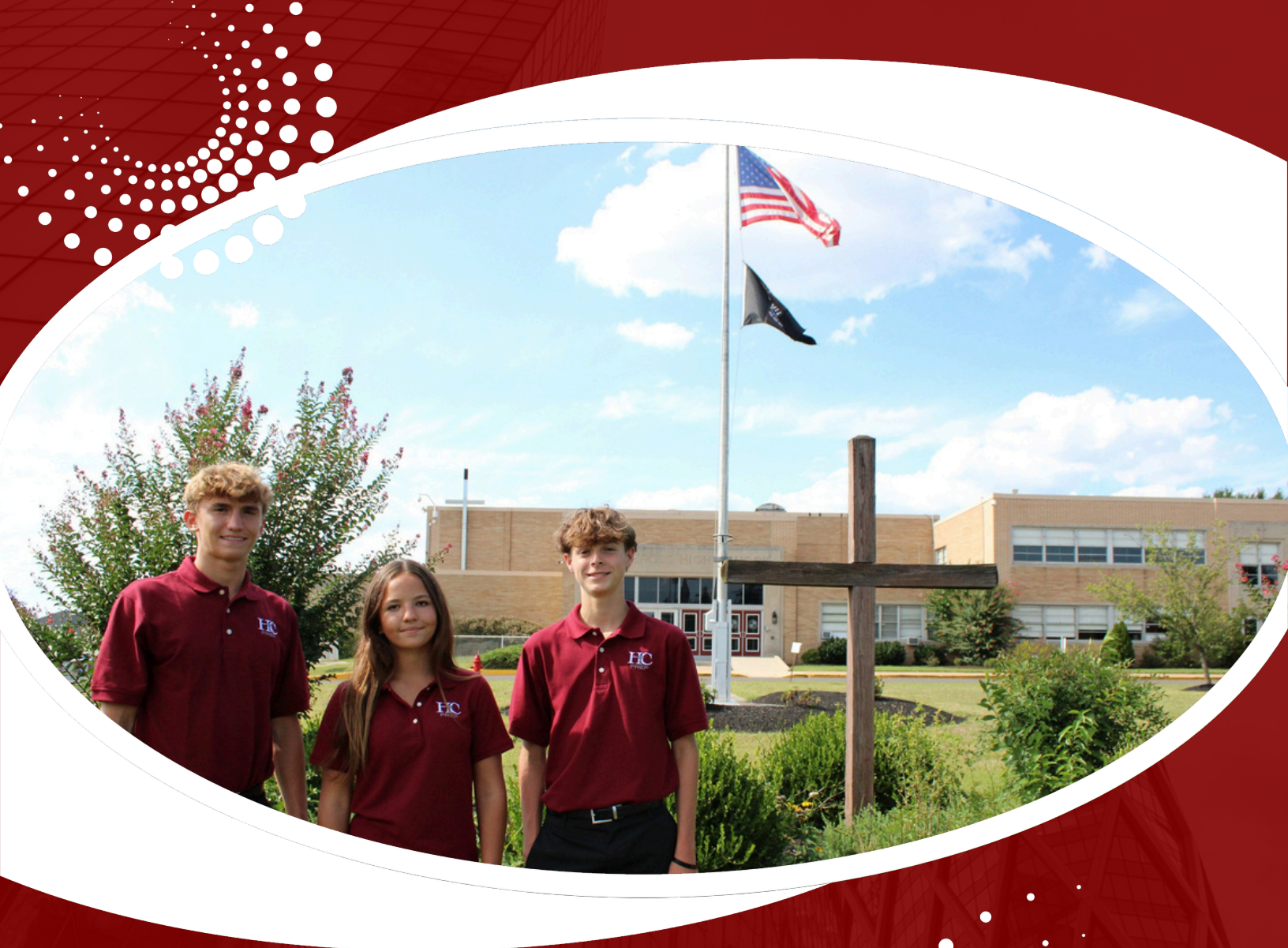




2026-2027 STUDENT HANDBOOK



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www.hcprep.org

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Holy Cross Preparatory Academy Handbook 2026-2027

The Catholic Church affirms that parents are the first and most important educators of their children. At Holy Cross, we view education as a collaborative partnership between families and the school, working together to support each student's academic, spiritual, and personal growth.

This handbook is designed to communicate the policies, expectations, and procedures that help foster a safe, orderly, and faith-filled learning environment. While it serves as a guide for students and families, it cannot anticipate every circumstance that may arise. Accordingly, school administration reserves the authority to interpret and apply the policies contained in this handbook and, when appropriate, to make decisions that best serve the mission of the school and the welfare of the community. In exceptional situations, the Principal may exercise discretion in addressing matters not specifically covered by, or requiring flexibility beyond, the provisions outlined in this handbook.

The school also reserves the right to revise, update, or amend the contents of this handbook as needed. When significant changes are made, families will be notified through appropriate school communications.

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Section 1: MISSION AND VISION

MISSION STATEMENT

To inspire young men and women to become resilient leaders and lifelong learners through wisdom and holiness.

VISION

To serve as the premier Catholic institute for education and leadership in South Jersey and beyond.

EQUAL OPPORTUNITY

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

Section 2: ACADEMICS

ACCREDITATION:

Holy Cross Prep Academy is accredited by Cognia (formerly AdvancED), which is the largest community of education professionals in the world. This agency is a non-profit, non-partisan organization that conducts rigorous, on-site external reviews of PreK-12 schools and school systems to ensure that all learners realize their full potential. The school is a member of the National Catholic Education Association.

CONTRACT:

Holy Cross Prep Academy recognizes parents as the primary educators of their children. The education of the students is a partnership between parents and the school. Enrollment in Holy Cross Prep Academy indicates the acceptance of these policies and procedures by the student and their parents. Notwithstanding any other provision or provisions, contained herein, the administration of the school retains the right to interpret and apply any and all provisions at their discretion. The administration reserves the right to waive and /or deviate from any and all regulations for just cause at their discretion.

ACADEMIC INTEGRITY:

We believe that honesty in academic work is necessary for the effective intellectual development of the student, the fair evaluation of his/her academic performance, and most importantly, the moral mandate of the Christian faith.

A student can violate academic integrity in two major ways:

1. **PLAGIARISM:** Plagiarism is the unacknowledged use of the ideas, words, research or assistance of another in preparing an assignment. Some common forms of plagiarism are as follows: using another person's words as if they were your own, putting another person's work in your own words without documentation, or even presenting someone else's line of thinking in the development of a thesis as if it were your own. Education depends greatly on an exploration of the ideas and writings of others. Many assignments will require a student to research those ideas and writings. Whenever the words, ideas or research of another's is used, the student must acknowledge that use. Teachers will provide guidance and instruction as to the accepted methods of identifying sources clearly and accurately.
2. **VIOLATING THE RULES OF AN ASSIGNMENT:** A student who prepares an assignment in such a way as to get around the legitimate purpose of the assignment is also guilty of academic dishonesty. Some examples of violating the rules of an assignment include the following: copying someone else's homework, falsifying data for a lab report, or submitting the same term paper for different assignments without the instructor's permission. It is the student's responsibility to understand the rules under which an assignment is to be completed.

Other examples of compromising academic integrity would be:

- Copying another student's answers on tests, quizzes, and lab reports.
- Discussing answers with another student during the test itself or in between classes.
- The use of a cheat-sheet, copies of tests, or other unauthorized information during or before the administration of the test.
- Allowing a parent or friend to do your work and presenting it as your own effort
- Impeding the academic progress of other students, including for example, taking another student's

textbook or notebook from his/her locker without permission, stealing or defacing another student's work.

- Unauthorized use of Artificial Intelligence for the completion of assignments

COURSE SELECTION PROCESS:

Course selection for the next school year begins in February and ends in April. All students will meet with their counselor prior to the selection of courses and given a course selection form. The Program of Studies is posted on the Holy Cross Prep Academy website. Students should be cognizant of prerequisite grade and course requirements when planning for future courses. Holy Cross Prep Academy does not guarantee placement in selected classes. Students are placed first to meet core class requirements, and then electives are filled in from there based on the expressed career path of the student.

ELIGIBILITY:

Holy Cross Prep Academy is a member of the New Jersey State Interscholastic Athletic Association (NJSIAA) and follows the eligibility policies of the NJSIAA.

The following is used to determine the eligibility of a student to participate in co-curricular activities based upon his/her academic performance. Holy Cross acknowledges that the full cooperation of the parents, faculty, administrative staff and coaches and moderators is necessary to ensure the uniform enforcement of this policy.

1. Students in grades 10,11,& 12 to be eligible for athletic competition during the first semester (September 1 to January 31) a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation during the immediately preceding academic year.

Therefore students should refer to chart below for credits needed at each grade level to be eligible for a fall sport:

Grade 9	Grade 10 Grade 11
30 credits	65 credits 105

2. To be eligible for athletic competition during the second semester (Feb. 1 to June 30), a pupil must have passed the equivalent of 12.5 % of the credits (15) required by New Jersey for graduation at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits.

3. Freshmen entering the school are automatically eligible for their first semester September 01 through January 31 of the given academic year. Freshmen to be eligible for the second semester follow number two above.

A student may be declared ineligible at any time for disciplinary reasons by the Administration. Activities that require participation for only a short period of time (one week or less) are exempt from the above policy.

As a means of clarification, a student's ineligibility to participate in activities includes but is not limited to, maintaining or setting up of equipment, scorekeeping, attending practices, or other duties that are connected to that activity.

LATE WORK PROCEDURE:

Students who receive an “excused” absence (EA) as marked from the school have a limited number of days to make up any missing assignments. For each day absent, the student will be given the equivalent number of days to make up any missing assignments due during their absence. No missing work will be accepted once the marking period is closed. The administration reserves the right to review cases that would extend beyond the marking period. These students would receive an INCOMPLETE (I) grade. After the specified time extension, the student will be awarded the corresponding grade earned for the completed work or an F as their final grade.

EXAMINATIONS:

Definite dates and times are provided for final examinations. Students who are absent on the day of a final examination without a doctor's excuse or previous approval of the Administration may receive an automatic failure for the exam. Final exams will be weighted one fifth (1/5) of the final course grade. Final exam failure may lead to failure of the course. Students taking exams need only report for the time(s) of the exam and then leave the premises.

FAILURES AND CREDIT RECOVERY:

Students failing one or two courses may complete credit recovery through an approved on-line course. HCPA utilizes Educere as our primary credit recovery program. Students electing to use a tutor must complete 30 hours of tutoring, and the program must be pre-approved by HCPA administration. Students who fail three or more courses will be evaluated by the administration before they may continue.

Students must achieve a passing grade in their credit recovery course in order to continue their enrollment at Holy Cross Prep Academy.

GRADES:

Grades are based on the quality of work a student does in view of the course objectives. The year contains two semesters with four courses each semester. Incomplete grades will be issued in accordance with guidelines contracted with the student by the Administration.

An electronic grade posting system is used by our teachers to help keep parents informed. Parents will be given the ***FACTS Family Portal*** link to set up access to their child's grades.

Grade Conversion Table

	Grade:	College Prep	Honors	AP
A+	97 -100	4.5	5.5	6.5
A	93-96	4.0	5.0	6.0
B+	89-92	3.5	4.5	5.5
B	85-88	3.0	4.0	5.0
C+	81-84	2.5	3.5	4.5
C	76-80	2.0	3.0	4.0
D	70-75	1.0	2.0	3.0
F	69 - below	0.0	0.0	0.0

NATIONAL HONOR SOCIETY:

The Saint Thomas Aquinas Chapter of the National Honor Society of Holy Cross Prep Academy has as its purpose the creation of enthusiasm for scholarship, the stimulation of a desire to render service, the promotion of worthy leadership and the encouragement of character in all students. Membership is one of the highest honors that can be awarded to a high school student.

Selection Process:

Membership in the National Honor Society is both an honor and a responsibility. Membership is granted only to qualified students who have the required GPA.

To be eligible for membership, a student must be a junior or senior who has achieved a cumulative GPA of 4.0 (unweighted) or a cumulative GPA of 4.5 (weighted). Students must have been in attendance at Holy Cross Prep Academy for at least one semester.

All academically eligible candidates must complete a Student Activity Information Form. Membership in the NHS is never considered based on grades alone. The three other criteria for the NHS are Service,

Leadership and Character. Candidates are asked to provide any information that will support these additional criteria. The form must be returned on or before the designated date identified on the application. Failure on the part of the candidate to return this form fully completed with required signatures within the allotted time will automatically eliminate the candidate from further consideration.

Non-Selection of Candidates:

Not all students who are academically eligible will be chosen for membership. Schools are not obliged to share with parents or students information concerning the non-selection of specific candidates. According to the NHS legal counsel, no constitutional due process requirements apply in non-selection cases.

Parents and students must understand that no student has a right to be selected for membership in a chapter of the NHS and the principal/NHS moderator is entrusted with making the selection decisions. The National Council of NHS will not review the judgment of the administration regarding the selection of individual members to local chapters.

Activities:

Members of the National Honor Society will be responsible to participate in all activities sponsored by the NHS. (i.e. Blood Drives, can good collection)

Dismissal:

To assure that students maintain high standards, the Chapter advisor will monitor students inducted into the National Honor Society. Students must maintain at least a quarterly GPA of 4.0 (unweighted) or a cumulative GPA of 4.5 (weighted). Failure to maintain these standards will be reviewed by the NHS Academic Team and the principal and may result in either a probation period or dismissal.

A student who is dismissed from the NHS for academic or disciplinary reasons has a right to an appeal process.

GRADUATION:

Participation in graduation exercises at Holy Cross Prep Academy is a privilege and students may be excluded from participation in graduation ceremonies for a reasonable cause determined by the Administration. A reasonable cause includes violations of the school's discipline code, course failure, excessive absence and failure to meet yearly retreat requirement, failure to complete service hour requirement, or to meet financial obligations. No student will receive a diploma unless he/she has received a passing grade in all courses. Diploma forms need to be completed for all seniors by the senior class moderator around December 15. Forms need to be signed by both parent and student indicating the desired name to appear on the diploma.

Seniors should submit copies of their college acceptance and scholarship/grant letters to the Counseling Office by May 1st so that they may be recognized. Final transcripts for Seniors will be sent out automatically to their selected college during the last week of June following the submission of final grades.

Seniors are required to attend Baccalaureate Mass and Graduation Ceremonies.

Section 3: SCHOOL AND COLLEGE COUNSELING

Counselors are concerned with the educational, emotional, and social development of all the students in relation to their total school experience. Counseling is a necessary part of the total school program. It is a coordinated effort involving students, faculty, parents, administration and specialists as needed. The counselor has the major role in developing and implementing a plan of guidance, but the cooperation of teachers, parents and administration is essential.

The counseling program includes counseling of an academic, personal, and vocational nature. The counselors attempt to establish a rapport with their students that will enable them to discuss, understand, and deal with their feelings concerning any problems that may arise. Counselors are a valuable source of information for both parents and students. They also assist students in identifying abilities, selecting courses, and planning for college, as well as selecting a program that is consistent with their abilities and goals. If any student is in need of additional counseling services, our counselors have resources that they can provide to the family.

The Counseling Department has an "Open Door" policy, however students are encouraged to set up appointments with the counselor whenever they feel it is necessary.

Finally, the school counselor will follow the professional standards established by the American School Guidance Association, treating each person individually and confidentially.

COUNSELING APPOINTMENTS

Students will be contacted by their counselor to arrange any appointments. If a test or quiz is scheduled for that appointment time, the student should see the counselor to reschedule a time that will not interfere with the educational process. Parents may call the Counseling Office for appointments. Students may schedule appointments by emailing their counselor.

- **Students will be assigned to a counselor alphabetically.**

COLLEGE APPLICATION PROCESS

With the help of our counseling department, Scoir will optimize each student's college and career readiness efforts. **As such, all applications, transcripts, and recommendation letters, will be requested and sent to colleges via Scoir.**

Scoir is a comprehensive K-12 college and career readiness platform that enables self-discovery, career exploration, academic planning, and college preparation for millions of students of all ages and around the world.

Scoir will be used by students at Holy Cross Prep Academy beginning in their freshman year. Scoir will be implemented to help students explore their interests and strengths. This will allow students to develop a course of study throughout their four years of high school. Scoir will help create long-term goals and match them with an actionable plan.

HOMEBOUND STUDIES:

If a student is diagnosed with an illness that usually means an extended absence (i.e. an operation,

mononucleosis, etc.) a parent/guardian must call the Counseling Office to arrange for Homebound Instruction. State Law requires that students be absent 10 consecutive school days prior to being eligible for homebound instruction and, once the student returns to school, homebound instruction ends. A student, while enrolled in Homebound Instruction, may not participate in co-curricular activities including but not limited to school trips and Graduation Exercises.

PROGRAM OF STUDIES:

Holy Cross Graduation Requirements:

- 4 – Theology
 - 4 -- English
 - 4 -- Mathematics
 - 3 – Lab Sciences
 - 2 -- World Language
 - 2 -- Physical Education
 - 1 -- World History
 - 1 -- U.S. History I and II
 - 1 – Visual, Performing, or Practical Arts
 - 1 -- Personal Finance
- (Plus, electives equaling 160 credits*)

*Transfer students may be responsible for less if their previous school did not offer Theology.

An additional year of math and science is recommended for those planning to attend a four-year college. Students may wish to consider an additional year of their world language as well. Students may select college level and Advanced Placement courses if they meet the requirements. This selection is made based on the past scholastic achievement of each student and the standardized test scores.

NOTICE TO PARENTS:

Most colleges require that applicants will have completed at least 16-18 ACADEMIC COURSES in order to be considered for admission. An academic course is normally any course belonging to the following subject groups.

English, World Language, Mathematics, Science, Social Studies

RECORDS AND CONFIDENTIALITY:

Holy Cross has the primary responsibility for the compilation, maintenance, access to, and security of student records. All mandated and permitted records shall be maintained by the HCPA and will be held in strict confidence in accordance with State, Federal, Diocesan, and local guidelines. Parents and graduates will have access to all of their records.

Holy Cross abides by the provisions of the Buckley Amendment. Noncustodial parents will be given access to the academic records and information on the academic progress of their children unless there

is a court order specifically stating that the noncustodial parent is denied access to such information. Teachers, counselors, and administrators do not need the permission of the custodial parent to discuss a child with the non-custodial parent. Therefore, non-custodial parents will be given access to unofficial copies of student records unless a court order providing otherwise is filed with the school. The school will require a notarized copy of the most recent custody section of the divorce decree to be on file with the school. In order to maintain rapport with custodial and noncustodial parents, the school will inform all interested parties when requests are made involving school records. The school will request a notarized letter verifying that the interested parties have been informed of such requests.

State and Federal laws mandate schools cannot provide service plans to other schools, colleges or districts when students transfer or graduate. Families need to supply schools or colleges with the documentation. If you have any questions, please contact the Counseling Office.

Students who are 18 years of age will be informed of any request for information pertaining to student records and the school will obtain his or her consent.

REPORT CARD DISTRIBUTION:

Student grades are finalized and published on FACTS SIS twice a semester. There is one scheduled grade conference on the calendar each semester, which will be conducted virtually. Parents will receive a schedule via email to sign up for time slots with their child's teachers. However, a conference with a teacher may be requested at any time throughout the year. Since the first and third marking periods are critical, parents/guardians should make every effort to attend the scheduled conferences. Parents/Guardians may also contact teachers via their Holy Cross Prep Academy email. All student information is continually updated in the Family Portal.

WITHDRAWAL PROCESS:

If a student wishes to withdraw from Holy Cross Preparatory Academy, he or she must:

1. Formalize the request in writing to the Principal.
2. Fulfill each step on the internal withdrawal checklist with appropriate school officials. Steps include:
 - a. Complete an exit interview with the Vice President of Enrollment Management or School Counselor.
 - b. Complete a transfer card with your School Counselor.
 - c. Confirm reason for withdrawal.
 - d. Return all properties, including but not limited to, technology equipment, textbooks, athletic uniforms, etc.
 - e. Pay all outstanding debts, including tuition and fees.

When all routine matters are satisfactorily cleared, records will be finalized and released.

WORKING PAPERS:

Students in need of working papers can follow the instructions online at <https://nj.gov/labor/youngworkers/find-a-job/working-papers/getstarted.shtml>.

Please create an account to begin the process.

Section 4: STUDENT LIFE

BLOCK 1:

1. Students are to report their Block 1 class by **8:00am**. Students are to be in complete uniform and expected to be on time. Students will not be permitted in the hallways or at their lockers until **7:50am**. Students arriving before 7:50am must report to the cafeteria. Students may place items in the locker room before school only when teacher supervision is present. Attendance for the day will be taken during the Block 1 class..
2. Any student arriving to their Block 1 class out of uniform, will be sent to the Dean of Students and will be marked late for the day. The student will be expected to get into full uniform before returning to class. If necessary, a parent/guardian may be notified to bring the proper uniform attire to school before the student may attend class.
3. Student ID cards are a part of the school uniform. Students must wear their ID card on a HCPA lanyard at all times when on campus. **(replacement ID cards are issued at a cost of \$10.00)**
4. Students are expected to show respect during prayer and Pledge of Allegiance. Students are to be courteous to anyone speaking over the public address system. If a student is in the hallway, they must pause where they are until the prayer and pledge is completed.
5. Students must honor all passes and appointment notices sent by the faculty or administration. **This includes College Counseling Seminar held during lunch periods.**

CLASSES:

1. Students are to be on time and in uniform for all class periods. Students are to remain in class the entire scheduled period unless they have a pass from the administration.
2. No students are permitted to go to their car during the school day without a pass from the Dean of Students Office. Students who use their lockers should purchase a **lock** to secure personal items. Students are encouraged to not share their combination with other students.
3. If a student is sent from class for disciplinary reasons, they are to report directly to the Dean of Students Office.
4. Students are not permitted to go to their locker during class without a pass. Students may go to their lockers before school, after school, and between class periods
5. Students are not to leave class to go to the cafeteria for food or drink. They have the opportunity to purchase food/drink during the Activity period and their lunch period.

ACTIVITY PERIOD:

1. Activity period occurs every day after Block 2. (10:25 - 10:50)
2. Students are to be in uniform during their Activity period.
3. Misconduct during the Activity period will result in the student being sent to the Dean of Students.
4. Public displays of affection are not permitted on campus.
5. The use of profanity or vulgar language will not be tolerated.
6. Students must have their ID card and lanyard with them at all times.
7. Students are not permitted to bring guests on campus during the school day.
8. Students are not permitted to leave campus during the school day without permission.

9. Students are responsible for clearing their table and disposing of any trash they have around campus. Students are encouraged to recycle using the appropriate receptacles. **Students are not to order food from outside vendors for delivery.** Parents can drop off lunch for their child at the main office.
10. Recreational activities are limited to the assigned areas on campus.
11. When outside, students are to be courteous of classes being held in the building.
12. Students may only be in areas designated for the Activity period when that area has a faculty supervisor present. No students are permitted on the second floor during the activity period, except for official club meetings.

DRESS CODE:

Students are expected to maintain a neat appearance during the school day, reflecting pride in themselves and their school. Students are to be in full uniform upon entering first period and remain in full uniform the entire school day.

Any student who arrives at their Block 1 class out of uniform will be sent to the Dean of Students.. The student will be required to get into the proper dress code. If necessary, the parent/guardian will be notified to bring the proper uniform attire to school before the student may return to class.

YOUNG MEN:

1. **Uniform** black pants must be worn every day.
2. A white dress shirt, with coordinating tie. Ties are to be worn properly during the school day. Shirt tails are to be tucked in at all times.
3. Only plain t-shirts may be worn under the uniform shirt.
4. A uniform polo may be worn during the spring and fall, while the uniform sweater is to be worn in winter uniform months.
5. An **optional** ¼ zip provided by Risse Brothers, may be worn over the polo during the spring/fall and over the shirt and tie during the winter uniform months.
6. ID cards must be worn with a HCPA lanyard.
7. The **EASTLAND PLAINVIEW** shoe is the uniform shoe beginning with the 2025-26 school year. Only senior students are waived from the new uniform.
8. Young men are to have their facial hair neatly trimmed and kept close to the face. Hair must be neat and pulled back if below the collar. Hair must be of a natural color. **Students with dermatological issues with regards to shaving MUST provide documentation that will be kept on file in our nurse's office.**
9. No hats/head coverings of any kind are to be worn in the building.
10. Non-pendant earrings **only** may be worn.

YOUNG WOMEN:

1. Uniform skirts must be worn at the manufacturer's length with no accouterments. Young women may also opt to wear the **uniform** black pants.
2. A white button-down oxford blouse is to be worn and tucked in at all times.
3. Only plain t-shirts may be worn under the uniform blouse.
4. A uniform polo may be worn during the spring and fall, while the uniform sweater is to be worn during winter uniform months.
5. An **optional** ¼ zip provided by Risse Brothers, may be worn over the polo during the spring/fall

- and over the blouse during the winter uniform months.
6. ID cards must be worn with a HCPA lanyard.
 7. The **EASTLAND PLAINVIEW** shoe is the uniform shoe beginning with the 2025-26 school year. Only senior students are waived from the new uniform.
 8. Black tights are to be worn under the uniform skirt. Young ladies are not permitted to wear tights that are ripped, torn or that have runs or holes in them. Any young lady with ripped or torn tights will be sent to the Dean of Students. A replacement pair of tights will be provided at a cost of \$10.00.
 9. Accessories, such as excessive jewelry, scarves and pins are not permitted. Non-pendant earrings **only** may be worn.
 10. Hair styles should be appropriate for school. Hair must be of a natural color.
 11. No hats/head coverings are to be worn in school.

The Winter Dress code goes into effect from November 1 until April 1. However, the winter uniform may be worn at any time during the school year.

- ***We are aware that some students may find the building cold at times. Students are asked to layer “under” their uniform and are not permitted to wear sweatshirts or jackets during the school day. They may wear the optional ¼-zip, provided by Risse Brothers, to school over their polo/shirt/blouses any time throughout the school year.***
- ***Students are to abide by all school dress code policies when having their senior portrait taken.***

Lancers Show Your Spirit Day:

Each **FRIDAY** throughout the school year, students are permitted to wear Holy Cross Prep Academy apparel. Students may wear team jerseys, warm-up jackets, sweatshirts, **OVER THEIR UNIFORM.** Blouses for ladies and shirts/ties for gentlemen must be worn under their HCPA apparel. This will be in addition to Dress Down and Dress Up days.

Dress Down Guidelines:

The administration reserves the right to determine if a student complies with the dress code. Students deemed inappropriately dressed will notify their parents and make arrangements for bringing a change of clothes.

Young Women:

1. Ladies are to exhibit modesty when dressing down for school. No low cut shirts, tank tops, midriff tops, off the shoulder tops, halters or spaghetti straps may be worn. **Short shorts are NOT appropriate attire for dress down days OR field trips.**

Young Men:

1. Collared shirts, t-shirts/sweatshirts may be worn. Writing on t-shirts must be appropriate for school.
2. Appropriate length shorts may be worn when the weather is warm.

Special Events/Dances:

Students attending activities or functions supported or sponsored by Holy Cross Prep Academy are bound by all regulations and discipline.

The following should also be noted:

1. Students must arrive at events on time. If a student will be arriving late, they should contact the school to let the chaperones know.
2. Any student whose conduct is deemed inappropriate will be asked to leave the event and reported to the Dean of Students.
3. Outside guests must be arranged in advance through Student Activities.
4. No alcoholic beverages and/or controlled substances are to be brought to, consumed at, or consumed prior to any school activity.
5. Students who are absent from school on the day of an athletic/special event, are not permitted to attend the event. Extenuating circumstances must be presented and approved by the administration.
6. Students who are suspended are not permitted to attend any athletic/special event during the time they are suspended.
7. All clothing worn to dances and special events must conform to the Church's view of modesty. Any clothing deemed inappropriate will be handled by the Dean of Students.

STUDENT DRIVING AND PARKING:

Student parking is a privilege and not a right. It may be revoked at any time. All cars parked on Holy Cross Prep Academy property during the school day must be registered in the Main Office. Registered cars will be given a parking tag that must be visible when the car is parked on campus. The cost of the sticker will be \$10 for the school year.

The speed limit on campus is **15 mph**. Students must adhere to the speed limit and all traffic signs and arrows displayed on campus.

BUS REGULATIONS:

All students being bused to school must be considerate of the safety and well-being of everyone riding the bus. All rules and regulations established by the bus driver must be followed. Misconduct on the bus can distract the driver's attention from his/her primary responsibility of transporting all passengers to school safely. Any misconduct will be reported to the Dean of Students.

Local School Districts do not allow students from out-of-district to ride their school buses due to insurance/liability reasons. **Under no circumstances will a Holy Cross Prep Academy student be permitted to ride a school bus to which he/she is not assigned.**

Section 5: ATTENDANCE

ATTENDANCE:

1. If a student is going to be absent from school, the parent/guardian is to notify school no later than 8:30am on the day of the absence. **(856-461-5400) or email attendance@hcprep.org**
2. If the parent/guardian fails to notify the school of their child's absence, the parents will be contacted by the attendance office.
3. A call must be made each day that a student is absent unless a note from a parent/guardian indicates that their child will be absent from school on multiple consecutive days. (i.e. surgery, mono, family obligation)
4. A student may not attend any co-curricular activities on the day they are reported absent. **Any student reporting to school after 10:30 am will be considered absent for the day.**
5. Students are permitted 6 absences per semester. Excused medical issues on file in the nurse's office will not be calculated into this policy. (i.e. doctor's note, mono, concussion, surgery, etc.) Upon the sixth absence, the parents and the student will be contacted to evaluate and determine consequences.
6. Students are not permitted to call themselves out absent or submit a note explaining their absence.

TARDINESS:

1. Students reporting late to school must sign in and obtain a late pass. A parent/guardian should contact the attendance office if their child will be late to school.
2. Students who do not report to their Block 1 class on time will be marked late for the day and must obtain a late pass before being admitted to class.
3. Bus related lateness will NOT be marked late. However, the student must still sign in and get a pass to class.
4. Driving to school is never an excuse for lateness. However, the administration retains the right to waive the lateness of students if any extreme traffic situations occur that are out of the student's control.
5. Students are permitted 5 unexcused lateness to school per semester. On the 6th time the student is late to school, both the parent and student will receive an email. Continued lateness may result in a detention during their Activity period or lunch period.

Parents can access their child's attendance record in the FACTS Family Portal.

EARLY DISMISSAL:

1. Early dismissal requests are to be made in **advance**, unless in case of an emergency.
2. An email/written note must be submitted in order for the student to be released from school. **(please include a phone number where you can be reached)**
3. Students are permitted 5 early dismissals per semester. Parents/guardians are encouraged to make appointments after school hours whenever possible.
4. Students who do not drive themselves must be signed out by a parent/guardian. Students who drive themselves must also sign out before leaving school.

Section 6: CATHOLIC IDENTITY

COMMUNITY SERVICE:

Holy Cross Prep Academy requires Community Service as a part of the curriculum. Holy Cross believes it is important that students see their faith as a lived experience and see service as an integral part of their Christian lifestyle.

Service Hours requirement: Students are required to complete 12 service hours each year for all grade levels.

- All students will be given access to a MobileServe account via their @hccprep.org email address.
- All service hours MUST be submitted via MobileServe, and will only be counted once they are verified and approved by the Campus Minister.
- Any questions or concerns should be directed to the Campus Minister.
- Please understand that no student is to receive compensation from their service site.

AS SERVICE HOURS ARE A COURSE REQUIREMENT FOR THEOLOGY, FAILURE TO ACCRUE THE 12 SERVICE HOURS WILL RESULT IN LOSS OF CREDIT FOR THIS COURSE AND/OR AN INCOMPLETE GRADE UNTIL THE SERVICE HOURS ARE COMPLETE.

SHADOW DAY:

Students may be asked to assist the Admissions Office by acting as hosts for prospective students who are visiting for the day. The visitors will follow the normal schedule along with their host, and the host must accompany their guest throughout the entirety of the visitation day. Students assisting as hosts are still expected to participate fully in any class activities and/or assessments.

STUDENT RETREATS:

Parents choose Holy Cross Prep Academy to provide an academic setting based on Catholic tradition and teachings. An integral part of a student's religious education is to provide student's time to reflect on their own spirituality and life's many gifts and blessings. Retreat opportunities will be made available for students throughout the year.

CAMPUS MINISTRY:

The Campus Ministry Office is located in the Main Hallway next to Room 103. Any student interested in getting involved in Campus Ministry Activities, including but not limited to serving mass, participating in retreats, or promoting other ministry activities should contact the Campus Minister to discuss their interest. All questions or concerns regarding service hours can be directed to the Campus Minister.

Section 7: STUDENT CODE OF CONDUCT

PHILOSOPHY:

At Holy Cross Prep Academy, Catholic values are the basis of all disciplinary policies, regulations and actions. These values include respect for others and oneself, cooperation, integrity, and civility. At the core of Holy Cross' disciplinary practices is the self-discipline that is essential to maturing Christians.

Therefore, the students of Holy Cross Prep Academy are always expected to act with courtesy and respect toward faculty, staff, and each other. They will treat the physical facilities with care and abide by the rules of conduct that are essential for the well-being of the entire school community.

Continued violation of the following rules and regulations will be reported to the Dean of Students.

- Out of uniform
- Late to class
- Late to school
- Eating or drinking in unauthorized areas
- Improper language
- Leaving trays, food, etc. in the cafeteria
- Parking violation
- Out of Bounds – a student being in an unauthorized or unsupervised area.
- Cell phone violation
- Minor misconduct anywhere on campus.

Violation of the following rules and regulation will result in the student being sent immediately to the Dean of Students Office.

- Reckless driving
- Misconduct anywhere on campus
- Disrespect of others (student, teacher, or staff member)
- Violation of acceptable use policy
- Bus misconduct
- Failing to report to a teacher's personal detention
- Disruptive behavior in the classroom
- In parking lot without permission

Violation of the following rules and regulations will be considered to be a serious infraction of school policy. (liable for suspension)

- Damage to school property which includes graffiti
- Cutting class
- Possession or use of tobacco products (i.e. vaping, juuling, e-cigarettes)
- Truancy
- Leaving campus without permission.
- Insubordination
- Fighting on campus

- Missing a school issued after school detention
- Accumulation of detentions for the same infraction
- Misuse of social media

The following violations of the rules and regulations will be considered an extreme and serious infraction of school policy (liable for expulsion)

- Dealing, possession and/or drug use including alcoholic beverages on campus, on the bus, or at any school related activity off campus.
- Stealing or possession of stolen goods.
- Endangering the school community and/or its members
- Any threat of violence or harm toward the school community
- Possession of a weapon, dangerous instrument, or drug paraphernalia
- Assault on a student or school employee
- Activating of an emergency system (i.e. fire alarm)
- Any behavior out of school that brings public discredit to Holy Cross Prep Academy. This includes electronic communication and all social media.
- Recording or taking a picture of any other student, faculty member, administrator or staff member without that person's consent.
- Any student who contributes to a non-sanctioned publication (print or electronic) that is divisive or defaming to any member of the community or to Holy Cross Prep Academy.

CONSEQUENCES:

WARNING/CONFERENCE WITH STUDENT – A warning may be given to a student with the expectation that the behavior will not be repeated.

DETENTION – A student may be issued a school detention by the administration. This supersedes any teacher detention, practice or any co-curricular activity. Students may be issued a FLEX detention or an after school detention as determined by the Dean of Students. The student will be given one day's notice before the detention is served. Failure to report to detention will result in a more severe consequence determined by the Dean of Students.

RESTRICTED LUNCH/ACTIVITY PERIOD – The Dean of Students reserves the right to restrict any student's lunch/flex time at his/her discretion.

SUSPENSION – When a student is suspended, the student is immediately removed from class, and the student's parents/guardians will be called. Suspension is held out-of-school and the number of days depends on the severity of the infraction and will be determined by the administration. A suspended student may not participate in any co-curricular activities while on suspension. They may not attend any school events on or off campus while out suspended.

DISCIPLINARY PROBATION – The administration will review the disciplinary record of each student at the end of each semester. The administration reserves the right to place any student on disciplinary probation if necessary. The length of the probation will be dependent upon the review of the student's record and the severity of the behavior.

RESTORATIVE PRACTICES – In some disciplinary cases, the administration may require additional action in accordance with the ideals of Restorative Practices. Restorative Practices encompass a student-centered educational approach to campus discipline. The goal is to provide a forum for students to talk through their problems, come up with solutions themselves, and work collaboratively to build accountability. An adult facilitator will be present to guide students through the process. These tools may be used in cases such as bullying, harassment, and discrimination.

Section 8: HARASSMENT, HAZING AND DISCRIMINATION

PHILOSOPHY:

In recognition of the dignity and worth of each individual in the image of Christ Jesus, this policy promotes an environment in which all persons at HCPA shall be free from all forms of harassment and discrimination, including immoral, unethical, and unlawful discrimination and conduct which can be considered harassing, coercive, or disruptive. Such behavior undermines Catholic values and jeopardizes the integrity of the relationship that exists among staff members and among students with their peers and with all school personnel.

CONFIDENTIALITY:

To the extent possible, any investigation of alleged harassment, hazing, and/or discrimination by a staff member or by a student will be conducted in a manner to protect the confidentiality of all individuals involved in that incident.

DEFINITIONS:

Harassment is defined as any inappropriate verbal or physical conduct based on gender, age, sexual orientation, religion, ethnic background, race or color, physical appearance, and/or intellectual or motor abilities made by any member of the HCPA community. The concept of intent is not addressed here, but rather, it is the recipient's reaction that is considered to be the variable in making any determination. Any conduct that creates an intimidating, hostile, or offensive environment shall be considered a form of harassment when:

- Subjection to such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance
- Subjection to such conduct is made, either explicitly or implicitly, a term or condition of employment or education
- Subjection to a rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual

Harassment may include, but is not limited to, verbal and/or physical abuse, repeated remarks with demeaning implications, and/or explicit or implicit threats concerning one's employment, academic status, or participation in co-curricular activities.

Hazing occurs when, in conjunction with initiation of members to a particular group, someone knowingly or recklessly organizes, promotes, facilitates, or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury. Hazing may include any activity that endangers the physical safety of another person, produces mental or physical discomfort, causes embarrassment, fright, or ridicule, or degrades another individual.

Discrimination applies to any act in which someone is denied something to which he/she is rightfully entitled to as a person.

PROCEDURES (FACULTY/STAFF):

Whenever possible, the parties involved should attempt to resolve their differences between themselves

or with the assistance of the principal/Dean of Students/counselor. The first course of action is to inform the offender to stop his/her unacceptable behavior.

- Immediately make a written record of the incident, noting the individual(s) involved, as well as the date, time and location of the incident, and witnesses present, and the exact nature of the offense
- Promptly report allegations to a trusted friend, the faculty facilitator, an immediate supervisor, or the principal as soon as possible, preferably within five (5) school days. ***Delays can make any valid investigation difficult to conduct and document.***

If a trusted friend, the faculty facilitator or immediate supervisor can resolve the situation, the matter should be considered closed to the extent possible.

If no satisfactory resolution is possible, the injured party should forward the matter to the principal, whose responsibility it will be to contact the person making the allegation(s) as well as to the accused individual as soon as possible. If the matter remains unresolved after this period and a formal complaint is requested, those complaints will be handled through the Human Resource Officer.

Either party will have the right to appeal any decision deemed unsatisfactory to the Principal.

PROCEDURES (STUDENT):

Whenever possible, the parties involved should attempt to resolve their differences between themselves or with the assistance of a Mediator. The first course of action is to inform the offender to stop his/her unacceptable behavior.

- Immediately make a written record of the incident noting the individual(s) involved, as well as the date, time, and location of the incident, any witnesses present, and the exact nature of the offense
- Promptly report allegations to your parents, a trusted friend, a student facilitator, faculty member, counselor or a school administrator as soon as possible, preferably within ten (10) schooldays.

Delays can make any valid investigation difficult to conduct and document.

If any of these individuals can help to resolve the situation, the matter should be considered closed to the extent possible. All matters referred to any student facilitator must be reported to the administration.

Serious allegations of harassment, hazing, or discrimination should always be referred to the principal/disciplinarian. If required by law, a particular allegation will be reported to the legal authorities. Notification of legal authorities does not replace disciplinary measures to be taken by HCPA. The school will deem any legal infraction as a serious offense and will apply the remediation procedures as outlined in the manual.

If no satisfactory resolution is possible, the injured party should forward the matter to the principal, whose responsibility it will be to contact the person making the allegation(s) as well as to the accused individual as soon as possible.

Both the accused and the student making the allegations will have the right to appeal any decision deemed unsatisfactory to the Principal.

REMEDIATION:

Any student found in violation of this policy following a judicial review of allegations may be subject to remedial action which may include referral to counseling, an oral or written reprimand, limited suspension from classes, expulsion, and/or referral to the criminal justice system.

Any staff member found in violation of this policy following a judicial review of the allegations may be subject to remedial action which may include referral to counseling, an oral or written reprimand, suspension, termination of employment, and/or referral to the criminal justice system.

RESPONSIBILITIES:

- The Administration is required to ensure adherence to and compliance with this policy upon being informed of possible harassment, hazing, or discrimination and is required to take appropriate and timely action. The Administration is further required to publish this policy in the ***Student Handbook/Calendar*** and Faculty Manual.
- The faculty is required to ensure adherence to and compliance with this policy and to inform the Administration of any infraction of this policy.
- Staff and students are encouraged, whether directly or through a third party, to notify the alleged harasser that the behavior is offensive and unwelcome. Whenever appropriate, staff members and students are encouraged to report unresolved incidents of harassment, hazing, and/or discrimination to a higher authority, or if all else fails, to the principal.

Section 9: PERSONAL POSSESSIONS

Holy Cross Prep Academy assumes no responsibility for lost or stolen items. Students are responsible for securing all valuables. Valuables should not be left unattended.

CELL PHONES:

Cell phones may be kept on a student's person during passing time, lunch periods, and activity period, but will be collected and placed into individual holders at the beginning of each class period. Classroom use of any personal electronic device must be explicitly authorized by the teacher. Teachers are permitted to confiscate a student's cell phone at any time if the student violates the classroom policy. Students are not permitted to have their cell phone on their person during quizzes, tests, or exams.

Students are never permitted to record or take pictures of any other student, faculty member, administrator or staff member without that person's consent.

Any student who opts to bring a personal electronic device or cellular phone to school assumes full responsibility and liability for the device while it is on school grounds. In bringing the device onto school grounds, students and their families agree that HCPA and its employees assume no responsibility for theft, loss, or damage to the device.

LOCKERS:

Each student will be assigned a locker. A gym locker will be assigned to freshmen and sophomores taking Physical Education. Students are responsible for securing their belongings at all times. Students are responsible for their valuables including the content of the locker assigned to them. Students are highly encouraged to purchase a lock for any locker they have in school. Students are asked not to share their locker or give their locker combination to another student. Students are not permitted at their locker during class periods without a pass. Students are responsible for the cleanliness of their locker inside and out. Any locker problems should be reported to the Dean of Students Office. Lockers should be locked at all times to ensure the safety of the student's valuables.

Section 10: TECHNOLOGY

INTRODUCTION:

At Holy Cross Preparatory Academy, we believe that the Internet is a tool that needs to be respected and used for the enrichment of learning. With this in mind, it is important that we remember that our schools are founded for Faith development and all tools that we use in the education process keep this fact in the forefront. At Holy Cross Preparatory Academy we further believe that the parent, student and school form a partnership, which embraces the ideals of the Catholic faith in word and action. By signing the following policy, the parent and students agree that the student will value the advantage of the Internet and not use it in any manner that violates these values and ideals.

This Acceptable Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using any and all personally-owned devices on the school campus. It applies to privately-owned devices accessing private networks/Internet connections while on school property.

PURPOSE:

The purpose of the school-provided technology, including Internet access and interactive faculty websites is to facilitate legitimate educational endeavors. To remain eligible as users, students must restrict their activities to those that are in support of and consistent with the school's philosophy and goals. Access to all forms of technology is a privilege that entails responsibility on the part of the user.

The Internet provides world-wide access to computers containing information resources which may not be considered of educational value in the context of the school setting or of a suitable nature for school-age students. The school considers the information gathered from the Internet and obtained from all other software in the same manner as all other reference materials, in that such resources must embrace the learning environment. The ability to restrict access to any and all inappropriate information is limited when administrators, teachers, and students and support personnel are actively encouraged to explore and manipulate these electronic resources as part of the curriculum.

- School administrators and faculty may review files and monitor all student computer, local area network, and Internet activity to maintain system integrity and ensure that all users are acting responsibly, the privacy of students' files and electronic messaging is not guaranteed in the school setting. Students violating policies governing standards of conduct or the use of technology, including the Internet and electronic mail, will be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.
- The school makes no assurances of any kind, whether expressed or implied regarding any Internet services. Use of any information obtained via the Internet or other school provided software is at the user's own risk. The school will not be responsible for any damages incurred by the user, including but not limited to, loss of data resulting from delays or interruptions in the Internet or in-school network service and/or hardware failure.
- The school will not be responsible for the accuracy, nature or quality of information stored on any fixed or removable electronic media. This technology includes workstations, stand-alone computers, Tablet PC's and servers. Further, the school will not be responsible for personal property used by school stand-alone or networked computers nor for unauthorized financial obligations resulting from access to the Internet. These guidelines and all provisions are

subordinate to local, state and federal statutes. All users of the school's Internet access must also comply with agreements specified in the contract with the Internet server provider.

STUDENT SUPERVISION:

School administrators and faculty may review files and monitor all student computers, local area network and Internet activity to maintain system integrity and ensure that users are acting responsibly, the privacy of students' files and electronic messaging is not guaranteed in the school setting. Use of school-issued devices off the school network may also be monitored. Students violating policies governing standards of conduct or the use of technology, including the Internet and electronic mail will be subject to revocation of privileges and potential disciplinary and/or appropriate legal action

- Students will not use school computers, networks, electronic mail or access to the Internet to create or transmit text, images, or audio which could be considered as damaging to another's reputation, abusive, obscene, sexually oriented, offensive, threatening, inflammatory, discriminatory, harassing or otherwise illegal or contrary to the school policy.
- Students will not post any photographs of other students or faculty without the written permission of that person or in the case of a minor the parents/guardians of that student. Any student who posts a photo without permission is subject to the school's discipline code.
- Photos posted on the Internet should not have any identifying information attached to the photos; such as but not limited to name, address, phone number, school, grade, uniform, hobbies, and email-addresses
- Students will not intentionally damage, misuse, or tamper with any hardware, or software, network system, or information belonging to others, nor allow others to do the same.
- Students will not remove technology hardware or software from the school without permission of an administrator.
- Students will not gain unauthorized access to resources or entities or invade the privacy of others, except as otherwise provided in this policy.
- Students will not post anonymous messages, or any material authorized or created by another person without his/her consent.
- Students will not use the school network for commercial or private advertising.
- Students will not use the school network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.
- Students will not use the Internet for any illegal activity, including but not limited to violation of copyright laws. Students shall not forge messages or web pages.
- Students will not transmit personal information including, but not limited to names, addresses and phone numbers without written permission from the individual or his/her parents or guardians.
- Students will not respond to unsolicited messages from any source that consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content.
- Students will not access another person's materials, information, or files without the implied or direct permission of that person. Users will not attempt to read, delete, copy, or modify the electronic communications of any other person.
- Students will not run or load any unauthorized software on school computers.

STUDENT PARTICIPATION ON SOCIAL NETWORKING SITES:

Social Networking Sites are a part of 21st century culture for students today. It is important that Catholic elementary and secondary schools understand that they have a responsibility to participate in Social

Networking Sites in an appropriate manner. The values and ideals of the Catholic faith are to be followed in posting comments on a Social Networking Site.

The following points, while not comprehensive in nature, provide initial guidance:

- Students are not to comment, post, join, or otherwise affiliate with or publish on the social networking sites any information including (but not limited to statements, comments, photographs, groups, profiles, or links to third party websites) that at the discretion of the school contains inappropriate content.
- Students are not to infringe upon another's copyright or trademark without appropriate permission.
- Students are not to write or post anything that is sexual in nature
- They are to refrain from postings that involve illegal, dishonest or unethical conduct, the use of drugs or alcohol or support or sell drugs or alcohol.
- Students will refrain from postings that are offensive in nature or are considered discriminatory or harassing in nature.
- Postings are to be free from elements that harm the reputation of or cause embarrassment to the school, diocese, co-workers, or teachers.
- Students are not to interact with current administrators or teachers on a non-academic Social Networking Site. This includes, but is not limited to, listing current administrators or teachers as friends or connections on Social Networking websites or posting any comments whatsoever on current administrators' or teachers' pages or profiles.
- Students shall screen, block and/or remove any comments that violate this policy.
- Students should critique any third-party comments or postings prior to publication.

USE OF ARTIFICIAL INTELLIGENCE (AI):

Artificial Intelligence (AI) is not a substitute for schoolwork that requires original thought or the production of original content. Students may not claim AI-generated content as their own work without citation, as such action would be considered plagiarism and would be addressed according to the appropriate policies in the HCPA student handbook. In certain situations, and at the discretion of the teacher, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may not use AI, including AI image, video, or voice generator technology, to violate school rules or school district policies or to impersonate school personnel.

PARENTAL RESPONSIBILITY:

Given the dynamic nature of technological advancements and the volatile nature of the resources available on the Internet, the school acknowledges its inability to completely regulate and monitor the information received or sent by students, although appropriate filters are used. As such, the school cannot assure the parents that the students will be denied access to any and all inappropriate materials or sending or receiving communications contrary to the school's philosophy, goals and educational mission.

Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be held responsible.

GUIDELINES:

The educational value of the school's use of technology including student access to the Internet and electronic messaging is the responsibility of the teachers as well as the students and their parents/guardians. Given the school's availability of technology, the students are expected to use these resources judiciously in accordance with the following guidelines.

The school administrator(s) and his/her designees may remove/add applications, delete/archive files, and/or modify hardware and software configurations without prior notice to maintain operation of technology resources for all users.

- All use, whether or not explicitly enumerated within this policy, must be consistent with the philosophy, goals, and educational mission of the school. The school administrators reserve the right to make determinations that particular uses are not consistent with the purpose of the school. Students will report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.
- Students will not intentionally make unusable or inaccessible any individual's online information or computer data files and/or programs residing on any removable or fixed electronic storage media.
- Students will not access another person's materials, information or files without the implied or direct permission of that person. Users will not attempt to read, delete, copy or modify the electronic communications of any other person.
- Students will not use or attempt to obtain another user's password.
- Students will not use school computers, networks, or the Internet for reasons of personal profit or other non-educational purposes.
- Students will not use the school computers, networks, or Internet for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise, hinder the performance of any computer's memory, file system, or software
- The administrator/designee reserves the right to review all electronic communications and online postings for appropriate content.

CYBER BULLYING:

A safe and civil environment is necessary for students to learn and achieve high academic standards; harassment; intimidation or bullying/cyber bullying (using technology to bully such as posting an inappropriate picture of a student or personal information of a student on the Internet) and other violent behaviors will not be tolerated in a school environment.

Bullying includes, but not limited to: threatening physical harm, verbal abuse, intimidation, etc.

TABLET / PC PROGRAM:

Students are required to comply with all directives in the Tablet PC Agreement regarding care and use of the Tablet PC issued by the school.

CONSEQUENCES:

If a student chooses to violate any policies of the HCPA Acceptable Use Policy, appropriate action will be

taken. Consequences may include but are not limited to:

- Detention
- Account disabled (either temporarily or permanently)
- Suspension
- Expulsion
- Legal action by local, state, federal authorities

TABLET / PC AGREEMENT:

Below is the standard Tablet PC agreement for all students enrolled at HCPA.

Agreements are based on the manufacturer's warranty and school insurance requirements, and are subject to change. The school reserves the right to issue and publish addendums to this agreement anytime during the lifetime of the agreement.

- **Equipment Subject to Agreement:** Holy Cross Preparatory Academy provides each student the equipment and related software so that all students and faculty have the same technology and can be managed by Holy Cross Preparatory Academy. The equipment is intended to be used throughout your student's entire high school experience at Holy Cross Preparatory Academy. Although each student accepts responsibility for the care and use for the equipment, the equipment remains the sole property of Holy Cross Preparatory Academy.
- **Risk of Loss or Theft:** The Parent/Guardian assumes risk of loss of the Equipment. In the case of theft, a police report must be filed by the parent/guardian. The following prices will be charged in the case of loss or theft in addition to the yearly technology fees. **The equipment will be replaced by Holy Cross Preparatory Academy. The same make and model will be provided if and whenever possible.**
- **Maintenance and Repair:** Holy Cross Preparatory Academy maintains ownership of the Equipment and management of all hardware repairs and software updates. The Parent/Guardian shall maintain the Equipment in good repair and operating condition, allowing for reasonable wear and tear. The Parent/Guardian shall pay for any damage to the Equipment that is not covered by the manufacturer's warranty.
- **Loaner Machine:** Students will be provided with a loaner Tablet PC when repairs to their tablet take place. Any damage to a loaner Tablet PC will incur a \$75 charge.
- **Software:** Students do not have administrative rights to install software on the Tablet PC. Non-educational games or software may not be run or loaded on the Tablet PC. In the event that Equipment with non-educational games or software may not be run or loaded on the Tablet PC. In the event equipment with non-educational games or software is brought to IT for repair, a \$35 fine will be assessed.
- **Warranty and Accidental Damage Coverage:** Holy Cross Preparatory Academy will manage the replacement of any parts/hardware on the Equipment that is covered by the manufacturer's warranty and/or accidental damage coverage. Other consumable parts are covered based on the individual manufacturer's warranty.
- **Tablet / PC Agreement Term:** In the event of a withdrawal or dismissal from the School for any reason, the Parent/Guardian must immediately return the equipment to Holy Cross good working condition. If the withdrawal takes place after June 1st, the technology fee for the following school year must be paid.
- **Return Condition:** If a student withdraws from Holy Cross Preparatory Academy before

graduation within the 4-year agreement term, the Parent/Guardian agrees to return the Equipment to Holy Cross Prep Academy in good working order, with the exception of normal wear and tear. Any missing parts (e.g., charger and/or stylus) will be charged to the student's account.

- **Care and Operation of Equipment:** The Equipment is intended to be used only by the student to whom it was issued and may only be used and operated in a careful and proper manner in accordance with the School's *Technology Acceptable Use Policy*, which is updated annually and found in the student handbook. Its use must comply with all laws, ordinances, and regulations relating to the possession, use, or maintenance of the Equipment. The Parents/Guardians shall be responsible for the Student's strict adherence to the School's *Technology Acceptable Use Policy*.
- **Ownership and Status of Equipment:** Holy Cross Preparatory Academy owns the Equipment, until the end of the 4-year agreement with the parent/guardian at which time the Equipment may be returned to Holy Cross or purchased. Some software may be removed prior to transfer of ownership if the buy-out option is taken.
- **Consumable Parts:** Replacement or upgrade of consumable parts is not covered by Holy Cross Preparatory Academy. Consumable parts include the battery, stylus, and power adapter.
- **Loss of Data:** Students are required to regularly back-up their data. A student requesting retrieval of lost data in the case of repair will be assessed a \$35 fee. There is no guarantee the data will be retrieved.

Students will be responsible for strict compliance with the school's Technology Acceptable Use Policy which is published and updated annually and found in the student handbook.