



## *Holy Cross Catholic School*

*202 S. Church St.  
Fort Branch, IN 47648  
Phone: 812-753-3280  
FAX: 812-753-3034*

[www.holycrossparish.info/holy-cross-school](http://www.holycrossparish.info/holy-cross-school)

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 2020-2021 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 2020-2021 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. John Hollis  
Principal

## **Mission Statement**

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 is a part of the teaching mission of Holy Cross Parish. The School is a unique expression of the Church's effort to educate all members of its community. Therefore, the School as such must be a living organism that combines the efforts of principal, teachers, students, priest, staff, parents, and community personnel to develop an atmosphere where a student can grow intellectually, physically, and spiritually. Necessary skills for a rapidly changing society are an integral part of the curriculum. Guidance in developing an open mind, appreciation of truth and motivation with the desire to learn are the goals of Holy Cross School. Students learn that responsibility is a part of life and are guided to accept responsibility as Christians for their actions.

## **Accreditation**

Holy Cross School is fully accredited by the State of Indiana Department of Education, and also AdvancED. It is in compliance with Public Law 221 under "No Child Left Behind." The school is a member of the National Catholic Education Association, the Indiana Non-Public Education Association, and the Association for Supervision and Curriculum Development. All teachers are licensed with the state of Indiana and assisted by professional staff members. The school comprises Preschool through Grade 5. All grade levels are self-contained. Remedial instruction is available for students.

## **Forward**

This handbook has been prepared as a means of helping all to understand the policies at Holy Cross School. The study of this handbook will provide a mutual understanding among parents, students, teachers and administration resulting in a joint cooperation. This handbook should be kept as your child progresses through Holy Cross School. As policies change, revisions will be sent home. The school council and the principal retain the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

Parent and student signature forms are expected to be signed at the beginning of each school year stating you have read this handbook with your family and agree to all policies governed by this handbook.

### Calendar 2021-2022

August	12	First Day of School Grades K-5
September	6	Labor Day ( <i>No School</i> )
	17	Mid-Term Progress Reports Issued
October	14	End of First Grading Period
	15-18	Fall Break-No School
	22	Report Cards Issued
November	19	Mid-Term Progress Reports Issued
	24-26	Thanksgiving Break ( <i>No School</i> )
December	17	End of Second Grading Period / 1 <sup>st</sup> Semester
	18-Jan.2	Christmas Break ( <i>No School</i> )
January		
	3	School Resumes
	7	Report Cards Issued
February	4	Mid-Term Progress Reports Issued
March	4	End of Third Grading Period
	11	Report Cards Issued
	21-25	Spring Break
April		
	14	Mid-Term Progress Reports Issued
	15	No School (Snow Day # 1)
	25	No School (Snow Day # 2)
May		
	9	No School (Snow Day # 3)
	24	Last Day of School / End of Fourth Grading Period / 2 <sup>nd</sup> Semester

### Important Phone Numbers

*Mr. John Hollis*  
School Office      753-3280

*Father Christopher Droste*  
Parish Office      753-3548

## Faculty and Staff

Principal	Mr. John Hollis	<a href="mailto:jhollis@evdio.org">jhollis@evdio.org</a>
Pastor	Fr.Christopher Droste	<a href="mailto:cdroste@evdio.org">cdroste@evdio.org</a>
School Secretary	Mrs. Kathy Sollman	<a href="mailto:ksollman@evdio.org">ksollman@evdio.org</a>
Pre-K	Mrs. Rachel Lankford	<a href="mailto:rlankford@evdio.org">rlankford@evdio.org</a>
Kindergarten	Mrs. Lyndsey Whitten	<a href="mailto:lwhitten@evdio.org">lwhitten@evdio.org</a>
Grade 1	Mrs..Rebekah Holden	<a href="mailto:rholden@evdio.org">rholden@evdio.org</a>
Grade 2	Miss Emily Wallace	<a href="mailto:ewallace@evdio.org">ewallace@evdio.org</a>
Grade 3	Mrs. Abby Seibert	<a href="mailto:aseibert@evdio.org">aseibert@evdio.org</a>
Grade 4	Ms. Connie Grabert	<a href="mailto:cgrabert@evdio.org">cgrabert@evdio.org</a>
Grade 5	Ms. Cathy Gray	<a href="mailto:cgray@evdio.org">cgray@evdio.org</a>
P.E.	Mr. John Hollis	<a href="mailto:jhollis@evdio.org">jhollis@evdio.org</a>
Music	Ms. Sarah Guse	<a href="mailto:sguse@evdio.org">sguse@evdio.org</a>
Art	Mrs. Lisa Bittner	<a href="mailto:lbittner@evdio.org">lbittner@evdio.org</a>
Cafeteria Assistant	Mrs. Angela Coats	
Cafeteria Manager	Mrs. Shelley Heldt	<a href="mailto:sheldt@evdio.org">sheldt@evdio.org</a>
Business Manager	Mrs. Jane Rhodes	<a href="mailto:ljrhodes@evdio.org">ljrhodes@evdio.org</a>
Parish Secretary	Mrs. Lisa ONeal	<a href="mailto:loneal@evdio.org">loneal@evdio.org</a>
Director of Religious Ed	Mrs. Laura Goedde	<a href="mailto:lgoedde@evdio.org">lgoedde@evdio.org</a>
Sacramental Coordinator	Mrs. Karen Adams	<a href="mailto:kadams@evdio.org">kadams@evdio.org</a>

### General Statement – Public Health and Safety

The COVID-19 pandemic has led Catholic schools to plan for continuing operations in cases of public health and safety emergencies and disastrous events. The schools will, where possible, follow State and local public health directives related to public health and safety emergencies, including severe weather events. As in the case of the COVID-19 pandemic, schools may be closed as a social distancing practice recommended by government officials to interrupt the spread of a contagious disease. In the event of an outbreak or any circumstances determined to be a threat to the health or safety of students, students may be excluded from attending school and school-related activities (in some cases for an extended length of time). Or, a school building may be closed as a part of school, Diocesan or community response to a public health, safety or severe weather event. The school will then transition to its extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body.

### Academic Integrity and Grading during Extended Learning

Students will continue their respective academic exercises remotely, should that become necessary. The school's expectations of all students' academic integrity and performance will be upheld and enforced during periods of extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments.

Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during extended learning periods must initiate communications about those challenges to the classroom teachers and school principals in a timely manner. The school grading policies and practices remain intact and continue during any extended learning period.

Tuition

In case of an extended learning period related to any public health and safety, or severe weather, event, the school will provide continuous education services remotely for students. Tuition agreements, policies and practices, will remain in effect and binding.

Attendance

In the event of an extended learning period arising out of any public health and safety, or severe weather, event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken. During such extended learning periods, current attendance policies will remain in effect and enforceable.

In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc.

***Admission Information***

**ADMISSION AND ENROLLMENT POLICY**

Active and Contributing Parishioners are ones whom:

- ✚ Attend Sunday Mass
- ✚ Participate in the life of the parish and school by using their time and talents
- ✚ Regularly contribute to the Sunday collection and financial support of the parish

Holy Cross School will adhere to the following Order of Enrollment:

1. Active and contributing parishioners with siblings in school
2. Active and contributing parishioners
3. Active and contributing parishioners within the Princeton Deanery with siblings in school
4. Active and contributing parishioners within the Princeton Deanery
5. Non-Catholic families with siblings in school
6. Non-Catholic families

Enrollment will be held for Holy Cross and the Princeton Deanery parishioners until May 1<sup>st</sup> of the enrolling year. Returning the Pre-registration form by May 1<sup>st</sup> is necessary to assure your place will be held.

After this date, remaining openings will be filled with other faith students. Other faith families will be notified by June 1<sup>st</sup> of the enrolling year if there is an opening for their child(ren). All applications will be numbered as they are received in the school office.

Exceptions to the Admissions Policy may be made by recommendations of the principal or pastor and are to be approved by the School Council of Education.

- CLASS SIZES**
- Preschool classes maximum of 20 with teacher assistant
  - Pre-Kindergarten classes maximum of 22 with teacher assistant
  - Kindergarten, First, and Second Grade maximum of 22
  - Third, Fourth, and Fifth Grade maximum of 24

Holy Cross Preschool and Pre-Kindergarten Program Addendum:

Holy Cross Preschool and Pre-Kindergarten will adhere to the Order of Enrollment as stated above. Enrollment in the Preschool (3 year olds) program will hold your position in the Pre-Kindergarten (4 year olds) program for the following year. Preferences to morning or afternoon Pre-Kindergarten will be determined after May 1<sup>st</sup> and all families will be notified by June 1<sup>st</sup>.

Enrollment in the Preschool/Pre-Kindergarten program does not automatically assure enrollment in Holy Cross Kindergarten. Holy Cross School will adhere to the Order of Enrollment as stated above when enrolling for Kindergarten – Grade 5.

**NONDISCRIMINATORY POLICY**

Holy Cross School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students or schools. We do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies, athletic and other school administered programs. Holy Cross Catholic School does not offer Special Education services. We differentiate our instruction within the classroom setting and mainstream students with mild learning disabilities. We have a resource teacher and aide whom students may visit for extra help.

**TUITION AND BOOK FEES**

- Tuition \$2800.00 for a family with one student  
\$3900.00 for a family with two students  
\$4600.00 for a family with three students  
\$5300.00 for a family with four students
- Princeton Deanery Parish families are charged the same as Holy Cross families.
- Other faith families are charged \$3,800.00 for one child. \$5150 for 2 children and \$1100 for the third.
- Textbook, Materials and Technology Fee are \$300.00 per child.

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 the time of shutdown *During the 2021-2022 school year, students who request and are approved by the school administration will receive educational services virtually for the time period established by the school.*

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

Textbook, materials, and technology fees must be paid at the time of registration.

### **TUITION POLICY**

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.

### **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS OF HOLY CROSS SCHOOL AND THE CATHOLIC DIOCESE OF EVANSVILLE**

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 insure 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.

***Academic Information***

**CURRICULUM**

Holy Cross School follows the curriculum guidelines established by the Diocese of Evansville and the academic standards aligned with the Indiana Department of Education. All textbooks and supplementary materials are current and have been recommended by the Diocesan Textbook Committees in accordance with the State of Indiana adoptions.

Holy Cross School offers students opportunities for growth in the following major subject areas: Religion, Language Arts, Reading, Spelling, Handwriting, Grammar/Phonics, Math, Social



Studies, Science, and Health. Physical Education, Art, Music, and Library are enrichment programs and offered at all grade levels

**REPORT CARDS**

Report cards are issued four times during the school year. They will be distributed every nine-weeks. Mid-term reports will be issued during the middle of each grading period. Student evaluation may include performance on tests, quizzes, textbook material, homework, assignments, oral and written projects, and class participation.

Academic progress is evaluated in Religion, Language Arts, Spelling, Handwriting, Indiana History (Gr.4), Social Studies, Science, Math, and Health. There is an Effort Code for each subject. Students are also evaluated with regard to their conduct and work habits.

The grading scale is consistent with the grading scale across the Diocese of Evansville. High expectations are still precedence with emphasis 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

**PROGRESS AND EVALUAIONS**

Reports cards and Mid-terms are issued 4 times a year. Parents should review the progress with their child before signing and returning them to school.

Parents may request a conference during the school year at any time with the classroom teacher. Parent-Teacher conferences information will be given out in the fall.

**RELIGIOUS EDUCATION**

Daily religious instruction includes prayer, scripture, theology, morality, Christian living, worship, and Liturgy preparation. It is a good blend of traditional values and the necessary skills to cope in today's society.

**MASS SCHEDULE**

Mass is celebrated at 8:15 a.m. on Tuesday and Thursday (Holy Days may differ). The entire school, students in Grades Kindergarten - Five participates in an all-school mass. Students take part in the mass by planning and carrying out the Liturgy. They learn to fulfill such responsibilities as mass participation, greeter, lector, Jr. Cantor, and server.

Preschool and Pre-K students do not attend the regular scheduled masses due to their shortened day.

## **SACRAMENTS**

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. Children in Grades 2 - 5 will also be given opportunities during the school year to participate in Reconciliation.

## **LIBRARY / MEDIA CENTER**

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

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

## **KINDERGARTEN**

Holy Cross School offers a full-day academic kindergarten program. School Readiness screening is conducted in the spring of each year and Holy Cross School will determine the child's readiness for enrollment. A child **MUST** be 5 years of age before August 1, to enroll in kindergarten. This is in accordance with the law established by the Indiana General Assembly.

## **PROMOTION AND RETENTION**

The promotion or retention of students should be based on what is best for each student within laws, regulations, and policies. Advancement to the next grade level at Holy Cross School is based on a student's daily performance, test results, recommendations of the teacher(s), and his or her ability to complete work successfully on a more advanced level.

## **ACADEMIC TESTING**

I LEARN and I READ are administered each spring for students in grades 3-5 as determined by the Indiana Department of Education.

Gibson Special Education Co-op provides testing services when requested by the parent or teacher to identify any special needs. Holy Cross School employs a Special Education teacher

to interrelate with students with Learning Disabilities as deemed necessary by the Co-op or classroom teacher.

## **HOMEWORK POLICY**

Formal home-study is assigned to help students become self-reliant and self-directed. Homework assignments are designed to reinforce daily lessons, supplement and enrich class work, and to prepare for certain lessons through various experiences. Its purpose is to foster independent study and gives students and their parents the opportunity to accept the responsibility of participating in the child's learning process.

Since each student has different capabilities and interests, it is difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

In case of student absences, a parent may contact the school office before 9:30 a.m. to arrange for homework assignments to be picked up that afternoon from the school office after 12:15 and before 3:45 p.m. It may also be sent home with a sibling or fellow classmate at the end of the school day.

## ***General Information***

### **SCHOOL HOURS**

School doors open for morning supervision at 7:30 a.m. No student should arrive before 7:30 a.m. as we are not responsible for students before that time. Students must be in their classroom before the 8:00 a.m. bell. The Tardy bell rings at 8:00 a.m.

School is in session from 8:00 a.m. until 3:00 p.m. Parents are to make arrangements for their children to arrive at school on time and be picked up at dismissal time. Dismissal begins at 3:05 and all students must be picked up by 3:15 p.m.

### **APPOINTMENTS**

Parents **MUST** send a written request to the teacher for a child to be excused for an appointment. The school should know exactly when and with whom a child is leaving. The person responsible for picking them up and bringing them back to school **MUST** sign all students in and out of school in the office.

### **ATTENDANCE**

Holy Cross School promotes excellent attendance. Children with high attendance generally obtain high scholastic achievements. No parent may take a child out of school at any time without speaking with the principal and classroom teacher. Students who are not in attendance during the school day are not permitted to participate in extracurricular activities that evening.

### **TARDIES**

Students arriving after 8:00 and before 10:00 a.m. are considered tardy. Students arriving after 10:00 a.m. or leaving before 1:00 p.m. are marked ½ day absent. Students leaving between 1:00 and 3:00 p.m. will be considered as Early Dismissal.

## **EMERGENCY INFORMATION CARDS**

Emergency Information Cards must be filled out at registration and are kept on file in the school office. A second copy is for each classroom teacher. It is very important that these cards are completely filled out and they are kept up-to-date. Make sure you note all food allergies, medical conditions, and medications for each child. In the event of a change of information, please inform the school office immediately.

## **COUNSELING**

Counseling services are available through Youth First.

## **PUBLISH STUDENT WORK INFORMATION**

If you do not wish to have information about your child released either through media sources or the local and area news sources, the DENIAL TO PUBLISH STUDENT INFORMATION OR STUDENT WORK form must be completed and returned to the school office.

## **EARLY DISMISSAL**

Parents picking up a child from school before the regular dismissal time should send a note to school on the morning of the early dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours.

When the child must leave class early because of illness or doctor's appointments the parent or designated adult must come into the building to pick up the child and **MUST** sign the child in and out on the office. Children will not be allowed to wait alone by an entrance.

## **ABSENCES**

If it is necessary for a child to be absent, the parent should contact the school by telephone before 8:30 a.m. each day of the absence. For the safety of your child, if the school has not been notified by 8:30, the office will contact you concerning the status of your child. In the case of prolonged illness, a written excuse from the doctor is required. This policy is for the protection of all Holy Cross students.

*Students should be fever free for 72 hours before returning to school.*

Should it be necessary for a child to remain in school during recess periods or be excused from physical education due to illness or injury, the office and teacher should be notified in writing.

## **WEATHER RELATED CLOSINGS**

The closing of school due to snow or other weather conditions will be announced over local news media. School families will also be notified via School Messenger, our school telephone communication system

Preschool and Pre Kindergarten classes will follow an abbreviated schedule on two-hour delays.

### School Messenger

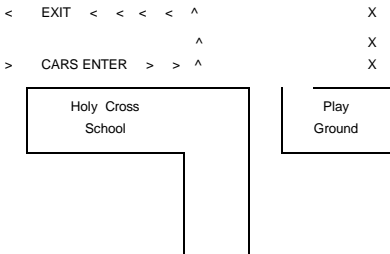
*School Messenger* is an easy to use, secure web-based solution used to send important messages to parents via their home, work and cell numbers. The primary use of *School Messenger* is parental contact when immediate communication is needed. It will also serve phoning for parental involvement, staff announcements, and organized school activities.

### VISITORS

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.

South Parking Lot



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

Our students' safety is of utmost importance; therefore, we have revised the drop off procedure to help ensure their safety. 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.

## DISMISSAL

Our students' safety is of utmost importance for our afternoon dismissal as well. Please abide by the following procedures. Thank you for your cooperation.

There should be TWO LINES formed facing west in the back parking lot.

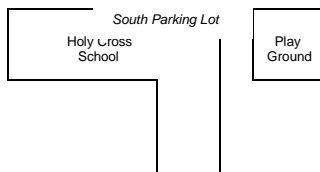
Cars are not to pull up or be parked by the school building.

Students will dismiss 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.

- > Cars for students in K – 5 >
- > Cars for students in K – 5 >



## DRESS CODE

The purpose of the school dress code is to promote neatness, discipline, a sense of Catholic school identity, and to provide an atmosphere of learning free emphasis on clothing. The enforcement of the dress code is a joint responsibility of the parents, students, teachers, and principal.

Uniforms may be purchased through Artex or Quality Uniforms in Evansville or they may be purchased from the uniform sections of such stores as Sears, JC Penney, Old Navy, etc. Be mindful of the approved dressed code as stated below before purchasing. Not all uniform sections follow these guidelines. *If you don't think it meets these guidelines, don't buy it.*

### 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**
- All shirts must be tucked in

### Girls

- Navy blue UNIFORM pants, shorts, skorts, skirts or jumpers (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)
- Solid WHITE only uniform blouse (no trim color)
- All shirts must be tucked in

### 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*

*Custom Embroidery, with the official Holy Cross insignias*

### **Socks**

- Solid WHITE, NAVY BLUE, RED, or BLACK; All white athletic socks must be visibly seen above the ankle bone, no trim color or insignias
- Girls may also wear solid WHITE, NAVY BLUE, or RED tights

### **Shoes**

- Casual or athletic – shoestrings must be tied (boots, trendy styles such as CROC's, sandals, clogs, and platform shoes are NOT allowed. Toes and heels must always be covered)

### **Hair and Accessories**

- Hairstyles and hair coloring bordering the extreme are not permitted
- Boy's hair should be no longer than collar length
- Girl's hair should be kept to minimal accessories
- Jewelry may include a watch, a necklace, a ring, and religious medal
- Girls may wear one small pair of earrings (No dangles or large hoops)

### **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 Wednesday of each month. There are occasionally other free dress days throughout the year.

- 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
- Sleeveless shirts are permitted; NO tank tops or thin straps
- 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

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

### **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.

FOUR repeated violations and infractions to the school dress code and "free dress" guidelines will constitute NO participation in the next "free dress" day.

### **WELLNESS POLICY**

In the interest of promoting healthier habits in students, the U.S. Department of Agriculture recently verified that all schools, including private schools, which participate in the National School Lunch Act or the child Nutrition Act, must develop a School wellness Plan. Each school

in the Diocese of Evansville will engage students, parents, teachers, food service staff, and health professionals in developing, implementing, monitoring, and reviewing school nutrition and physical education policies. To achieve these goals, schools have set campus nutrition guidelines, and determine nutrition education and physical activity opportunities.

A hard copy of our Holy Cross School Wellness Policy was enclosed with your registration packet last year. New families will receive a hard copy in their registration packet this year. This policy is new and has been adopted as of July 1, 2017. Please read over the policy and address any questions to the Principal. Existing families may view a copy of the policy by contacting the office.

### **LUNCH PROGRAM**

The school lunch program exists for the sole purpose of providing every child with a well-balanced meal. The cost is **\$2.85 per day**, which includes milk or **\$14.25 for the week**.

**Milk is \$.50** for those who bring their lunch or those who wish to purchase extra milk with their hot lunch. On Fridays the children may buy an ice cream treat after eating their lunch. The cost for **ice cream is \$.60**. This should be included in the lunch check. Children are allowed to charge extras for food, milk, or ice cream.

The Federal Lunch Program **PROHIBITS SOFT DRINKS**. Therefore, soft drinks may not be brought to school or served during lunch. Parents should not bring lunches from fast food restaurants in order to maintain a healthy lunch program for all.

### **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 five 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."



## **PARTIES**

Students will celebrate four classroom parties throughout the year, Halloween, Christmas, Valentine's Day, and Easter.

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. Valentines distributed at classroom parties should include a Valentine for each student in the class.

## **BIRTHDAYS**

Each month, a birthday mass is planned to celebrate all of us as gifts from God.

## **FIELD TRIPS**

Educational field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity. Permission slips must be signed and returned prior to each trip. Neither students nor the office will be allowed to call home for verbal permission.

The Holy Cross Booster Club will sponsor bus transportation fees for a field trip for the first and second semester. All other fees will be noted and due prior to each field trip.

Parent chaperones will be asked to accompany all field trips. NO siblings, as we need your fullest assistance and supervision.

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.

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.

Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or principal.

## **SCHOOLFOLDERS**

In order to insure all communication from school reaches home in a timely manner, Holy Cross School uses a School Folder System. All students will bring home a folder each week, certain documents will only be sent home in the oldest child's folder.

All folders will be sent home on FRIDAYS and should be returned the following MONDAY. Please read through all contents carefully. Use this folder to return notes, forms, lunch money, IOU's, and tuition payments.

## **LOST AND FOUND**

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found basket. Items placed in Lost and Found remain there for 30 days. After 30 days, items are donated to charity.

School uniforms with names not written in them will be placed in the re-sale shop.

## **TELEPHONE CALLS**

Students are permitted to use a telephone only for an emergency. Permission may only be granted from their teacher, the principal or school office.

## **MEDICATION**

If a child has to take any prescribed medication in school, which is by a doctor, that medication must be sent to school in the container received from the pharmacy. ALL prescription and non-prescription medications must have the following label requirements:

Child's name	Name of child's doctor	
Frequency	Dosage	Date

The child must have a permission slip form signed by a parent giving the school permission to dispense the medicine. All prescription and non-prescription medicine and permission forms **MUST** be taken to the school secretary before school and will be kept in the school office for safekeeping.

The office will see that medication is dispensed at the proper time. Teachers are not to dispense medicine. Any child found with a prescription or a non-prescription drug will have it removed and the parent notified.

The child must also have a permission slip form to dispense such items as cough drops. These items and permission form may be given to your child's teacher.

## **HEALTH PROGRAMS**

South Gibson School Corporation provides a visiting nurse program to assist with the vision and hearing tests. At the request of the school, the nurse can be available for other health concerns. Qualified parent volunteers provide height and weight measurements.

The school does not have the daily services of a resident nurse. Immunization certificates will be required for all students entering school for the first time and those who transfer from other school districts to schools in this county.

Medical examinations are required prior to entering kindergarten. Speech and vision screenings are conducted in Kindergarten. Vision screening is conducted in Grades 1 and 3. Hearing is tested in Grades 1 and 4.

## **HEALTH GUIDELINES**

The following guidelines will be followed when considering whether a student should remain at or return to school when experiencing health problems. Students recovering from pink eye (conjunctivitis) must be on medication for at least 24 hours before returning to school.

The child's parents will be contacted and will be asked to pick up their child when any of the following conditions exist:

- Temperature of 100 degrees or more. Students should be fever free for 24 hours before returning to school
- A child with an unidentified rash
- Any inflamed eye condition. Parents will be advised to seek medical attention
- All discharging ears until medically treated and evaluated
- Head lice until free of all lice and nits
- Skin disease such until medically treated and evaluated
- In an accident involving bodily fluids, parents will be asked to bring fresh clothes and take soiled clothes home. The child will then be able to remain at school.

## **IMMUNIZATIONS**

All children entering kindergarten must be immunized against Hepatitis B, have a recent physical exam, and a dental check-up. At the time of Kindergarten or first time registration parents must furnish an up to date immunization record.

## **COMMUNICABLE DISEASE**

Parents, as well as school personnel, must work together to control communicable disease effectively. It is one of the most common health problems during the school year and parents **MUST** keep the child at home when he has a fever, cold, flu, head lice, or other symptoms of communicable disease. Your cooperation is greatly appreciated.

## **DISASTER DRILLS**

Fire drills are held monthly to acquaint the students with the proper exits in case of an actual fire. Each room has a designated exit posted on the wall for evacuation. Tornado and natural disaster drills are held to familiarize the students with the proper procedure. Records of all disaster drills are kept in the school office and in accordance with the State Fire Marshall.

## **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 one of three designated locations:

1. Holy Cross Church
2. Crusader Academy (Preschool Building) off campus on Walnut Street
3. Fort Branch Gym off campus on Walnut Street

Emergency plans now contain a clarification of "lockdowns". A traditional lockdown is when the students remain in their rooms and continue school activities. The classroom doors are locked, however, students may be dismissed to their parents. A secure lockdown is when the classroom doors are locked, and students are positioned within the classroom out of view from windows or doors. No one may enter or leave the school building during a secure lockdown.

## **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 through carrier to FBCS. No records will be given to parents to transport to the new school.

No records will be sent to transferring schools of students whose financial commitment is outstanding.

## **SCHOOL PROPERTY**

The parent of a child who carelessly destroys or damages any furniture, 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 a fee for replacement of damaged or lost texts before any final reports or transcripts are presented.

## **HOLY CROSS SCHOOL RULES**

1. *RESPECT OTHERS*
2. *RESPECT YOURSELF*
3. *RESPECT OUR SCHOOL*

## **SCHOOL EXPECTATIONS**

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 school Principal and/or Pastor reserves the right to determine the appropriateness of an action if any doubt arises.

- Students are expected to refrain from loud and unruly behavior in the hallways or on the school grounds.
- Students are expected to pass from room to room in an orderly manner and to arrive at their rooms at the appropriate time.
- Loitering in the halls and restrooms is considered a waste of valuable time and should be avoided.
- Respect for school and private property is essential. This includes, but is not limited to, books, lockers, equipment, desks, chairs, etc.
- Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, iPods, mp3 players laser lights, palm pilots, CD's, Game Boys, or anything that will detract from a learning situation are not allowed at school at any time.
- Respect to fellow students, teachers, substitute teachers, and all other staff members is expected.
- A teacher must approve items such as music, toys, games, and pets before being brought to school.

- Trading cards are banned from the school. These items will be confiscated and returned at the end of the school year.
- Help keep your school clean by using waste containers and picking up paper.
- Gum and candy is only permitted on special occasions at the teacher's discretion
- Key chains and toys attached to student backpacks are discouraged.

## **PLAYGROUND EXPECTATIONS**

- Play in designated areas only
- Students are responsible for all equipment brought out to play
- Use the playground equipment as designed
- Playground equipment must be returned to the equipment keeper at end of recess
- Help keep the playground area clean
- Show fairness and consideration for others
- All students, unless they have valid excuses, are expected to participate in outdoor recess
- Throwing objects that may cause injury such as rocks, sticks, snowballs is a violation
- Fighting, tackling and rough play are a violation of school rules

## **DISCIPLINE POLICY**

Each teacher is responsible for his/her classroom discipline and will handle the problem by using acceptable forms of discipline – oral reprimand, deprivations of student privileges, constructive written assignments, and parental consultation.

Discipline is a cooperative effort between parents, teachers, and administration. Parental involvement and support is imperative in maintaining appropriate behavior.

## **DETENTION**

Detentions will be given at the teacher or principal's discretion for serious offenses. Teachers may impose other disciplinary actions for less serious offenses within the school, classroom, or on the playground.

Detentions will be served the next day monitored by the Principal. Notification for serving detentions will be sent by the Principal. Parents may be contacted and their involvement and support of school policy is encouraged. Detentions may be given for the following offenses:

Rudeness/disrespect  
Excessive talking  
Disruptive behavior  
Dress code violations  
Homework violations  
Tardiness

Failure to work on assignments  
Damaging or defacing school property  
Using obscene language or gestures  
Disobeying school rules  
Fighting  
Bullying

## SUSPENSION AND EXPULSION

Decisions concerning suspension and expulsion are a very serious matter and will be made through a consultation of teachers and the principal. The principal and pastor make the final decision in all serious disciplinary situations. Such decisions will be made in accordance with due process procedures.

The following types of student behavior may constitute grounds for immediate suspension or expulsion:

- Using violence, force, coercion, threats, intimidation, or other similar misconduct
- Doing or threatening physical harm to themselves, any student or person in authority
- Knowingly possessing, or handling any weapon that could cause harm
- Knowingly possessing, handling, or under the influence of any drugs or tobacco
- Engaging in any unlawful activity
- Repeatedly defying or disobeying anyone in authority
- Verbal, physical or sexual harassment
- Violating the diocesan Code of Christian Conduct or Crisis Confrontation Policy

NOTE: Students whose parents have violated the agreement as stated in this handbook may also be excluded from Holy Cross School.

## BULLYING STATEMENT / CYBERBULLYING

Bullying is an intentional act of aggression causing embarrassment, pain, or discomfort to another person. It is a consistent pattern of disrespect of one or more students by another. It is an abuse of power which can take many forms: physical (hitting, kicking, shoving, spitting); verbal (taunting, teasing, degrading social or sexual comments, rumor spreading); non-verbal (threatening gestures, exclusion, Internet, text messaging via cell phones, Instant Message). Bullying may constitute grounds for detention, suspension, or expulsion.

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Our school embraces the following as school rules against bullying:

- We will not bully others.
- We will help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and at home.

## 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.

## 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.

## 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.

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 attend Mass and teach the Catholic faith by word and example;

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 social media.

## 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 8), your child needs constant support from both parents and faculty in order 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. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

### HARRASSMENT

Holy Cross School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken seriously. Students making such threats, even in jest, face detention, suspension, or expulsion.



## **BUS RULES**

School bus drivers are to have control of all children conveyed between homes, pick up points, and the school. The drivers shall keep order, maintain discipline among the children while in the bus and along the route, treat all children in a civil manner, see that no child is imposed upon or mistreated while in his charge, and use every care for the safety of the children under his charge.

A written request must be sent by the parent of a child to ride a bus he normally does not ride. The request will be denied any child without written request or if the bus is overcrowded. This request must be approved by the school principal and presented to the bus driver.

## **ATHLETIC AND EXTRA-CURRICULAR 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.

### **EXCLUSION**

- 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.

### **DIOCESE OF EVANSVILLE AND HOLY CROSS REPORT AND INFORM POLICY**

The Diocese of Evansville has in place a policy that requires that any allegation of child abuse must be reported to civil authorities. If an allegation involves the sexual abuse of a minor by diocesan personnel, the Victim Assistance Coordinator must also be informed. Sexual misconduct violates human dignity and the mission of the church. The spiritual well being of all victims, their families, and others in the community is of particular concern to the church.

### **YOUTH PROTECTION AND BACKGROUND CHECKS**

All paid employees and all volunteers who have regular contact with youth will be required to submit to background checks. Renewal of the Youth Protection policy will be expected each year by our Youth Protection Coordinator.

The bishop, all diocesan central office staff, priests, deacons, principals, and other church leaders have been among the first to submit to a criminal history check. The vision for our diocese is one wherein:

- ◆ youth are recognized and valued by all as true gifts from God

- ◆ education and training to recognize the signs of violation of children and young people is provided to all paid staff members, those volunteers engaged in ministry to and for children, and parents
- ◆ education is provided for children about the potential for abuse, especially sexual abuse, and ways to respond should they be victims of it
- ◆ all paid staff and those volunteers who have regular contact with children are evaluated to determine their suitability for association with children and young people
- ◆ paid staff and volunteers accept responsibility to report immediately any suspected acts of abuse of children and young people in their charge to appropriate civil and church authorities without concern for retribution from the accused or employers/institution in whose name they minister
- ◆ all who are willing to engage in ministry to children and young people as representative of the Catholic Diocese of Evansville are also willing to agree to background checks and educational programs designed to stem this heinous crime against children and young people
- ◆ the Catholic Diocese of Evansville will expend resources, both in personnel and finances, necessary to fulfill this vision and to maintain such programs appropriate to accomplish this vision
- ◆ the primary components of a framework to accomplish this task include the items listed below:
  - Diocesan Policies
  - Best Practices for Adults working with Children and Young People
  - Directives for Supervisors engaged in ministry to Children and Young People
  - Curriculum and Resources for Education on Personal Safety for Children, Young People, Families and Ministers
  - Criminal background checks on all paid staff and those volunteers who have regular contact with children or youth, for which the parish/institution pays the fee.

## **DIOCESE OF EVANSVILLE AND HOLY CROSS CRISIS / CONFRONTATION POLICY**

The safety and well being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

The provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either has occurred, is underway or may occur absent intervention:

- A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
- A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may or would present a risk of physical harm to any person or persons, whether or not on school property;
- A student has voluntarily participated in or assisted in any conduct which, although not itself illegal, encourages, invites or entices, by word or example, any other person to engage in conduct violative of the law or violative of the Code of Christian Conduct;

- A student has knowingly possessed, used, transmitted or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;
- A student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
- A student knows, but fails to disclose to school authorities, that another student either: has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

## **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.

## **School Attendance Policy**

### **PROCEDURES**

1. Students should report to their homerooms by 8:00 A.M. Students who arrive after 8:00 A.M. will be counted as tardy. A tardy notice will be sent home to the parents after the 10th tardy. Additionally, upon receipt of the 15<sup>th</sup> tardy in a school year, a letter will be sent to the parent regarding the excessive tardies. Upon the 18<sup>th</sup> tardy, the Associate Superintendent will



be notified and an Attendance Truancy and Violation Notification Hearing will be held in accordance with Diocesan Policy.

2. If a student is **not in attendance**, a parent/guardian must call the school office by 8:20 A.M. each day the student is absent. Students must be fever free and non-contagious for 24 hours before returning to school.

3. If a student arrives after 10:00 A.M. or leaves on or before 1:00 P.M., the student will be considered absent for one-half day.

4. In the event of an absence due to illness, arrangements must be made with teachers regarding tests and homework. Homework should be picked up in the school office by the parent between 12:30 P.M. – 3:30 P.M., unless other arrangements have been made.

5. The school encourages parents to schedule appointments outside of school hours as much as possible. Students are responsible for all work missed due to appointments. The completed work is expected upon the return to school.

6. An excuse for a known future absence (appointment, vacation, etc.) should be written in advance and presented to the office, the homeroom teacher, and any other teacher whose class will be missed. Students must make arrangements with their teachers regarding tests, class work and homework.

7. Students who are absent from school are not permitted to attend school activities that afternoon or evening. Funeral attendance is an exception; other exceptions must be approved by the principal.

8. The parents must sign out students leaving school during the day (appointment, illness, etc.) at the office. If they return during the school day, they must sign back in at the office.

## EXCUSED ABSENCES

Excused absences will be defined as absences the school regards as legitimate reasons for being out of school, as included in the diocesan/school policy. These absences could include but are not limited to the following:

- Illness or appointment verified by a note from a physician or other qualified professional
- Illness of **three or fewer consecutive days** reported/verified by communication from a parent/guardian
- Attendance at a family funeral
- Absences related to deployment and return for military connected families

## UNEXCUSED ABSENCES

An unexcused absence is defined as any absence not covered under the diocesan's definition of excused or exempt absence.

## VACATION POLICY

Holy Cross Catholic School School **STRONGLY** encourages parents to refrain from taking family vacations while school is in session. Absences due to vacations and out-of-town sporting events are considered **UNEXCUSED** according to state law.

If a child is absent for an extended period of time, the child must expect to have class work to make up within five days upon returning to school. Please do not expect the teacher to plan a week of work prior to the vacation. The teacher may be able to give some assignments in advance, but the student who chooses to be gone must realize that there will be work to make up. Missed tests must be made up at a time that meets the discretion of the individual teachers.

## CHRONIC ABSENTEEISM

A student is considered to have **Chronic Absenteeism** when he/she has been absent from school for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of absences, regardless of whether they are excused or unexcused.

- When a student has reached 15 absences, for any reason, the parent/guardian will be notified.

- If the student reaches 18 absences, for any reason, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to have Chronic Absenteeism and sustains any further illness, is required to provide a note from a physician or other qualified professional to verify the illness.
- The principal is required by Compulsory Attendance Law to report a child who is chronically absent from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

#### CHRONIC TARDINESS

A student who has **Chronic Tardiness** is defined as being tardy, or late to school, for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of tardies, regardless of whether they are excused or unexcused.

- When a student has reached 15 tardies, the parent/guardian will be notified.
- If the student reaches 18 tardies, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- The principal will report a child who is chronically tardy from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System.

Approved– 4/2018

#### RIGHT TO AMEND

Holy Cross School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the School Folder.

