



Student & Parent Handbook

2026-2027

PREFACE & RIGHT TO AMEND

This handbook contains certain policies and procedures of Our Lady of the Cross School. Nothing contained herein is intended, or shall be construed, to create any contractual obligations, expressed or implied, on the part of the LC Strong Board or Our Lady of the Cross School. The school reserves the right to deviate from literal compliance with these terms where the Head of School deems it necessary in the interest of the school community. The LC Strong Board and Administration also acknowledge that every circumstance may not be covered explicitly within this handbook, and in such cases, the Head of School is the final recourse and will act in the best interest of the entire school community.

The administration of Our Lady of the Cross School, in consultation with the LC Strong Board, reserves the right to alter or modify this handbook as circumstances may require. The Head of School is the final recourse and reserves the right to amend this handbook. Parents/guardians will be notified of any such amendments, which will simultaneously be announced to the student body. Any questions or comments concerning the school's policies and procedures should be referred to the Head of School.

Students and parents/guardians must accept and abide by Our Lady of the Cross School's policies and procedures in order for the student to attend the school. Sending a child to Our Lady of the Cross School indicates acceptance of these policies by both students and parents. This is represented during the enrollment or reenrollment process when signing the Mission Agreement Statement.

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## MISSION AGREEMENT STATEMENT

As parent(s)/guardian(s) I/we understand that I am/we are the primary educators of our children in the faith and that we accept Our Lady of the Cross School as an extension of this duty insofar as

Our Lady of the Cross is a Christ-centered, independent school faithful to the Magisterium, imparting faith and reason through a traditional and rigorous Catholic education. Partnering with parents as a community of faith, the school nurtures the whole child, developing each child in mind, body, and spirit to be a productive citizen who witnesses Christ.

As such I/we understand and embrace that Our LC is a community that includes relationships with the Roman Catholic Church, students and families, administration, faculty, staff, clergy, and volunteers.

I/We understand and embrace that every person is a child of God, created with inherent dignity and that all members of our community to be treated as a child of God, with the love and respect that implies.

I/We understand and embrace that the Catholic faith is interwoven throughout the life of the school, and that the teaching of the tenets and disciplines of the faith is an intrinsic element of education at Our LC.

I/We also understand that students of Our Lady of the Cross have the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

I/We understand that the LC Strong Foundation Board and the Administration of Our Lady of the Cross School have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.

I/We understand that in all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the teaching authority of the Church.

I/We desire enrollment for my/our child(ren) at Our Lady of the Cross School and accept this memorandum of understanding. I/We pledge support for the Catholic identity and mission of this school and by enrolling my/our child commit to upholding the principles and policies that govern the school.



## LETTER FROM HEAD OF SCHOOL

July 2026

Dear Our Lady of the Cross School Families,

It is with deep gratitude for your choice to partner with us in the education of your children, that this handbook is put forth. As the Catechism of the Catholic Church affirms, parents are the primary educators of their children, thus our role as a school community is to partner with you in this endeavor.

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

With Christ as our model and guide, and through the intercession of Mary, our Mother, we - faculty, staff, administration, students, and parents - enter into a relationship seeking to develop the unique gifts of each student within our community. Should you have questions at any time, please contact me directly.

Peace & blessings,



Mrs. Deb Waters

Head of School



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## ADMISSION POLICIES

### NOTICE OF NON-DISCRIMINATORY POLICY:

Our Lady of the Cross admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. It does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, its admissions policies, scholarship and loan program, athletics, or in any other school-administered programs. Our Lady of the Cross School endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. Our Lady of the Cross School reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

### ADMISSIONS REQUIREMENTS

All students seeking admission to Our Lady of the Cross School must complete the Path to Admission including payment of the application fee, and submission of all requested documentation.

Students entering the Pre-K 4 program must be four (4) before September 1.

Students entering Kindergarten must be five (5) before September 1.

Incoming first graders should be six (6) before September 1 or have completed Kindergarten.

Any child seeking admission must be completely toilet trained.

All students entering Kindergarten will complete a Kindergarten Screening Assessment.

Before a child is accepted for registration, custody information must be on record in the school office.

If a wait list is required for admission, the order of acceptance is:

1. Children with siblings currently enrolled (or a parent currently employed) at Our Lady of the Cross School
2. Children of active members of Catholic parishes in Lebanon County
3. Families who have recently moved into the Catholic parishes
4. Children of non-Catholics

Failure to accurately report any learning disabilities or other issues a child may have may result in the removal of the child from Our Lady of the Cross School.

Every student must be immunized according to PA State Law against such diseases as the Secretary of Health directs.

Enrollment can be refused or terminated if a parent disregards the school policies outlined in this handbook.

## CATHOLIC STUDENTS

All Catholic families sending children to Our Lady of the Cross School are expected to be registered and active in their parish. Practicing the faith by attending Mass on all Sundays and Holy Days of Obligation is an example which must be set for our students.

## NON-CATHOLIC REGISTRANTS

We respect the individual beliefs of all non-Catholic families whose children are enrolled in our school. These students are expected to participate in and respond to our religious activities in gathered settings and in the classroom with respect and good manners. All enrolled students will participate in all aspects of the religious education program and spiritual life of the school with the exception of the reception of the Sacraments. These requirements include appropriate attendance and participation at regularly scheduled classes in religion, prayer, assemblies, liturgies, retreats or functions and fulfillment of other requirements of the subject offered as part of the school's program.

## TRANSFERS

Students seeking admission to Our Lady of the Cross School must present proof of promotion to the grade in which the student is seeking entry, conduct records, identification of behavioral or learning problems and the parents' and student's reason for seeking admission. **Students transferring from another school may be accepted on a probationary basis.**

The probation period may extend for the first full year that the student attends Our Lady of the Cross School. During this time period it will be determined if our program is appropriate for the child and is meeting his/her needs.

## WITHDRAWALS

Parents must notify the school office in advance of a transfer from Our Lady of the Cross School to another school. In order for a transfer request to be honored and records forwarded, the following must be provided to the school office on the appropriate form if applicable:

1. Name and address of new school
2. Final date of Our Lady of the Cross School attendance
3. Reason for transfer
4. All tuition and fees paid in full
5. Tuition will be prorated to the day on which the child is withdrawn, and refunds of any remaining tuition may take 10 days.
6. Online courses are non-refundable. Students who withdraw during the school year will be responsible for the full cost of any online courses they have been enrolled in.\*

## WEBSITE & ALL OTHER MARKETING/PR MATERIALS

OLC uses photos and videos to promote our school. We offer an opt-out opportunity for students whose parents do not wish for their photograph and associated name to be used in promotional materials or in direct public advertising. Know that this means that students may be physically removed from group pictures, and may be digitally removed from images. OLC does not collect release forms from faculty, staff members or guests for the use of images or films taken on campus. Unless the Opt-Out Waiver is on file, your student's image and/or likeness may at any time be captured by still photography, videography, or other photographic or electronic means. OLC reserves the right to use any such image, photograph, video, or the like for school-related purposes.

## TUITION POLICIES

The tuition scale will be published each year once approved by the LC Strong Board.

A non-refundable application fee will be assessed for each new family. Students who already have a sibling attending OLC will not be assessed an application fee.

An non-refundable enrollment fee will be due for each family at the time of re-enrollment for the following school year.

A technology fee will be assessed at these levels: \$135 secondary students (grades 6-12) \$25 for elementary students (grades 1-5). This fee includes coverage for accidental damage to school devices. Intentional damage is not covered, and replacement costs will be charge to the family.

Payments for tuition and fees will be collected through Simple Tuition Solutions. STS will accept payments by credit card (2.9%) or ACH withdrawals. Cash or checks are still accepted at the office. However, families do need to sign-up for the appropriate payment plan and be registered with payment and billing access in STS.

Incidental billing for other school related items (field trips, lunches, testing fees, etc) will be invoiced through STS as much as possible.

All payments of tuition and incidental fees are due prior to the end of the fiscal year.

### TUITION PAYMENT SCHEDULE OPTIONS:

(These schedules may be amended for students transferring during the school year.)

- Option 1: Annual payment in full by July 31 (no additional charge)
- Option 2: Semi-annual payments (July & December), plus a one time \$10 payment plan fee
- Option 3: Quarterly payments (July, October, January, April), plus a one time \$25 payment plan fee
- Option 4: Monthly payments (July -May) due the 10th or 20th of each month, plus a one time \$40 payment plan fee

## TERMS OF TUITION AGREEMENT

- Tuition should be paid on or before the dates in the option plan chosen. If circumstances arise that make it difficult to meet tuition obligations, the responsible party should make arrangements with administration to adjust your agreement before or within 5 days of payment due date, otherwise a late fee may be applied.
- All tuition and fees must be current to be eligible for re-enrollment for the next calendar school year.
- No report cards, transcripts and/or diplomas will be issued or transferred until all tuition and fees are paid.
- The application or enrollment fees are non-refundable.
- If a student is to be withdrawn prior to the end of the school year a \$50 withdrawal fee may be assessed. Tuition will be prorated to the day on which the child is withdrawn, and refunds of any remaining tuition may take 10 days.
- Online courses are non-refundable. Students who are enrolled in a virtual course will be responsible for the full price of course.
- Should health or safety conditions or an emergency declaration warrant that the school conduct classes virtually, all tuition agreements will continue to apply.
- Should any account be more than sixty (60) days in arrears, the school has the right to suspend or dismiss the student(s) from attendance at the school. In case of default of payment, the account will be referred to a collection agency, and balances due, collection costs, reasonable attorney fees, and legal interest may be incurred.
- The responsible party is liable for all tuition and fees incurred for the entire calendar month the student(s) voluntarily leave(s) or is suspended or dismissed.

## DISCIPLINE POLICIES

The goal of discipline at Our Lady of the Cross School is to respect the dignity of all members of the school community. Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such a fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, thereby creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations, and discharge them in accordance with school regulations. It is a fundamental human right for a student to feel safe in school. Children who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students and parents/guardians in school and at school-sponsored events, and in the community where behavior contrary to Catholic teachings could cause scandal or bring disrepute or embarrassment to the school.

The essence of Christian discipline is self-discipline. All effective discipline is first learned at home; thus, the duty of teaching children self-discipline rests primarily with the parents/guardians of the student. The school can only supplement what is taught at home. Day-to-day discipline at Our Lady of the Cross School is the responsibility of the teachers, staff and Head of School, although parents/guardians share the responsibility to enforce Our Lady of the Cross School discipline policies and to reinforce study habits and skills learned in school.

Parental/guardian support is essential to the success of children. Parents'/guardians' attitudes toward the school and teachers are reflected in the attitudes of the children and ultimately in their behavior; therefore, parents/guardians are asked to maintain a "united front" with the school on matters pertaining to school policy and discipline. Obedience and respect are best practiced at school when they are supported at home.

At Our Lady of the Cross School, each teacher will assume the initial responsibility for discipline. If discipline issues cannot be handled at the classroom level or are serious or repeated in nature they will be handled on a case by case basis by administration. Classroom expectations may also be developed in each classroom. All serious matters and those recommended by the faculty will be dealt with by the Head of School. This may result in parent contact, detention, suspension, or expulsion. Law enforcement or other external resources may be contacted as necessary.

## PROHIBITED ACTIVITIES

The following list provides examples of prohibited activities but is not all-inclusive:

- Immoral behavior and/or that which is in opposition to Catholic teaching
- Disrespect toward fellow students, including bullying, threats or harassment of any kind, in person, in writing, verbal, or digital
- Defiance, disrespect, and/or insubordination toward faculty, staff, or those in authority
- Disturbances in the school or on school grounds
- Fighting/intentional bodily harm to another person
- Destruction or defacement of property and/or littering
- Use of foul language or obscene gestures
- Stealing or lying, including falsification of signature
- Cheating/plagiarism, including passing off AI work as one's own
- Violating the acceptable use policy
- Chronic lateness or truancy
- Violating the school dress code
- Use, possession, or distribution of alcohol, drugs, tobacco, any vaping product or device (regardless of the substance within) or any controlled substance (may include prescription and non prescription medication outside of prescribed use) on school grounds or at any school sponsored event
- Bringing weapons or instruments that can be used as weapons to school or to any school sponsored event

## ATTENDANCE

Prompt, regular attendance is essential to academic success. State School Code requires a minimum of 180 school days for all school students in Pennsylvania institutions; thus, Our Lady of the Cross School encourages attendance every school day. We urge parents/guardians to limit trips, vacations and other non-school activities to weekends, summer vacation and non-attendance days. In the event of a student absence, all missed academic work must be completed within a number of school days equal to the number of days absent. Care should be taken around exam times and start and end of academic quarters. A trip form is available on the website and must be submitted to the office. See Absences under School Operational Policies.

## BOOKS

Each student is responsible for the proper care of his/her books. The books must be covered with paper or book-sock book-covers. Self-sticking, plastic covers should not be used. Students may not write in books owned by the school. When a book is lost, damaged or allegedly stolen, it is the responsibility of the student to whom the book was issued to make restitution in accord with the replacement value.

## BACKPACKS

Backpacks may be used during the day for the convenience of students transferring classes between the modular classrooms and main building. This privilege may be revoked if deemed necessary due to misuse. Otherwise, backpacks are to be placed on hooks or in lockers before 8:00AM, and must remain in the lockers until students are dismissed for the day. Girls may carry a small discreet clutch/wristlet type bag if necessary.

## BEVERAGES

Students are permitted to carry clear spill-proof bottles with water throughout the school day for hydration. Containers may be refilled at the water fountain. Students are not permitted to bring in drinks from outside vendors, and will be asked to dispose of said drinks upon entering school.

## DANCES/MIXERS/ACTIVITIES

Students attending school-sponsored activities are expected to act in a manner befitting a student of Our Lady of the Cross. Dress must be appropriate according to the guidelines of the event. No inappropriate music is to be played. No inappropriate or suggestive dancing is allowed. Students may never be in possession or under the influence of alcohol, tobacco, drugs, vape, illegal, or illicit substances, products, or paraphernalia. No controlled substances or OTC medications may be sold or distributed.

For chaperoned events, students will be required to arrive no more than 20 minutes after the start of the event and will not be permitted to leave the building until 10 minutes prior to the scheduled end time, unless accompanied by a parent. Students will not be permitted to go to vehicles or the parking lot and must remain in the assigned area for the event at all times.

Chaperones are to be respected. Consequences for conduct unbecoming an OLC student or for violation of guidelines and policies may be extended during subsequent school days.

At times, guests may be allowed to attend high school events. Guests must submit a signed guest form that includes contact information and agree to adhere to all OLC policies, including dress code, alcohol and substance use, times, appropriate behavior, and respect for chaperones. Guests must be of high school age, and there may be no more than a 2-year age difference between the OLC student and the guest.

At all sponsored events, the dress code should reflect the Christian dignity of our community. Basic guidelines for decency and modesty should always be followed. Undergarments, midriffs, and tattoos should not be visible. Clothing that is too tight, too short, and/or too revealing are not acceptable. Sayings, logos, and/or depictions on clothing should always be appropriate to a Christian family environment. At times, specific guidelines may be given (dances, retreats, dress downs, events, etc) and should be followed.

OLC students and/or guests who do not follow these guidelines will not be permitted entry to the function or will be required to leave. Ticket costs will not be refunded. Chaperones or school staff at the event will have final discretion. For this reason, if there are questions regarding attendance or attire, they should be directed to school administration prior to the event.

## EVENT ATTIRE:

For events requesting Semi-Formal and Formal Attire

### Girls:

A well-fitting dress should allow for comfort, confidence, and modesty even when sitting and dancing. This may require that you try sitting, dancing, and moving in your dress prior to purchasing it. Clothing, especially dresses, that are too tight, too short, or too revealing, is not appropriate. The following guidelines are not all-inclusive as styles change and wear can cause variances.

It is suggested that you err on the side of modesty if there is a question. You may also submit a picture, preferably of yourself in the dress for approval, as pictures of dresses from websites do not reflect fit.

Dresses/skirts should reach below mid-thigh, this includes slits. Necklines should be modest and not reveal cleavage. Spaghetti straps, strapless, and 2-piece dresses are permitted, provided that they are well-fitting, do not expose cleavage, and that the midriff is not exposed even while dancing. Cut-outs in the bodice may not reveal bare skin or nude netting. Backless and bodycon dresses are not permitted. Jumpsuits and/or flowy dress pants may be acceptable for a semi-formal event.

### Boys:

For semi-formal events, dress pants, a button-down dress shirt, a tie, and a jacket or vest would be appropriate. However, a jacket is not required. Dress shoes are preferred, but “nice” sneakers may be worn.

Formal events would require a suit or tuxedo. Anytime a jacket and tie are required, then dress shoes versus sneakers would also be appropriate. Jackets may be removed for dancing.

## LOCKERS

Lockers are and remain the property of Our Lady of the Cross School. The school reserves the right to inspect lockers at any time. Each student will be issued his/her own locker. Students are not to share lockers with friends. Nothing is to be taped to the outside of lockers, nor are students permitted to write on or deface lockers.

## PHONES/ELECTRONICS/HEADPHONES

Chromebooks are provided to students in grades 6-12 for educational purposes with internet and school email capabilities. The use of cell phones and smart watches by students during the school day is NOT permitted. If phones are brought to school, they should be turned off and stored in a locker or bag -NOT uniform pockets- when students enter the school building. On limited occasions, students may be given permission to use a device, but not without the expressed permission of the teacher in charge of the student at that particular time.

Parents/guardians wishing to get a message to their child during the school day should call the school office, especially and including emergencies. Students who need to contact their parents during the school day must ask permission to use the office phone. This includes students who are not feeling well, who have forgotten items at home, need to make transportation arrangements, and similar situations.

Staff will confiscate cell phones/watches/electronic devices from any students in violation of this policy. Students will then be required to place their phone or device in the office during the school day until the end of the marking period. A second offense will require phones to stay in the office until the end of the year and/or parent pick up of devices and further disciplinary action.

\*\* Headphones and earbuds may only be used for educational purposes and should NOT be in ears throughout the day and may be confiscated by staff.

## SEARCHES

Lockers, the contents of lockers, vehicles, and items on school property are subject to inspection by the School Administration. Normally, students will be asked to be present in the event a search is conducted. However, the School reserves the right to conduct the searches without a student's presence if, in the opinion of school administration, the safety of students, faculty, staff, or visitors to the School is in question.

## UNIFORM CODE

The appearance and attire of our students is important. Research has shown that student behavior, attitudes and effective learning improve when students are dressed appropriately. School is not primarily social or fashionable in nature and students need to see their school uniform as different and more “professional” than their casual clothes. Students are expected to present a neat and clean appearance. Uniforms are mandatory for students in grades 1-12 and are to be worn from the first day to the last day of school in accordance with the school’s uniform policy. Parents/guardians will be notified of exceptions. PreK & Kindergarten students do not wear uniforms, but should wear clothing proper for school, play, and the weather. **Three uniform dress code violations in a quarter warrant a lunch detention AND the loss of dress down privileges for that marking period.**

New items are to be purchased from Lands’ End and must include the OLC logo when indicated. Some uniform outerwear pieces are also available from the online school store when it is open. Items purchased during the 21-22 school year are grandfathered in and may be worn.

It is a smart idea to mark uniform clothing with a name or initials in case it is misplaced at school.

Please note that the winter uniform may always be worn. The summer uniform is optional during the 1st and 4th quarters.

If an outer layer is to be worn, it must be the uniform fleece OR sweater or sweater vest available through Lands’ End (navy or columbia blue for girls, gray for boys available through the school store). Other sweatshirts, sweaters, fleece, coats etc are not to be worn during the school day unless indicated by staff by weather or HVAC conditions.

### UNIFORM SUPPLIER

Our Lady of the Cross School uniforms may be purchased through Lands’ End. Lands’ End regularly supplies our community with coupon codes and e-cards are available to purchase through the Smart Money program.

### UNIFORM SPECIFICS FOR GRADE GROUPS

#### ELEMENTARY GYM DAY UNIFORM- BOYS & GIRLS

- Gray OLC Phys Ed Dept t-shirt
- Navy OLC Phys Ed Dept shorts
- Gray OLC Phys Ed Dept crew or hooded pull over
- Navy OLC Phys Ed Dept sweatpants (must be worn to school during 3rd & 4th quarter and may be taken off for gym)

## ELEMENTARY GIRLS UNIFORM GRADES 1-5

### SUMMER & WINTER UNIFORM IS THE SAME

- Plaid jumper (clear blue plaid)
- White peter pan collar shirt (short or long sleeved)
- White or navy knee high socks (no logos or designs)
- Cartwheel shorts under jumper
- SHOES:
  - Mostly blue and white sneakers may be worn all year by elementary
  - Blue, brown, tan, gray, or black dress or boat type shoes are acceptable
  - No lights, wheelies, sequins, glitter, or bold colors
  - No high heels, sandals, slippers, boots, crocs, or flip flops
- Navy cardigan sweater with logo (Land's End), navy fleece jacket or navy fleece vest with logo (school store) may be worn over jumper
- Optional- Headband (clear blue plaid)

## ELEMENTARY BOYS UNIFORM GRADES 1-5

### SUMMER UNIFORM:

- Navy dress shorts
- Black or brown belt
- Gray or white, short or long sleeved polo with logo
- White socks (no logos or designs)
- SHOES:
  - Mostly blue and white sneakers should be worn with shorts AND may be worn all year by elementary
  - Blue, brown, tan or black dress or boat type shoes are acceptable
  - No lights, wheelies, or bold colors
  - No sandals, slippers, boots, or flip flops
- Gray cardigan sweater with logo (Land's End), gray fleece jacket or gray fleece vest with logo (school store) may be worn over polos

### WINTER UNIFORM:

- Navy dress pants
- Black or brown belt
- Gray or white short or long sleeved polo with logo
- Navy socks (no logos or designs)
- SHOES:
  - Mostly blue and white sneakers are acceptable and may be worn all year by elementary
  - Blue, brown, tan or black dress or boat type shoes are acceptable
  - No lights, wheelies, or bold colors
  - No sandals, slippers, boots, or flip flops

- Gray cardigan sweater with logo (Land's End), gray fleece jacket or gray fleece vest with logo (school store) may be worn over polos

## SECONDARY GIRLS UNIFORM GRADES 6-12

### SUMMER UNIFORM:

- Plaid skort (clear blue plaid). Skorts should not be hemmed unless necessary, and must extend at least 2 inches below extended fingertips.
- Navy blue polo
- White crew socks with sneakers (no logos or designs), OR navy or white knee high socks (no logos or designs) with other shoes
- SHOES:
  - Mostly white sneakers -white crew socks with sneakers
  - Blue, brown, tan, gray, or black dress or boat type shoes are acceptable
  - No lights, wheelies, sequins, glitter or bold colors
  - No high heels, sandals, slippers, boots, crocs, or flip flops
- Navy v-neck sweater or navy sweater vest with logo (Land's End), navy or columbia blue fleece jacket or navy fleece vest with logo (school store) may be worn over polos
- Optional- Headband (clear blue plaid)

### WINTER UNIFORM-

- Plaid skort (clear blue plaid)
- White oxford, short or longed sleeved without logo (undergarments must be light & neutral in color so as not to be seen through white shirt)
- Navy v-neck sweater or navy sweater vest with logo (Lands' End), navy fleece or navy fleece vest with logo (school store) **must be worn over oxford**
- The columbia blue ¼ zip from the spiritwear store may be worn with the girls secondary winter uniform. No other spiritwear designs are acceptable for school uniform.
- Navy knee high socks (no logos or designs) or navy tights without pattern
- SHOES:
  - Blue, brown, tan, gray, or black dress or boat type shoes are acceptable
  - No lights, wheelies, sequins, glitter, or bold colors
  - No high heels, sandals, slippers, boots, crocs, or flip flops
- Optional- Headband (clear blue plaid)

### SECONDARY GYM CLASS DRESS CODE:

- Navy OLC Phys Ed Dept shorts (Land's End) or appropriate length shorts ordered from the spiritwear store.
- Athletic socks (no logos or designs)
- Athletic sneakers- crocs are not acceptable phys ed footwear.
- Crew neck t-shirts may be phys ed dept uniform or spirit wear or simple blue/white designs that follow dress down guidelines
- Navy or gray OLC Phys Ed Dept or spiritwear sweatpants over shorts during 2nd and 3rd quarters
- Spiritwear or phys ed dept sweatshirt over t-shirt during 2nd & 3rd quarters

Optional:

- Gray OLC Phys Ed Dept t-shirt
- Gray OLC Phys Ed Dept crew or hooded pull over

## SECONDARY BOYS UNIFORM GRADES 6-12

SUMMER UNIFORM:

- Navy dress shorts
- Navy pants are acceptable but must be worn with navy socks. Blue, brown, tan, or black dress or boat type shoes are to be worn with pants
- Black or brown belt
- Gray or white, short or long sleeved polo with logo
- White socks (no logos or designs)
- SHOES:
  - Mostly white sneakers and white socks should be worn with shorts
  - Blue, brown, tan, gray, or black dress or boat type shoes are acceptable
  - No lights, wheelies, or bold colors
  - No sandals, slippers, boots, crocs, or flip flops
- Gray v-neck sweater with logo (Lands' End) or gray fleece jacket or gray fleece vest with logo(school store) may be worn over polo

WINTER UNIFORM:

- Navy dress pants
- Black or brown belt
- White oxford shirt, short or long sleeved without logo (undershirts must be plain white)
- Tie (clear blue plaid)
- Navy socks (no logos or designs) with pants.
- SHOES:
  - Blue, brown, tan, gray, or black dress or boat type shoes are acceptable
  - No lights, wheelies, or bold colors

- No sandals, slippers, boots, crocs, or flip flops
- Gray v-neck sweater with logos (Lands' End), gray fleece jacket or gray fleece vest with logo (school store) must be worn with oxford

## GIRLS ACCESSORIES:

Girls are permitted to wear small post/stud, or simple hoop (no bigger than ½ inch) earrings in their ear lobes. A single small post/stud may be worn in the cartilage. No more than 3 piercings per ear are permitted.

No other piercings are permitted. Covering piercings with a band aid or tape is not permissible.

Simple necklaces that are Christian in nature may be worn.

Wristwatches are acceptable. Smart watches are not.

**Additional jewelry is not permissible.**

Make-up, nail polish and fake nails are not permitted to be worn by elementary students.

Light make-up and simple nail polish may be worn by secondary students **if they remain light and natural in appearance, avoiding extremes** (this includes bold colors and excessive length).

Simple hair accessories (hair ties, barrettes, clips, headbands etc) may be worn, but they may not have large ornamental decorations, logos, animal ears, lights, or decals. Headbands must be blue, white, brown, black or the school uniform plaid. They should not be wider than one inch. No hats, scarves, bandanas, hair wraps, streamers, beads, etc are permissible.

Extreme haircuts, hair styles, or hair coloring is not permitted. Hair should be a naturally occurring color.

Girls may carry a small (7" X 10") purse for small personal items. Solid discreet color is required.

## BOYS ACCESSORIES

Boys' hairstyles below the brow line or below the collar are not permitted, nor are "extreme" hairstyles (unusual cutting styles or coloring).

Boys' faces should be clean shaven if applicable.

Boys are permitted to wear a simple Christian necklace and a wristwatch.

Smart watches, piercings, and additional jewelry are not permissible. Covering piercings is not permitted.

Nail polish, headwear, and hair accessories are not permitted.

## TATTOOS

Visible tattoos are not permitted. Existing tattoos must be covered at all times, including during participation in gym and extracurricular events. Temporary tattoos, henna, or drawings on skin that mimic tattoos are not permitted.

## SHOES

When sneakers are permitted to be worn, shoes that light up, roll, or play music are NOT allowed. Backless shoes including flip flops, and slides are not permitted.

## UNIFORM EXCHANGE

Uniform items which are still in good condition but no longer needed, may be donated by parents to the uniform exchange. All school parents may obtain needed uniform items from the exchange free of charge as they are available.

## DRESS DOWN DAYS

Dress Down Days offer students the opportunity to wear non-uniform clothes to school often as a reward or celebration. These days are announced during the course of the school year. Some are free dress down days while others will serve as fundraisers and students may be charged a small fee if they wish to participate. Students who choose to go against the following guidelines may be asked to correct the issue, and will lose dress down privileges for the remainder of the marking period.

For Dress Down Days, the following apply:

No tank tops, spaghetti straps, racer back or cut out shirts are permitted.

No patched or torn jeans

No revealing or tight clothing may be worn.

No exposed midriffs are permitted.

No hats are to be worn unless permitted by administration for special themed events.

No backless shoes are permitted.

**If girls choose to wear leggings, they must wear a top that covers their bottom.**

During the warmer months shorts may be permitted.

Shorts must extend past the fingertips and be visible beyond the length of a shirt.

T-shirts and other clothing must be in good taste; no extremes of any sort, language and graphics must be school appropriate and generally reflective of the values of Our Lady of the Cross School.

Dress down is a privilege, and violations of the dress down policy may warrant a parent visit to correct the infraction, disciplinary action, and cause future dress down privileges to be revoked.

## SCHOOL OPERATIONAL POLICIES

### SCHOOL SCHEDULE:

The daily schedule for students will be posted on the website, and is subject to change. Assemblies, school programs, liturgical services, exams, weather, and other events may interrupt or change the regular schedule.

### HOURS OF OPERATION

On a regular day, Our Lady of the Cross School's responsibility for supervision of students begins at 7:40 AM and ends at 2:50 PM. Children should not arrive prior to 7:40 AM. The school day begins at 8:00am and ends at 2:40pm.

### ARRIVAL

Students are to report to the gym upon arriving at school until they are dismissed to homerooms at the 7:55 AM bell.

If a student arrives after 8:00 AM they must be signed in at the office by a parent or guardian. Any student who is not in their homeroom by 8:00 AM will be marked late.

Late students who wish to participate in extracurricular activities must be in school by 10:00 AM in order to be able to participate in that day's event and have a valid excuse.

### DEPARTURE

For the safety of our students, any changes to the usual transportation mode must be coordinated with the school office preferably in writing. We ask that every attempt be made to call us before 2:00 PM.

Please note that teachers will not load students in excess of safety guidelines (more students than seat belts, two students per seat, etc.) Staff is also not responsible for buckling students into seatbelts or carseats.

### LATE ARRIVAL/EARLY DISMISSAL

Parents who bring in a student late or remove a student before regular dismissal time must come to the office to sign the student in or out. No students may leave the building or campus without permission. While unforeseen circumstances may arise, parents should make every effort to have children at school on time. Repeated tardiness is disruptive and shows a disregard for the rules.

**Three tardies in a quarter will warrant disciplinary action.**

## ABSENCES

Parents are required to call the school office at 717.500.6800 before 8:30AM to report an absence on each day the child is absent. If there is no call, the office will call home; this is done for the safety of the child. When a child returns to school, he or she must have a written excuse (email is acceptable). All absences are unexcused until written communication from a parent/guardian is received; communication must be submitted within 3 days.

Valid excuses in the State of PA include illness, death of a family member, the celebration of recognized religious holidays, medical appointments, authorized school activities, educational travel with prior approval, and family emergencies. OLC will also excuse 2 college visits.

Absences of 3 consecutive days or more require an approved family trip form prior to the absence or must have a **note from their physician**.

Care should be taken not to schedule trips at the end of a term or during midterms and exams.

Students are responsible for making up any work missed during the absence. Secondary students should be encouraged to email their teachers to inform them of their absence and request work. Work should be submitted to the teacher, based on an approved schedule. Tests missed while absent will be made up at the teacher's discretion. Generally, students should have the amount of time they were absent to make up missed work. However, end of term may effect that time, and students should make every effort to coordinate with teachers to form an acceptable plan.

After 10 school absences in the same school year (partial or full day), all following absences must have a doctor's note or the absence will be unexcused.\*\*

NOTE: 20 days of absence is sufficient to warrant repeating the school year.

Students who are chronically absent will be referred to a school-family conference to initiate a Student Attendance Improvement Plan (SAIP) in an effort to identify issues/concerns that are affecting the student's attendance. If the student is unexcused absent again, the matter will be referred to the student's home school district, and a proceeding may be initiated against the student and parent(s) before a Magisterial District Judge. (Please be advised that possible penalties for violation of compulsory attendance requirements-24 PA Statute Section 1333-can include but are not limited to: fines, court costs, community service, and license suspension)

## COLLEGE VISITS

Seniors and juniors will be permitted two excused college visits per school year. The Office should be notified prior to the visit, and written documentation must be provided by a parent as with any other type of absence. College visits, which are more than one day, require a trip form, which can be printed off of the school website or picked up in the office.

## PARENTAL TRIPS

Parents who will be out of town while the student remains in school, are asked to notify the Office in

writing. Include the name and phone number of the person responsible for the student in the parents' absence. Please also include the phone number where a parent can be reached in the event of an emergency.

## MEDICAL APPOINTMENTS

Every effort should be made to make medical appointments that do not conflict with school hours. However, if medical appointments are made during the school day, parents are required to communicate with the office before the appointment and if returning during the school day provide a medical excuse.

## MEDICATIONS

### PRESCRIPTION MEDICATIONS

If prescription medications are to be administered during the school day, a physician's written authorization must be submitted by means of AUTHORIZATION FOR PRESCRIPTION MEDICATION available in the parent tab of the school website. The authorization form must be accompanied by physician's instruction and must include a description of the medication, and the proper dosage. The medication must be provided to the school in the original container, with a legible label. This release will be retained in the student's medical file

### NON-PRESCRIPTION MEDICATIONS/OTC

Non-prescription medication may be given for a specific, time-limited minor illness or for intermittent medical conditions. If the medication is needed for more than ten doses, a prescription may be necessary in order for the medication to continue to be given at school. The medication must be provided in its original, unopened container, with a legible label, and authorized for the dosage recommended for children on the package. An Authorization for Non-Prescription Medication Form must be submitted for any medications to be administered by school staff.

## SCHOOL DAY SICKNESS OR INJURY

If a student becomes ill at school either by self-evaluation or by recommendation of a staff member, the student will be evaluated for severity, which may include first aid, temperature evaluation, observation, etc. In the event that it is determined that the student has a fever or is too ill or injured to remain at school a staff member will contact parent or emergency contacts to have the child picked-up. In the case of a severe medical emergency, 911 will be contacted immediately.

If a student is sent home from school with a fever, they may return to school after they have been fever free without the aid of fever-reducing medication for 24 hours.\*\*

## TRANSPORTATION

### BUSING/VANS:

Under Pennsylvania Act 372, the local public school districts provide transportation of any resident pupil to and from the parochial school in which the student is lawfully enrolled, provided that such school is located within the district's boundaries, or not more than ten miles outside the district boundaries by the nearest public highway.

Good conduct and common courtesy are to be observed at all times on busses. Students are to be in compliance with all rules and regulations of the transporting school district or company. Bus/Van violations are infractions of the Discipline Code and will make the student liable to suspension of the right to transportation. Contact your school district to request bussing or for any transportation changes. Some districts require a form.

### BUS/CAR LINE

Bus/Car line safety is of utmost importance. Parents/Guardians are asked to respect the bus and van transportation provided by our school districts and follow the direction of staff members on duty.

Staff members will be on duty at drop off and pick up points in by the front sidewalk.

During pick-up, buses, vans, and passenger vehicles will assemble and flow in lanes that when cleared will allow for the safe crossing of students to the next lane. District vehicles will use lane 1 closest to the building. Passenger vehicles will assemble starting in lane 2. Please be sure to pull up to the front or to the vehicle ahead of you to allow for the most number of vehicles to assemble. Please be careful not to block the driveway to allow for entrance from and exit of vehicles to the road. See the appendix for a diagram of Car/Bus Line.

Students will only be released to vehicles in which the driver has been approved for pick-up.

### CAR REGISTRATION/PARKING:

Driving to school is a privilege. In order to maintain this privilege, the following conditions must be observed.

1. All vehicles driven by students must be registered with the main office.
2. Cars must be parked properly within the painted lines in the student parking section in spot(s) as assigned.
3. Safety and caution must be used at all times when walking to/from vehicles, and when driving on school property, being especially mindful of bus/carline.
4. The school reserves the right to inspect all vehicles parked on school property.

5. Vehicles are not lockers. Students may not go to their vehicles during the school day with expressed permission or possible supervision.
6. Student drivers must be aware of carline procedures and or the direction of carline staff.
7. Occasionally parking lot rules may be adjusted for weather or special events.
8. If student drivers are responsible for driving students other than family members, a form signed by parents of all students is required.

\*Administration reserves the right to withhold or suspend parking privileges.

## VISITORS

### VISITING STUDENTS

Shadow Days and tours are encouraged for students and families contemplating transferring to OLC. Proper permission forms with emergency contact information must be completed, and visits arranged with the main office. Appropriate apparel, language, and behavior will be required for all visitors.

### VISITORS POLICY

Visitors to OLC must enter through the access controlled main entrance, after properly identifying themselves and the nature of their visit.

Visitors must sign in and out using the visitors log with the time, date, and nature of their visit.

Visitors outside of the community may be required to provide ID and wear a visitor's pass during the duration of their visit.

Visitors may be required to be accompanied by school personnel during their visit and are only allowed entry into the areas of the building required by their visit.

Workmen are considered to be visitors and must follow these procedures and are required to be identifiable by their uniform or a visitor's pass- the office will inform the staff of their presence, the purpose of, and the duration of their visit.

Volunteers, coaches, part-time staff, and paid contractors with fob access are required to use the visitor's procedures during school hours and to wear their ID card indicating their status and clearances.

Visitors are required to wear appropriate apparel and display appropriate language and behavior while on campus.

Visiting teams, coaches, guests and fans of athletic contests are also required to display good sportsmanship and to follow PIAA and CYO guidelines.

School staff and students are asked to report any suspicious activity immediately to administration.

## SAFETY

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

OLC also reserves the right to require that the parents/guardians and student sign a "Release of

Information” form. This form would allow a school staff member to communicate with a care provider for the following purposes:

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

If in-patient hospitalization is required, care is required during the stay and upon the student’s discharge and return to school. A school staff member will act as liaison between the school and the hospital for academic issues. OLC may require a meeting before the child’s return to school to discuss the situation and possibly have all parties sign a waiver before the student may return to school. In all cases where medication is prescribed, school records must be current.

#### DELAYS/CANCELLATIONS/EARLY CLOSURES

There are times that weather or other circumstances will cause the delayed opening, early closure, or cancellation of the school day. As Our Lady of the Cross enrolls students from several school districts, the following is our policy:

OLC will generally follow the Cornwall-Lebanon School District for weather cancellations, closures and delays. As other situations may also cause delays or closures, we will send out our own parent notifications as quickly as decisions are made, as our information or information for students from other districts may differ.

We will send our messages through the OptionC Arc Alerts via text, email, and/or phone call, post on our Facebook page, and/or change our voicemail message at school as appropriate. In addition, we will post our information on the following TV & radio stations: WGAL 8, ABC 27, FOX 43, CBS 21, WJTL 90.3, WFVY 100.1 FM, and WLBR 1270 AM.

In the event of a two hour delay, our start time will be 10:00am. Students should arrive no earlier than 9:40am.

In the event of an early dismissal, as soon as we receive information from the school districts, we will alert parents and announce our time to dismiss. Students from any given school district will be released at the time when that district’s transportation service arranges pickup (including those students who drive to school). If a parent decides to pick up his or her student prior to a school district’s dismissal, the parent

must come into the school to sign the student out using the established sign-out procedure. Parents are asked to call the office if their family's dismissal arrangements will be different.

If the school district in which a student resides is delayed or closed (due to safety or weather) and the student relies on public school transportation, the schedule as announced by the district should be followed and the student is excused although the parent is asked to call or email. If the school district in which the student resides is delayed or closed but OLC remains open, especially for non-weather related issues, the student and his/her parents are to make a reasonable attempt regarding transportation to school

We do have arrangements for a snow plow to clear our parking lot. Your patience and cooperation are appreciated.

### FLEXIBLE INSTRUCTION DAYS

In the event of a closing prior to the school day, we will announce whether or not the day will be a Flexible Instruction Day. In that case, teachers will supply (or have supplied) students with packets or assignments. Students will have work to do, completed work submitted on time will indicate 'attendance' and that day will be counted as a school day. Work will be due on the day we return to session.

## ACADEMIC POLICIES

### CURRICULUM

All students in grades PK-8 follow a curriculum in the following core subjects: Religion, Math, Language Arts, Science, and Social Studies.

Students in grades 9-12 must fulfill the Graduation Requirements outlined in these policies.

### REPORT CARDS

Report cards will be distributed four times during the year.

### PERMANENT RECORDS & TRANSCRIPTS

A complete record of academic achievement is kept as a permanent record for each student. This record is the source of all information that is given, with student direction, to colleges and prospective employers. Transcripts for current students can be requested through the main office.

### TRANSCRIPT REVISION POLICY

The validity of academic transcripts is fundamental to the integrity of coursework and diplomas. Official Transcripts will be updated at the end of the academic year. OLC will only revise Official Transcripts:

- if a clear and correctable mistake was made on the current transcript
- to reflect credit recovery courses taken according to school policy and marked as such
- to update an Incomplete to a number grade according to school policy

Revisions will not be made to add courses that were never scheduled or to alter historical credit values.

Requests for transcript revisions must be submitted to and then be reviewed by the Administration for approval. Once approved a new transcript will be processed

### FAILING GRADES/CREDIT RECOVERY

If a student fails a class for the year, the student may be required to complete and pass an approved credit recovery program in the summer (especially if the course is necessary for graduation requirements). If more than 2 credits are failed in a school year, the year may need to be repeated. Not all post-secondary institutions will accept credit recovery courses for credit and the NCAA Clearinghouse will not accept credit recovery courses for credit.

Repeated courses will be designated CR on a transcript.

Credit recovery courses whether in person or online will be charged to the family at a rate of \$750 for the 26-27 school year. Courses are non-refundable, pass, fail or incomplete.

Passed credit recovery courses will earn the course credit and the equivalent of a 70 in quality points for the GPA level at which the course was originally attempted.

## INTEGRITY OF WORK

Unless specified as a group learning activity, each student is expected to do his/her own work, whether the work is a test, homework, essay or paper. Students are not to discuss the content of a test with another student who has not taken the test nor allow another to cheat in any way.

Plagiarism is the use of someone else's ideas or expressions, from any source, including print and electronic origins, including AI, as one's own writing, either verbatim or paraphrased, without acknowledgment of the person or source. Each incident of plagiarism or cheating will be subject to the cheating/plagiarizing policy at the discretion of the teacher and administration.

## CHEATING/PLAGIARISM POLICY

In support of our statement on the integrity of work, disciplinary consequences may be associated with cheating or plagiarism:

- 1st and 2nd offense- grade of zero and detention
  - It is expected that the student will redo the required work.
  - If the assignment is satisfactorily completed as one's own work, the teacher may assign a grade.
- 3rd offense- grade of zero, meeting with student, parent/guardian, school counselor, and Administration, in school suspension.
  - It is expected that the student will redo the required work.
  - If the assignment is satisfactorily completed as one's own work, the teacher may assign a grade.
- 4th and subsequent offenses- grade of zero and out of school suspension

## PHYSICAL EDUCATION

Students are required to take Phys Ed and must wear the required uniform. If the student is unable to participate in Phys Ed for some physical reason, a written note must be sent in advance from the parent/guardian for the Phys Ed Teacher's or Head of School's approval. Students with concussions, sprains, breaks, and stitches may not participate in P.E. class and must be cleared with a note from a physician before returning to P.E. class.

## TECHNOLOGY

The full Acceptable Use and Chromebook Policies can be found at the end of this document.

## SACRAMENTAL PREPARATION

The conferral of Sacraments is the jurisdiction of the Catholic parish. The work we do at school does not supercede the parish requirements. Parents/guardians of children who are preparing for the reception of the Sacraments of Baptism, Reconciliation, Holy Eucharist and Confirmation are required to attend any mandatory sessions at the students' local parishes. We are happy to partner with the parishes in this endeavor by providing catechesis.

## GUIDANCE COUNSELING/IU ASSISTANCE

Some services are available to OLC students in the elementary level by certified professionals from the Lancaster-Lebanon IU 13. These may include:

Remedial Reading and Math  
Counseling Services

Speech and Language Therapy

Secondary students will have access to a certified School Counselor to assist with counseling services as well as college and career preparation.

## CREDIT ACQUISITION

Twenty five credits across various coursework are required for graduation. It is recommended that a minimum of 6.25 credits be attempted and passed each school year.

## GRADUATION REQUIREMENTS

Graduation from Our Lady of the Cross School is dependent upon the successful acquisition of credits to fulfill mandates of the Pennsylvania Department of Education, the Board of the LC Strong Foundation and the Administration of Our Lady of the Cross School.

Twelfth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the administration.

Participation in graduation and any other closing exercises is a privilege, not a right. Our Lady of the Cross School has the right to deny any student from participating in these events if, in the view of the school, the student's conduct and/or academic or disciplinary record indicate that the privilege should not be extended.

## REQUIRED COURSES FOR GRADUATION:

25 minimum credits. Seniors must fulfill graduation credits AND carry a minimum of 5 credits to carry a full schedule of courses.

|                                           |              |
|-------------------------------------------|--------------|
| THEOLOGY                                  | 4 credits*   |
| ENGLISH                                   | 4 credits    |
| MATHEMATICS                               | 3 credits    |
| SCIENCE                                   | 3 credits    |
| Biology                                   | 1 credit     |
| Other Science                             | 2 credits    |
| SOCIAL STUDIES                            | 4 credits    |
| US History                                | 1 credit     |
| Other                                     | 3 credits    |
| HEALTH                                    | ½ credit     |
| PHYSICAL EDUCATION                        | 1 credits**  |
| PERSONAL FINANCE                          | ½ credit *** |
| ELECTIVES                                 | 5 ½ credits  |
| 2 credits of a language may be encouraged |              |

\* Theology credits are required for the years that students are enrolled at Our Lady of the Cross.

\*\* A .25 credit of Phys Ed is required for each year that a student is enrolled at Our Lady of the Cross.

\*\*\*Beginning with the Class of '30, a minimum of a ½ credit of Personal Finance is required for graduation. Personal Finance is eligible to fulfill either a Math or an Elective credit.

## GRADE SCALE

A 93-100

B 85-92

C 77-84

D 70-76

F Below 70

## GRADE POINT AVERAGE/CLASS RANK

Students in grades 9-12 earn a weighted average. An unweighted average is the percentage grade average earned across all major subjects (for example 92.7). A weighted GPA is based on all major subjects, however it is calculated using quality points using a 4.0 point scale which accounts for the level of difficulty or rigor of the courses. The GPA is used to determine a student's class rank. These averages will appear on transcripts as a cumulative figure. Class rank is also included on the final grade report.

## IN PERSON/VIRTUAL/ELECTIVE CREDITS

OLC values the interpersonal relationships and learning that occurs in the classroom with a teacher, and holds that this type of education is preferred when possible. Online classes with Catholic Academy are supplementary to what is offered in person at OLC. If a core or elective class is or will be offered in person then the in person class will be favored when schedules are created. If OLC assigns a virtual course- as a core course we do not offer in person, or as a class level course, or at times as a first elective we cannot schedule- it will be the financial responsibility of OLC.

## VIRTUAL CLASSES THROUGH CATHOLIC ACADEMY

If the goal is that this course be recognized on the student's official transcript:

1. Pre approval must be obtained from OLC Administration after consultation with the school counselor.
2. Registration will be completed by OLC's Virtual Coordinator; this allows Coordinator to assign begin and end dates, and to monitor progress.
3. All course payments and registrations will be conducted by the school.
4. If financial responsibility is the family's (see extra courses below) the course will be billed through the STS account at the beginning of the course
5. CA only gives a final course grade. OLC will list the 'in progress' grade on report cards and progress reports until the course is completed and a final grade is earned. At that time, all term grades will reflect the final grade.
6. Course name, final grade and credit assigned will be added to the student's transcript on a 4.0 scale unless the course is specifically listed as an Honors or AP course- in which case they will earn quality points one step up on the GPA scale (Honors at CP, AP at Honors). Academic credit is assigned by OLC, not CA.
7. Both parents and students receive login credentials for CA and can view course progress through the term.

## EXTRA COURSES:

An "extra" virtual class is a class that has been chosen by a student/parent that is not assigned as part of the regular curriculum. These could be virtual electives chosen in place of in person electives that OLC offers, additional credits, or requested courses. Extra virtual classes are the financial responsibility of the family. Until such time as OLC is able to offer Language courses, first and second year language credits may be taken with OLC taking the financial responsibility.

## FAILURES & CREDIT RECOVERY

Failed courses will appear on transcripts and may require credit recovery to fulfill credit requirements. Credit recovery courses, whether taken in person or online, will be charged to the family at the rate of \$750 for the 26-27 school year. Courses are non-refundable, pass, fail or incomplete. Passed credit recovery courses will earn the course credit and the equivalent of a 70 in quality points for the GPA level at which the course was originally attempted and will appear on the transcript with a CR indication.

## GPA SCALE

| GRADE | Academic | College Prep | HONORS | AP/Dual Enrollment |
|-------|----------|--------------|--------|--------------------|
| 100   | 4.0      | 4.5          | 5      | 5.5                |
| 99    | 3.9      | 4.4          | 4.9    | 5.4                |
| 98    | 3.8      | 4.3          | 4.8    | 5.3                |
| 97    | 3.7      | 4.2          | 4.7    | 5.2                |
| 96    | 3.6      | 4.1          | 4.6    | 5.1                |
| 95    | 3.5      | 4.0          | 4.5    | 5.0                |
| 94    | 3.4      | 3.9          | 4.4    | 4.9                |
| 93    | 3.3      | 3.8          | 4.3    | 4.8                |
| 92    | 3.2      | 3.7          | 4.2    | 4.7                |
| 91    | 3.1      | 3.6          | 4.1    | 4.6                |
| 90    | 3.0      | 3.5          | 4.0    | 4.5                |
| 89    | 2.9      | 3.4          | 3.9    | 4.4                |
| 88    | 2.8      | 3.3          | 3.8    | 4.3                |
| 87    | 2.7      | 3.2          | 3.7    | 4.2                |
| 86    | 2.6      | 3.1          | 3.6    | 4.1                |
| 85    | 2.5      | 3.0          | 3.5    | 4.0                |
| 84    | 2.4      | 2.9          | 3.4    | 3.9                |
| 83    | 2.3      | 2.8          | 3.3    | 3.8                |
| 82    | 2.2      | 2.7          | 3.2    | 3.7                |
| 81    | 2.1      | 2.6          | 3.1    | 3.6                |
| 80    | 2.0      | 2.5          | 3.0    | 3.5                |
| 79    | 1.9      | 2.4          | 2.9    | 3.4                |
| 78    | 1.8      | 2.3          | 2.8    | 3.3                |
| 77    | 1.7      | 2.2          | 2.7    | 3.2                |
| 76    | 1.6      | 2.1          | 2.6    | 3.1                |
| 75    | 1.5      | 2.0          | 2.5    | 3.0                |
| 74    | 1.4      | 1.9          | 2.4    | 2.9                |

|    |     |     |     |     |
|----|-----|-----|-----|-----|
| 73 | 1.3 | 1.8 | 2.3 | 2.8 |
| 72 | 1.2 | 1.7 | 2.2 | 2.7 |
| 71 | 1.1 | 1.6 | 2.1 | 2.6 |
| 70 | 1.0 | 1.5 | 2.0 | 2.5 |

## CLASS PARTICIPATION & PREPARATION FOR CLASS

Students are expected to be where they are supposed to be, when they are supposed to be there, with the materials necessary and in proper attire.

Students are expected to be involved and engaged with their education. Involvement and engagement could be demonstrated by participation in class activities and discussions, cooperation, respect, being prepared and on time for class, completion of assignments and similar behavior.

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of preparation for class.

A student's daily performance is assessed by the teacher. Examination of homework, agenda book and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade.

## EXAMS

High school credit courses require a semester/midterm and final exam. Examinations will be given at the end of the second and fourth quarters (mid-terms/final exams). Each examination will count for one-fifth of the semester grade. Exam dates are posted on the calendar at the beginning of the year. Every effort should be made to be present for exams. Trips and appointments should not be scheduled for these days. If an emergency arises and a student cannot be present for scheduled exams, arrangements must be made with the Head of School or designee.

## EXEMPTION POLICY FOR FINAL EXAMS

Students may be exempted from final examinations in a full credit course according to the following parameters: 90% or above for EVERY quarter (including current), AND at least an 85% or higher on the midterm exam. Underclassmen may pick one exam to exempt from. Seniors may exempt from any course for which they are eligible.

## HONORS COURSES

Honors requirements can be based upon previous performance, previous coursework, and/or teacher recommendation- and vary from course to course and instructor to instructor. Honors levels

are not offered for every class or for every year. They are developed by the teachers with the approval of administration and are offered at the discretion of the instructor.

Honors requirements are listed in the Course Catalog. Honors courses are offered at 5.0 quality points for GPA calculation. Once Honors courses are opted into, the H designation on the course can only be changed within the stated grace period (approximately halfway into first quarter).

### CTC-Lebanon County Career and Technology Center

Vocational technical training is available at the Lebanon County Career and Technology Center (LCCTC) for juniors and seniors. Students will be given the opportunity to explore offerings at CTC. Students attending half day programs at CTC, must fulfill credits at OLC. Students attending full-day programs at CTC are required to earn a Theology credit from OLC and must attend CTC for a full 180 days. CTC days may not necessarily correspond to the days OLC is in session. Students are required to adhere to attendance policies of both schools. There are times when important events cause schedule conflicts, (testing, retreats, practices, etc) when conflicts occur in event scheduling, students must work with both their counselor at CTC and administration at OLC to determine priorities. Students are encouraged to attend and participate in OLC's extracurricular activities and spiritual life programs.

Please note that once students begin a CTC program they may have a difficult time transitioning back to regular classes at OLC if the program is dropped. Credit requirements may be difficult to fulfill. Families should carefully discern this choice.

## EXTRA-CURRICULAR ACTIVITIES

Our Lady of the Cross School understands the importance of a well-rounded education that includes the arts, sports, additional academic experiences, spiritual endeavors, service and those pursuits that contribute to a moral and healthy lifestyle.

As extracurricular activities are an extension of the mission of the school, students are expected to represent OLC by their actions, words, appearance, and behavior. Discipline codes remain in effect, and consequences may be rendered for violations which might occur during or at these activities.

The school will provide opportunities as resources allow for sports- including PIAA soccer and basketball, CYO basketball, various clubs and other activities, including liturgical service, choir, drama, music lessons, Quiz bowl, after-school clubs, etc.

Currently OLC partners with the LC Soccer Club to provide soccer to students from 5-19 years old.

## ACADEMIC INELIGIBILITY

In order to participate in extracurricular activities, middle and high school students must be in good standing behaviorally and academically. Behavioral eligibility is assumed, unless otherwise advised by administration, a discipline meeting has been held or a suspension issued.

Academic eligibility for extracurricular activities will be determined on Fridays. Academically eligible students are those who are not failing more than one subject. Any student who fails to meet these standards will be placed on the Ineligibility List for the following week from Sunday to Saturday.

Students who fail more than one course at the end of an academic term, are ineligible to participate for the first 14 days of the next term.

A separate but similar policy will be in effect for extra-curricular activities such as theater that have a single weekend performance.

## PRAYERS

### MORNING OFFERING

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day for all the intentions of your Sacred Heart in union with the Holy Sacrifice of the Mass throughout the world, for the salvation of souls, the reparation of sins, the reunion of all Christians, and in particular for the intentions of the Holy Father this month. Amen.

### OUR FATHER

Our Father, who art in heaven, hallowed be Thy name. Thy kingdom come, Thy will be done, on earth as it is in heaven. Give us, this day, our daily bread and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen.

### QUEEN OF HEAVEN -REGINA COELI

(Recited at midday during the Easter season)

O Queen of Heaven, rejoice, alleluia

For He whom thou didst deserve to bear, alleluia

Has arisen as He said, alleluia

Pray to God for us, alleluia

Rejoice and be glad, O Virgin Mary, alleluia

Because Our Lord has truly risen, alleluia

Let us pray: O God, who by the Resurrection of your Son, our Lord Jesus Christ, that you brought joy to the world. Grant that through the intercession of the Virgin Mary, His Mother, we may attain the joy of eternal life, through Christ, our Lord. Amen

### HAIL MARY

Hail Mary, full of grace, the Lord is with Thee. Blessed art Thou among women, and blessed is the fruit of Thy womb, Jesus. Holy Mary, Mother of God, pray for us, sinners, now and at the hour of our death. Amen

### GLORY BE

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

### THE ANGELUS (Recited every day at midday.)

The Angel of the Lord declared unto Mary

R. And she conceived of the Holy Spirit

Hail Mary.....

Behold the Handmaid of the Lord,

R. Be it done to me according to your word

Hail Mary.....

And the Word was made flesh,

R. And dwelt among us.

Hail Mary....

Pray for us, O holy Mother of God,

R. That we may be made worthy of the promises of Christ.

Let us pray: Pour forth, we beseech you, O Lord, your Grace into our hearts; that we to whom the incarnation of Christ Your Son, was made known by the message of an Angel, may, by His passion and cross, be brought to the glory of His resurrection, through the same Christ our Lord. Amen.

