



# **PARENT AND STUDENT HANDBOOK**

***2023-2024***

***Holy Cross School***

202 S. Church Street      Fort Branch, IN 47648

Phone: 812-753-3280      FAX: 812-753-3034

<http://school.holycross.org>

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Dear Parents and Students,

***“What greater work is there than training the mind and  
forming the habits of the young?”  
St. John Chrysostom***

Welcome to Holy Cross Catholic School! In choosing Holy Cross School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Holy Cross School for the 2023-2024 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Holy Cross School during the 2023-2024 school year.

The faculty and staff of Holy Cross School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mr. Nathan Winstead  
Principal

## **Holy Cross School**

Holy Cross School is a preschool through Grade 5 Catholic Elementary School under the Diocese of Evansville Catholic Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Holy Cross, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Indiana guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

### **History**

Holy Cross School opened in September of 1948 with grades 1 through 8. Holy Cross School has been named a 4-star school of Excellence by the Indiana Department of Education on numerous occasions.

### **Mission Statement of Holy Cross School**

Holy Cross Catholic School is dedicated to ensuring students experience the loving presence of Jesus Christ in a safe environment. Teaming with parents, the faculty and staff assist each child in the development of academic skills and provide a foundation for life-long learning in an ever-changing world. The students receive the guidance needed to gain a healthy respect for themselves and others, which enables them to become successful, faith-filled servants of God.

### **Philosophy**

Holy Cross School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Evansville.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.

3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

### **Faculty and Staff**

Principal	Mr. Nathan Winstead	nwinstead@evdio.org
Pastor	Fr. Gary Kaiser	gkaiser@evdio.org
School Secretary	Mrs. Kathy Sollman	ksollman@evdio.org
Pre-K	Mrs. Rachel Lankford	rlankford@evdio.org
Kindergarten	Mrs. Lora Ziliak	lziliak@evdio.org
Grade 1	Mrs. Emily Meyer	ewallace@evdio.org
Grade 2	Miss Kalena Gries	kgries@evdio.org
Grade 3	Mrs. Susan Fischer	sfischer@evdio.org
Grade 4	Mrs. Abby Seibert	aseibert@evdio.org
Grade 5	Ms. Cathy Gray	cgray@evdio.org
P.E.	Mrs. Mallory Hoefling	mhoefling@evdio.org
Music	Ms. Sarah Guse	sguse@evdio.org
Art	Mrs. Lisa Bittner	lbittner@evdio.org
Cafeteria Manager	Mrs. Shelley Heldt	sheldt@evdio.org
Business Manager	Mrs. Lisa May	lmay@evdio.org
Parish Secretary	Mrs. Peg Hall	holycross@evdio.org

### **Christian Code of Conduct**

The student's interest in receiving a quality, morally based education can only be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to; all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the students and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

### **Seclusion and Restraint Plan**

Holy Cross School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public

school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office.

## **Absence**

When a student is absent from school, a parent must call the office by 8:30 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Holy Cross students and is aligned with the state statutes of the state of Indiana.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Please avoid writing the absence note on a napkin or a receipt. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for three or more days due to illness, a parent may call the school office before 8:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office after 1:00 pm.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also *Homework due to vacations/planned absences.*)**

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Due to the educational advantage of returning graded tests to students in a timely manner, some missed tests may not be made up.

Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

## **Absence During the School Day**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Students who are tardy more than 40 times will be charged an administrative fee of \$10 per tardy or early withdrawal due to the excessive time and paperwork involved. Due to compulsory attendance requirements, excessive tardies may result in a student needing to be retained and to repeat the school year.

## **Academic Information**

### **Curriculum**

The Diocesan curriculum guidelines, consistent with the State of Indiana guidelines, are followed for the teaching of all secular subject areas. The entire curriculum for the Diocese of Evansville is posted on the diocesan website. Holy Cross School offers students opportunities for growth in the following major subjects:

- **Religion**
  - Catholic doctrine and tradition, Bible study, Catholic Social Teaching, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.
  - Liturgical services are held on Monday afternoons for the entire school community. Students attend the parish Mass on Wednesday mornings.
  - Students in Grade 5 take the ACRE (Assessment of Catechesis of Religious Education) Test in March.
- **Fine Arts**
  - Music and Art.
- **Handwriting**
  - Students in Grade 2 will begin learning cursive.
- **Language Arts**
  - Reading, English, Spelling, Vocabulary, Composition, and Appreciation of Literature.
- **Mathematics**
  - Mathematics Skills
- **Physical Education**
  - Physical fitness programs appropriate for each grade.
- **Science**
  - General Sciences and STEM Experiences.
- **Social Studies**
  - History, Geography, Economics, State History, and Current Events.

## **Accreditation**

- Holy Cross School is accredited through cognia®.
- Holy Cross School is accredited by the State of Indiana.
- Holy Cross School is a member of the National Catholic Education Association and the Indiana Non-Public Education Association

## **Admission Information**

### **Nondiscriminatory Policy**

Holy Cross School admits students of any race, color, gender, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to Holy Cross School:



1. Members of Holy Cross Parish
2. Members of other Catholic parishes
3. Non-Catholic students

## **Requirements**

Children entering Pre-K must be four (4) years of age by August 1<sup>st</sup>.

Children entering Kindergarten must be five (5) years of age by August 1<sup>st</sup>. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

At the time of registration, all new students seeking admission to Holy Cross School are evaluated based on current standardized test scores and report cards.

Requirements include:

- Verification of active parish affiliation/stewardship
  - Use of weekly envelopes or automatic deposit
- Health Records
- Immunization Records
  - All students entering Holy Cross School must have current Immunizations. The only exception to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results
- Record of IEP or 504 Plan (These must be presented at the time the Application is submitted.)

Students applying for Admission in Grades 1-5 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Holy Cross School will meet the educational needs of the students. An interview with the student is part of the admission process. This interview will not include the student's parent or guardian. Testing in some academic areas may be held for new incoming students.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Holy Cross School. The recommendation and decision of the school is final. Holy Cross School is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. Holy Cross School cannot accommodate students who have extraordinary learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered

reasonable, the student may need to be separated from Holy Cross School. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from Holy Cross School is made by the school, the student's tuition due would be prorated.

Non-Catholic students whose parents accept the philosophy of Holy Cross School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances and be respectful of Catholic teaching, rituals, and tradition.

No student will be admitted to Holy Cross School during the final 50 days of the academic year. Consideration for admission to Grade 5 will be done on a student-by-student basis.

### **HOLY CROSS SCHOOL COUNCIL**

The Holy Cross School Council is a regulatory body operating the educational programs of Holy Cross School in Fort Branch, Indiana. Subject to such regulations might proceed from the Bishop of the Diocese and the Diocesan Office of Education.

Except for Executive Sessions, these meetings are open to the public. For further clarification of Council Policy refer to the School Council Constitution and By-laws available in the parish office. The Holy Cross School Council meets the first Thursday of each month.

### **HOLY CROSS BOOSTER CLUB**

All families of Holy Cross School are official members of the Booster Club. Parents are encouraged to attend meetings of the Booster Club. Meetings are held four times throughout the school year. The Booster Club is very involved in school projects and sponsors many student activities throughout the year.

Fundraising - Our homemade chocolate turtle making is an unbelievable experience! It is a huge success and takes a lot of volunteers. Parents will encounter the true meaning of "fellowship."

## **Financial Obligations**

### **Educational Costs for Holy Cross Catholic School** **2024-2025 Kindergarten-5<sup>th</sup> Grade Tuition Rates**

**K-5 Tuition for Parishioners:**  
\$5,400.00 per student

### **K-5 Tuition for Non-Parishioners:**

\$5,900.00 per student

The tuition amounts above are the only amounts collected for enrollment at Holy Cross School for the academic school year.

Holy Cross Catholic School is a participant in the Indiana Choice Scholarship Program. This program allows families who qualify financially to receive full tuition assistance to Holy Cross. More information can be found at the front office or by emailing Mr. Winstead.

There are nine tuition payments due on the first of each month, September 1<sup>st</sup> through May 1<sup>st</sup>. All payments will be made through the school office. Tuition payments will continue to be collected if the school building has to be shut down for an extended period of time. Virtual will be the learning style incorporated at Holy Cross School during a time of shutdown.

Exceptions, in the case of financial hardship, may be made in a meeting with the Pastor and/or the Principal.

In the event that financial obligations are not met, Holy Cross School will take the following actions:

The Compliance Committee has been established to assist families not meeting tuition obligations and to make recommendations to the pastor on a proper course of action either to continue or terminate enrollment.

Transcripts/report cards will not be released until tuition and all student fee obligations are met and a settlement is reached between the said family, the Compliance Committee and the pastor concerning any unpaid fees.

Holy Cross Parish and School reserves the right to deny continued enrollment if financial obligations are not met and no attempt is made to reconcile the financial problems with the Compliance Committee.

### **Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school.
- The school will not forward records for students who withdraw with an outstanding balance.

## **State or City Ordered School Closures**

If school is closed due to weather or a public health concern, parents/guardians will still be responsible for payment of tuition. The education of each student will continue with virtual/remote/e-learning. Teachers will continue to plan standards-based lessons and evaluate student work. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

## **Allergy Policy**

Holy Cross School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated as needed.

### **1. Asthma/Allergy Medication**

Immediate access to reliever inhalers and Epi-Pens® is vital. They are kept in the office. Parents are asked to ensure that the school is provided with a labeled reliever inhaler/Epi-Pen®. All inhalers/Epi-Pens® must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

### **2. Record Keeping**

At the beginning of each school year, or when a child joins Holy Cross Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma/allergy registry which is available for all school staff. If medication changes in between times, parents are required to inform the school.

### **3. The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma or allergies. Holy Cross School makes no claim to be an allergen or peanut-free school.

### **4. Food Allergy Policy**

Holy Cross School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Holy Cross School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s)

has a potentially life threatening allergy. No peanut products will be served in the cafeteria.

### **5. Classrooms**

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school nurse. Teachers on playground duty can contact the nurse via the emergency phone system.

Information will be kept about students' allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of allergies.

A parent or guardian of a student with food allergies is asked to provide optional classroom snacks for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Schools with government lunch programs adhere to the mandated National School Lunch Program Standards regarding food allergies.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### **6. Field Trips**

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. Holy Cross School will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. If a parent is concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip.

### **Ambulance**

If a student suffers a medical emergency precipitating the need for a 911 call to be made, the parent/guardian will be responsible for any/all expenses involved. The parent/guardian will also be called immediately so that proper directives can be given by the parent/guardian to the emergency personnel.

## **Apple® Watches**

Students are not permitted to wear Apple® Watches to school.

## **Audio and Video Recording**

Students and/or Parents/Guardians may not record another student, parent, or teacher without the express written permission of the individual being recorded. Signed consent forms will be retained in the office for a period of 3 years. Failure to comply with this policy may result in the student/family being involuntarily separated from the school.

## **Birthday Observances**

Birthday treats may be brought to school for students in **Grades Pre-K through Grade 5**. All treats should be individually pre-packaged with ingredients listed on the package. No homemade treats will be allowed.

## **Blogs**

Engagement in online blogs such as, but not limited to Facebook®, Twitter®, Instagram®, Snapchat®, **TikTok®**, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish.

No parent should open a Facebook®, Twitter®, Instagram®, Snapchat®, **TikTok®**, etc. account under the name of the school or a particular grade or school organization. The only official Holy Cross Facebook® or Twitter®, Instagram® page is the one created and monitored by the Holy Cross School. The classroom teacher and the principal will be included in the "friend" list of each such group. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

## **Buckley Amendment**

Holy Cross School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher, staff member, or principal is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

## **Bullying and Cyberbullying**

Holy Cross School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

## **Visitors to School**

In order to protect our children, ALL PARENTS, VOLUNTEERS AND VISITORS MUST REPORT TO THE SCHOOL OFFICE upon entering the building, notify the office personnel upon your arrival, SIGN IN at the front office and WEAR A VISITOR NAME BADGE STICKER.

All doors will be locked at 8:00 a.m. and will remain locked throughout the school day. Parents and visitors may gain entrance by pressing the buzzer at the front doors of school. "Total Access Control" of our school building allows for the safest school environment.

Parents and volunteers are always welcome in the school but are discouraged from "dropping in" to a classroom to see their student during the day without prior arrangements with the teacher. This is an interruption to the teacher and to the educational process for the students.

## **Arrival/Dismissal**

Our students' safety is of utmost importance; therefore, please abide by the following procedures.

- Only the EAST GATE of the parking lot will be open for car riders to be dropped off in the mornings. Please enter the EAST GATE and stay to the far right to drop off your children.
- Students are to be dropped off at the SOUTH door (by the 2<sup>nd</sup> Grade classroom) of school and are not to enter the EAST door (by the 5<sup>th</sup> Grade classroom).
- The WEST GATE will be used for bus students being dropped off in the back parking lot.
- Drive SLOWLY...students are not always visible.
- Students MUST go to the cafeteria upon their arrival between 7:30-7:45 a.m. Students will be dismissed to their classrooms at 7:45 a.m. and are expected to be ready for class by 8:00 a.m.
- There should be TWO LINES formed facing west in the back parking lot.
- Cars are not to pull up or be parked by the school building.

- Students will be dismissed for cars after the 3:05 bell.
- No car after the 3:05 bell will be allowed to leave the parking lot until all car passengers are safely in their vehicles and are dismissed.
- Parents are to be in their cars and ready to exit right away. Please do not hold up the line talking or waiting for other parents.

## **Cell Phones**

The practice of students bringing cellphones to school is strongly discouraged. However, if a student needs a cell phone due to walking to or from school or for pick up after an after-school event, students may bring the cell phone to school. Cell phones should at no time during the day be on. Cell phones pose a distraction to the learning process. The cell phone of any student not following this policy will be taken away and sent to the office. **Items taken away from students will be returned to the parent(s)/guardian(s) at the end of the school day.** The administration reserves the right to search the contents of a confiscated cell phone.

If a teacher plans a lesson/lessons with student cell phones, the principal should be notified that cell phones will be used for academic purposes on a particular day/period. Teacher lesson plans should also include cell phone assisted instruction. Students who do not possess a cell phone during such lessons will not be academically penalized.

## **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extracurricular activities who is involved in cheating will also be unable to participate in sports/extracurricular competition.

## **Child Abuse Laws**

Holy Cross School abides by the Child Abuse laws of the State of Indiana. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

## **Conduct**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.



The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, e-cigarettes, vaping products, questionable books and pictures, knives, guns, matches, cigarettes, laser lights, cameras, or anything that will detract from a learning situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) at the end of the school day.**

## **Counselor**

A certified Youth First counselor serves the needs of students and parents through class and individual consultation.

## **Crisis Plan**

Holy Cross School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to secure designated locations.

## **Custodial Rights**

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child’s academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

## **Discipline**

- **Detention**
  - Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.
- **Suspension**
  - Students who are given an in-school suspension will be required to report to school each day. Students who receive an out-of-school suspension will

not be allowed on campus during the time of their suspension. Students present on school property during an out-of-school suspension will be considered trespassers. Students must complete all class work and tests from the days of suspension.

- **Expulsion**

- Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Holy Cross School. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the Principal.
- Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Holy Cross School.

## **Drugs and Alcohol**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

## **Emergency Drills**

State Law requires that **fire drills** be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Return to building when signal is given.

**Tornado drills** are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

## **Emergency Forms**

Each year parents/guardians must complete a current Emergency Form. This form will include the names of individuals who are authorized to pick up students at dismissal or due to an emergency. In addition to the custodial parents, students will only be released to the individuals named on this form. Parents are to update this form with current contact information should phone numbers, names, etc. change during the year.

## **Emotional Support Animals**

No emotional support animals will be permitted in school unless a student's IEP specifically states the need for such an extraordinary accommodation.

## **Facebook®, Instagram®, Twitter®, TikTok® and other Social Media Postings of Student Photographs**

Holy Cross School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. Holy Cross School adheres to these laws in its attempt to protect the privacy rights of all students.

## **Field Trips**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office 24 hours after receipt of the permission slip.
9. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
11. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
12. All monies collected for the field trip are **non-refundable**.
13. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
14. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Holy Cross

School risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.

15. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
16. All chaperones must be 25 years of age or older.

## **Gifts**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

## **Grading Scale**

The grading scale is consistent with the grading scale across the Diocese of Evansville. High expectations are emphasized on the percentage score, not just the letter grade. The new criteria for Academic Achievement are the following:

100 – 94	Excellent	= A	S+ =	Commendable
93 – 86	Very Good	= B	S =	Satisfactory
85 – 78	Satisfactory	= C	I =	Inconsistent
77 – 70	Poor	= D	N =	Needs Improvement
69 – below	Failure	= F	U =	Unsatisfactory

## **ATHLETIC AND EXTRACURRICULAR ELIGIBILITY RULES**

PLEASE NOTE: If a student leaves school because of illness or does not attend school at all during a school day, he or she may not participate in a game that evening.

Holy Cross School policy states that any student involved in an extra-curricular program receiving UNSATISFACTORY marks in conduct or one of the following will not be permitted to participate for 2 weeks in his/her particular sport or until grades are re-evaluated.

- A Failing grade on his/her report card in any subject
- More than 2 D's on his/her report card in any subjects

To adhere to the above policy, the following procedure for exclusion will be followed. At the time of the report cards, the coach will be informed by the Principal of any student not meeting the above standards. The report will indicate in what areas the student is below requirements in grade average and/or conduct.

- If a student is below criteria in either grade average or conduct, the coach will be notified and the student will be excluded from games for a period of 2 weeks. They may attend practice sessions at the discretion of the coach during this time.
- If the grade average or conduct has been raised to standard by the end of the 2 weeks the student may continue active participation. The coach will be notified.
- If not up to standard in 2 weeks, he/she will be excluded from games for 1 more week.
- If, after these 2 exclusions, the student is still not up to standard, he/she will be excluded for an additional 2 weeks.

An exception could occur in the case of a student who showed exceptional effort and conduct but cannot maintain the academic standard. The Principal would decide a case of this nature after consultation with all concerned parties.

### **AVAILABILITY OF ASBESTOS MANAGEMENT PLAN**

The Asbestos Hazard Emergency Response Act (AHERA) of 1987, required the compilation of all asbestos containing building materials (ACBM), within public and private schools (K-12 grades). This compilation was designed to identify, not only if asbestos was present, but its location, amount, and condition. The compiled data, assessments, and recommendations along with other pertinent information were to be assembled into an Asbestos Management Plan for each school building. AHERA also requires that asbestos materials identified in the Management Plan be checked every six months by trained school maintenance personnel and that these materials be re-inspected by accredited asbestos inspectors every three years to ensure that the materials are maintained in a safe condition. The six-month surveillance and the three-year re-inspections must continue for as long as asbestos remains in the building..

The Evansville Catholic Diocese has complied with the AHERA by developing Asbestos Management Plans for each of the Diocesan Schools, including Holy Cross School. The asbestos materials have been routinely monitored and triennial re-inspections have been completed. The Asbestos Management Plan for Holy Cross School is available for your review. The Plan is located in the Principal's office, at 202 S. Church Street. The Management Plans for the entire catholic diocese of Evansville Schools are available for your viewing in the Administration Office at 4200 N. Kentucky, Evansville, Indiana. The Management Plan may be copied at a nominal fee of 5 cents per page, during regular school hours by notifying the school in advance to prevent scheduling difficulties.

Holy Cross School has been determined to be asbestos-free.

If you have any questions concerning the AHERA Program in Holy Cross School, please contact Stan May, the designated person.

## **Pest Control Guidelines**

All applications of pesticides will be made in strict compliance with label instructions and applicable Federal and State law. While pesticides protect children from pests, under certain circumstances they may pose a hazard to children. When possible, pesticide applications will be made during non-instructional time or during vacation periods, and pesticides are prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the principal. A written notice shall be given to you no later than 48 hours before the application. No notice will be given if the application is made when students are not present. In the case of an emergency application, (necessary to eliminate an immediate threat to human health) notice will be given as soon as possible after such application.

## **Gum**

Students should not chew gum at school or at any time that they are on school/parish property. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day.

## **Harassment**

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

## **Hazing**

Hazing of any type will not be tolerated. Actions of hazing may result in suspension and/or expulsion.

## **Home-School Communication**

In order to ensure that all communication from school reaches home in a timely manner, Holy Cross School uses a Friday paper/electronic folder system. Official envelopes containing all correspondence are sent home on Fridays and should be returned the following school day. Your child is responsible for emptying the contents of his/her envelope when it is returned to their homeroom. Official school-wide emergency communications are sent using the POWER SCHOOL MESSENGER phone system. Parents/guardians are also encouraged to check email on a regular basis. Email can be used as a very efficient tool for parents to communicate with the school. However, all email communication should follow email etiquette. Challenging or confidential issues should be shared through face-to-face communication in lieu of email. Email communication with teachers should be during the hours of 8:00 AM to

6:00 PM. Teachers will respond to email within a timely manner, usually within 48 hours of emails sent during the school week. There is no expectation that teachers will respond to emails over the weekend.

## **Homework**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment.

## **Homework due to Vacations/Planned Absences**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

**No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.**

## **Homework Policy Due to Illness**

When a student is absent, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 1:00 PM – 3:30 PM.

Students may also receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

## **CATHOLIC DIOCESE OF EVANSVILLE AND HOLY CROSS SCHOOL INTERNET ACCEPTABLE USE POLICY/ STATEMENT OF GOALS AND OBJECTIVES**

Internet services provide access to electronic mail (e-mail), public shareware of all types, and massive databases at universities, government agencies and private industries. Internet access promotes educational excellence through resource sharing, innovation, and communication.

The Internet also contains material that is objectionable. Faculty members at Holy Cross School in the Catholic Diocese of Evansville understand this and have taken precautions to control student access to objectionable material by instructing and supervising students in the proper use of the Internet and electronic mail. Still, on a global network it is impossible to control all materials that are objectionable or inappropriate. An industrious user may gain access to sites that are supposed to be filtered. Families should be aware that some material accessible via the Internet may be illegal, defamatory, inaccurate, sexually explicit, or otherwise offensive to some people. In addition, it is possible to purchase goods and services via the Internet which could result in unwanted financial obligations for a student's parents or guardian.

The faculty and staff at Holy Cross School believe that the advantages Internet access holds for students exceed its disadvantages. However, parents and guardians are primarily responsible for setting and conveying the standards their children should follow when using the Internet or any information source. These standards should conform to the Christian principles of the school, as set forth in the student handbook and as instructed by school faculty and administration. These standards also apply with respect to student-created materials placed on the Internet or other electronic media whether the materials were created at or sent from the school, home, or elsewhere, AND ESPECIALLY to the extent that they include displays of harassment, threats or disrespect (as discussed below) or endanger students or school personnel in any manner. Students are required to conform their behavior to the Christian principles of the school at all times, whether on or off campus. Failure to do so may result in disciplinary action. While on-line, students are to use the same good behavior that is expected of them in the classroom.

If a student violates any of the terms or conditions described below, his or her Internet access will be terminated and future access may be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abusive use of the Internet. This includes communications originating in or outside of school by mobile devices such as cellular telephones, BlackBerrys, Pocket PCs, Sidekicks, pagers and other similar devices (including wi-fi/wireless communications) which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school. Abusive internet communications include, for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote or encourage:

- Use of any illegal or controlled substance, including alcoholic beverages,
- Violence or threats of violence, intimidation or injury to the property or person of another, or
- Lewd, offensive, sexually suggestive or other inappropriate behavior

on web pages or web sites, on Bulletin Board Systems (BBS), in e-mail communications or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or World Wide Web electronic media. At a minimum, the same standards apply to these media as would apply to written correspondence, publications, speech, or any other form of dissemination, communication, or display of information or images by students.



Users of school-based computers should not expect that stored files are private. Electronic messages and files stored on school-based computers should be treated as school lockers. Materials created by or otherwise placed on the Internet by students via any means through the use of school computer equipment or in the course and scope of acceptable academic use are the property of the school, not students. This lack of privacy shall not affect the requirement that all students respect the privacy and property of all other students with respect to electronic media, just as with any other privacy or personal property issues.

Faculty and administrative personnel may review all stored files, e-mail communications and other postings to maintain system integrity, to ensure that users are acting responsibly and to enforce the rules of the school.

Please read the Terms and Conditions carefully. By reading and signing the following Internet Use Policy Contract, students and parents or guardians acknowledge that they are aware of their rights and responsibilities as users of the Internet.

### **TERMS AND CONDITIONS**

**ACCEPTABLE USE** - The purpose of the Internet in the school is to support education. The use of school accounts must be consistent with the educational objectives and Christian principles of the Catholic Diocese of Evansville as set forth in the Code of Christian Conduct. These rules apply equally to the use, creation, modification, or access to, web pages, web sites, e-mail and attachments, Bulletin Board System (BBS) postings, and all other manners in which information or images may be placed or viewed via Internet.

- Internet accounts shall be used only by the authorized owner of the account. No attempt to gain unauthorized access to another person's account is permitted. Similarly, no attempts to gain access to or to alter, delete, or damage materials created or placed on the Internet by others is permitted.
- Attempts to gain access to restricted sites, servers, files, databases, etc. are prohibited. Unauthorized access to other systems (i.e. hacking) is prohibited.
- Use of Internet games, MUDs (Multi User Dungeons) and IRCs (Internet Relay Chats) is not allowed.
- Transmission of any material in violation of any law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Transmission of any communication or material depicting, promoting or encouraging (i) the use of illegal or controlled substances, including alcoholic beverages; (ii) violence or threats of violence, harassment, intimidation or injury to the property or person of another; and (iii) lewd, sexually suggestive or other inappropriate behavior is prohibited.
- Personal addresses, phone numbers, and financial information shall not be included in network communications, including web sites. Names, photographs or depictions or other personal or family information from which a student may be positively located or identified, also shall not be included in any network

communications. Passwords must be kept private and should be changed frequently.

- Internet use for commercial purposes, financial gain, personal business, product advertisement, or political lobbying is prohibited.

**PRIVILEGE** - Use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of that privilege. The school will determine what is inappropriate use by a student and the school's decision shall be final. A student account may be closed when necessary or access to the Internet may be denied, revoked or suspended.

**NETWORK ETIQUETTE** - Students are expected to abide by the generally accepted rules of etiquette at all times. Such rules include:

- Be polite. Do not be abusive in messages to others.
- Use appropriate language.
- Do not swear, use vulgarities or other inappropriate language. Illegal activities are strictly forbidden.
- Do not use the Internet in such a way that would disrupt use of the Internet by others.
- Understand that e-mail is not guaranteed to be private. People who operate the system have access to all e-mail. Communications, including messages or photographs depicting, suggesting or supporting illegal activities may be reported to the authorities.

**SECURITY** - Security is a high priority on computer networks. If a student notices a security problem, he or she must notify a school faculty member immediately. Students may not use the Internet to discuss or send information regarding security problems or how to gain unauthorized access to sites, servers, files, etc. Any student identified as a security risk will be denied access to the Internet, and may be subject to disciplinary action.

**VANDALISM** - Vandalism will result in cancellation of Internet privileges. Vandalism may be any attempt to harm or destroy data of any user, network, or agency connected to the Internet. This includes uploading or downloading of computer viruses, attempts at gaining unauthorized access, or changing on-line materials, without permission. Students and parents will be responsible for any financial damages resulting from breaches of security or vandalism. Any student found to have committed vandalism will be subject to disciplinary action.

**COPYRIGHT** - It is the intent of Holy Cross School to adhere to copyright laws protecting electronic media. However, all materials placed on the Internet by students in the course and scope of acceptable use as set forth herein is the property of the school, and not of any student. The procedures listed below represent the School's effort to operate legally with respect to the property of others.

- The ethical and practical problems caused by software piracy will be taught. The legal and ethical use of software will be modeled by faculty members.
- Illegal copies of copyrighted programs will not be made or knowingly used by students or faculty. The definition of "illegal copies" includes making or using any

copies of a program by persons other than the software licensee except pursuant to a valid licensing agreement.

- Neither students nor faculty shall copy software when the software is being used from a diskette or hard drive.
- Violating copyrights or otherwise using another person's property without prior approval by that person or proper citation is not allowed. Similarly, transmitting any material in violation of any local, state, or federal statute, rule, regulation, code, ordinance or other authority is prohibited. This includes the plagiarizing of material, infringement upon copyrighted materials, threatening or obscene material, or material protected as trade secrets.

**PERSONAL RESPONSIBILITY** - The student will accept personal responsibility for his or her use of the Internet. Prohibited uses include any communication, photograph or other depiction which communicates, promotes or encourages:

- Pornography, lewd or sexually suggestive behavior,
- Unethical or illegal solicitations,
- Racism, sexism or other perspectives intended to insult or harass others,
- Inappropriate language,
- Trespassing in or upon other user's folders, files or work,
- Intentionally wasting limited resources,
- Interfering with the use of the Internet or other educational activities of other students,
- Posting, communication or dissemination of personal information, full names, or images of other students in such a manner that any other student may be positively identified from such posting, communication or dissemination by a person other than a student, faculty member, or administrative personnel of this school.
- Holy Cross School and the Catholic Diocese of Evansville have a "Zero Tolerance" policy with regard to threats or harassment through the Internet. Threats are expressions of intent to do harm which cause another person to be fearful. Harassment is any unwelcome behavior that offends or humiliates another person. Threats and/or harassment will subject a student to disciplinary action.

**WARRANTIES, DAMAGES** - Holy Cross School and the Catholic Diocese of Evansville make no warranties of any kind, whether express or implied, for Internet or computer services they provide. Neither the school nor the Catholic Diocese of Evansville will be responsible for any damages a student suffers while on the system. These damages include loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, error, or omissions, and/or monetary loss from the input, posting, or dissemination of personal information, including financial information, on the Internet. Use of any information obtained via the Internet is at a student's own risk. The schools and the Catholic Diocese of Evansville cannot be responsible for the accuracy or quality of information obtained through the Internet.

## **DISCIPLINARY PROCEDURES**

To remain eligible as users, a student's use of the Internet must be in support of and consistent with the educational objectives and Christian principles of the Catholic Diocese of Evansville. Access is a privilege, not a right. Access entails responsibility.

Misuse of the Internet will not be tolerated. Use of the Internet in school by a student for other than school or educational purposes is misuse. Other examples of misuse include:

- exposing others to stalking, harassment or danger of any kind;
- exposing the school to liability for harm done to others;
- exposing others to inappropriate material;
- contracting computer viruses;
- plagiarism, copyright and trade secret violations;
- damage to computers or computer programs; and
- any interference or disruption of school purposes or school activities.

Any violation of the policies of Holy Cross School concerning the use of the Internet as set forth in the Internet Acceptable Use Policy may result in disciplinary action, including:

- loss of computer privileges and Internet access for a length of time to be determined by the School;
- detention or suspension; and/or expulsion from school.

## **INTERNET ACCEPTABLE USE POLICY CONTRACT**

The Schools in the Catholic Diocese of Evansville are committed to providing Internet facilities for use in a responsible and legal manner in accordance with the Internet Acceptable Use Policy and the Code of Christian Conduct. Students must acknowledge their understanding of the Internet Acceptable Use Policy as a condition to receiving an account or using the Internet.

### **Insurance**

Holy Cross Catholic School, the principal, teachers, nor the Catholic Diocese of Evansville will be the insurer of a student's health and safety while the student is at school or engaged in school-supervised activities, including sports. Parents or guardians are obligated to provide such insurance as they deem necessary to protect themselves and their students against the costs or other adverse effects of sickness or injury.

### **Immunizations**

All students enrolled in Holy Cross School must have current immunizations. The only exemption to the policy is if a student has an illness that would compromise

his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to the first day of the school year.

- Students are not required to receive a flu shot or a Covid vaccine.

## **Instagram®**

Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, other parents, or the parish in a defamatory way may result in disciplinary action.

## **Items Brought To School**

Holy Cross School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all electronic devices. Holy Cross School reserves the right to search any items brought to school.

## **Library**

The school has a well-equipped library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

- Borrowed books are to be returned on time and in good condition.
- Books damaged or lost must be paid for by the student before any other materials may be checked out.

## **Lockers**

Each student is assigned a locker or cubby in which to store clothing and textbooks. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

## **Lost and Left**

Any items left in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Left basket. **Items placed in the Lost and Left remain there for 10 days. After 10 days, items are donated to charity.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Parents are to be advised that many items are **placed** in the **Lost and Left** by the student when the student would like a different item. Parents are encouraged to look for their child's item in the Lost and Left box.

## **Lunch Program**

Holy Cross School offers a hot lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents may not bring lunches or drinks from carry-out restaurants.**

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

The USDA Food and Nutrition Service SP 46-2016 requires schools to have an official policy to follow for unpaid meals. School meals should be prepaid weekly or monthly to ensure your child/children have sufficient funds to pay for meal purchases. Lunch balances will be sent as an email notification through the Titan School Solution, but you may view your account balance online at any time.

Cash or check payments are accepted to be deposited into your shared family account. The custodial parent will be the responsible party for making the lunch account payments.

## **Charging Policy**

Students/families with a negative balance over \$100.00 will be notified by the secretary of the amount due. If the balance is not paid in full after 3 days, or any negative balance remaining over 30 days old, the parent will be notified by the principal of the amount due and payment due date. Accounts that remain negative for any amount after 60 days will be considered bad debt. At that time, the principal will contact the parent for a meeting to discuss the overdue lunch account.

## **Free and Reduced Price Policy Statement**

Families can apply and participate in the free and reduced lunch program which offers free or reduced meals for families who qualify via income based requirements set by the government. Families can pick up an application at the school office. Families who qualify for free meals will not be charged for lunch meals and families who qualify for reduced meals will be charged \$0.40 per meal.

If a parent is having problems paying the lunch account and does not qualify for the free and reduced lunch program, please contact Nathan Winstead at (812)753-3280 to arrange a payment plan.

When the school year ends, lunch accounts with any negative balance will need funds added in order to complete our year-end processing. Any negative accounts not paid by June 1, will be charged a \$10.00 overdue fee.

Students who leave will be issued a refund for any account balance over \$10.00. If the lunch account has less than \$10.00, an email will be sent on the last day of school, giving parents the option to transfer the funds or receive a refund. If the cafeteria has not been notified by June 1, all remaining funds will be transferred to the cafeteria account.

This institution is an equal opportunity provider and employer.

## **Medication**

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date (No expired medication will be dispensed by the School Nurse.)

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Nurse with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

## **Off-Campus Conduct**

The administration of Holy Cross School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

## **Office Records**

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This

will guarantee that office records are accurate, complete, and up-to-date. In addition, parents/guardians should notify the School Office of any transportation changes.

## **Online Instruction Behavior Guidelines**

In the event that instruction should be online students should:

- Be respectful of the teacher and other students
- Use their correct names
- Be seated in a chair or at a desk – not in bed
- Not use cell phones during instruction
- Be dressed appropriately – no pajamas
- Understand that the session will be recorded
- Never share the log-in information
- Not be eating during instruction
- Pets should not be in the learning session
- Due to confidentiality guidelines, only the student enrolled in the class should be present in the session

Students involved in inappropriate online behavior may be separated from the session and not allowed to return until a conference has been held with the student and the parent/guardian.

## **Parents As Partners**

As partners in the educational process at Holy Cross School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.
- Takes prescribed medications.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy; (these notes are kept for one year)

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;



To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To not post negative comments about students, teachers, or the administration on any social media.

In an e-learning environment, the daily support of a parent/guardian is critical to providing students with continued quality education through e-learning. Specific guidelines will be provided to parents/guardians with detailed information regarding the e-learning schedule.

## **Parent's Role in Education**

We, at Holy Cross School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Holy Cross School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

**Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others.** Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Holy Cross School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 5), your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. **Speaking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.**

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned (**student grades are earned not given by teachers**) and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the person God created them to be.

## **Parent Teacher Organization**

Holy Cross Parent Teacher Organization (BOOSTERS) works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

By-Laws for the PTO are available.

## **Parties**

Students are permitted four class parties each year: Halloween Party, Christmas, Valentine's Day, and Easter. Room parents may assist the classroom teacher with these four parties. We request that treats be already prepared into individual servings and include ingredient labeling.

## **Promotion Policy/Retention/Transfer Policy**

Advancement to the next grade in Holy Cross School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also be **TRANSFERRED** to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at Holy Cross School.

## **Report Cards/Progress Reports**

- **Report Cards** are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.
- **Progress Reports** will be given mid-way between each nine-week grading period.

## **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Holy Cross School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

## **School Hours**

Grades K through 5 : 8:00 AM – 3:00 PM. Students not in their homeroom at 8:00 AM are considered tardy.

At Holy Cross School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are open for students at 7:20 AM. Students arriving at that time will go to the Cafeteria until they are dismissed to their classrooms at 7:45 AM.

Prayer and announcements begin at 8:00 AM each day.

Holy Cross School does not offer an After School Care Program.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time.

## **School Office Hours**

The school office is open on all school days from **7:30 AM – 3:30 PM**.

## **School Property**

The parent of a child who carelessly destroys or damages any furniture, computer, iPad®, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

## **School Safety**

Holy Cross School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

## **Search**

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

## **Service Projects**

The purpose of the stewardship program for students in Kindergarten through Grade 5 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. In addition, the Service Projects provide students with the opportunity to learn about Catholic Social Teaching. Each grade will participate in a pre-planned fall and spring service project.

## **Sexting**

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Fort Branch Police Department will be notified.

## **Smoking and Vaping**

Smoking and vaping of any type is not allowed on campus. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco of any type, marijuana, e-cigarettes, or vapors are not permitted on campus. E-cigarettes are forbidden on school property. The battery of an e-cigarette has been known to explode and/or catch on fire.

## **Student Records**

Holy Cross School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail or hand delivered by Holy Cross staff member. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Holy Cross School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

## **Surveillance Cameras**

Holy Cross School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

## **Technology Concerns**

- **Apple® Watches** – Students are not permitted to wear Apple® Watches to school.
- **Blogs:** Engagement in online blogs such as, but not limited to Facebook®, Instagram®, Snapchat®, Twitter® etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook®, Instagram®, Snapchat®, Twitter® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's social media page may result in the children of the parent being separated from the school. If a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.
- **Cell Phones:** The practice of students bringing cell phones to school is strongly discouraged. However, if a student needs a cell phone due to walking to or from school or for pick up after an after-school event, students may bring the cell phone to school. Cell phones should at no time during the day be ON. Cell

phones pose a distraction to the learning process. The cell phone of any student not following this policy will be taken away and sent to the office. **Items taken away from students will be returned to the parent(s)/guardian(s) at the end of the school day.** The administration reserves the right to search the contents of a confiscated cell phone.

- **Electronic Readers (E-readers):** Electronic readers, simply called “e-Readers”, are digital devices that can store books, periodicals, magazines, and other electronic media. e-Readers like Amazon’s Kindle®, Barnes & Noble’s Nook®, Apple’s iTouch®, and Apple’s iPad® are quickly becoming ubiquitous in our digital culture and they simply cannot be ignored. Holy Cross School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.
- **e-Reader Acceptable Use Policy:** The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, the Holy Cross e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.
  - All e-Readers must be registered with the Holy Cross Principal and accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.
  - e-Readers are to be used **only** for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
  - All material on the e-Reader must comply with the spirit and policies of Holy Cross School. Please refer to the Parent-Student Handbook for more details.
  - All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
  - e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
  - e-Readers are not to be used during lunch, middle-school breaks, or during playground/recess time or during carpool.
  - The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

## **Facebook®, Instagram®, Twitter®, TikTok®, and other Social Media Postings of Student Photographs**

Holy Cross School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. Holy Cross School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at Holy Cross are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook®, Instagram®, or any social media page. Such postings are a violation of the Holy Cross School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from Holy Cross School.

- **Instagram®:** Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, other parents, or the parish in a defamatory way may result in disciplinary action.
- **Sexting:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Fort Branch Police Department will be notified.
- **Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.
- **Virtual Reality Sites:** Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

## **Telephone**

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a classroom is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students should NEVER use the teacher's cell phone to make a telephone call.

## **Title IX**

Holy Cross School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the

benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

## **Uniforms and Dress Code**

All students must be in uniform every day. There will be out-of-uniform days (Free Dress) which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal explaining this change. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

## **Uniform Guidelines**

The purpose of the school dress code is to promote neatness, modesty, discipline, a sense of Catholic school identity, and to provide an atmosphere of learning free of emphasis on clothing. The enforcement of the dress code is a joint responsibility of the parents, students, teachers, and principal. Students are expected to dress appropriately for each occasion. Parents are expected to ensure their child is dressed according to the dress code, with the exception of special dress days as approved by the administration. The school reserves the right to call or send home any student whose dress is deemed inappropriate for school. The school also reserves the right to determine if an aspect of a student’s dress is distracting to the learning environment, thereby inappropriate for school.

### **Boys**

- Navy blue uniform pants or shorts (no brand names visible, no extra pockets or loops, no outside stitching).
- Solid Navy, Brown, or Black uniform belts must be worn with belt loops.
- Long or short sleeve polo shirt in solid Red, White, Light Blue, or Gold (no trim color on shirts).
- All shirts must be tucked in.

### **Girls**

- Navy Blue uniform pants, shorts, skorts, skirts, or jumpers (no brand names visible, and fingertip length, no extra pockets or loops, no outside stitching).
- Solid Navy, Brown, or Black uniform belts must be worn with belt loops.
- Long or short sleeve polo shirt in solid Red, White, Light Blue, or Gold (no trim color on shirts).
- Solid White uniform blouse (no trim color).
- All shirts must be tucked in.
- Navy blue polo dresses are allowable.
- Navy leggings may be worn under skirts.

### **Sweaters**



- Solid Red, White, or Navy Blue(No light blue) vest, cardigan, v-neck, or crew neck
- No hoods extra trims or designs

### Sweatshirts

- Gold, Gray, or Royal Blue crewneck sweatshirts must be purchased from Chips, JD's, or Make Your Mark, with the official Holy Cross insignias or plain.
- No hoodies are allowed on regular dress days, only spirit wear dress days.

### Socks

- Solid White, Navy Blue, Red, or Black socks; All socks must be visibly seen above the ankle, no trim color.
- Insignias that are solid White, Navy Blue, or Black are acceptable as long as the insignia is not distracting.
- Girls may also wear solid White or Navy Blue tights or leggings under skirts or jumpers.

### Shoes

- All shoes must be secured with shoestrings or Velcro.
- Dress shoes should be one solid color- dark navy, black, or dark brown.
- No boots/uggs/platform shoes/sandals may be worn.

### Hair and Accessories

- All student hair should be clean and well-groomed at all times.
- Extreme hair coloring and bleaching is not permitted.
- No beads or scarves should be worn in the hair
- No extreme hairstyles are permitted, this includes but not limited to: mohawks, spiked, mullets, etc.
- Boys hair must not be touching the collar and be neat and trimmed around the ears.

### Spirit Wear

- Spirit wear sold by the Booster Club or basketball team, including t-shirts and sweatshirts, may be worn each Friday with uniform bottoms.

### Free Dress

Casual dress may be worn on the first Tuesday of each month. There are occasionally other free dress days throughout the year that will be communicated to parents at that time.

- Shoes must not be open toed or open heeled.
- Shorts should not be too short or any longer than uniform shorts and must fit at the waist.

- All shirts must have sleeves.
- Jeans, t-shirts, and sweatshirts may be worn.
- NO offensive or inappropriate wording or pictures allowed.
- NO hats, headbands, scarves, etc.
- No loungewear or pajama bottoms.
- NO leggings, yoga pants, or any other type of tight-fitting pants may be worn.
- No jeans with holes.

Good Rule: If you think you shouldn't wear it, you shouldn't.

### Earrings/Makeup/Jewelry

- No cosmetics, lip gloss, colored chapstick, nail polish, or artificial nails may be worn.
- No visible tattoos of any kind.
- No hologram contact lenses.
- No artificial eyelashes
- No body piercing except pierced ears for Girls.
- Girls may wear one pair of earrings (post or stud) not larger than a dime and without hoops.
- Boys may not wear earrings of any type.
- Jewelry should be limited to one watch and simple crosses or holy medals on a narrow silver or gold chain.
- No rubber band jewelry.

### Watches/Smart watches

- Watches with a beeping device/timer/or alarm should be disconnected during the school day.
- Watches that beep will be taken away and may be claimed at the end of the school day.
- Apple watches or any other smart watch may not be worn.

Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.

### FAILURE TO FOLLOW DRESS CODE

All violations of the Dress Code will be reported to the office. Parents will be notified and may be telephoned and asked to bring proper Dress Code clothing to the child at school. This will be left to the discretion of the principal.

Two violations and infractions to the school dress code and "free dress" guidelines will constitute no participation in the next "free dress" day or a detention.

### Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

## **Volunteers**

A Volunteer Handbook is available. All individuals who volunteer in the school must complete the Diocesan mandated background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

## **Weather Emergencies**

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the Power School Messenger system.

## **Withdrawal of Students**

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

## **Right to Amend**

Holy Cross School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Folder or through e-mail communication.

\*\*\*Any issue not covered in this Parent/Student Handbook is addressed on an individual basis.

**Holy Cross School**  
**202 S. Church Street**  
**Fort Branch, IN 47648**  
**Phone: 812-753-3280**  
**FAX: 812-753-3034**  
[www.holycrossparish.info](http://www.holycrossparish.info)

**TELECOMMUNICATIONS USE AGREEMENT**  
***Telecommunications Use Agreement***  
*Adapted from NCEA's From the Chalkboard to the Chatroom.*

As a technology user, I agree to follow the rules and code of ethics in all of my work with computers while attending Holy Cross School:

1. I recognize that all technology users have the same right to use the equipment; therefore, I will not use the technology resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, flash drives, and discs that are provided by the school. When I am using an electronic device, I will keep my work area clean and free of food and liquids.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, or games from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for technology equipment; I will not use technology systems to disturb or harass other technology users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the server.
5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network resources must comply with the appropriate rules for that network or resource.
6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of

any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

8. The use of school technology resources is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

**PHOTO-VIDEO RELEASE**

To whom it may concern:

I hereby give permission for my son/daughter \_\_\_\_\_ to be photographed or videotaped at Holy Cross Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, the school Facebook® page, or other publications. The video may be used for informational or educational purposes regarding the programs or curriculum at Holy Cross Catholic School

Signed: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_

Return by May 27, 2023

## ***Parent Signature Page***

I have read the 2023/2024 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Family Name** \_\_\_\_\_

\_\_\_\_\_  
Parent (Legal Guardian) signature      Date

\_\_\_\_\_  
Parent (Legal Guardian) signature      Date

\_\_\_\_\_  
Student signature      Date

\_\_\_\_\_  
Student signature      Date

\_\_\_\_\_  
Student signature      Date

\_\_\_\_\_  
Student signature      Date

**\*Parents and students must both sign.**

**SIGNED FORM DUE TO Holy Cross School by MAY 27, 2023.**