriate and responsible conduct on the part of administrators, faculty, staff, students and parents. Parental behavior that disrupts campus community life or the integrity of the educational process may result in the student not returning to Holy Cross of San Antonio for the subsequent year of study.

SCHOOL DAY

The school day begins at 8:00 AM. Students are expected to report on time so that they are present for attendance and announcements. All students are assigned a lunch period each day. Dismissal is generally at 3:00 PM; variations in the daily schedule are announced in advance.

SCHOOL HOURS

The main school office and the school building are open daily from 7:30 AM to 4:00 PM. Faculty and members of the administration are available for conferences by appointment.

SENIOR PICTURES

All seniors are expected to take a cap and gown photograph on the day(s) scheduled by the school. This will be the official graduation photograph used in the yearbook. If a student is absent on the aforementioned scheduled days, he or she is expected to go to the photography studio contracted by the school to take their official graduation photograph.

STUDENT TO TEACHER RATIOS

Holy Cross of San Antonio abides by the students to teacher ratios outlined by the Texas Catholic Conference -- Education Department.

STUDENT TRANSFERS

Holy Cross accepts transfer students into all levels except the senior year; however; exceptions are at the discretion of the Administration. Mid-year transfers are detrimental to a student's education and are discouraged. The admissions process and criteria also apply to transfer students.

STUDENT TRANSFERS - FROM HOLY CROSS OF SAN ANTONIO

When a student transfers from Holy Cross of San Antonio a copy of the permanent record and the original health record is sent to the receiving school when that school applies directly by mail. These records are released without an onsite parent's signature, since it is assumed that the receiving school has that signature on file. All special education or psychological test results that are to be released to a receiving school must include a parent's signed release of that information.

STUDENT TRANSFERS - TO/FROM HOME SCHOOLING

Holy Cross of San Antonio recognizes the rights of parents to choose an academic institution best meeting their child's needs. Credits will be accepted from accredited schools or accredited home schooling programs. In the case of non-accredited schools or programs, students must test at their grade level on a standardized test such as the Stanford Test of Academic Skills, or that selected by Holy Cross of San Antonio. Holy Cross Administration will make the final decision in extraordinary situations. In addition to other usual criteria and expectations the following may be required:

1. Official Birth Certificate.
2. Baptismal Certificate (Catholics Only).
3. Immunization records.
4. Official cumulative record or transcript of previous grade.
5. Completed Archdiocesan transfer form (if applicable).
6. Social Security card (copy)

USE OF SCHOOL FACILITIES

1. All buildings and grounds should be vacated by 9:00 PM or ½ hour following a school-sponsored activity.
2. Any organization having a meeting in a school building must have its moderator present. The building must be left orderly and secure.
3. No student should be in the school building after hours without a faculty member present.
4. In general, Holy Cross does not lease its athletic facilities. Their use is restricted to students and alumni for classes, social functions, recreation, etc. The Athletic Director must approve any use of the athletic facilities.
5. Rental of the gym or athletic fields by Holy Cross alumni or any other group must have the prior approval of the Athletic Director and satisfy requirements of Holy Cross' insurance carrier.
6. Use of any school related facility requires approval by the person in charge of that facility.

VISITING STUDENTS

Some extracurricular activities allow participation by other students. They are to be treated with utmost respect. At no time is there to be physical contact between boys and girls. Unless accompanied by the respective sponsors or moderators, all visiting students will report to the main office or to the north porch of the main building. They are not to gather in any of the rooms or buildings without the supervision of their sponsor or moderator. Students are never allowed in the locker room, change rooms, or physical fitness room. Loitering or strolling other areas will be cause for losing the privilege of participating in Holy Cross activities. Holy Cross students will be responsible for informing the visiting participants of these regulations.

VISITORS

All visitors must first report to the main office. It is only with the approval of one of the administrators that a visitor may enter the campus. Ordinarily, someone will be assigned to escort the visitor. Failure to report to the main office and secure permission to visit the campus is sufficient cause for requesting police assistance to remove the intended visitor.

WITHDRAWALS

If a student is withdrawing from Holy Cross of San Antonio then he/she and/or his/her parents must do the following:

1. Schedule an exit interview with the Academic Dean.
2. Obtain a withdrawal form from the business office.
3. Obtain all the required signatures of clearance, the final being that of the Principal or Vice-Principal.

GRIEVANCE PROCEDURES

COMPLAINTS

Holy Cross provides an opportunity for individuals to be heard in redress from a policy, regulation, or decision that is perceived to work hardship on an individual or group. A student shall present his/her complaint in the presence of his/her parents/guardians. The primary aim is to establish and publish the procedure to be followed and to provide fair notice and hearing of the matter. Complaints may be heard from individuals, parents and parent organizations. Holy Cross seeks to provide effective ways of addressing and resolving these situations while at the same time providing a consistent forum for redress of perceived wrongs.

Complaints are generally in a few categories. They may be academic, disciplinary or organizational. Initial complaints must be first addressed to the immediate person involved such as the teacher, moderator, sponsor or director. If there is no resolution to the grievance, then appeal may be made to the Administrator of that branch of school activity or department. In all grievances that do not involve expulsion, the Principal is the final authority and will entertain grievances only after the following steps have been taken.

EXPULSION POLICY PROCEDURE

Parents who seek redress for their expelled son/daughter must first confer directly with the Principal. If the parents wish to appeal the decision of the Principal then they may initiate a formal grievance within three (3) business days following the Principal's decision. The procedure is as follows:

1. Parents will submit a written statement addressed to:

Office of the President
C/O Holy Cross of San Antonio
426 N. San Felipe
San Antonio, TX 78228

2. The statement must contain at least the following:

- a. The expulsion decision as upheld by the Principal
- b. A summary of the immediate cause of the expulsion
- c. A summary of the proceedings to this time
- d. The remedy being sought
- e. The relevant telephone numbers, addresses, etc. needed for contacting them

LOCAL GRIEVANCE PROCESS

Parents who seek file a grievance must first confer directly with the Principal. If the parents wish to appeal the decision of the Principal then they may initiate a formal grievance within three (3) business days following the Principal's decision. The grievance must be submitted in a written statement to:

Office of the President
C/O Holy Cross of San Antonio
426 N. San Felipe
San Antonio, TX 78228

NON-EXPULSION POLICY PROCEDURE

All complaints that do not result in expulsion will be resolved at the local school level. Neither the Local Grievance Committee nor the Archdiocesan Council of Conciliation will hear these matters.

HARASSMENT POLICY

FREE ENVIRONMENT FOR STUDENTS

Holy Cross of San Antonio does not condone harassment of any kind. All students are to be treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities.

SEXUAL HARASSMENT must be defined as unwelcome sexual advances; requests for sexual favors; verbal, nonverbal, or physical conduct of a sexual nature; or other conduct or communication of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an employee's employment or a student's academic success or achievement of any other nature.
2. Submission to or rejection of such conduct by an individual is used as a basis for a decision affecting a student or an employment action affecting an employee.
3. Such conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonable interference with a student's school performance or employee's work performance by creating an intimidating, hostile, or offensive school/work environment.
4. Sexual harassment examples may include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, social media and electronic communication (texting and sexting) or contact by any other means.

VERBAL HARASSMENT includes derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.

PHYSICAL HARASSMENT includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.

INTERNET HARASSMENT includes, but is not limited to the following:

Cyber-stalking: the use of the Internet, email or other electronic communications to stalk, and generally refers to a pattern of threatening or malicious behaviors; may be considered the most dangerous of the three types of Internet harassment, based on a posing credible threat of harm.

Cyber-harassment: differs from cyber-stalking in that it is generally defined as not involving a credible threat; usually pertains to threatening or harassing email messages, instant messages, blog entries and websites dedicated solely to tormenting an individual.

Cyber-bullying: electronic harassment or bullying among minors within a school context (school property, school busses, and official school functions). Believing that activities off-campus can have a chilling and disruptive effect on children's learning environment, any type of said harassment that originates off the school campus is also subject to sanction by school officials.

The sanctions for Internet Harassment range from school/parent interventions to misdemeanors and felonies with detention, suspension, and expulsion in between.

Holy Cross of San Antonio:

1. Implements this policy through meetings with administrators, ensuring that they understand the policy and its importance.
2. Makes all staff members, student and parents aware of this policy and the commitment of the school toward its strict enforcement.
3. Remains watchful for conditions that create or may lead to a hostile or offensive environment.
4. Establishes practices designed to create an environment free from discrimination, intimidation or harassment.

Each student has the responsibility to:

1. Behave in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Informing anyone harassing him/her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the Principal or Dean of Discipline. If either is not available, report incidents to the Dean of Students.
5. Discontinue immediately once informed that his/her conduct is perceived as discriminatory, intimidating, harassing or unwelcome.

Believing that activities off-campus can have a chilling and disruptive effect on children's learning environment, any type of said harassment that originates off the school campus is also subject to sanction by school officials.

PROCEDURES - COMPLAINT FILING AND INVESTIGATION

The following procedures must be followed for filing and investigating a harassment claim.

1. The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the person must report the harassment to the Principal. In the case of sexual harassment allegation, the person is free to raise the issue with another administrator if he/she prefers to do so.
2. If the complaint is against the Principal, the person must report the incident to the Superintendent of Catholic Schools.
3. As soon as the verbal report has been given, the school personnel must report the incident to the Parent and Superintendent.
4. The person alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
5. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegation.
6. Once the facts of the case have been gathered, the Principal, in consultation with the Superintendent will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including expulsion.
7. If the complaint is against a non-employee such as a parent, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

HEALTH SERVICES

COMMUNICABLE DISEASE

If a student contracts a serious communicable disease, the school office should be contacted and provided with information necessary to the welfare of the entire student body. Any questions or concerns should be directed to the school administration.

EMERGENCY CARDS

An emergency information record is kept for each student. This contains information that is pertinent in case of accident or illness. Information listing an address, phone numbers (home and work), physician, dentist and emergency contact

persons is required annually. Also required is a permission form and liability release for emergency medical treatment, and if necessary, transportation by ambulance or private car in the event that parents or emergency contacts cannot be reached. Information in these must be kept up to date at all times. Students do not have access to other students' personal data.

EXTENDED ILLNESS

Parents must notify the school office whenever it is anticipated that student illness will result in an extended absence. The school office will then contact the Counselor for assistance in contacting teachers for assignments during the student's absence. Any absence of three (3) days or more requires a physician's note on return.

HEALTH FILE

A health file is maintained on each student. This file includes immunization records, vision and hearing screenings, pertinent medical information and the doctor's name. Health records are confidential. They are available to the Principal, faculty and staff if there is need. The student's original Health Record is given to the receiving school when the student transfers to another school. A copy of the Health Record is to be kept as part of the permanent record.

HEALTH SCREENINGS

Scoliosis testing for ninth grade and vision and hearing screening for seventh grade are provided by Holy Cross as part of the School Health Program, and required by the Health Department of the Texas Education Agency. Parents may choose to use a private physician and to send the results to the school.

ILLNESS DURING THE SCHOOL DAY

If a student becomes ill during the school day, he/she should report to the school office. As the student can only be released to the authorized adult, the parent/guardian will be contacted to pick up the student, or if the student is able to drive, to provide permission for him/her to leave campus. In the case of serious illness or accident, appropriate medical personnel will be contacted, and if necessary, the student will be transported to a medical facility.

IMMUNIZATION RECORD

By Texas State Law, to attend classes a student must be up to date with immunizations and also provide the school with verification that he/she is up to date.

INSURANCE

The Student Accident Insurance Policy covers all students during travel to and from school, while attending school, and while attending a school sponsored and supervised activity. This is secondary insurance. This same coverage can be expanded to 24 hours for an additional charge paid by the student. Coverage for football is separate and paid by each participant. An insurance packet is provided for each student at the beginning of the school year.

MEDICAL APPOINTMENTS

While some medical appointments can only be arranged during school hours and necessitate a student's absence from school, the parent has an obligation to try to arrange medical appointments for after school hours. When such appointments are necessary, the parent must present a signed note stating the time and place of the appointment for approval. This approved absence from school should be arranged the day before the appointment. Only the Principal or a Dean may excuse a student from school during the school day. These are considered excused absences (meaning that missed academic material may be made up) unless otherwise determined.

MEDICAL CONDITIONS

A parent has the obligation to inform school authorities at the beginning of the school year, or as soon as possible after a condition is diagnosed, of any medical condition that might limit a student's participation in school academic or extracurricular activities.

MEDICATIONS

Only medication prescribed by a physician or dentist, dispensed by a registered pharmacist, and accompanied by the medication permission form signed by the parent/guardian will be given during school hours.

Each student's medication must be in its original container and clearly labeled with the following information.

1. Student name
2. Physician/Dentist name
3. Date
4. Name of medication
5. Dosage
6. Directions for administration
7. Duration of administration

PARENT GROUPS/ASSOCIATIONS

BOOSTER CLUBS

Where appropriate, extracurricular activities such as athletics and band are accompanied by booster clubs. These clubs assist in providing additional financial and other support for these activities.

PARENT-TEACHER CLUB

The purpose of the Parent-Teacher Club of Holy Cross is to foster partnership between the home and the school, and which aids the Principal in providing programs and financial resources for the improvement of the educational programs. All teachers are to be available to the parents for consultation. The constitution and by-laws of the PTC Federation are used as the blueprint for the Parent-Teacher Club of Holy Cross. An annual PTC dues is included in the total annual tuition added to the student's August statement.

SAFETY POLICIES

BLOOD-BORNE PATHOGENS

Holy Cross follows the Blood-Borne Pathogens Exposure Control Plan approved by the Texas Catholic Conference Education Department.

1. The designated waste receptacle is located in the area of the health coordinator. Whenever handling waste material, latex or equivalent gloves are required.
2. Since schools are not viewed as generators of "regulated medical waste," biohazard labels are not required. The Principal appoints the Local Health Coordinator. The Local Health Coordinator is responsible for insuring that required health screenings are performed and documented; maintaining health records and submitting required reports.

HOLY CROSS CAFETERIA

The Holy Cross Cafeteria possesses a Food Establishment License issued by the City of San Antonio Metropolitan Health District -- Food Sanitation Division.

CLOSED CAMPUS

Holy Cross of San Antonio is a closed campus. This is to say, no student may leave campus during school hours without being signed-out in the front office by an authorized adult. After school, no middle school student may leave campus, but must remain until picked up by their responsible party.

DEFINITIONS

"Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech. "Under the influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated. Students who violate this policy shall be subject to disciplinary action including expulsion.

A student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student's use shall not be considered to have violated this policy. Authorized school personnel must administer any prescribed medication.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy. Students involved in such actions shall be expelled from school, no exceptions.

Administrators may search lockers, student automobiles, and other personal property for alcohol, drugs or other controlled substances.

Please note: It is unlawful in the State of Texas for minors to use, buy, sell, or possess alcohol. Any Holy Cross Student who may be recognized by the State of Texas as an emancipated citizen by reason of age of majority or marriage, may not claim an exception to the school policy on forfeiture of his right to use, buy, sell or possess alcohol.

FIRE DRILLS

A fire evacuation plan is posted in each classroom. Students should study the plan and become familiar with it. When the fire alarm (3 bells/tones) sounds, students should immediately stand and file out of the room with the teacher. No one is to pass another student or break the line of march. Running and talking are not permitted. The first students to reach the outside doors should hold them open until all have left the building. Two rings of the bell/tones signal the return to class. To disregard these instructions is a serious violation of public safety and may lead to disciplinary action.

GLASS CONTAINERS

No glass containers are allowed on Holy Cross of San Antonio campus.

LOCKDOWN DRILLS

Students are urged to be safety-conscious and follow the lockdown regulations exactly for emergency lockdown drills.

LOITERING ON THE CAMPUS OF OTHER SCHOOLS

Students are reminded that it is against the laws of the State of Texas to be on the property of a public or private school while that school is in session. Students who have a legitimate need to visit another school after dismissal from Holy Cross are reminded that they are subject to the regulations of the school they are visiting and may be charged with loitering or trespassing. Students should arrange to meet at a safe and convenient place off the property of that school.

SMOKING

City Ordinance does not permit smoking on school property. Furthermore, the State Educational Code requires that students are not permitted to smoke, carry or chew tobacco products at any time in any part of the school property, including at dances or other extracurricular or school-sponsored activities.

SUBSTANCE ABUSE POLICY

In accordance with Archdiocesan Policy, no student shall possess, use, or attempt to possess, use, or be under the influence of any of the following substances on school premises during any school term, or off school premises at any school-related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including, but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-changing, mind-altering, or behavior-altering drug.

TORNADO DRILLS

Students are urged to be safety-conscious and follow the fire regulations exactly for emergency tornado drills.

WEATHER OR OTHER EMERGENCY SCHOOL CLOSINGS

In case of inclement weather, or other emergency school closing, Holy Cross will follow the directions announced by the Archdiocesan Superintendent of Catholic Schools.

STUDENT ACTIVITIES

ATHLETICS

All athletic programs are under the supervision of the Director of Athletics and subject to policies approved by the Principal. Holy Cross is a member of the Texas Association of Private and Parochial Schools (TAPPS) league. The following are some pertinent rules with which all student athletes should be familiar:

1. Physical Exam – All students wishing to participate in any athletic program sponsored by Holy Cross must have an annual physical examination before they will be allowed to try out for a team.
2. Age Limit - Students shall not take part in any contest in this league who, on the first day of September preceding the contest, has reached or passed the nineteenth birthday.
3. Ten Semester Rule - No one shall take part in any contest in this league after the end of the tenth consecutive semester following their first enrollment of the eighth grade.
4. Holy Cross requires that student athletes have a full day's attendance on both the day preceding and on the day of the contest. If the contest is on a Saturday, then the student athlete must have a full day's attendance on the last school day prior to the contest. The Principal or Director of Athletics may approve exceptions to this rule in extraordinary cases.
5. Students must have a full day's attendance in order to participate in practice on that day. The Principal or Director of Athletics may approve exceptions to this rule in extraordinary cases.
6. The athletic director will suspend any student who is ejected by an official from any contest from further competition pending a review of the facts and circumstances. The Principal or Director of Athletics will prescribe the appropriate corrective action that is needed and will inform the head coach and the athlete personally of the duration and the condition of the correction.
7. Varsity letters are awarded to athletes who fulfill the requirements in a particular varsity sport.
8. Athletes receive only one letter regardless of the number of sports or the number of years they have lettered. A certificate will be provided for additional letters earned in subsequent years or sports. All letter and numeral awards for each sport will be at the determination of the head coach for that sport.

9. The school will award team district and state patches; athletes, at their own expense, must purchase patches for individual, district, and state honors.

BAND

Band members may not assemble for practice inside any building unless supervised by the director or another faculty member.

CAMPUS MINISTRY

Campus Ministry provides opportunities for student prayer, worship, and service. It provides spiritual counseling, and gives students opportunities to enhance their Catholic faith beyond the theology classroom.

Campus Ministers, consisting of teachers and students, prepare and organize school liturgies, special class liturgies and retreats, provide opportunities to receive the sacrament of reconciliation, and supervise student voluntary service programs.

At Holy Cross, no distinction is made between Catholic and non-Catholic students. All students are expected to participate in religious activities, the development of Catholic values, and a respect for one's own personal worth and that of others. In particular, sixth graders, seventh graders, eighth graders, freshmen, sophomores and juniors must participate in a retreat day. Seniors are strongly encouraged to participate in a school-sponsored overnight retreat.

Students are required to fulfill a service project supervised by their theology teacher. Service projects may also include food drives, new student orientation, music ministry, peer counseling, and student prayer services.

With the approval of the Archbishop, eight seniors are chosen to serve as Eucharistic Ministers. They assist the campus ministry staff with liturgies, prayer services, and peer counseling during retreats.

CHEERLEADERS/DANCE TEAM

The respective moderator must be present whenever the Cheerleaders or Dance Team assemble. All payments and charges relating to the Cheerleaders or Dance Team members must be processed through the Business Office.

CLUBS

Clubs for specific purposes may be formed with the approval of the Principal. Each club will have a faculty moderator approved by the Principal. The faculty moderator must supervise all club activities and any club money collected from any source must be kept in the business office.

The faculty moderator represents the school in all matters pertaining to the club and must attend all meetings of the club organization.

EXTRACURRICULAR ACTIVITIES

1. Participation in some form of extracurricular activity plays an important role in the education of the Holy Cross student. Teachers should encourage students to actively participate in the school's extracurricular programs and bring their individual talents to enriching these programs.
2. The Principal is responsible for all extracurricular activities, and is responsible for coordinating schedules with the Director of Athletics when the interest of two groups does not coincide.
3. Unless approved in advance a student may not practice or participate in an extracurricular activity on days in which he does not have a full day attendance.
4. Students participating in authorized extracurricular activities during school hours are allowed to make up any missed academic assignments or tests. These arrangements should be made with the respective teachers before the absence.

PROMS, DANCES AND SOCIAL ACTIVITIES

As themes and traditions may vary for these events, the rules and regulations outlined in this handbook must be preserved and obeyed. Specific reminders may be issued to prevent any late misunderstandings. The Dean of Discipline will handle violations.

SCHOOL SPIRIT AT GAMES

Coaches and athletes expend a great deal of time, energy and skill when they represent the school in interscholastic competition. The student body is asked to support the team with enthusiasm and spirit. Our manner of support should not become a distraction to the effort on the field by rude or insulting cheers, comments or gestures directed at officials, opposing team or opposing fans. All Holy Cross cheers and banners should reflect support for our team and not focus on the opposition. Students may be prohibited from attending any or all-athletic events if their behavior is considered by the administration to be disruptive or unacceptable in any manner.

SENIOR TRIP

The senior class moderator is responsible for the senior trip. The trip, which takes place during Spring Break will be

organized for members of the senior class and administrators/faculty chaperones. Final arrangements for the trip must have the approval of the Principal. Senior's must be current with their accounts before they will be allowed to participate. A non-refundable deposit for the ski trip is due by November 15th.

STUDENT AWARDS

Students may receive awards for various activities or deeds. These are spelled out in the respective activities.

STUDENT COUNCIL

Members of the Student Council are student officials of Holy Cross. Their role is one of leadership and they represent Holy Cross in student activities both outside as well as inside the school. For activities held at or sponsored by Holy Cross they will serve as hosts, guides, coordinators or other capacities as needed. They must also demonstrate leadership that develops the spirit of the Holy Cross Student Body.

STUDENT SERVICES

ACADEMIC ENRICHMENT PROGRAM

The Academic Enrichment Program is a program for students requiring additional academic support. Services to students include tutoring, tracking, modifications, tutorial software, counseling, and one-on-one instruction. Individualized Educational Plans are established to meet the specific needs of each student. These services are arranged through the counselor with the cooperation of the teachers. An additional tuition charge may be assessed each year for students enrolled in the AEP program.

ANNOUNCEMENTS

Announcements will ordinarily be made at the beginning of the first class period each day. A prayer and the pledge of allegiance will precede the announcements. Students should stand at their desks during the prayer, and join in the recitation of the pledge of allegiance. All announcements should be typed, dated, signed by a faculty member, and submitted to the front office before 8:00 AM.

BUSINESS OFFICE

All financial transactions are under the authority of the business office. This includes tuition or other charges to a student's account, and therefore all payments must be made to or through the business office. If there are any questions related to finances or charges then they are to be directed to the business office at (210) 433-1611.

DANCES AND SPECIAL EVENTS POLICY

The Dean of Discipline and/or moderator of the group sponsoring the dance are empowered by the Principal to decide what clothing and appearance are appropriate for the dance. Students must go into the dance area as soon as they arrive on the campus. No one will be allowed to loiter in the parking area, in front of the gym or other parts of the campus at any time during the dance. Students who leave the dance area are to leave the school grounds immediately.

Off-duty police officers will be hired to provide security for all dances held at Holy Cross. Faculty members and parent chaperones are empowered by the Principal to make known to students what behavior is considered disruptive or unbecoming. Standards of Christian morality are expected of all present at the dance. Students who are corrected by a faculty member or parent chaperon are expected to cooperate, even if they disagree. Students who wish to challenge such corrections should speak with the sponsor of the dance on the next school day. Students still not satisfied should bring the matter to the attention of the Principal.

GUIDANCE

The Guidance Department will assist students in academic counseling, college preparation, career assistance, parent-teacher-student conference, and personal counseling.

Students in grades six through ten are assisted in developing good study habits and building self-esteem. Junior and senior students are provided with information concerning college entrance requirements, information on various college scholarships and financial aid, and assistance in applying to and completing college applications.

GYM LOCKER ROOM

Any student using the locker room for physical education class or athletic purposes must use the lockers provided in the locker room to secure all personal belongings. Students are not to leave their personal belongings and/or book bags unattended in the locker room. Valuables may be given to a teacher/coach for safekeeping.

During school hours or during athletic practice times, only Holy Cross students are permitted in the locker room. This

includes the areas immediately outside the locker rooms.

I.D. CARDS

Student pictures and I.D. cards are issued at the beginning of the school year. Students must carry this I.D. card with them at all times. There is a \$5.00 fee charged for all new and duplicate identification cards.

LIBRARY REGULATIONS

1. The library opens at 7:30 AM and closes at 4:00 PM, except on Wednesdays when the library is open from 7:30 AM to 2:15 PM.
2. The library collection is composed of a variety of materials including reference, circulating, and periodicals. Students should familiarize themselves with the materials so they will be prepared to conduct research and supplement their studies.
3. All circulating materials must be checked out at the librarian's workstation. Books and periodicals circulate for two weeks. Materials may be renewed unless another student has placed a reserve on the item(s). The student I.D. card also serves as a library card and is required to check out materials.
4. Students are limited to an accumulation of six (6) items on loan. When there is a class assignment involving the same resources, students will be limited to two (2) books in the same subject area. This allows the library resources to be shared among students conducting similar research.
5. Late fines are 25¢ per day per item. Overdue notices are run every Tuesday. Should the library materials not be returned by the fourth week the student will be turned over to the Dean of Discipline who will assist the librarian in obtaining the overdue materials and fines owed. The same will apply to students who have returned materials but not paid the fines. Borrowing privileges will be blocked once unpaid fines/billed materials exceed \$5.00. Students who are repeatedly late in returning materials and/or in paying fines may have their borrowing privileges suspended.
6. Damaged or lost materials will be charged at replacement cost.
7. A quiet atmosphere must be maintained in the library at all times. Failure to comply will result in ejection from the library.
8. **Students may not take backpacks into the library. Cell phones may not be used in the library at any time.**
9. **Internet access in the library is limited to educational research.** Access to chat rooms is strictly prohibited. E-mail use should be applicable to the student's school work. **Students not in compliance will lose their Internet privileges. Students must present their student I.D. card and sign in to use the Internet.**
10. **Students must sign in with the librarian for all computer use. The student I.D. is required for computer use except searching the Follett online catalog.**
11. All library materials must be returned prior to the end of the school year. Failure to do so will result in assessment for the replacement cost of the materials. Seniors and eighth grade students will not be approved for graduation until library materials are returned and fines settled. Other students owing materials and/or fines at the end of the school year will have a hold placed on their report card until they have settled with the library.

LOST AND FOUND

Any articles found on school property should be turned in to the business office. Students are reminded to label their books and personal property. Owners of found articles may be required to pay a handling fee when reclaiming the article. At the end of the school year, any useful unclaimed articles will be given to charity.

LUNCH PERIOD

LUNCH PERIOD

Students are scheduled to particular lunch periods each day. Students are not permitted to take books, study materials, or electronic devices to the cafeteria during the assigned lunch period. Each student is to take their turn in the serving line. There is to be no "cutting in" or reserving places for friends. Everyone is expected to act in an orderly manner so that meals may be eaten in a quiet pleasant atmosphere. Each person sitting at a given table is responsible for the appearance of the table and chairs after the meal. All trash is to be placed in the trash containers. Students not in the library or cafeteria may congregate outside the double doors on the south side of the cafeteria but may not be in the classroom corridors or in front of the building. Holy Cross does not participate in the National School Lunch Program, the National School Breakfast Program, or the Milk Program.

SCHOOL LOCKERS AND PERSONAL BELONGINGS

Lockers are to be kept locked and personal belongings are to be stored in lockers. Every locker in the school building now has improved security protection. It should not be necessary for students to carry large book bags with them during the school day. If needed, additional locker space can be provided to store athletic equipment or heavy

clothing. Under no circumstances are students to take book bags to the cafeteria, computer rooms or library. Book bags or personal belongings should not be left outside the cafeteria, computer rooms or library unattended. Holy Cross reserves the right to inspect lockers at any time. Students must purchase combination locks from Holy Cross. Parents and students are reminded that expensive jewelry should not be worn to school. If a student opens another student's locker without permission or takes another student's property in jest or theft, the student is subject to immediate suspension and an appearance before the Dean of Discipline.

TELEPHONES

1. Students are not to use the office phones except in cases of immediate necessity or because of school business, and then only with permission.
2. A student may be called to the office to receive a phone call only in cases of an emergency.

TUTORING

Teachers are available each day after school to provide extra assistance to students. Teachers may also require students to report for assistance after school. Failure to report is considered a serious infraction. Parents should encourage their son/daughter who need assistance to take advantage of these opportunities.

COMPLIANCE WITH CIPA AND INTERNET SAFETY POLICY OVERVIEW (CHILDREN'S INTERNET PROTECTION ACT)

Since the Internet was made available in the classroom during 1997, Holy Cross of San Antonio has undertaken a series of actions designed to insure the safety of our children while accessing the Internet. These actions, in accordance with the educational purpose of all Holy Cross of San Antonio educational technology, are designed both to prevent students from accessing inappropriate or illicit content, as well as to protect the privacy and safety of our students.

Holy Cross of San Antonio informs all students and employees of the appropriate and acceptable use of technology, and the consequences of inappropriate use of technology, through the Acceptable Use Policy (AUP). This policy is distributed to all students and employees, with acceptance acknowledged in writing by the student, parents or employee before any access to educational technology or the Internet is allowed.

Permission to broadcast the images of students via Distance Learning, Streaming Web-Based Video and/or the Internet is given via the Distance Learning/Video Release Form distributed with the AUP in the Student Handbook.

A new document is the Acceptable Posting Policy (APP). As more teachers and students produce content for web pages, the APP has been designed to inform all students and employees as to appropriate content to be placed on web pages for worldwide distribution via the Internet. In addition to providing guidelines for acceptable web page content, the APP also protects student's privacy by insuring that any student's work posted on a web page is posted either with first name only, or a class or student number so that a student's full name cannot be used by an outsider to appear familiar with a student. Additionally, the APP insures that student's addresses and other personal information do not accidentally get posted on the web through imbedded information such as file names or hyperlinks to personal home pages.

Holy Cross of San Antonio has always provided content filtering to guard against student access to inappropriate or illicit web content. This was first provided using Net Nanny filtering. All student-accessible computers in classrooms and libraries were forced through this filter; attempts to bypass the filter shut down Internet access on that system.

In an effort to provide better local filtering control as well as more accountability and better tracking of attempts to violate the AUP, Holy Cross of San Antonio implemented the BESS N2H2 Proxy Content Filter this year. This filter will be locked-in like the Net Nanny filter was to prevent bypass, but is housed and controlled locally, lowering access fees while allowing us to respond more quickly to student and teacher needs. Each student and teacher logs in to BESS N2H2 using his or her own private user name and password, and access violations are logged with the time, station and user name, facilitating AUP violation enforcement. BESS N2H2 uses a downloaded library list of denied (forbidden) sites (refreshed nightly to keep up with the proliferation of inappropriate and illicit web sites) combined with a locally edited list of acceptable and denied sites. These lists are customizable by individual or by grade level to insure students have access to materials that are age appropriate and in the context of the student's current curriculum.

Blocking access to public, free e-mail systems such as Yahoo Mail helps protect student e-mail. Students are only allowed to have filtered e-mail access through a School-provided account, which is automatically screened for obscenities, inappropriate images, or origination from a known illicit site.

The proliferation of viruses via the Internet, e-mail and other media is controlled through regularly updated with the most effective virus protection software. This insures viruses do not flood disturbing, disrupting or offensive material into student files or e-mail, and keeps our systems working at peak efficiency.

To keep outside “hackers” from breaching our servers and systems and obtaining private information, Holy Cross of San Antonio’s already extensive security measures are strengthened by the addition of a firewall. This firewall only allows authorized users from the outside to connect to secure servers, and further insures that only authorized individuals have access to student and employee data.

Finally, any backup media containing student or employee information are stored in secure, locked locations, and are overwritten with invalid data or otherwise physically destroyed before disposal, just as paper documents are shredded.

Holy Cross of San Antonio has always put a premium on the safety and security of our students. The dangers of revealing information to strangers over the Internet are discussed with students as they begin to access School technology. The School is committed to providing a safe, enjoyable, technology-rich learning environment designed to prepare all students for the technology-dominated workplace.

If you any questions regarding Holy Cross of San Antonio’s compliance with CIPA or Internet safety, please contact the principal.

NOTICE OF CIPA COMPLIANCE

The computers in this school are protected to provide filtered, appropriate Internet content and E-Mail access in accordance with CIPA, the Children’s Internet Protection Act. Holy Cross of San Antonio uses ESC Region 20 BESS N2H2 Internet Content Filter, featuring automatically updated vendor subscription denial lists in combination with locally managed access lists customized by grade level and curriculum. Copies of the Holy Cross of San Antonio Acceptable Use Policy (AUP), Acceptable Posting Policy (APP) and Distance Learning/Video Release Form governing acceptable and appropriate use of the Internet, E-Mail, Distance Learning and all educational technology are contained in the Parent-Student Handbook and are available upon request.

Holy Cross of San Antonio aka Holy Cross Jr-Sr High School CIPA Compliance Policies

Introduction

It is the policy of Holy Cross of San Antonio to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children’s Internet Protection Act. Access to Inappropriate Material to the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Holy Cross of San Antonio online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:

- (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and
- (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Holy Cross of San Antonio staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s

Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Principal or designated representatives.

The Principal or designated representatives will provide age-appropriate training for students who use the Holy Cross of San Antonio's Internet facilities. The training provided will be designed to promote the Holy Cross of San Antonio's commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Holy Cross of San Antonio's Internet Safety Policy.
- b. Student safety with regard to: safety on the Internet; appropriate behavior while on online, on social networking Web sites, and in chat rooms; and cyber bullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the School's acceptable use policies.

Adoption

This Internet Safety Policy was adopted by the Board of Holy Cross of San Antonio, on 01/22/2011.

CIPA definitions of terms:

MINOR. The term "minor" means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE. The term " technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

OBSCENE, as that term is defined in section 1460 of title 18, United States Code;

CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
Harmful to minors.

HARMFUL TO MINORS. The term harmful to minors" means any picture, image, graphic image file, or other visual depiction that: Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms sexual act" and sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

INTERNET ACCEPTABLE POSTING POLICY (APP) (FOR EMPLOYEES, COMMUNITY, LIBRARY PATRONS AND STUDENTS)

RATIONALE

School web pages are public documents welcoming the outside world to the school and linking students and employees to sources of information. Guidelines are required in the construction of school web pages to ensure that information on the pages is appropriate for any Internet user from within the community and around the world to access. Web pages should support the educational aims of Holy Cross of San Antonio.

In producing web pages, the following goals should be considered:

1. Introducing outside visitors to the School and its programs,
2. Fostering communication of information between students, employees, parents and the community,
3. Sharing the School's successes with the world,
4. Linking users to good information resources, and
5. Providing top-quality, family-friendly content that is appropriate to and in compliance with the mission statement, educational goals and objectives of Holy Cross of San Antonio.

POSTING REQUIREMENTS

School Webmaster

Any school setting up a home page shall have a school Webmaster appointed by the principal. The school Webmaster shall assist the principal of the school in ensuring that these guidelines are adhered to and that the content of the school web pages meets the principal's approval. The school Webmaster is the only person in the school authorized to upload files to the web server. The principal must review and approve the school web page

before posting.

School Home Page

The school home page shall be located on the school's server. If the school has additional web pages on one or more sites on external web servers, then the school's home page shall provide direct links to all sites. All school web pages must conform to these guidelines regardless of the location, whether on the Holy Cross of San Antonio web server or an external web server. The school home page shall indicate the date of the last revision.

Content of Web Pages

The content of school web pages must be consistent with the educational aims of Holy Cross of San Antonio and with the policies and spirit of the Holy Cross of San Antonio Board.

Communication Links

No web page content may allow people accessing the page to contact any student directly. Communication with respect to the content of any page must be directed either to the principal of the school or to the school Webmaster. School home pages must include a "mailto:" link to the school Webmaster.

Advertisements

School web pages may contain small acknowledgments of school partnerships or sponsorships. Web pages may provide links to partners' or sponsors' web home pages.

External Links

All links connecting to external sites must be approved by the school Webmaster, and are subject to final approval by the principal; this includes teacher/classroom web pages hosted on external servers.

Identification of Students and Employees

For a student's *first* name and/or picture and/or information about the student to appear on a school web page, the school must obtain parental permission on the Distance Learning/Video Release Form. This form was provided to the parent/guardian in the enrollment package. This form must be renewed each school year. Only number, topic, class or first name may be used to identify student work. A student's full name or e-mail address may NEVER appear on a web page. Student work may include but is not limited to; web pages, artwork, graphic design, written documents, multimedia presentations, projects, etc. Filenames for pages and images should be checked to ensure that students' names **do not** appear there, e.g., mary.smith.gif, jimpaul.html. Permission must be obtained from any employee prior to displaying his/her photograph or information.

Teacher/Classroom Web Pages

Teacher/Classroom web pages will promote student learning and must be consistent with the educational aims of Holy Cross of San Antonio. The creator of the page is responsible for the content of any external links. The page must adhere to the rules above for posting of student work. We encourage classroom web pages to be linked from the school site. Contact the school Webmaster with the appropriate site address or files for uploading to the school site.

Personal Home Pages

Personal home pages for students or employees are not permitted to be linked from the school web site. Students may create "content" pages under their instructor's supervision, but not personal pages about themselves. Similarly, employees may create pages that are educationally oriented. Linking to a student's or staff member's personal page on an external site is not permitted.

Respecting Copyright

Copyright must be respected. The author of the web page must not use copyrighted materials without permission. This includes icons and "buttons", images, background watermarks, sounds and video.

Claiming Copyright

The author for his/her own original work may claim copyright.

STYLE GUIDE

(The following items are suggestions - not mandatory, but recommended.)

1. Avoid "Under Construction" signs on a home page; construct the page before placing it on the Web. If UNDER CONSTRUCTION graphics are necessary, do not keep them on any page longer than four (4-8) weeks.

2. The date of the last update to the page should be clearly identified for page viewers.
3. Images should be displayed with width and height set. Large images should be avoided.
4. Pages should accommodate a variety of browsers, including text-only browsers. Avoid making pages that require unusual plug ins.
5. Pages should be checked for spelling and proofread before they are displayed.
6. Internal documentation should be maintained along with the source code. It should consist of the author's name (teacher's name **may** be more appropriate if author is a student), and creation and revision dates. Any unusual content or styles should be noted. Written permission authorizing the use of any copyrighted material must be maintained
7. Facilitate travel through your web pages. Provide hypertext links wherever possible. Keep URL's as simple as possible.

RESTRICTIONS

Students and Employees of Holy Cross of San Antonio are precluded from:

- Posting, linking to or sending any transmissions or files constituting or encouraging conduct that would constitute a criminal offense, giving rise to civil liability, or otherwise violating any local, state, national or international law, including without limitation the U.S. export control laws and regulations.
- Posting or transmitting any information or software that contains a virus, worm, cancelbot or other harmful component.
- Uploading, posting, publishing, transmitting, reproducing, distributing or participating in the transfer or sale of any information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or right holder.
- Abusing or fraudulently using the Web Posting Service in any way not specifically set forth above.
- Chain letters are not to be posted.
- Irresponsible postings that result in large numbers of complaints to Holy Cross of San Antonio Administration will result in posting privileges being disabled.
- Illegal postings, such as harassment, pornography or copyrighted software or other data (such as mp3 sound files) are grounds for immediate termination of the user's web-posting privileges and/or computer access, and will result in subsequent disciplinary action and/or prosecution.
- Students are prohibited from using a camera phone (a cellular phone including a camera capable of capturing and transmitting still or full motion images) on school property for illicit or immoral purposes at any time for any reason.
- Students are prohibited from using a camera phone at any school-sponsored event for illicit or immoral purposes at any time for any reason.
- Illicit or illegal use of film or digital cameras and film or digital camcorders on School property or at any School-sponsored event is prohibited.
- Students may not use personal electronic devices or media including but not limited to CD/DVD burners and USB "pen" or "jump" drives (USB keys) to illegally duplicate and/or distribute copyrighted materials including music, video, movies and software.
- Students may not load a bootable, alternate operating system on any School-owned computer from any student-owned source or media, including floppy disks, CD/DVD discs or USB devices ("pen" or "jump" drives (USB keys), USB hard drives or USB CD/DVD drives).
- Students may not acquire, through wired or wireless connection, School-provided network or Internet access

from any student-owned computing device whether desktop, portable, tablet or handheld, without the prior permission of their instructor and the Technology Department.

Any disregard for the above conditions may result in your computer access privileges being disabled, along with any and all other appropriate School, local, state, national and international actions including prosecution of all involved perpetrators.

WEB PAGE POSTING ETHICS

Before posting any material on the web, ask yourself this question: Would I put this in a local or national newspaper for *anyone* to read? If you answered "no", then it doesn't belong on a web page.

PENALTIES AND DISCIPLINARY ACTIONS FOR APP VIOLATIONS

Violations of the Holy Cross of San Antonio Acceptable Posting Policy (APP) are treated as violations of the Holy Cross of San Antonio Acceptable Use Policy (AUP) and/or Holy Cross of San Antonio Parent/Student Handbook and Personnel Handbook policies, and qualify the offender for any and all appropriate actions and punishments as set forth in the AUP and Handbooks, including suspension and expulsion of students and dismissal of employees.

HOLY CROSS OF SAN ANTONIO STUDENT ACCEPTABLE USE POLICY

Introduction

Holy Cross of San Antonio incorporates technology as a natural part of the educational process. The use of educational technology empowers students and fosters development of life-long learning skills through access to the latest equipment, information and resources.

Computers and technology are integrated into every facet of the educational and administrative process. Holy Cross of San Antonio endeavors to provide appropriate educational technology and the skills required to use this technology responsibly for all students in order to prepare them for the classroom and workplace of tomorrow.

Holy Cross of San Antonio's educational technology includes school-wide computer networks utilizing direct Internet access and Cloud-based resources. Distance learning, streaming web-based video content, electronic mail and fax services are also available.

Personal Devices, Remote Access and Virtual Presence

This policy applies to and governs **all** use of technology at **all** times when a student is on School property, whether the student is using School-provided technology devices or their own personal electronic devices. Holy Cross of San Antonio also provides remote access to School technology resources and tools including virtual desktop environments which are accessible from anywhere in the world via the Internet. If a student is accessing a School-provided virtual desktop environment via the Internet from a remote location, *the connection constitutes a virtual presence on School property*, and all School policies and regulations apply to the student and are enforced as if the student were physically present on campus.

The use of remote access to School resources and the use of personal technology devices in the learning environment supplements and enhances the learning process but is not requisite to the achievement of academic goals and outcomes.

Internet Safety

Secure access firewalls and content-filtering software are utilized in order to protect students from inappropriate content on the Internet/World-Wide Web and to comply with protective laws and regulations including CIPA, the Children's Internet Protection Act. The school will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

The Holy Cross of San Antonio Student Acceptable Use Policy explains and defines responsible and ethical use of educational technology for all students. All rules embodied herein guide students in appropriate and acceptable use of School technology, and are designed to protect both the student and the School. This policy also governs the use of student-owned personal electronic devices including wired or wireless desktop, portable and handheld technology tools including computing and gaming devices, cameras, and cellular telephones.

Acknowledging Conformance to Acceptable Use Policy

Access to technology and electronic communication systems, including computer networks and the Internet, is made available exclusively for instructional purposes in accordance with School guidelines and regulations. **Access to these systems is a privilege, not a right.**

All parents/legal guardians and students at least eight years old on September 1st are required to acknowledge receipt and understanding of the Student Acceptable Use Policy document and must agree in writing to comply with all regulations and guidelines contained herein.

Students will not be allowed access to any educational technology or computer equipment in Holy Cross of San Antonio until their Student Acceptable Use Policy Authorization Form has been signed and returned to their school office.

Once their authorization form has been returned, each student of appropriate age will be issued a unique login identification code allowing access to the appropriate educational information systems. Students may choose their own password. **All passwords are confidential and must not be revealed to other students.**

Parents, legal guardians or students with questions or concerns regarding the Student Acceptable Use Policy should contact the principal.

STUDENT ACCEPTABLE USE POLICY

Holy Cross of San Antonio declares the following unethical and unacceptable behavior just cause for taking disciplinary action, suspending or revoking access privileges, suspending or expelling the student, and/or initiating legal action in any case in which the student:

- Uses the network and/or any attached equipment for illegal, inappropriate, subversive or obscene purposes or activities. Illegal activities shall be defined as activities violating local, state and/or federal laws, including use of the network to commit forgery, fraud or assist in the commission of a felony. Inappropriate use shall be defined as a violation of the intended educational or administrative use of the network. Subversive activities shall be defined as activities undermining the security of local, state or national governments, or activities intended to cause mental anguish, bodily injury or death to any citizen or group of citizens, including “cyber-bullying” and “flaming” (flaming is a hostile and insulting interaction between Internet users, typically via e-mail or messaging forums). Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communications vehicle, including possession or transmission of any form of pornographic or erotic material;
- Uses the network and/or any attached equipment for any illicit activity, including violation of copyrights, patents, institutional or third-party copyrights, license agreements or other contracts, whether the activity is conducted via the public Internet, private intranet or through peer-to-peer file sharing. Illicit activities also include transmitting or accessing information designed to aide or abet an individual or group in violating the law, including all forms of access to gang-related, terrorist-related or organized-crime-related web sites, web logs and bulletin boards;
- Uses the network and/or any attached equipment to obtain and/or distribute illegally (“traffic”) via the public Internet, private intranet or through peer-to-peer file sharing any and all digital music, video, movie and/or software from copyrighted sources. This expressly prohibits accessing, executing or installing Internet and/or peer-to-peer file sharing software and prohibits accessing websites and web rings designed to traffic or disseminate non-public-domain content and entertainment including, but not limited to, MP3 audio files, videos, movies, and executable software code;
- Intentionally disrupts network traffic, deliberately “crashes” the network or connected systems or tampers with communications cabling and/or devices;
- Damages or destroys computer and/or network equipment or deliberately degrades system performance, including executing “Denial of Service” or similar attack code and/or infection of computers or servers with viruses or malware;
- Discloses his/her password to another student or attempts to disclose or discover another student’s or teacher’s password;
- Attempts to copy school-owned software for personal gain, attempts unauthorized transport of school-owned software beyond School boundaries, attempts to install privately-owned software onto a computer or the network or transmits any software via electronic mail or the Internet;
- Downloads, transfers, accesses or otherwise installs programs and/or executable code or files onto any computing

device without teacher permission and supervision;

- Uses Holy Cross of San Antonio network or computer resources for commercial or financial gain;
- Steals or vandalizes data, equipment or intellectual property;
- Gains or attempts to gain unauthorized access to internal and external resources or entities, including “hacking” into networks, web sites, web logs (blogs) or bulletin boards;
- Gains or attempts to gain unauthorized access to external resources or entities via use of Internet proxy sites and/or proxy servers designed to bypass School monitoring, security and content filtering devices;
- Forges or alters electronic mail messages or faxes, posts anonymous messages, engages in e-mail “flaming”, deliberately propagates spam or uses an account or password owned by another user;
- Invades or assists others in invading the privacy of an individual or group, including “cyber bullying” and the use or deployment of any form of identity theft or phishing executable code or software;
- Possesses or conveys any data in any form including magnetic (disk/tape/memory device), optical (CD-ROM) or hardcopy (paper) which might be considered a violation of these rules.

Once logged into the system, students will be held accountable for all activities and data transfers occurring on their computer. Any illegal or illicit use will be tracked to the student logged in. Students will be held accountable for their computer whether they or another student initiate the activity and must not let other students access their computer. **Students must properly log off the system before leaving their computer.**

Group computer usage in which multiple students simultaneously share access to a single computer is permitted only under direct teacher supervision. It is the responsibility of the teacher to monitor group activity and prevent illicit use.

USAGE OF PERSONAL ELECTRONIC DEVICES

Students are restricted in their usage of patron-owned personal electronic devices on School property and at School-sponsored events. Personal electronic devices include but are not limited to student-owned desktop, laptop, tablet and handheld computing devices, whether wired or wireless, USB drives, cameras and cellular telephones.

The following activities are regulated by the Acceptable Use Policy:

- Students are prohibited from using a Blackberry-type device (combination cellular phone including handheld computer and web browser functionality), traditional cellular phone or a camera phone (a cellular phone including a camera capable of capturing and transmitting still or full motion images) in any way that violates school policy, including illicit and illegal use.
- Students are prohibited from using **any** cabled or wireless (Wi-Fi) IP phone device, such as the Vonage V-Phone, on the School network.
- Students are prohibited from using film or digital cameras and film or digital camcorders in any way that violates School policy, including illicit and illegal use.
- Students are prohibited from using any handheld media player device (such as an iPod) or any portable handheld computing or gaming device (similar to a PSP) in any way that violates School policy, including illicit and illegal use.
- Students may not use any personal electronic devices or media including but not limited to CD/DVD burners and USB “pen” or “jump” drives (USB keys) to illegally duplicate and/or distribute copyrighted materials including music, video, movies and software.
- Students may not load a bootable, alternate operating system on any School-owned computer or attempt to boot a School computer directly from any student-owned source or media, including floppy disks, CD/DVD discs or USB devices (“pen” or “jump” drives, USB keys, USB hard drives or USB CD/DVD drives).
- Students may not acquire, through wired or wireless connection, District-provided network or Internet access from any student-owned computing device whether desktop, portable, tablet or handheld, without the prior permission of their instructor and the Technology Department.

Violations of these policies will result in the immediate confiscation of the involved device(s) or media as appropriate.

Depending upon the nature and severity of the violation, the confiscated device(s) or media may be held in evidence indefinitely.

Disclaimer

The School shall not be liable for any student's inappropriate use of electronic communication resources, violations of copyright restrictions, users' mistakes or negligence or costs incurred by students. The School shall not be responsible for ensuring the accuracy or usability of any information found on the Internet/World-Wide Web.

The School attempts to block, restrict, impede, or otherwise seeks to limit student access to web sites known to distribute file-trafficking software. Reasonable attempts are made to monitor student content maintained on School systems. It is the policy of Holy Cross of San Antonio to disclose information to the extent allowed by law when responding to notices of infringement received from copyright holders.

Electronic mail transmissions, faxes, and program or data files sent, received, created or accessed by students are not considered confidential and may be monitored at any time by the School's staff to insure appropriate use of the educational technology.

Holy Cross of San Antonio has the right to restrict or terminate Internet, network or computer access at any time for any reason. The School also has the right to monitor Internet, network and computer activity in any way necessary to maintain the integrity and security of the network and the privacy and accuracy of user information.

CONSEQUENCES OF VIOLATIONS OF THE EMPLOYEE ACCEPTABLE USE POLICY

Consequences of violations include but are not limited to:

- Suspension or revocation of Internet access privileges
- Suspension or revocation of electronic mail and/or fax privileges
- Suspension or revocation of network access privileges
- Suspension or revocation of computer access privileges
- Any and all consequences defined in the Student Code of Conduct, including:
 - In-school-suspension or out-of-school suspension;
 - Expulsion; and
 - Legal action and/or prosecution by the authorities

REMEDIES AND RECOURSE

Students accused of violating the Student Acceptable Use Policy have full rights to due process and appeals as set forth in the School Policy and the Student Code of Conduct.

Above is stated the Holy Cross of San Antonio Acceptable Use Policy. This policy is available in the Parent and Student Handbook and on the Website, and it is repeated at a meeting of the Parent Teacher Club.

Questions or appeals may be addressed to the Parent Teacher Club, the Principal, the President and the Board of Trustees. Request for an appearance before the Board of Trustees must be made in writing to the President of the Trustees.

The Acceptable Use Policy and the appeal policy have been approved by the Board of Trustees.

Holy Cross of San Antonio Student Web Publishing Policy (WPP)

Introduction

The Holy Cross of San Antonio Student Web Publishing Policy (WPP) is an extension of the Holy Cross of San Antonio Student Acceptable Use Policy (AUP). The WPP explains and defines responsible and ethical use of web publishing sites for all students. All rules embodied herein guide students in appropriate and acceptable use of web publishing as a part of the instructional process, and are designed to protect both the student and the School. This policy governs student web publishing performed both onsite and via remote access as well as web publishing posted via both School-provided and student-owned personal electronic devices including wired or wireless desktop, portable and handheld computing and gaming devices, cameras, and cellular telephones.

Access to technology and electronic communication systems for web publishing, including computer networks and the Internet, is made available exclusively for instructional purposes in accordance with School guidelines and regulations.

Access to these systems is a privilege, not a right.

All parents/legal guardians and students at least eight years old on September 1st are required to acknowledge receipt and understanding of the Student Acceptable Use Policy document which includes by extension all regulations and guidelines contained herein within the WPP.

Students will not be allowed access to any educational technology or computer equipment in Holy Cross of San Antonio until their Student Acceptable Use Policy Authorization Form has been signed and returned to their school office.

Once their authorization form has been returned, each student of appropriate age will be issued a unique login identification code allowing access to the appropriate educational information systems. **All passwords are confidential and must not be revealed to other students.**

Parents, legal guardians or students with questions or concerns regarding the Student Acceptable Use Policy or Student Web Publishing Policy should contact the principal.

Student Web Publishing Policy

Holy Cross of San Antonio declares the following unethical and unacceptable web publishing behavior just cause for taking disciplinary action, suspending or revoking access privileges, suspending or expelling the student, and/or initiating legal action in any case in which the student:

- Uses the network and/or any equipment, whether owned by the School or the student, for illegal, inappropriate, subversive or obscene purposes or activities. Illegal activities shall be defined as the publishing of web content that violates local, state and/or federal laws, including the publishing of content with the intent to commit forgery, fraud or assist in the commission of a felony. Inappropriate publishing shall be defined as the publication of content that violates the intended educational or administrative use of the network. Subversive activities shall be defined as the publication of content intended to undermine the security of local, state or national governments, or content intended to cause mental anguish, bodily injury or death to any citizen or group of citizens, including cyber bullying and “flaming” (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums). Obscene publishing activities shall be defined as the publication of content that violates generally accepted social standards for use of a publicly-owned and operated communications vehicle, including possession or transmission of any form of pornographic or erotic material;
- Uses the network and/or any equipment, whether owned by the School or the student, for any illicit activity, including publication of content in violation of copyrights, patents, institutional or third-party copyrights, license agreements or other contracts, whether the activity is conducted via the public Internet, private intranet or through peer-to-peer file sharing. Illicit publishing activities also include transmitting or accessing information designed to aide or abet an individual or group in violating the law, including all forms of access to gang-related, terrorist-related or organized-crime-related web sites, weblogs and bulletin boards;
- Uses the network and/or any equipment, whether owned by the School or the student, to publish and/or distribute illegally (“traffic”) via the public Internet, private intranet or through peer-to-peer file sharing any and all digital music, video, movie and/or software from copyrighted sources. This expressly prohibits accessing, executing or installing Internet and/or peer-to-peer web publication or social networking software for the sole purpose of accessing or disseminating non-public-domain content and prohibits accessing websites and web rings designed to traffic or disseminate non-public-domain content and entertainment including, but not limited to, MP3 audio files, videos, movies, and executable software code;
- Uses or displays Holy Cross of San Antonio logos or icons (including the school logo) in any works published on the Internet (whether on or offsite) to misrepresent privately-published material as an official or sponsored School publication or weblog;
- Uses or displays Holy Cross of San Antonio logos or icons (including the school logo) and/or School-owned property, buildings or facilities in the background of any pictures or video in any works published on the Internet (whether on or offsite) without prior permission from school.
- Uses or displays within any live or published instructional web content any items prohibited by the Student Code of Conduct or local, State, or Federal law, including tobacco products, alcoholic beverages, firearms, knives or other such items
- Posts or uses inappropriate language including swearing or cursing, racial slurs, derogatory remarks or “put downs”, harassing or sexually explicit language, including messages or content intended to display romantic interest or “ask for a date”, during any online instructionally-related operating session or within any web published document;
- Forges or alters electronic mail messages or faxes, posts anonymous messages, acts as a “troll” (lurking anonymously on message boards for the purpose of disparaging other users), engages in “flaming” (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums), deliberately propagates spam or uses an account or password owned by another user;
- Invades or publishes content intended to expose personal or private information or assist others in invading the

privacy of an individual or group, including cyber bullying and the use or deployment of any form of virus/worm, Trojan (a program appearing to be beneficial while serving as a delivery vehicle for malicious content), identity theft or phishing (gaining personal information through nefarious means) executable code or software;

- Publishes any content or data which might be considered a violation of these rules or the rules embodied within the Holy Cross of San Antonio Acceptable Use Policy and/or Student Code of Conduct.

Once logged into the system, students will be held accountable for all web publishing activities, interactions and data transfers occurring on their computer. Any illegal, inappropriate or illicit use will be tracked to the student logged in. Students will be held accountable for their computer whether they or another student initiate the activity and must not let other students access their computer. **Students must properly log off the system before leaving their computer.**

Group computer usage in which multiple students simultaneously share access to a single computer is permitted only under direct teacher supervision. It is the responsibility of the teacher to monitor group activity and prevent inappropriate use.

Disclaimer

The School shall not be liable for any student's inappropriate use of electronic communication resources, violations of copyright restrictions, users' mistakes or negligence or costs incurred by students. The School shall not be responsible for ensuring the accuracy or usability of any information found on the Internet/World-Wide Web.

The School attempts to block, restrict, impede, or otherwise seeks to limit student access to web sites known to distribute file-trafficking software. Reasonable attempts are made to monitor student content maintained on School systems. It is the policy of Holy Cross of San Antonio to disclose information to the extent allowed by law when responding to notices of infringement received from copyright holders.

Electronic mail transmissions, faxes, and program or data files sent, received, created or accessed by students are not considered confidential and may be monitored at any time by School staff to insure appropriate use of the educational technology.

Holy Cross of San Antonio has the right to restrict or terminate Internet, network or computer access at any time for any reason. The School also has the right to monitor Internet, network and computer activity in any way necessary to maintain the integrity and security of the network and the privacy and accuracy of user information.

Consequences of Violations of the Student Web Publishing Policy

As in the AUP, consequences of violations include but are not limited to:

- Suspension or revocation of Internet access privileges
- Suspension or revocation of electronic mail and/or fax privileges
- Suspension or revocation of network access privileges
- Suspension or revocation of computer access privileges
- Any and all consequences defined in the Student Code of Conduct, including:
 - In-school-suspension or out-of-school suspension;
 - Expulsion; and
 - Legal action and/or prosecution by the authorities.

Remedies and Recourse

Students accused of violating the Student Web Publishing Policy have full rights to due process and appeals as set forth in School Policy and the Student Code of Conduct.

HOLY CROSS OF SAN ANTONIO DISTANCE LEARNING/VIDEO/PHOTO CONSENT, WAIVER AND RELEASE

During the school year, Holy Cross students are often involved in activities that require taking pictures and developing videos for multimedia projects, Internet web design, video taping, yearbook photos, distance learning virtual field trips, video courses and/or interviews. Some of the above-mentioned media may also be used by the newspapers, shown on television, broadcast on local radio, videoconference or used in various school publications.

Your signature below indicates your permission for your child to be video taped, photographed or interviewed, and participate in distance learning virtual field trips for educational purposes only. If you have any questions regarding the above please contact a member of the school administration.

I am the Parent/Legal Guardian) of:

_____ And _____ I do / _____ I do not
(Name of Student Printed)

give consent for my child to be photographed, video taped, interviewed, and participate in distance learning virtual field trips for possible use in newspapers, television, radio broadcasts, videoconferences, school web sites, and school board publications.

Parent/Legal Guardian Signature Date

Address City

Home Phone Work Phone

Holy Cross of San Antonio Student CIPA Compliance Policies Acknowledgment Form

I understand that this form must be signed and returned to the School before I am allowed access library technology, school networks, computer systems and the Internet.

By signing below, I acknowledge that I have received and read the Acceptable Use Policy and Student Web Publishing Policy governing the use of educational technology and understand that I am obligated to become acquainted with the rules, procedures and policies outlined within the policies.

I certify that I understand this policy, and that I have read and reviewed Student CIPA Compliance Policies.

I understand that I will be held accountable for my actions, and that civil and/or legal action will result from violations of this policy.

Student's Full Legal Name	
Grade: Circle correct grade 6 7 8 9 10 11 12	
Signature	Date

Introduction

Holy Cross of San Antonio incorporates technology as a natural part of the educational process. The use of educational technology empowers community library patrons and fosters development of life-long learning skills through access to the latest equipment, information and resources.

Computers and technology are integrated into every facet of the educational and administrative process. Holy Cross of San Antonio endeavors to provide appropriate educational technology and the skills required to use this technology responsibly for all community library patrons in order to better prepare them for the modern workplace.

Holy Cross of San Antonio's educational technology includes school-wide computer networks utilizing direct Internet access and access to Cloud-based resources. Distance learning, streaming web-based video content, electronic mail and fax services are also available.

Personal Devices

This policy applies to and governs **all** use of technology at **all** times when a library patron is on School property, whether the patron is using School-provided technology devices or their own personal electronic devices.

Internet Safety

Secure access firewalls and content-filtering software are utilized in order to protect library patrons, employees and students from inappropriate content on the Internet/World-Wide Web and to comply with protective laws and regulations including CIPA, the Children's Internet Protection Act. The school educates all users about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, disclosure of the personal information of minors, and cyber bullying awareness and response.

The Holy Cross of San Antonio Community/Library Patron Acceptable Use Policy explains and defines responsible and ethical use of educational technology for all users. All rules embodied herein guide patrons in appropriate and acceptable use of School technology, and are designed to protect both the patron and the School. This policy also governs the use of patron-owned personal electronic devices including wired or wireless desktop, portable and handheld technology tools including computing and gaming devices, cameras, and cellular telephones.

Acknowledging Conformance to Acceptable Use Policy

Access to technology and electronic communication systems, including computer networks and the Internet, is made available exclusively for instructional purposes in accordance with School guidelines and regulations. **Access to these systems is a privilege, not a right.**

All patrons are required to acknowledge receipt and understanding of the Acceptable Use Policy document and must agree in writing to comply with all regulations and guidelines contained herein.

Patrons will not be allowed access to any educational technology or computer equipment in Holy Cross of San Antonio until their Acceptable Use Policy Authorization Form has been signed and returned to the school's librarian.

Once the authorization form has been returned, each patron will be issued a unique login identification code allowing access to the appropriate educational information systems. Access to the Internet is filtered in accordance with CIPA (the Children's Internet Protection Act) and all AUP violations are tracked by user.

All passwords are confidential and must not be revealed.

Community members and library patrons with questions or concerns regarding the Acceptable Use Policy should contact the principal.

Unacceptable Behavior

Holy Cross of San Antonio declares the following unethical and unacceptable behavior just cause for taking disciplinary action, suspending or revoking access privileges, revoking library patron privileges, and/or initiating civil and/or legal

action in any case in which the patron:

- Uses the network and/or any equipment, whether owned by the School or the patron, for illegal, inappropriate, subversive or obscene purposes or activities. Illegal activities shall be defined as activities violating local, state and/or federal laws, including use of the network to commit forgery, fraud or assist in the commission of a felony. Inappropriate use shall be defined as a violation of the intended educational or administrative use of the network. Subversive activities shall be defined as activities undermining the security of local, state or national governments, or activities intended to cause mental anguish, bodily injury or death to any citizen or group of citizens, including “cyber-bullying” and “flaming” (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums). Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communications vehicle, including possession or transmission of any form of pornographic or erotic material;
- Uses the network and/or any equipment, whether owned by the School or the patron, for any illicit activity, including violation of copyrights, patents, institutional or third-party copyrights, license agreements or other contracts. Illicit activities also include transmitting or accessing information designed to aide or abet an individual or group in violating the law, including all forms of access to gang-related or organized-crime-related web sites and bulletin boards;
- Uses the network and/or any equipment, whether owned by the School or the patron, to obtain and/or distribute illegally (“traffic”) via the public Internet, private intranet or through peer-to-peer file sharing any and all digital music, video, movie and/or software from copyrighted sources. This expressly prohibits accessing, executing or installing Internet and/or peer-to-peer file sharing software for the sole purpose of accessing or disseminating non-public-domain content and prohibits accessing websites and web rings designed to traffic or disseminate non-public-domain content and entertainment including, but not limited to, MP3 audio files, videos, movies, and executable software code;
- Intentionally disrupts network traffic, deliberately “crashes” the network or connected systems or tampers with communications cabling and/or devices;
- Damages or destroys computer and/or network equipment or deliberately degrades system performance, including executing “Denial of Service” or similar attack code and/or infection of computers or servers with viruses or malware;
- Discloses his/her password to another person or attempts to disclose or discover another user’s password;
- Attempts to copy School-owned software for personal gain, attempts unauthorized transport of School-owned software beyond School boundaries, attempts to install privately-owned software onto a computer or the network or transmits any software via electronic mail or the Internet;
- Downloads, transfers, accesses or otherwise installs programs and/or executable code or files onto any computing device without appropriate permission and supervision;
- Uses Holy Cross of San Antonio network or computer resources for commercial or financial gain;
- Steals or vandalizes data, equipment or intellectual property;
- Gains or attempts to gain unauthorized access to internal and external resources or entities, including “hacking” into networks, web sites, private electronic mail accounts, weblogs (blogs) or bulletin boards;
- Gains or attempts to gain unauthorized access to external resources or entities via use of Internet proxy sites and/or proxy servers designed to bypass School monitoring, security and content filtering devices;
- Invades or assists others in invading the privacy of an individual or group, including cyber bullying and the use or deployment of any form of virus/worm, Trojan (a program appearing to be beneficial while serving as a delivery vehicle for malicious content), identity theft or phishing (gaining personal information through nefarious means) executable code or software;

- Possesses or conveys any data in any form including magnetic (disk/tape/memory device), optical (CD-ROM) or hardcopy (paper) which might be considered a violation of these rules.

Once logged into the system, patrons will be held accountable for all activities and data transfers occurring on their computer. Any illegal or illicit use will be tracked to the user who logged in. Patrons will be held accountable for their computer whether they or another user initiate the activity, and must not let other users access their computer. **Patrons must properly log off the system before leaving their computer.**

Group computer usage in which multiple patrons simultaneously share access to a single computer is permitted only under direct librarian supervision. It is the responsibility of the librarian to monitor group activity and prevent illicit use.

Usage of Personal Electronic Devices:

Patrons are restricted in their usage of patron-owned personal electronic devices on School property and at School-sponsored events. Personal electronic devices include but are not limited to patron-owned desktop, laptop, tablet and handheld computing devices, whether wired or wireless, USB drives, cameras and cellular telephones.

The following activities are regulated by the Acceptable Use Policy:

- Patrons are prohibited from using mobile and portable technology tools “smartphone” device (combination cellular phone including handheld computer and web browser functionality), traditional cellular phones or a camera phone (a cellular phone including a camera capable of capturing and transmitting still or full motion images) in any way that violates School policies, including illicit and illegal use.
- Patrons are prohibited from using **any** cabled, USB or wireless (Wi-Fi) IP phone device, such as the Vonage V-Phone or Magic Jack, on the School network.
- Patrons are prohibited from using film or digital cameras and film or digital camcorders in any way that violates School policies, including illicit and illegal use.
- Patrons are prohibited from using any handheld media player device (such as an iPod) or any portable handheld computing or gaming device (similar to a PSP) in any way that violates School policies, including illicit and illegal use.
- Patrons may not use any personal electronic devices or media including but not limited to CD/DVD burners and USB “pen” or “jump” drives (USB keys), or web-based/Cloud-based file sharing sites to illegally duplicate and/or distribute copyrighted materials including music, video, movies and software.
- Patrons may not load a bootable, alternate operating system on any School-owned computer or attempt to boot a School computer directly from any patron-owned source or media, including floppy disks, CD/DVD discs or USB devices (“pen” or “jump” drives, USB keys, USB hard drives or USB CD/DVD drives).

Violations of these policies will result in the immediate confiscation of the involved device(s) or media as appropriate. Depending upon the nature and severity of the violation, the confiscated device(s) or media may be held in evidence indefinitely.

Disclaimer

The School shall not be liable for any patron’s inappropriate use of electronic communication resources, violations of copyright restrictions, users’ mistakes or negligence or costs incurred by patrons. The School shall not be responsible for ensuring the accuracy or usability of any information found on the Internet/World-Wide Web.

The School attempts to block, restrict, impede, or otherwise seeks to limit patron access to web sites known to distribute file-trafficking software. Reasonable attempts are made to monitor patron content maintained on School systems. It is the policy of Holy Cross of San Antonio to disclose information to the extent allowed by law when responding to notices of infringement received from copyright holders.

Electronic mail transmissions, faxes, and program or data files sent, received, created or accessed by patrons are not considered confidential and may be monitored at any time by School staff to insure appropriate use of the educational technology.

Holy Cross of San Antonio has the right to restrict or terminate Internet, network or computer access at any time for any

reason. The School also has the right to monitor Internet, network and computer activity in any way necessary to maintain the integrity and security of the network and the privacy and accuracy of user information.

Consequences of Violations of the Acceptable Use Policy

Consequences of violations include but are not limited to:

- Suspension or revocation of Internet access privileges
- Suspension or revocation of electronic mail and/or fax privileges
- Suspension or revocation of network access privileges
- Suspension or revocation of computer access privileges
- Loss of library privileges
- Civil action
- Legal action and/or prosecution by the authorities

Remedies and Recourse

Patrons accused of violating the Acceptable Use Policy have full rights to due process and appeals as set forth in School Policy and State and Federal Law.

Holy Cross of San Antonio Community/Library Patron Acceptable Use Policy Authorization Form

I understand that this form must be signed and returned to the School before I am allowed access library technology, school networks, computer systems and the Internet.

By signing below, I acknowledge that I have received and read the Community/Library Patron Acceptable Use Policy governing the use of educational technology and understand that I am obligated to become acquainted with the rules, procedures and policies outlined within the policy.

I certify that I understand this policy, and that I have read and reviewed it fully.

I understand that I will be held accountable for my actions, and that civil and/or legal action will result from violations of this policy.

Patron's Full Legal Name	Phone
Address (Street, City, State, Zip)	
Signature	Date

Holy Cross of San Antonio Employee Acceptable Use Policy

Introduction

Holy Cross of San Antonio incorporates technology as a natural part of education and administration. The use of technology empowers employees and promotes life-long learning through access to the latest equipment, information and resources.

Computers and technology are integrated into every facet of the educational and administrative process. Holy Cross of San Antonio endeavors to provide appropriate educational technology and the skills required to use this technology responsibly for all employees in order to prepare them for the classroom and workplace of tomorrow.

Holy Cross of San Antonio's technology includes school-wide computer networks utilizing direct Internet access and Cloud-based resources. Distance learning, streaming web-based video content, electronic mail and fax services are also available.

Personal Devices, Remote Access and Virtual Presence

This policy applies to and governs **all** use of technology at **all** times when an employee is on School property, whether the employee is using School-provided technology devices or their own personal electronic devices. Holy Cross of San Antonio also provides remote access to School technology resources and tools including virtual desktop environments which are accessible from anywhere in the world via the Internet. If an employee is accessing a School-provided virtual desktop environment via the Internet from a remote location, *the connection constitutes a virtual presence on School property*, and all School policies and regulations apply to the employee and are enforced as if the employee were physically present on School property.

Internet Safety

Secure access firewalls and content-filtering software are utilized in order to protect employees and students from inappropriate content on the Internet/World-Wide Web and to comply with protective laws and regulations including CIPA, the Children's Internet Protection Act. The school will educate all students and staff about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, disclosure of the personal information of minors, and cyber bullying awareness and response.

The Holy Cross of San Antonio Employee Acceptable Use Policy explains and defines responsible and ethical use of technology for all employees. All rules embodied herein guide employees in appropriate and acceptable use of School technology, and are designed to protect both the employee and the School. This policy also governs the use of employee-owned personal electronic devices including wired or wireless desktop, portable and handheld technology tools including computing and gaming devices, cameras, and cellular telephones.

Acknowledging Conformance to Acceptable Use Policy

Access to technology and electronic communication systems, including computer networks and the Internet, is made available exclusively for instructional and administrative purposes in accordance with School guidelines and regulations.

Access to these systems is a privilege, not a right.

All employees are required to acknowledge receipt and understanding of the Employee Acceptable Use Policy document and must agree in writing to comply with all regulations and guidelines contained herein.

Employees will not be allowed access to any technology or computer equipment in Holy Cross of San Antonio until their Employee Acceptable Use Policy Authorization Form has been signed and returned to their administrator.

Once their authorization form has been returned, each employee will be issued a unique login identification code allowing access to the appropriate information systems. Employees must maintain a secure and confidential password.

All passwords are confidential and must not be revealed to other employees or students.

Employees with questions or concerns regarding the Employee Acceptable Use Policy should contact their administrator.

Unacceptable Behavior

Holy Cross of San Antonio declares the following unethical and unacceptable behavior just cause for taking disciplinary action, suspending or revoking access privileges, suspending or terminating the employee, and/or initiating legal action in any case in which the employee:

- Uses the network and/or any equipment, whether owned by the School or the employee, for illegal, inappropriate, subversive or obscene purposes or activities. Illegal activities shall be defined as activities violating local, state and/or federal laws, including use of the network to commit forgery, fraud or assist in the commission of a felony. Inappropriate use shall be defined as a violation of the intended educational or administrative use of the network. Subversive activities shall be defined as activities undermining the security of local, state or national governments, or activities intended to cause mental anguish, bodily injury or death to any citizen or group of citizens, including "cyber-bullying" and "flaming" (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums). Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communications vehicle, including possession or transmission of any form of pornographic or erotic material;
- Uses the network and/or any equipment, whether owned by the School or the employee, for any illicit activity, including violation of copyrights, patents, institutional or third-party copyrights, license agreements or other contracts, whether the activity is conducted via the public Internet, private intranet or through peer-to-peer file sharing. Illicit activities also include transmitting or accessing information designed to aide or abet an individual or group in violating the law, including all forms of access to gang-related, terrorist-related or organized-crime-related web sites, weblogs and bulletin boards;
- Uses the network and/or any equipment, whether owned by the School or the employee, to obtain and/or distribute illegally ("traffic") via the public Internet, private intranet or through peer-to-peer file sharing any and all digital music, video, movie and/or software from copyrighted sources. This expressly prohibits accessing, executing or installing Internet and/or peer-to-peer file sharing software for the sole purpose of accessing or disseminating non-public-domain content and prohibits accessing websites and web rings designed to traffic or disseminate non-public-domain content and entertainment including, but not limited to, MP3 audio files, videos, movies, and executable software code;
- Intentionally disrupts network traffic, deliberately "crashes" the network or connected systems or tampers with communications cabling and/or devices;
- Damages or destroys computer and/or network equipment or deliberately degrades system performance, including executing "Denial of Service" or similar attack code and/or infection of computers or servers with viruses or malware;
- Discloses his/her password to another employee or attempts to disclose or discover another employee's password;
- Attempts to copy School-owned software for personal gain, attempts unauthorized transport of School-owned software beyond School boundaries, attempts to install privately-owned software onto a computer or the network or transmits any non-public-domain software via electronic mail or the Internet;
- Downloads, transfers, accesses or otherwise installs programs and/or executable code or files onto any computing device without appropriate permission and supervision;
- Uses Holy Cross of San Antonio network or computer resources for commercial or financial gain;

- Steals or vandalizes data, equipment or intellectual property;
- Gains or attempts to gain unauthorized access to internal and external resources or entities, including “hacking” into networks, web sites, private electronic mail accounts, weblogs (blogs) or bulletin boards;
- Gains or attempts to gain unauthorized access to external resources or entities via use of Internet proxy sites and/or proxy servers designed to bypass School monitoring, security and content filtering devices;
- Forges or alters electronic mail messages or faxes, posts anonymous messages, acts as a “troll” (lurking anonymously on message boards for the purpose of disparaging other users), engages in “flaming” (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums), deliberately propagates spam or uses an account or password owned by another user;
- Invades or assists others in invading the privacy of an individual or group, including cyber bullying and the use or deployment of any form of virus/worm, Trojan (a program appearing to be beneficial while serving as a delivery vehicle for malicious content), identity theft or phishing (gaining personal information through nefarious means) executable code or software;
- Possesses or conveys any data in any form including magnetic (disk/tape/memory device), optical (CD-ROM) or hardcopy (paper) which might be considered a violation of these rules.

Once logged into the system, employees will be held accountable for all activities and data transfers occurring on their computer. Any illegal or illicit use will be tracked to the employee logged in. Employees will be held accountable for their computer whether they or another employee or student initiate the activity and must not let other employees or students access their computer. **Employees must properly log off the system before leaving their computer.**

Limited Personal Use of School systems is permitted; Limited Personal Use includes actions such as checking private email accounts and accessing non-work-related web sites during breaks *provided the content complies with AUP guidelines and provided this access does not interfere with the performance of assigned duties.*

Usage of Personal Electronic Devices:

Employees are restricted in their usage of employee-owned personal electronic devices on School property and at School-sponsored events. Personal electronic devices include but are not limited to employee-owned desktop, laptop, tablet and handheld computing devices, whether wired or wireless, USB drives, cameras and cellular telephones.

The following activities are regulated by the Acceptable Use Policy:

- Employees are prohibited from using mobile and portable technology tools “smartphone” device (combination cellular phone including handheld computer and web browser functionality), traditional cellular phones or a camera phone (a cellular phone including a camera capable of capturing and transmitting still or full motion images) in any way that violates School policies, including illicit and illegal use.
- Employees are prohibited from using **any** cabled, USB or wireless (Wi-Fi) IP phone device, such as the Vonage V-Phone or MagicJack, on the School network.
- Employees are prohibited from using film or digital cameras and film or digital camcorders in any way that violates School policies, including illicit and illegal use.
- Employees are prohibited from using any handheld media player device (such as an iPod) or any portable handheld computing or gaming device (similar to a PSP) in any way that violates School policies, including illicit and illegal use.
- Employees may not use any personal electronic devices or media including but not limited to CD/DVD burners and USB “pen” or “jump” drives (USB keys), or web-based/Cloud-based file sharing sites to illegally duplicate

and/or distribute copyrighted materials including music, video, movies and software.

- Employees may not load a bootable, alternate operating system on any School-owned computer or attempt to boot a School computer directly from any employee-owned source or media, including floppy disks, CD/DVD discs or USB devices ("pen" or "jump" drives, USB keys, USB hard drives or USB CD/DVD drives).

Violations of these policies will result in the immediate confiscation of the involved device(s) or media as appropriate. Depending upon the nature and severity of the violation, the confiscated device(s) or media may be held in evidence indefinitely.

Disclaimer

The School shall not be liable for any employee's inappropriate use of electronic communication resources, violations of copyright restrictions, users' mistakes or negligence or costs incurred by employees. The School shall not be responsible for ensuring the accuracy or usability of any information found on the Internet/World-Wide Web.

The School attempts to block, restrict, impede, or otherwise seeks to limit employee access to web sites known to distribute file-trafficking software. Reasonable attempts are made to monitor employee content maintained on School systems. It is the policy of Holy Cross of San Antonio to disclose information to the extent allowed by law when responding to notices of infringement received from copyright holders.

Electronic mail transmissions, faxes, and program or data files sent, received, created or accessed by employees are not considered confidential and may be monitored at any time by School staff to insure appropriate use of the educational technology.

Holy Cross of San Antonio has the right to restrict or terminate Internet, network or computer access at any time for any reason. The School also has the right to monitor Internet, network and computer activity in any way necessary to maintain the integrity and security of the network and the privacy and accuracy of user information.

Consequences of Violations of the Employee Acceptable Use Policy

Consequences of violations include but are not limited to:

- Suspension or revocation of Internet access privileges
- Suspension or revocation of electronic mail and/or fax privileges
- Suspension or revocation of network access privileges
- Suspension or revocation of computer access privileges
- Any and all consequences defined in the Employee Handbook and/or Board policies, including:
- Suspension with or without pay;
- Termination; and
- Legal action and/or prosecution by the authorities.

Remedies and Recourse

Employees accused of violating the Employee Acceptable Use Policy have full rights to due process and appeals as set forth in School Policy.

Holy Cross of San Antonio Employee Web Publishing Policy

Introduction

The Holy Cross of San Antonio Employee Web Publishing Policy (WPP) is an extension of the Holy Cross of San Antonio Employee Acceptable Use Policy (AUP). The WPP explains and defines responsible and ethical use of web publishing sites for all employees. All rules embodied herein guide employees in appropriate and acceptable use of web publishing as a part of normal instructional and administrative processes, and are designed to protect both the employee and the School. This policy governs employee web publishing performed both onsite and via remote access as well as web publishing posted via both School-provided and employee-owned personal electronic devices including wired or wireless

desktop, portable and handheld computing and gaming devices, cameras, and cellular telephones.

Access to technology and electronic communication systems for web publishing, including computer networks and the Internet, is made available exclusively for instructional and administrative purposes in accordance with School guidelines and regulations. **Access to these systems is a privilege, not a right.**

All employees are required to acknowledge receipt and understanding of the Employee Acceptable Use Policy document which includes by extension all regulations and guidelines contained herein within the WPP.

Employees will not be allowed access to any technology or computer equipment in Holy Cross of San Antonio until their Employee Acceptable Use Policy Authorization Form has been signed and returned to their administrator.

Once their authorization form has been returned, each employee will be issued a unique login identification code allowing access to the appropriate information systems. Employees must maintain a secure and confidential password.

All passwords are confidential and must not be revealed to other employees or students.

Employees with questions or concerns regarding the Employee Acceptable Use Policy or Employee Web Publishing Policy should contact their administrator.

Employee Web Publishing Policy

Holy Cross of San Antonio declares the following unethical and unacceptable web publishing behavior just cause for taking disciplinary action, suspending or revoking access privileges, suspending or terminating the employee, and/or initiating legal action in any case in which the employee:

- Uses the network and/or any equipment, whether owned by the School or the employee, for illegal, inappropriate, subversive or obscene purposes or activities. Illegal activities shall be defined as the publishing of web content that violates local, state and/or federal laws, including the publishing of content with the intent to commit forgery, fraud or assist in the commission of a felony. Inappropriate publishing shall be defined as the publication of content that violates the intended educational or administrative use of the network. Subversive activities shall be defined as the publication of content intended to undermine the security of local, state or national governments, or content intended to cause mental anguish, bodily injury or death to any citizen or group of citizens, including cyber bullying and “flaming” (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums). Obscene publishing activities shall be defined as the publication of content that violates generally accepted social standards for use of a publicly-owned and operated communications vehicle, including possession or transmission of any form of pornographic or erotic material;
- Uses the network and/or any equipment, whether owned by the School or the employee, for any illicit activity, including publication of content in violation of copyrights, patents, institutional or third-party copyrights, license agreements or other contracts, whether the activity is conducted via the public Internet, private intranet or through peer-to-peer file sharing. Illicit publishing activities also include transmitting or accessing information designed to aide or abet an individual or group in violating the law, including all forms of access to gang-related, terrorist-related or organized-crime-related web sites, weblogs and bulletin boards;
- Uses the network and/or any equipment, whether owned by the School or the employee, to publish and/or distribute illegally (“traffic”) via the public Internet, private intranet or through peer-to-peer file sharing any and all digital music, video, movie and/or software from copyrighted sources. This expressly prohibits accessing, executing or installing Internet and/or peer-to-peer web publication or social networking software for the sole purpose of accessing or disseminating non-public-domain content and prohibits accessing websites and web rings designed to traffic or disseminate non-public-domain content and entertainment including, but not limited to, MP3 audio files, videos, movies, and executable software code;
- Uses or displays Holy Cross of San Antonio logos or icons (including the school logo in any works published on the Internet (whether on or offsite) to misrepresent privately-published material as an official or sponsored School

publication or weblog;

- Uses or displays Holy Cross of San Antonio logos or icons (including the school logo and/or school-owned property, buildings or facilities in the background of any pictures or video in any works published on the Internet (whether on or offsite) without prior permission from school representatives;
- Uses or displays within any live or published instructional or administrative web content any items prohibited by School policies or local, State, or Federal law, including tobacco products, alcoholic beverages, firearms, knives or other such items;
- Posts or uses inappropriate language including swearing or cursing, racial slurs, derogatory remarks or “put downs”, harassing or sexually explicit language, including messages or content intended to display romantic interest or “ask for a date”, during any online instructionally-related operating session or within any web published document;
- Forges or alters electronic mail messages or faxes, posts anonymous messages, acts as a “troll” (lurking anonymously on message boards for the purpose of disparaging other users), engages in “flaming” (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums), deliberately propagates spam or uses an account or password owned by another user;
- Invades or publishes content intended to expose personal or private information or assist others in invading the privacy of an individual or group, including cyber bullying and the use or deployment of any form of virus/worm, Trojan (a program appearing to be beneficial while serving as a delivery vehicle for malicious content), identity theft or phishing (gaining personal information through nefarious means) executable code or software;
- Publishes any content or data which might be considered a violation of these rules or the rules embodied within the Holy Cross of San Antonio Acceptable Use Policy and/or appropriate School policies.

Once logged into the system, employees will be held accountable for all web publishing activities, interactions and data transfers occurring on their computer. Any illegal, inappropriate or illicit use will be tracked to the employee logged in. Employees will be held accountable for their computer whether they or another employee initiate the activity and must not let other employees or students access their computer. **Employees must properly log off the system before leaving their computer.**

Disclaimer

The School shall not be liable for any employee’s inappropriate use of electronic communication resources, violations of copyright restrictions, users’ mistakes or negligence or costs incurred by employees. The School shall not be responsible for ensuring the accuracy or usability of any information found on the Internet/World-Wide Web.

The School attempts to block, restrict, impede, or otherwise seeks to limit employee access to web sites known to distribute file-trafficking software. Reasonable attempts are made to monitor employee content maintained on School systems. It is the policy of Holy Cross of San Antonio to disclose information to the extent allowed by law when responding to notices of infringement received from copyright holders.

Electronic mail transmissions, faxes, and program or data files sent, received, created or accessed by employees are not considered confidential and may be monitored at any time by School staff to insure appropriate use of the educational technology.

Holy Cross of San Antonio has the right to restrict or terminate Internet, network or computer access at any time for any reason. The School also has the right to monitor Internet, network and computer activity in any way necessary to maintain the integrity and security of the network and the privacy and accuracy of user information.

Consequences of Violations of the Employee Web Publishing Policy

As in the AUP, consequences of violations include but are not limited to:

- Suspension or revocation of Internet access privileges
- Suspension or revocation of electronic mail and/or fax privileges
- Suspension or revocation of network access privileges
- Suspension or revocation of computer access privileges
- Any and all consequences defined in the Employee Handbook and/and Board policies, including:
- Suspension with or without pay;
- Termination; and
- Legal action and/or prosecution by the authorities.

Remedies and Recourse

Employees accused of violating the Employee Web Publishing Policy have full rights to due process and appeals as set forth in School Policy.

**SCHOOL SAFETY
FIELD TRIP WRITTEN CONSENT FORM**

The written consent of parents and/or legal guardians must be obtained for every student participating in a field trip. Permission slips must inform parents and/or legal guardians of the following information: It should also be noted that no student will be allowed to participate unless a signed permission slip for the specific event is on file with Holy Cross of San Antonio and this permission slip must be submitted prior to the field trip and signed by the parent and/or legal guardian.

**FIELD TRIP
(Required)**

PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER

Student's Name: _____ Birth Date: _____

Parent's Name: _____

Home Address: _____

Home Phone: _____ Business Phone: _____

I, _____, grant permission for my child, _____
Parent or Guardian's name Child's Name

to participate in this school event that requires transportation to a location away from the school site. This activity will take place under the guidance and direction of employees and/or volunteers from Holy Cross of San Antonio. A brief description of the activity follows:

Type of event: _____

Destination of event: _____

Individual in charge: _____

Date of event: _____

Estimated time of departure and return: _____

Mode of transportation to and from event: _____

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor ("participant").

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend Holy Cross of San Antonio, its officers, directors and agents, and chaperons, or representatives associated with the event for reasonable attorney's fees and expenses arising in connection therewith.

Signature: _____ Date: _____

MEDICAL MATTERS: I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child. (Of the following statements pertaining to medical matters, sign only those that are applicable.)

Emergency Medical Treatment: In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me at the above numbers, contact:

Name: _____ Phone No. _____

Relation to Student/Family: _____

DO NOT REMOVE THIS PAGE. A FORM WILL BE GIVEN TO THE STUDENT IF A FIELD TRIP IS SCHEDULED.

August 1, 2013

ANNUAL ASBESTOS NOTICE

Dear Parents, Faculty and Staff,

This is our annual notice of the presence of asbestos containing materials in our school. The location and condition of these materials are found in the approved Management Plan, which is located in the Principal's office.

In October 2012 we had our required three year re-inspection and in April 2013 our six-month surveillance, all of which were conducted by AES. The results of the inspection and surveillance are recorded in the Management Plan.

Sincerely,

Henry Galindo
Principal

August 1, 2013

PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT

Dear Parents and Students,

Welcome to Holy Cross of San Antonio. This is the start of the 56th year for Holy Cross. You are part of the Holy Cross family and the code of conduct that is so integral to the Holy Cross education that is included in this handbook. This handbook contains the guidelines that lead to the formation of the Holy Cross Student.

Please take some time to review together, the contents of this handbook. Be sure that you understand completely and that you accept fully the meaning and spirit of the contents. After you have read and discussed these rules, please sign the inserted **MASTER CONSENT FORM** and return it to the Dean of Discipline by August 16, 2013. A separate **MASTER CONSENT FORM** must be signed for each student if there is more than one student from a family.

Sincerely,

Henry Galindo
Principal

APPENDICES

APPENDIX I

Holy Cross Christian Service

Christian service is an integral part of a Holy Cross education. As is mentioned in the section on “Shared Vision” in the Holy Cross of San Antonio Handbook: “A Holy Cross education is a process which ... Finds its best expression as service to others rendered by those with hope to bring....” Just a few years after founding the Congregation of Holy Cross in France, Blessed Father Moreau sent members to serve in Asia, Africa and North America. Consequently Catholic social justice has always been a hallmark of a Holy Cross education. Because of the importance of Christian service, Holy Cross students are required to serve the community in Christian service before their graduation.

Requirements:

Middle School: 6th grade (6 hours), 7th and 8th grades (10 hours)

Service hours may be for neighbors, school, church, elderly family members and community organizations. Students are to use the Middle School Christian Service Time Sheet to track their hours. Students are also highly encouraged to receive prior approval from their Theology teacher or the Director of Christian Service before beginning their service projects.

High School 9th and 10th grades (20 hours), 11th and 12th grades (30 hours)

Core Hours vs. Non-core Hours: **Core Hours** -- At least half of the required hours (10 for 9th and 10th grades and 15 for 11th and 12th grades) need to be direct service (person to person) with the following populations: children, elderly, disabled or the poor. (Examples are tutoring children, reading to the elderly, etc.) Core hours need to be served away from the Holy Cross campus AND **not** be a Holy Cross sponsored activity. (If desired, all of the required service hours for the year can be core hour projects.) There is a specific form for the core hours (Holy Cross Christian Service Program Core Hours Verification Form – **Core Hours**).

Non-Core Hours: The other half of the hours can be with the same group or with other projects, organizations, etc. The work can be clerical, manual labor, etc. Examples of the non-core hours are: the MLK March, Blood Drive, graffiti wipeouts, Food Bank, the D-Gut Tournament, Fiesta parade chair setup/breakdown, Church festival booths, etc. The service can be on the Holy Cross campus and Holy Cross sponsored. There is another form for the non-core hours (Holy Cross Christian Service **Non-Core Hours** Time Sheet). Also the students are highly encouraged to receive prior approval from their Theology teacher or the Director of Christian Service before beginning their service projects.

Deadlines: Half of the required hours need to be completed by the end of the 1st Semester: (3 hours for Grade 6, 5 hours for Grades 7 and 8, 10 hours for Grades 9 and 10, and 15 hours for Grades 11 and 12). Half of the service hours must be completed by December because there will be a reflection of their service experience as a part of their semester grade. Students who fail to meet the deadline for submitting service hours for the Fall Semester will have to serve a Saturday detention, and the student will receive an Incomplete Grade for the semester.

The remaining service hours must be completed by the following dates:

Middle School: 6th and 7th grades (May 1) 8th grade (April 15)

High School: 9th, 10th and 11th grades (May 1) 12th grade (April 15)

Consequences for not completing service hours by the 2nd Semester deadline: The students will be charged a \$25 fee, plus they must participate in a service day to beautify the Holy Cross Campus. The students will still need to complete their hours for the year. For those who fail to complete their service hours, they will receive an Incomplete Grade in Theology. The service hours will still need to be completed by the end of June. Seniors and 8th graders who fail to complete their hours will not be eligible to graduate.

**Holy Cross Christian Service Program
Verification Form (core hours)**

Student Name _____ Grade _____

Agency/Organization _____

What group of people did you work with?

Elderly Children Disabled Other _____

What did you do? _____

Please note: Supervisor must initial each time the student works.

Date of Service _____ Number of hours _____ Supervisor Initials _____

Date of Service _____ Number of hours _____ Supervisor Initials _____

Date of Service _____ Number of hours _____ Supervisor Initials _____

If there are additional days, please write them on the back of the form and have the supervisor of service initial entry.

Total number of hours from back of form _____

Grand total of hours _____

I have performed the service outlined above _____

Student signature



To be completed by the supervisor of service at the conclusion of the student's service.

Please do not sign this form unless the student has completed all of the documented hours in a satisfactory manner.

Student service performance was: excellent average poor

Comments: _____

Supervisor of service _____

Print name

Signature

Agency address _____

Agency phone number _____

****Incomplete forms will not be accepted****

Attach an official business card or other original official document from the agency/organization where you worked to this form. Documents from the organization's Website are unacceptable.

**HOLY CROSS OF SAN ANTONIO
Christian Service**

Approval Form

Student Name _____ Grade _____

Proposed Place/Organization for Service

Description of Service Activity

Teacher Approval

Director of Christian Service Approval

(If you wish to seek approval during the Summer months for a project, you may contact Bro. Mike Winslow, CSC via email for his approval. Give the place and description of service activity. His email address is: mwinslow@holycross-sa.gaggle.net.)

Middle School service hours may be for the school, church, neighbors. (Grade 6: 6 hours; Grade 7 and 8: 10 hours) High School hours may be with children, the elderly and the disabled. Other activities with approval may qualify. (Freshmen and Sophomore: 20 hours; Juniors and Seniors: 30 hours)

**HOLY CROSS OF SAN ANTONIO
Christian Service**

Approval Form

Student Name _____ Grade _____

Proposed Place/Organization for Service

Description of Service Activity

Teacher Approval

Director of Christian Service Approval

(If you wish to seek approval during the Summer months for a project, you may contact Bro. Mike Winslow, CSC via email for his approval. Give the place and description of service activity. His email address is: mwinslow@holycross-sa.gaggle.net.)

Middle School service hours may be for the school, church, neighbors. (Grade 6: 6 hours; Grade 7 and 8: 10 hours) High School hours may be with children, the elderly and the disabled. Other activities with approval may qualify. (Freshmen and Sophomore: 20 hours; Juniors and Seniors: 30 hours)

Christian Service Time Sheet Single Event (non-core hours)

Student name _____ Current Grade _____

Date	HOURS Completed	ORGANIZATION	DESCRIPTION OF PROJECT (work you have done that day)	SUPERVISOR'S SIGNATURE and PHONE NO.
TOTAL HOURS COMPLETED				

Service at a single event sponsored by an organization can qualify for some of the service hours requirement. It can be helping the elderly, little children, beautifying the environment, etc.

On a separate sheet of paper write a reflection of your experience:

- In detail describe what your service project was.
- Describe in detail the organization, its purpose, goals, etc.
- How do you think others benefited from your service?
- How did you benefit from doing service to others? What did you learn from doing service?

Middle School Christian Service Time Sheet

Student name _____ Current Grade _____

Date	HOURS Completed	NAME OF ORGANIZATION	DESCRIPTION OF PROJECT (work you have done that day)	SUPERVISOR'S SIGNATURE and PHONE NO.
		TOTAL HOURS COMPLETED		

Service for the Middle School students can be for the school, church and neighbors. It can be helping the elderly, little children, beautifying the environment, etc.

On a separate sheet of paper write a reflection of your experience:

- In detail describe what your service project was.
- Tell how others benefited from your service.
- How did you benefit from doing service to others?

- What did you learn from doing service?

APPENDIX II

COPYRIGHT LAW OVERVIEW

Single copies for teachers:

A teacher may copy for the purpose of research, use in teaching, or preparation for teaching any of the following:

- A chapter from a book
- An article from a periodical or newspaper
- A short story, essay or poem
- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical or newspaper

The teacher may retain the single copy in file for personal or research use, or for use in teaching.

There are four prohibitions to the print permission, three of which have application for teachers:

- Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works.
- There shall be no copying from works intended to be "consumable." These include workbooks, exercises, standard test or test booklets and answer sheets.

Copying shall not:

- Substitute for the purchase of books
- Be directed by higher authority
- Be repeated with respect to the same item by the same teacher from term to term.

Multiple copies for classroom use:

Copying in multiple units for student use in a classroom setting is completely permissible provided that certain tests are met. You can make only one copy for each student and must be used for classroom use.

The three tests:

- Brevity
- Spontaneity
- Cumulative effect

These tests are very specific in nature and each copy must meet ALL the criteria for each test. For further explanation see the library.

The penalty for copyright infringement is not a minor inconvenience. Damages can be actual or statutory. In the case of a school, damages would more likely be statutory, with fines ranging from \$250.00 to \$10,000.00 per infringement. Legal fees and court costs can escalate the true cost. In 1992, the penalty for infringement of computer software was raised to felony status.

Adaptation is a big dilemma. By taking an artist's work, a Disney character, cartoon or other graphics and modifying, enlarging or otherwise altering for bulletin boards, etc., is not permitted without permission.

FAIR USE: Fair Use is defined quite simply in the actual law: Notwithstanding the provisions of section 106, the fair use of a copyright work, including such use by reproduction in copies or phonograph records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

1. The purpose and character of the use, including whether educational purposes.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used in relation to the copyrights work as a whole.
4. The effect of the use upon the potential market for, or value of, the copyrights work.

Fair use also involves a few additional restrictions:

1. Copying (or display) is at the instance and inspiration of the individual teacher.
2. The inspiration and decision to use the work and the moment of its use are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

ALL RESTRICTIONS MUST BE MET BEFORE COPYING.

Some additional restrictions are imposed on audiovisual materials.

ALL USE OF TELEVISION AND VIDEO MUST BE DIRECTLY RELATED TO THE TEACHING OBJECTIVE. USE OF FILM, AUDIO, VIDEO OR TELEVISION FORM REINFORCEMENT, ENTERTAINMENT OR REWARD IS PROHIBITED UNLESS PUBLIC PERFORMANCE RIGHTS WERE PURCHASED.

Do not stretch the law on this matter. Make sure you have adequate documentation. (Written lesson plans involving a unit of study).

COPYRIGHT AND AUDIOVISUAL MATERIAL

VIDEOS MUST BE DIRECTLY RELATED TO THE TEACHING OBJECTIVE.

The audiovisual section of the law does provide a type of "FAIR USE" exemption for schools. Four requirements must be met before a performance is considered acceptable under this educational exemption.

1. The performance must be presented by instructors or pupils.
2. The performance must occur in the course of face-to-face teaching activities.
3. The performance must take place in a classroom or similar place for instruction.
4. The performance must be of a legally acquired (or legally copied) copy of the work.

AGAIN, ALL FOUR OF THESE CONDITIONS MUST BE MET.

Copies owned by individual faculty members or students may be used as long as the copies were legally acquired.

For school use, programs may be freely taped from regular broadcast channels. (channels received via a regular television antenna.) If channel is simultaneously rebroadcast on cable you may freely tape the channel via cable instead of from antenna.

When taping programs for latter use. if educator's guides do not apply, the following requirements apply: (regular broadcast channels)

- A teacher may tape a program only one time.
- The teacher must use the program within 10 school days.
- Once for instruction, once for reinforcement - no other viewings are possible.
- A taped program may be kept for a maximum of 45 days.
- Copies taped must include all copyright information. (usually included in the credits at the end of the program)
- The program taped cannot be altered from its original content.

THERE ARE NO FAIR USE RIGHTS FOR EXCLUSIVELY CABLE CHANNELS.

Many of these channels offer educator's guides, which have available rights on a program-by-program basis.

Some practices, which are never acceptable with film or video, include:

- Making an anthology or collection from clips or excerpts.
- Transferring the work to another medium.
- Using a program for recreation or reward without acquiring performance rights.

Do not stretch the law on this matter. Make sure you have adequate documentation.

COMMON PRACTICES THAT VIOLATE COPYRIGHT LAW

1. A teacher or a representative copies pages from a consumable book/workbook sample tests, etc. This violates "the effect of the use upon the potential market for or value of the copyrighted work."
2. A teacher photocopies a cartoon character, enlarges it using an overhead projector or draws it freehand, then decorates the classroom or school. This is using the work "in the whole or substantial part" and therefore violates the item which addresses "the amount and substantiality of the portion used in relation to the copyrighted work as a whole."
3. A teacher copies a poem, article, short story or other print item for use every semester. This violates the test for "spontaneity." The first time a teacher comes across this item, sees it as a valuable addition to the work students are currently doing and wants to reproduce a copy for each student he or she is within the law. If that teacher plans to use the item in future classes, reasonable time is assumed to acquire permission from the copyright owner.
4. A teacher collects stories, poems, articles, etc. then combines them in a notebook for classroom use. This violates one of the specific prohibitions regarding print materials that disallow the creation of "anthologies, compilations or collective works."
5. A librarian notices that a television program relates to a class that one of the teachers at his/her school will be conducting. The librarian records the program knowing that the teacher will be thrilled at this addition to his/her course. This violates the section that applies specifically to video reproduction and specifies that the teacher must actually request that the program be taped.
6. All of the students in grade four returned their library books in on time for an entire semester. The librarian and fourth grade teachers felt that his warranted a special reward. They rented the movie The Lion King to show on Friday afternoon. Public performance of videotapes must meet the criteria of being face-to-face instruction that is part of a planned curriculum. Entertainment incentive and reward are specifically prohibited.

HOW TO REQUEST PERMISSION FOR DUPLICATE COPYRIGHTED MATERIALS

The request to duplicate should be sent, together with a self-addressed return envelope to the permissions department of the publisher or directly to the copyright holder and should include the following information:

1. Title, author and/or editor, and edition of materials to be duplicated.
2. Exact material to be used, giving amount, page numbers, and if possible a photocopy of the material.
3. Number of copies to be made.
4. Use to be made of duplicated materials.
5. Form of distribution (classroom, newsletter, etc.)
6. Whether or not the material is to be sold.

7. Type of reprint (ditto, photocopy, offset, typeset).
8. Don't ask for blanket permission to copy.

APPENDIX III

ORGANIZATIONS & OTHER CLASS RESPONSIBILITIES

Some organizations and their activities may occur each year but the persons involved necessarily change. Frequently, new parents or newly involved parents are confronted with the term "tradition." So that confusion will be minimized, some guidelines or comments are provided. Likewise, these will prevent misinterpretations of purpose or permitted actions.

RING CEREMONY FOR JUNIORS

This activity is recent and varied in its procedures. The junior parents under the guidance of the Junior Class Moderator organize it. The PTC hospitality normally provides a refreshment subsidy up to \$300.00. Other expenses are the responsibility of the parents.

Restriction: Tuition/Fee Account must be current.

EIGHTH GRADE GRADUATION

Graduation takes place during Mass at a Church designated by Holy Cross. Holy Cross of San Antonio pays stipends for the Church and the priest. Favors and any other expenses are the responsibility of the parents, and are optional. **Restriction:** Tuition/Fee Account must be current.

JUNIOR – SENIOR PROM

All prom expenses are the responsibility of the attendees, parents, or involved classes. Prom expenses are not subsidized by school funds. **Restriction:** Tuition/Fee Account must be current.

AWARDS

Students involved in various extracurricular activities such as athletics, band, honor society, etc. may earn recognition for their performances. This recognition consists in certificates and/or monogram letters. Holy Cross pays these. Students who receive monograms are entitled to wear the official "letterman's jacket." These jackets are available through the Business Office and at the student's expense.

CLASS AND/OR ORGANIZATIONAL FUNDS

Through various activities or events, various groups may raise funds. These funds are meant for and may be used for the benefit of the group's purpose or activity. Such examples would be equipment or uniforms. These funds may not be used for purposes that are strictly entertainment such as banquets, picnics or other outings. Fundraiser forms are available through the principal's office and must be approved by the principal prior to a fundraising event.

HIGH SCHOOL GRADUATION

Facilities for graduation are limited and those available are made through a contract.

PHOTOGRAPHY

Holy Cross maintains an official school photographer for identification cards and individual pictures used in the Yearbook. The group panoramic senior and eighth grade pictures are also done under contract. Additional pictures are at the option of the students and parents.

SENIOR SKI TRIP

The senior ski trip at Holy Cross has existed for many years. It is held during the Spring Break, and Holy Cross is anxious for it to continue. Attendance is voluntary and at each student's personal expense. A ski trip is the only senior trip that Holy Cross will accept as a school sanctioned senior trip and under the leadership of the senior class moderator. **Restriction:** Tuition/Fee Account must be current.

2013-2014 TIME SCHEDULES
7:45, 7:50 AND 7:55 AM – WARNING BELLS ALL SCHEDULES

REGULAR SCHEDULE

MIDDLE SCHOOL

PERIOD	TIME
1	8:00 – 8:55
2	9:00 – 9:50
3	9:55 – 10:45
LUNCH	10:50 – 11:15
4	11:20 – 12:10
5	12:15 – 1:05
6	1:10 – 2:00
7	2:05 – 2:55

HIGH SCHOOL (11TH & 12TH)

PERIOD	TIME
1	8:00 – 8:55
2	9:00 – 9:50
3	9:55 – 10:45
4	10:50 – 11:40
LUNCH	11:45 – 12:10
5	12:15 – 1:05
6	1:10 – 2:00
7	2:05 – 2:55

HIGH SCHOOL (9TH & 10TH)

PERIOD	TIME
1	8:00 – 8:55
2	9:00 – 9:50
3	9:55 – 10:45
4	10:50 – 11:40
5	11:45 – 12:35
LUNCH	12:40 – 1:05
6	1:10 – 2:00
7	2:05 – 2:55

ACTIVITY & SPECIAL SCHEDULES

**MORNING ACTIVITY
MIDDLE SCHOOL**

PERIOD	TIME
1	8:00 – 8:55
ACTIVITY	9:00 – 9:45
2	9:50 – 10:30
3	10:35 – 11:15
LUNCH	11:20 – 11:45
4	11:50 – 12:30
5	12:35 – 1:15
6	1:20 – 2:05
7	2:10 – 2:55

**MORNING ACTIVITY
HIGH SCHOOL**

PERIOD	TIME
1	8:00 – 8:55
ACTIVITY	9:00 – 9:45
2	9:50 – 10:30
3	10:35 – 11:15
4	11:20 – 12:00
LUNCH	12:05 – 12:30
5	12:35 – 1:15
6	1:20 – 2:05
7	2:10 – 2:55

**MORNING ACTIVITY
HIGH SCHOOL**

PERIOD	TIME
1	8:00 – 8:55
ACTIVITY	9:00 – 9:45
2	9:50 – 10:30
3	10:35 – 11:15
4	11:20 – 12:00
5	12:05 – 12:45
LUNCH	12:50 – 1:15
6	1:20 – 2:05
7	2:10 – 2:55

**AFTERNOON ACTIVITY
MIDDLE SCHOOL**

PERIOD	TIME
1	8:00 – 8:50
2	8:55 – 9:40
3	9:45 – 10:30
LUNCH	10:35 – 11:00
4	11:05 – 11:45
5	11:50 – 12:30
6	12:35 – 1:15
7	1:20 – 2:00
ACTIVITY	2:00 – 3:00

**AFTERNOON ACTIVITY
HIGH SCHOOL**

PERIOD	TIME
1	8:00 – 8:50
2	8:55 – 9:40
3	9:45 – 10:30
4	10:35 – 11:15
LUNCH	11:20 – 11:45
5	11:50 – 12:30
6	12:35 – 1:15
7	1:20 – 2:00
ACTIVITY	2:00 – 3:00

**AFTERNOON ACTIVITY
HIGH SCHOOL**

PERIOD	TIME
1	8:00 – 8:50
2	8:55 – 9:40
3	9:45 – 10:30
4	10:35 – 11:15
5	11:20 – 12:00
LUNCH	12:05 – 12:30
6	12:35 – 1:15
7	1:20 – 2:00
ACTIVITY	2:00 – 3:00

SCHEDULES FOR EARLY DISMISSAL

**SEMESTER EXAMS &
FACULTY MEETINGS
MIDDLE & HIGH SCHOOL**

PERIOD	TIME
1/5	8:00 – 9:00
2/6	9:05 – 10:00
3/7	10:05 – 11:00
4	11:05 – 12:00

**HOLY CROSS OF SAN ANTONIO
ACADEMIC DETAILED CALENDAR 2013-2014**

FIRST SEMESTER

AUGUST

- 2 New Teacher Induction Program Orientation
- 5 Faculty Retreat
- 6-7 Faculty In-service
- 8 Student Orientation, 10th-12th grades
- 9 Student Orientation, 6th – 9th grades
9th Grade Fish Camp 10:00 am to 1:00 pm
Archdiocese New Teacher Orientation
- 12 **School Begins**
- 13 Parent Orientation, 6th – 8th grades (6:00 pm)
Holy Cross Convocation Center
- 14 Parent Orientation, 9th - 12th grades (6:00 pm)
Holy Cross Convocation Center
- 21 Department Head Meeting
- 30 Early Dismissal – 12:00 pm – Faculty In-service

SEPTEMBER

- 2 Labor Day Holiday - No School
- 10 Progress Report Grades due by 4:00 pm
- 11 **Progress Reports Issued**
- 25 Department Head Meeting
- 27 Professional Development day – No School

OCTOBER

- 11 End of 1st Quarter
- 15 Report Card Grades Due by 4:00 pm
- 16 PSAT for 9th, 10th, and 11th grades
- 17 Report Cards Issued, 2:00 PM Dismissal**
- 18 No School – CFLC
- 30 Department Head Meeting

NOVEMBER

- 1 Early Dismissal – 12:00 pm – Faculty In-service
- 12 Progress Report Grades Due by 4:00 pm
- 13 Progress Reports Issued**
- 21 Department Head Meeting
- 27 Early Dismissal – 12:00 pm – Faculty In-service
- 28-29 Thanksgiving Holiday - No School

DECEMBER

- 11 Department Head Meeting
- 18 Semester 1 Exams
Early Dismissal – 12:00 pm – Faculty In-service
- 19 Semester 1 Exams
End 1st Semester & 2nd Quarter
Early Dismissal – 11:00 am – Faculty In-service
- 20 Semester 1 Exams
End 1st Semester & 2nd Quarter
Early Dismissal – 11:00 am – Faculty In-service
- 23- 1/5 Christmas Break - No School

SECOND SEMESTER

JANUARY

- 6 School Resumes
- 7 Report Card Grades Due by 4:00 pm
- 9 Report Cards Issued, 2:00 PM Dismissal**
- 17 Early Dismissal – 12:00 pm – Faculty In-service
- 20 MLK Holiday - No School
- 26 Catholic Schools Week Begins
- 29 Department Head Meeting

FEBRUARY

- 2 Catholic Schools Week ends
- 4 Progress Report Grades Due by 4:00 pm
- 5 Progress Reports Issued**
- 14 Early Dismissal – 12:00 pm – Faculty In-service
- 17 President's Day – No School
- 26 Department Head Meeting

MARCH

- 5 Ash Wednesday
- 7 Early Dismissal – 12:00 pm – Faculty In-service
End of 3rd Quarter
- 10-14 Spring Break - No School
- 18 Report Card Grades Due by 4:00 pm
- 20 Report Cards Issued, 2:00 PM Dismissal**
- 26 Department Head Meeting

APRIL

- 15 Progress Report Grades Due by 4:00 pm
- 16 Progress Reports Issued**
- 17 Holy Thursday
Early Dismissal – 12:00 pm – Faculty In-service
- 18 Good Friday – No School
- 23 Department Head Meeting
- 24 Early Dismissal – 12:00 pm – Faculty In-service
- 25 Battle of Flowers - No School
- 28 Inclement Weather Day – No School

MAY

- 14 Department Head Meeting
- 15 Final Exams for 8th & 12th grades – Periods 4, 5, 6, and 7
- 16 Final Exams for 8th & 12th grades – Periods 1, 2, 3
Last day of school 8th & 12th grades
8th grade grades due by 4:00pm
- 19 Senior Grades Due by 3:00pm
8th Grade Graduation – Holy Cross Convocation Center
- 20 Senior Baccalaureate Mass – Holy Cross Convocation Center
- 21 Senior Graduation at Laurie Auditorium, Trinity University
*Early Dismissal - 12:00 pm
Final Exams
- 22 *Early Dismissal - 12:00 pm
Final Exams
- 23 Final Exams
*Early Dismissal - 11:00 am
Last Day of School
End 2nd Semester/4th quarter

