

2022-2023
FAMILY HANDBOOK



HOLY CROSS
Catholic School

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Now there are varieties of gifts, but the same Spirit; and there are varieties of service, but the same Lord; and there are varieties of working, but is the same God who inspires them all in every one.

~1 Corinthians, 3-6

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HOLY CROSS SCHOOL

COMMUNITY AND EXTERNAL OPERATIONS

MISSION STATEMENT

Holy Cross Catholic School is dedicated to excellence in education and to the spiritual development of youth within the framework of the Gospel and the tradition of the Catholic Church.

PHILOSOPHY

It is the philosophy of Holy Cross Catholic School to provide quality Catholic education in a Christ-like environment; guiding, enlightening, educating, and nurturing the children in its care. Our philosophy embraces a vision which seeks to provide an educational program which will provide students with opportunities to learn intellectual, spiritual, social, physical, and aesthetic skills and attitudes. Continual development of the students' ultimate potential is the primary goal.

Establishing and maintaining the vital partnership between the school, the church, and the family is a critical element in the school's philosophy. This partnership is intended to develop students with active and creative minds, who possess a sense of understanding and compassion for others and the self-esteem to act on their beliefs. Family participation in the educational planning for all students is highly encouraged. The role of Holy Cross Catholic School is to foster within each student the confident awareness of his or her innate talents, improve the skills needed for success in secondary school, and to stress the total development of each child in intellect and spirit. The philosophy is intended to provide a foundation which consistently presents students with the following opportunities:

- To realize their responsibility to become actively involved in their parish at all levels of life.
- To receive a quality education in academics, attitudes, and values, blending learning with faith and faith with daily life.
- To meet and/or exceed national and diocesan test averages for achievement.
- To develop life skills and real world academics including leadership, responsibility, self-discipline, organization, problem solving, and work ethic, accountability for one's actions, reading, and writing to communicate.

EDUCATIONAL AUTHORITY IN THE PARISH

The pastor of each parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the school administrator/principal, and consults the school advisory council.

The school advisory council is an advisory body established to assist the pastor, school administrator/principal, parish pastoral council, and parish finance council in fostering the educational mission, goals and objectives of the Catholic school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal.

The role of the parish pastoral council is to advise the pastor on all areas of the mission and direction of the whole parish. The school advisory council advises the pastor to ensure the school is in harmony with the mission of the parish. The parish finance council advises in the temporal goods to ensure the mission is sustained.

(DSP 1305)

All those within the Catholic school setting share in the basic mission of Catholic education. They demonstrate by their attitudes, words, actions, and the integrity of their lives, that they support the beliefs and values that underlie this form of education.

LOCAL POLICIES, REGULATIONS, AND ASSOCIATIONS

SCHOOL ADVISORY BOARD

The school advisory board consists of ex-officio members and three appointed members. The ex-officio members are the pastor, the vice-president of the home and school, and the principal.

HOME AND SCHOOL ASSOCIATION

*In fulfilling their mission, schools are to collaborate with parents/guardians. Associations of parents/guardians are to be established and held in high esteem. Each Catholic elementary school shall establish and maintain a home and school association to help parents/guardians in fulfilling their role as Christian educators and to provide educational assistance in Christian family living. (School) Associations and meetings of parents are to be set up and held in high esteem. (Code of Canon Law, Canon 796.) The home and school fulfills its purpose by supporting the school and collaborating with faculty and staff. **(DSP 1430)***

Holy Cross School's Home & School Association (HSA) exists to foster communication and cooperation between school and families. Membership consists of parents/guardians of students, the pastor, the principal, and the faculty. The HSA supports the school with its time, treasure, and talent. The exact nature of its involvement and support is discussed and decided upon each year at its first annual meeting.

Meetings are held periodically to inform parents of on-going educational programs. All parents are members of our Home & School Association and are to support the school, collaborate with faculty and staff, and participate in all fundraising activities.

PUBLIC RELATIONS

USE OF STUDENT PHOTOS

Much care must be taken in the use of students' photos (either individual students or groups of students) for public relations purposes. Student photos may be used in brochures, newspapers, or other publications only if the parent/guardian of the student signs a release allowing such use. The Diocesan photo release can be found in Appendix DSR 1530.

Principals, after obtaining permission from the appropriate pastor, may utilize photos of students (either individual students or groups of students) on the school website or parish website only if the parent signs the Diocesan release found in Appendix DSR 1530. Similarly, Presidents of Diocesan high schools shall obtain permission from the Diocesan Catholic School Office before utilizing student photos for the school website. If the pastor or representative of the Catholic School Office of the Diocese provides permission for the use of student photos on the school website or parish website, neither the first name of the student nor the last name of the student may be referenced on the website. To clarify, the Diocesan photo release allows the first names to be associated with student photos; however, this provision applies to hard copy print and does not apply to photos available on the internet. (DSR 1530)

RELATIONS WITH PARENTS/GUARDIANS

PARENT COMMUNICATION AGREEMENT

Enrollment in a Catholic school is a privilege, not a right. Especially in the Catholic schools, a condition of a child's enrollment is the parental/guardian support of the school, and close cooperation of the parent(s) or guardian(s) with the school. Should disagreements, problems, or criticisms arise, all informal efforts between the parent(s)/guardian(s) and school(s) are to be used to resolve the concern.

If informal efforts are unsuccessful, the Diocese of Jefferson City and the school have a fundamentally fair, formal process to resolve differences: Administrative Recourse. Details of the process can be found in this handbook. (Schools are to indicate the page number on which this is found in their parent/student handbook.) A brief summary of the Administrative Recourse is: set up a face-to-face meeting with the teacher, and if unsatisfied, meet face to face with the school administrator/principal, and if unsatisfied, meet face to face with the pastor.

Parent(s)/guardian(s) are requested and expected to communicate any concerns they have directly to school administration and not to express them through social media or broadly distributed email. If parent(s) or guardian(s) use any form of electronic media to defame or denigrate the school or any of its personnel, or use electronic media to post inappropriate negative statements about the school or its personnel, all as determined by the school in its discretion, this could be cause for the school to immediately end the enrollment of the child(ren) or ward(s) of the parent or guardian who has done so.

By enrolling children in this private, Catholic school, parents are agreeing to abide and support the school and its policies and regulations. (DSP 1810)

HOLY CROSS SCHOOL ACTIVE PARISHIONER CONTRIBUTION SCHEDULE

Education is the bedrock upon which the Christian life is built. “Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life.” Code of Canon Law, canon 795.

Parents play an indispensable role in the education of their children. “The role of parents in education is of such importance that it is almost impossible to provide an adequate substitute. The right and the duty of parents to educate their children are primordial and inalienable.” Catechism of the Catholic Church, 2221.

The Church too, has the right and duty to encourage the education of all persons. “The duty and right of educating belongs in a special way to the Church, to which has been divinely entrusted the mission of assisting persons so that they are able to reach the fullness of the Christian life.” Canon 794 §1.

After the family, Catholic schools are the ordinary means by which children are given a true education. “Among the means to foster education, the Christian faithful are to hold schools in esteem; schools are the principal assistance to parents in fulfilling the function of education. Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly and for whom associations or meetings are to be established and highly esteemed.” Canon 796.

Together, Catholic parents and Catholic schools fulfill the mission of the Church to foster the education of her youth. Parents play a central and irreplaceable role in this collaboration as the first and best teachers of their children, and also necessary cooperators with teachers in Catholic school. Parents must not fail in their duty to their children or to the society of the Catholic Church.

Stewardship Expectations:

Parents with students in a Catholic school, aware of the dignity of the holy parental call, and with a reverent awe for that responsibility which is theirs, commit themselves to be, in word and example, the first and best teacher of their children in the faith.

Discipleship calls us to more than membership; it calls us to an active stewardship. To support all the ministries of the parish, we need every family’s active stewardship in the parish.

No more and no less is asked of Catholic school parents and students than of any other parishioner.

What does stewardship ask of all parish members, including students?

- Commitment to *pray*. That is, actively and regularly attend Mass on weekends and Holy days of Obligation.
- Commitment to *participate*. That is, offer their talents and a portion of their time to serve the Holy Cross parish community and be a part of its fellowship and opportunities for ongoing Christian formation.
- Commitment to *sacrificially give*. That is, generously and proportionately pledge a portion of the “first fruits” of material treasure to support the operation and ministry of the parish church. The goal for Christians is the Biblical tithe (10%) and all are called to strive toward that goal.

All parish families are expected to enshrine these 3 sacrificial commitments through the completion of annual stewardship forms.

Families who strive to live as active stewards may have their children sponsored through the stewardship of the people of the parish for enrollment in the Catholic school. It is understood that parish sponsored enrollment in a Catholic school is contingent upon the family’s practice of their faith.

In addition to the stewardship contributions, the following payments are required:

- Student Fee* \$250 per Child Annually
- Pre-Kindergarten Contribution \$2,500 for the first child and \$500 for each additional child.

HOLY CROSS SCHOOL NON-CATHOLIC CONTRIBUTION SCHEDULE

Annual Contribution -Pre- Kindergarten through 4th Grade:

- School Contribution \$2,500 per family for the first child and \$500 for each additional child.
- Student Fee* \$250 per Child Annually

*The School Fee is an annual charge, and should be paid on or before the first day of school.

In the Diocese of Jefferson City, the financing of the school depends on a serious approach to stewardship on the part of the parish. All school families are required to assist the parish in their fundraising efforts.

FUNDRAISING

Parent assistance is requested in participating in meetings, fundraising events, and other activities sponsored by the Holy Cross Catholic School Home and School Association.

Advance notice of any of these activities will be given.

PARENTAL PRIVILEGES, RESPONSIBILITIES AND DUTIES

Parents, as the primary educators entrusting their child to Holy Cross Catholic School, have privileges and responsibilities:

- The privilege to quality Catholic religious education.
- The privilege of a school atmosphere free from disruption and conducive to the education process.
- The privilege to be informed about education programs available.
- The privilege to have competent teachers and school staff.
- The privilege to be informed of a child's progress or lack of progress.
- The privilege to examine their child's school reports.
- The privilege to be informed of the rules and regulations of this parish school.
- The privilege to request their child be excused from school to keep medical and dental appointments.
- The privilege to discuss the grading system with individual teachers.
- The privilege to have their child receive an appropriate quality education.
- The privilege to have school administrators enforce reasonable rules and regulations fairly and consistently.
- The privilege to be ensured of confidentiality of school records per diocesan policy.
- The privilege for their child to attend a physically safe school plant.
- The privilege to be told reasons for suspension, dismissal or expulsion of their child.

To cooperate with the goals and philosophy of Holy Cross Catholic School, parents have these responsibilities:

- The responsibility to share their faith and values with their child.
- The responsibility to be their child's primary educator.
- The responsibility to see their child attends school regularly and on time.
- The responsibility to emphasize discipline and responsibility.
- The responsibility to supervise completion of homework.
- The responsibility to notify appropriate school administrators promptly of a child's absence.
- The responsibility to attend parent-teacher conferences.
- The responsibility to respond to school inquiries.
- The responsibility to pay designated fees on time.
- The responsibility to thoughtfully and prayerfully tithe and attend mass.

PROCEDURES FOR RECONCILING DIFFERENCES

LINES OF COMMUNICATION

1. Parents/Guardians are to make an appointment with the teacher or teachers at once. Parents/Guardians are to call the office and leave a message for the teacher to call for an appointment time, or email the teacher directly. Parents/Guardians should not text teachers to ask for a conference.

2. If the problem requires further consideration, the parent/guardian is to make an appointment with the principal. The principal will call a meeting with the parent/guardian and the teacher in order to discuss the problems further and try to solve them.
3. If the parent/guardian still feels that the problem requires resolution, the pastor is to be contacted for an appointment to meet with the parent and the principal.
4. The final decision in resolving a problem will be made by the pastor.
5. No one may come to the pastor with a complaint regarding school matters unless they have FIRST met with the teacher and principal.

NOTE: Lines of communication are strictly enforced. The above steps are to be followed in the order that they are presented.

GRIEVANCE

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through the Administrative Recourse Procedure. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to "Grievances" as defined within the Administrative Recourse Procedure policy and regulation. (DSP 1901)

ADMINISTRATIVE RECOURSE

A. Definition

A "Grievance" is a formal complaint about any serious issue regarding a school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

B. Purpose

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of persons associated with the school.

C. Basic Principles

1. *Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.*
2. *Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. (By mutual written agreement, however, the time limits may be extended.)*
3. *The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.*
4. *There is to be no retaliation against any party or participant in the grievance procedure.*

5. *Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.*
6. *Records of formal proceedings at every Level shall be kept and made available to all parties involved.*

D. Procedure

1. Informal Attempts at Resolution

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a party may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom the grievance is against. The normal chain of authority is: (1) teacher; (2) school administrator/principal; (3) pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

2. Formal Grievance Procedures

In the event that informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedure outlined below shall be observed. For complaints to be resolved through the Formal Grievance Procedures, the following shall apply: (i) if the complaint relates to a school administrator/principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; and (ii) if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.

LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL

The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within fifteen (15) days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through the Administrative Recourse Procedure. The school administrator/principal will hold a meeting within seven (7) days following receipt of the written statement of grievance. The school administrator/principal, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

LEVEL TWO: PASTOR

If the grievant is dissatisfied with the school administrator's/principal's written decision, the grievant may appeal the decision in writing within five (5) days to the pastor. If the Formal Grievance Procedure begins with LEVEL TWO, the grievant shall reduce his/her complaint to writing and submit it to the pastor within fifteen (15) days following the occurrence of the event. The pastor will hold a meeting within seven (7) days following receipt of the written statement of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

LEVEL THREE: CATHOLIC SCHOOL OFFICE

If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five (5) days to the Catholic School Office. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the Catholic School Office within fifteen (15) days following the occurrence of the event. The Catholic School Office or a designated representative of the superintendent of Catholic schools will hold a meeting on the matter within ten (10) days following receipt of the appeal. The Catholic School Office

will render a decision in writing stating findings of fact and conclusions within ten (10) days of the hearing and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

LEVEL FOUR: OFFICE OF THE BISHOP

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Office of the Bishop. The Bishop or his designee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by the Bishop as well as the interested parties. The Bishop will render and communicate his recommendation to the Catholic School Office and the grievant of his ruling. The decision of the Bishop will be final and binding. (DSR 1901)

PENALTY STATUS DURING ADMINISTRATIVE RECOURSE

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the pastor to speed up the procedure. Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request, in consultation with the Catholic School Office, can be granted or denied. (DSP 1902)

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS

GOVERNMENT PROGRAMS

Holy Cross Catholic School participates in Title I, II and Title VI services, and Special Services programs at Crawford County R-II. In order to participate in these programs, students must meet the requirements and have parental consent.

SCHOOL VIDEO SURVEILLANCE POLICY

In an effort to work towards increasing school safety, Holy Cross has installed video camera surveillance on parish property, including school buildings and outside areas. Areas where there is an expectation for privacy will not be subject to video surveillance.

Violations of school policy or rules may be captured through video surveillance and those recordings may be used by the school to enforce disciplinary action and, in the event of criminal activity, may be disclosed to law enforcement.

ASBESTOS

In accordance with government regulations, let this serve as notification that Holy Cross Catholic School has on file in our school office an asbestos management plan which is available for inspection.

EPA MESSAGE

The school has periodic surveillance performed every June and December and the diocese performs a re-inspection of our facilities every three (3) years. All the asbestos that creates an immediate health hazard has been either removed or contained to provide a safe environment for the students and staff members.

STUDENTS

ATTENDANCE

NOTICE OF NON-DISCRIMINATION

Every Catholic school in the Diocese of Jefferson City respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, sex, or any other basis that is prohibited by law, in regard to enrollment (DSP 5101)

Holy Cross Catholic School accepts students of any religious conviction. However, everyone is considered to be part of the total school community and will participate in all activities scheduled as part of the class day and all required classes, including religion. Parishioners are to be at least minimally involved in the parish by attending Sunday Mass and providing fair financial support to the parish.

GENERAL REQUIREMENTS FOR ADMISSION

- A. A child entering kindergarten must be five (5) years of age by July 31. Those who are Catholic and were not baptized at Holy Cross, St. Francis or St. Michael parish church will need their baptismal certificate. For all new students the following documents are required:
- Cumulative Record Sheet
 - Health and Emergency Information sheet
 - Dismissal Guidelines Form
 - Student Enrollment data Sheet
 - Technology and Media Authorization
 - Medical Form
 - Official Birth Certificate
 - Baptismal certificate, if child has been Baptized
 - Immunization records (Shots must be up to date before entrance to school.)
 - Certificate of transfer from school first attended or report card.
 - Social Security number
 - School Fee - \$250, to be paid on or before the first day of school.
 - Completed Virtus training and background checks for ALL parents/guardians
 - Financial and Spiritual Commitment form

All parents of new students in Holy Cross Catholic School are required, as part of the registration procedure, to have a personal meeting with the pastor of Holy Cross and the

finance administrator to discuss registration and financial commitment. This meeting is scheduled between May 1 and September 1 at the convenience of the family and the pastor. Any request for reduction in financial commitment to the parish or reduction in registration fees is handled by the pastor of Holy Cross at that meeting.

TRANSFERS

When a student is to transfer from Holy Cross Catholic School, sufficient notification is to be given to the principal. Records will be transferred to the enrolling school at the parent's written request providing all outstanding fees have been paid.

Outstanding fees are to be paid before records will be sent to any school upon the student's graduation from Holy Cross Catholic School. If a family is experiencing financial difficulty, arrangements can be made with the pastor or the financial administrator.

RECORDS

PROOF OF GUARDIANSHIP

The school presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment.

In any situation where there is a custody agreement, the schools are to obtain the portion of that Agreement that stipulates custody and any other information pertinent for the school.

Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement.

When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted, and he or she consents to this registration.

The school administrator/principal will release the child(ren) according to the court documents and visitation documents the school has on file.

Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights. (DSP 5201)

EMERGENCY INFORMATION

At the beginning of each school year, parents will be required to complete health/emergency forms and dismissal guidelines. This information must be current, completed and returned to the school office where it will be kept on file. Any change in emergency information is to be given to the school as soon as possible.

ATTENDANCE

The state of Missouri provides by law for compulsory full-day attendance by all children between the ages of 7 and 16. The responsibility for compliance with this law belongs to the parents.

- A written excuse, stating the reason and the dates of absence, with the parents' signature is required for all absences. **If a child is absent, parents are to call or email the school office before 9:00 a.m. to report it.** This is for the safety of the children and the school's peace of mind. Excessive absences shall be questioned by the principal. Students will not receive credit for make-up work unless the teacher receives a written excuse stating the reason for the absence. Schoolwork will not be sent unless a phone call is received stating the reason for absence.
- All students are responsible for their own make-up work. Missed assignments may be picked up at the office at the end of the school day, or they may be sent home with a sibling or another child at the request of the parent/guardian. Normally, a student will have one day to make up work for each day missed. If a student is absent for 5 days or more, the student and parents are asked to confer with his or her teacher to determine the deadline for make-up work. When children return to school it is their responsibility to check with instructors to be sure that assignments were correct.
- Students who arrive at school after 8:00 a.m. will be counted as tardy for attendance.

WRITTEN EXCUSES

When a child has been absent, the school requires a written excuse from his/her parent or guardian. All notes concerning absence are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal may investigate or delegate someone to investigate the situation. Schools are encouraged to establish a policy requiring "Return to School" documentation from a medical professional after a period of illness (for example, if a student misses more than 3 days due to illness, documentation is required for return).

In addition, schools are encouraged to establish or continue procedures whereby a parent is expected to phone the school if a student will be absent. This call, however, does not replace the written excuse as a matter of record. (DSP 5211)

REQUESTS FOR ABSENCE FOR FAMILY REASONS

Parents occasionally wish to take their children out of school for several days because of family plans. The school administrator/principal and teacher(s) should discuss the child's progress and make recommendations to the parent. The school administrator/principal keeps a record of the recommendations made to the parent. The final decision, however, is the responsibility of the parent. Conditions, procedures, and time limits for making up work are to be specified in writing. (DSP 5220)

- If a vacation is taken during the school year, the assignments are to be requested in writing prior to leaving and the assignments should be completed and returned upon the

students return to school. The student is also to check for any changes or additions to the homework at this time.

- The teacher has the option of giving assignments upon the child's return from vacation. In this instance, the teacher will assign a due date based the number of school days missed.
- School books/textbooks may not be taken on vacation.

ABSENCE AND TARDINESS

A. Absence

Excessive absenteeism may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.)

An absence of more than two hours is recorded as one-half day absence.

B. Tardiness

Excessive tardiness may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.)

The school handbook specifies times for the beginning of the morning and afternoon sessions. Any pupil who arrives after either of the stated times is considered tardy.

If a student is regularly missing Mass because of arriving late (morning Mass) or leaving early (afternoon Mass) this may be taken into consideration of allowing the student to continue to be enrolled in the school. (DSP 5210)

ABSENCE

Attendance is critical to the continual learning process and every effort should be made to make sure that your child is on time and in attendance. Absences that exceed 10 or more days in a semester will be considered excessive. Any absence that exceeds 10 consecutive days is to be accompanied by a doctor's excuse in order for the missed work to be accepted unless the school administrator/principal and teacher authorizes the absences due to special circumstances. Work, tests, quizzes, assignments, etc. that are assigned on the days of the absence that exceed 10 days, will not be accepted unless a doctor's excuse is provided or the administrator/principal has authorized the absences and there is a written plan in place (see DSP 5220). Absences exceeding 10 days will be reviewed by the principal.

CHRONICALLY ABSENT STUDENTS

A chronically absent student is defined as one having:

- 20 whole or partial unexcused days of absence in a school year or
- 10 whole or partial unexcused days of absence in a semester.

The following guidelines will be used to address the problem of chronically absent students:

- Parents will be notified in writing of their child’s attendance problem and the possible consequences.
- Letters will be sent to the Department of Family Services and the county juvenile officer notifying him/her of the chronic absences of the student.
- Requests for family vacation will not be approved if a child has been chronically absent.
- Students may be automatically retained if chronically absent.

Excused absences/tardies are doctor/dentist appointments and illnesses. Absences are unexcused until a written notice comes in.

TARDINESS

Tardies teach the child that it is acceptable to be late. This practice fosters undesirable habits that are difficult to overcome. A child entering the classroom late interrupts the class, causing the teacher to re-teach materials thus cheating the other students of the teacher’s valuable time.

- When a student arrives tardy, the parent must sign in at the office and state why their child was tardy.
- When (5) unexcused tardies are recorded, the student’s parents will receive notification.
- More than (5) unexcused tardies, a meeting with the principal, parents, and student will be arranged.

PROCEDURES WHEN TARDY

When a student comes late, he/she, with the parent or an authorized person, must report to the office to sign in. When a student is returning from an absence, he/she must report to the office to provide the school with the parents’ written note of explanation for the absence. If a student is hospitalized, the principal is to be contacted. No child may leave the school premises at any time for any purpose without the written authorization of a parent/guardian and the verbal approval of the principal/teacher. The school accepts no responsibility for any child who leaves the premises without permission.

RECORDS

Permanent records for each student are kept on file in the office. Each teacher is responsible for keeping records of student progress.

Record of attendance is kept on file.

Reading and math records are kept and updated each year. Parents have the right to inspect all school records dealing with their children. All statements placed in a record are to be factual and not of conjecture or opinion.

CONFIDENTIALITY

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the schools in the Diocese of Jefferson City operate under a “spirit of confidentiality.” This means that outside of the seal of confession between priest and penitent, strict confidentiality cannot be

promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

1. *Information that concerns violation of the law;*
2. *Matters involving the health and safety of the student or any person;*
3. *Serious moral issues;*
4. *Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with school administrator.*

The school administrator/principal, after consultation with the Catholic School Office, may chose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel. (DSP 5260)

GENERAL POLICIES

DRESS CODE

BOYS:

- Navy or Khaki Shorts - may be worn as long as the high temperature is above 50 degrees. Shorts and Pants may be pleated or flat front.
- Navy or Khaki Pants – may be worn throughout the school year.
- Belts - Black or brown, no decorations and always worn with pants or shorts. Pre-K and Kindergarten do NOT need a belt. If a child in grades 1-4 is not able to wear a belt, the reason needs to be communicated to the teacher.
- White or Forest Green Polo Style Shirt - plain white, no logos or trim. Short or long sleeved.
- White Button-Down Dress Shirt - plain white, no logos or trim. Short or long sleeved.
- Holy Cross Logo T-Shirt - may be worn on Tuesdays. (Long sleeve shirts may be worn under t-shirts in the winter and must correlate with school colors.)
- Boys may not wear earrings.

GIRLS:

- Navy or Khaki Shorts - may be worn as long as the high temperature is above 50 degrees. This also applies to navy blue skorts (shorts with skirt panels). Shorts and Pants may be pleated or flat front.
- Navy or Khaki Pants - may be worn throughout the school year.
- Navy or Khaki Jumper or dress- may be worn throughout the school year.
- White Polo or Forest Green Style Shirt - plain white, no logos or trim. Short or long sleeve.
- White Button-Down Peter Pan Collar Shirt.
- Holy Cross Logo T-Shirt - may be worn on Tuesdays. (Long sleeve shirts may be worn under t-shirts in the winter and must correlate with school colors.)
- Holy Cross uniform plaid (plaid #55) Jumper, skirt, or skorts.
- Belts - Black or brown, no decorations and always worn with pants or shorts. Pre-K and Kindergarten do NOT need a belt. If a child in grades 1-4 is not able to wear a belt, the reason needs to be communicated to the teacher.
- Hair Accessories - Uniform plaid headbands, or plain headbands, ponytail holders, clips and barrettes. Nothing with decorative accents such as flowers, ribbons, etc.

- Leggings - During cold weather, girls are required to wear leggings or tights beneath their skirts. These may only be solid navy blue, black or white.
- No colored nail polish or make-up.
- Earrings should be studs only. No dangling earrings are allowed.

GENERAL UNIFORM POLICIES:

- Holy Cross Logo Sweatshirt or Solid Blue Sweatshirt - may be worn Monday through Friday OVER a uniform shirt.
- Shirts are to be tucked in unless students are engaged in strenuous physical activity such as recess or PE.
- Socks – White, Navy, or Black, Plain, with no stripes or decoration. Socks must be worn.
- Shoes - Tennis shoes with white soles or non-marking soles are preferred. Shoes should be non-skid for safety reasons.
- The following styles of shoes are not allowed: Crocs, sandals, sling-back, open-toe, heels, cowboy boots, and shoes with built-in skate wheels.
- Boots may be worn in the winter, but must be covered with pant legs (no cowboy boots). We ask that PreK/K do not wear boots.
- Hair – Hair must be neatly combed and of a natural color. Unnatural hair dye is not allowed. Boys’ hair must be above the eyebrows, above the ears, and off the collar. Girls’ hair must not hang in their eyes.
- Hoodies and Cardigans - If the student wishes to wear these during school hours, they must be plain navy blue without logos or graphics. The only exceptions are those with a Holy Cross logo.
- Only religious jewelry is allowed. Staff will ask students to remove jewelry if it poses a hazard or becomes a distraction to the child.

Holy Cross administration and faculty reserve the right to determine whether changes in student appearance are necessary.

LOST AND FOUND ARTICLES

Items that are lost are to be reported to the school office as soon as possible. Things that are found on the school grounds are to be sent to the office for the "Lost and Found" box. Attempts will be made to locate the owners of items found. Please make sure to mark students' coats and jackets with their name.

OUTDOOR/INDOOR RECESS

Students will be encouraged to play outdoors when weather permits. All children are to participate in outdoor recess because adequate supervision of students is not possible if even one or two students are inside. If a child is not well enough to take part in outdoor recess, they are probably not well enough to attend school. Children who have a written excuse for reduced activities will still be required to go outside with their class.

Parents are to make sure their children are appropriately prepared for outdoor play in cold

weather. The students are encouraged to wear coats, hats and gloves. Hats are not to be worn indoors.

During inclement weather students will remain in the school building. Generally this will be during rain or extreme cold. Inside recess will be supervised and will be limited to table games, quiet play, or other appropriate indoor activities that are approved by the supervisor.

PLAYGROUND

Fighting is unacceptable. Students are to settle differences as Christians with the teacher or principal as mediator if necessary. No rock or snowball throwing. No weapons, look-a-like weapons, knives or sharp objects, squirt guns, or cap pistols are allowed. Toys, play equipment, and electronic devices brought from home are not allowed.

PICTURES

Student pictures are taken in the fall and are returned in time for Christmas. Pictures are to be paid for the day they are taken.

SCHOOL PARTIES

Planned parties for holidays and other special occasions will be at the discretion of the teacher and approval of the principal.

BIRTHDAYS

Individual birthday invitations that do not include the entire grade/class are to be distributed outside of school time. Birthday treats may be brought to school with the knowledge of the teacher. Students are not allowed to bring homemade treats.

FOOD IN CLASSROOMS

Bringing food into the classroom increases the possibility of pests, such as insects and mice, and it is a general distraction to the learning process. Unless it is associated with an approved party or specific school function, students are not to bring food or drink of any kind into the classroom.

TELEPHONE USE BY STUDENTS

Telephone use by students will be limited and granted only in case of necessity to notify parents of urgent matters. Generally, forgotten assignments or other work are not considered to be urgent matters. Students are to make any "after school" arrangements *before* coming to school.

Bringing cell phones to school is discouraged. If parents/guardians choose to let their child(ren) bring a cell phone to school, *the cell phone is not to be on their person* during the school day. When students arrive at school, their cell phones are to be turned off and stored in their backpacks.

CONDUCT AND DISCIPLINE

CATHOLIC FAITH AND MORAL STANDARD

As a condition of initial and continued enrollment as a student in schools that are part of the Diocese of Jefferson City, a student's conduct, both in and outside of school, must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, reputation and welfare of other students or employees and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion. (DSP 5305)

PROHIBITION OF CORPORAL PUNISHMENT

Corporal punishment is not used under any circumstances in the diocesan schools. The school administrator/principal is responsible to report immediately to the superintendent of Catholic schools any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is to be avoided. (DSR 5310)

WEAPONS AND DANGEROUS INSTRUMENTS

The possession, conveyance, use, or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, employees, and visitors, except for those acting in a law enforcement capacity. This prohibition expressly includes those persons licensed to carry concealed firearms. Schools are to formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement. (DSP 5315)

DISCIPLINE PLAN

Philosophy

It is the school's belief that as a Catholic school it is the school's responsibility to assist parents in the development of their children as responsible, Christian members of society. To accomplish this, there must be mutual respect and trust among parents, teachers, and students. The school discipline policy will be consistent with Catholic Christian teaching, lead to the development of self-discipline, and provide a safe and orderly environment for all members of the school community.

Discipline in schools must be maintained in order to achieve maximum learning benefits for all students at all times. When a problem occurs, all students shall be treated with fairness, respect, and dignity, always keeping in mind that Christ is ever present in our school.

Goals

- 1) To assist students in incorporating Catholic Christian values into their daily life.
- 2) To develop a sense of community responsibility.
- 3) To assist students in developing the responsibility necessary for self-discipline.
- 4) To join with parents in a cooperative partnership in implementing the school discipline

plan.

The following attributes will be fostered within our student body and required from each Holy Cross School student:

- politeness and respect to all people
- good manners in all actions
- effective study habits and time usage
- neat and punctual completion of all assigned work
- attentiveness to adults when they are speaking
- good hygiene and attire to reinforce self-discipline
- appreciation for others' actions and accomplishments
- ongoing efforts for self-improvement and success
- self-control in the classroom, lunchroom, church, and playground

BASIC SCHOOL RULES

Rules are for all areas of the school, classroom, hallways, cafeteria, field trips, etc. Teachers may have their own classroom procedures and discipline plans that concur with the school discipline plan. The following rules apply to all students at all times:

- Be in class on time.
- Use only appropriate language and behavior in class, hallways, cafeteria and all other areas.
- Do not engage in fighting, verbal or physical.
- Respect yourself and others as a child of God and treat everyone, adult or student, the way you wish to be treated.
- Cooperate and act responsibly at all times.
- Follow the directions of adults the first time they are given.
- Do not leave school grounds without permission.
- Care for school property.

Implementation

- Every year, teachers will discuss with their classes the discipline policy and develop guidelines for the classroom regarding what the basic rules “Look Like” and “Sound Like” within their classroom.
- Teachers will create an atmosphere in their classrooms where each student feels valued as an important member of the group.
- Teachers will provide instruction regarding requirements and limits within the school setting.
- Procedures will be utilized which hold students accountable for any transgressions of the basic rules. These procedures include: identification of the problem behavior, effect of that behavior on self and community, development of a plan to prevent the behavior from happening again and making amends for the effects of the behavior.
- Procedures may include conferencing with a teacher, isolation at a “safe spot” in the classroom, conferencing with another teacher or the principal, and teacher/student/parent conferences.

- Behavior plans may include conferences with parents, teachers, and/or principal, restriction of activities, preferential seating arrangements, organizational strategies, apologies, school/community service, peer assistance, and other actions/activities which are related to the behavioral concern and lead toward reconciliation.
- At all times, all individuals will be treated with respect and dignity. Yelling, use of physical contact (except in cases where safety is a concern), disrespectful language, and belittling are not part of the disciplinary plan.
- Appropriate consequences relevant to the infraction will ensue. Below is a list of possible consequences that will be utilized depending on the situation. It will be up to the discretion of the pastor, principal, or teacher as to what consequences should be imposed according to the severity of the offense.
 - alternative recess activities
 - write sentences or paragraphs
 - miss out on a reward
 - do some school service (i.e. clean desks, tables, etc.)
 - lunch detention
 - after school detention
 - call to the parents
 - out of school suspension (OSS)
 - dismissal or expulsion

This is just a sample list and not to be taken as the only possible consequences. The school reserves the right to add to or modify this list to meet the needs of the students and their individual circumstances.

SERIOUS BEHAVIOR VIOLATIONS

- 1) Students engaged in any of the following types of behavior as listed below, or other such serious offenses, at any time while on school property, at school-sponsored activities, or in vehicles being transported to or from school-sponsored activities, shall be seen as soon as possible by the principal or the principal's designee:
 - a) fighting
 - b) stealing
 - c) cheating
 - d) vandalism
 - e) use of abusive or disruptive language
 - f) engaging in harassment,
 - g) possession of pornographic material, including but not limited to: music, CD's, tapes,

- photos,
- h) being under the influence of drugs or alcohol,
 - i) threatening or causing real or potential harm to any member of the school community: students, teachers, or staff.
- 2) Students found in possession of any of the following or similar items on their person or in their backpacks at any time while on school property, at school-sponsored activities, or in vehicles while being transported to school-sponsored activities, may be subject to immediate dismissal or expulsion and may be referred to the appropriate legal authority with approval of the diocese.
- a) Dangerous weapons including: guns, knives, explosives, clubs, or any instrument or device used to inflict physical injury, harm, or intimidate another person.
 - b) Non-prescription drugs, drug paraphernalia, alcohol, tobacco products, including any substance or item which a student represents to be one of the above. (All prescribed medications and over the counter drugs must be kept and dispensed from the main office per medication policy.)
- 3) Desks and storage spaces used by students are considered school property; as such these may be checked or searched at any time, should the school staff feel that this is necessary to maintain a safe and orderly environment. Students may be required to empty pockets, purses, and backpacks if there is reasonable suspicion of misconduct.
- 4) The principal retains the right to modify these procedures, and take disciplinary action as appropriate, on a case-by-case basis after consultation with the pastor and/or diocesan school office.

DISMISSAL AND EXPULSION

The expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the student in the process of expulsion.

The term "expulsion" is:

Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

In cases of serious misconduct which could lead to expulsion, the parents are so advised immediately and in writing. They are urged to take advantage of assistance from school, parish, or social service agencies which can help the student with his/her difficulties. Careful documentation must be kept of all disciplinary proceedings.

In extreme cases of incorrigible behavior or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/principal, normally in consultation with the pastor, can immediately suspend a student until a final decision is made. (See DSP #5355.)

After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor regarding expulsion. All expulsions must be reviewed with the Catholic School Office for compliance with the law and diocesan policies and regulations. A statement of expulsion is made in writing, including the reasons for the expulsion and a complete listing of dates and efforts made to help the student to avert expulsion. (DSP 5360)

If an expulsion is pending, the Catholic School Office is to be notified immediately. The Catholic School Office will review the case, consult legal counsel if necessary, and make recommendations back to the school administrator/principal and/or pastor of the school. (DSR 5360)

PROGRESS AND REPORTING

COMMUNICATION

Communication between home and school includes, but is not limited to weekly Fast Facts, Family folders, parent/teacher conferences, inserts in the parish bulletins, Parent Alerts, Principal's Letters, and email. Parents are to call or email with their questions, concerns, and suggestions whenever such arise.

It is important that teachers inform parents of any concern they have about a student's progress. Teachers do not have to wait until grade cards to share their concerns. Copies of all written communication are to be maintained.

APPOINTMENTS WITH TEACHERS OR PRINCIPAL

Parents are required to make an appointment to speak with teachers or the principal. Parents are not to just drop in to discuss a problem or concern as it is disruptive to the learning environment. If a parent/guardian has a concern about their child, they are required to make an appointment to speak with the teacher first, then the principal if the concerns continue, and finally the pastor. A call or email is to be made to schedule a formal appointment so that everyone involved can prepare for a meaningful and constructive discussion.

PARENT/TEACHER/STUDENT CONFERENCES

It is required that each school plan to have conferences at reporting time at least once a year for classes PreK – 8. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development. (DSP 5405)

Parent/teacher conferences will be scheduled at the end of the first quarter. All parent(s) and/or guardian(s) are expected to come and meet with their child's teacher(s) to discuss the child's progress. Conferences may be requested and an appointment made by the teacher or parent(s)/guardian(s) at any time during the school year. Holy Cross School highly encourages regular contact with the teacher.

GRADING SYSTEM AND REPORT CARDS

Report cards will be issued four times a year at the conclusion of each quarter: October, January, March, and May. Mid-term Progress Reports are sent home half way through each quarter for third and fourth grades. Parent-Teacher Conferences are usually held for the first quarter report. Teachers are more than willing to make individual appointments to discuss a student's progress, and parents are encouraged to contact their child's teacher at the first sign of a concern or problem. If you are concerned about your child's progress, please make arrangements with the teacher via email for a conference.

A standards based diocesan report card will be used for grades Pre-Kindergarten – 2nd.

The grading system for grades 3rd – 4th is as follows:

A+	-	99-100
A	-	95-98
A-	-	93-94
B+	-	91-92
B	-	88-90
B-	-	86-87
C+	-	83-85
C	-	80-82
C-	-	77-79
D+	-	75-76
D	-	72-74
D-	-	70-71
F	-	Below 70

HONOR ROLL

For grades 3 and 4 the school maintains an "A" and "A-B" Honor Roll. Honor Roll certificates will be given at the End of the School Year celebration.

PROMOTION AND RETENTION

All promotions, regular and special, are decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parents and with the child, if appropriate. Such decisions are based on a total evaluation of a student's growth in all areas of development.

If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parents/guardians and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the

student's teachers and parents, the final responsibility for a student's promotion or retention rests with the school administrator/principal.

During conferences and in a follow-up letter, the parents/guardians and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, is to be communicated to the parents/guardian. If the parents/guardians do not agree with the school administrator's/principal's decision, the school administrator/principal and the parents/guardians shall meet to discuss the rationale for the decision. While parent/guardian input is valued, it is ultimately the school administrator's/principal's decision whether to promote a student.

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of parents who are aware that a special education program is not offered, the school administrator/principal and parents sign a written agreement concerning promotion and retention procedures for the child as well as the type of diploma to be awarded upon termination of attendance.

(DSP 5410)

STUDENT HEALTH AND SAFETY

The Missouri Immunization Law states that every child attending school must have been immunized against certain diseases with boosters being received at certain age levels. Immunization records of each student are reviewed annually to identify those in need of immunization. Parents will be required to show proof of immunization if needed.

IMMUNIZATION

The Catholic Church supports immunization for the health of children and the common good of public health.

All students must be appropriately immunized or be in the process of being immunized. The number of doses required for each vaccine will be in accordance with the regulations established by the Missouri Department of Health and Senior Services. Students may not be enrolled in school unless they are in compliance with the immunization requirements or qualify for either:

- (1) a medical exemption as confirmed by a statement from a duly licensed physician; or
- (2) a religious exemption as confirmed by a statement from the family's faith leader

that is furnished by the parents or legal guardian of the student. Religious exemptions for Catholic families will not be accepted. (DSR 5105)

DRUG/MEDICATION ADMINISTRATION

Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or

podiatrist and written consent from the student's parent or guardian. All drugs, whether OTC or prescribed, must be kept in the school office/nurse's office, NOT in the possession of a student.

Each school must have a written policy in regarding to oral medication administration. The policy shall include procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools are required to keep medication in a locked cabinet.)

Students or employees using CBD products or medical marijuana should be doing so under physician's care. Documentation from a licensed physician of such use should be on file at the school. This documentation should be taken into consideration when performing any school-related drug testing. Any dosage of these types of treatments during school hours must be delivered by parent or guardian. (DSP 5520)

Local School Policy:

- 1) All medication, whether prescription or over-the-counter, must be in its original container labeled with the student's name.
- 2) Written instructions with consent must be received from the parent/guardian for dispensation of over-the-counter medicine.
- 3) For prescription medication, written instructions from the prescribing physician must accompany the consent from the parent/guardian.
- 4) All medication will be kept in a locked cabinet in the school office along with the written instructions and consent from the parent/guardian.
- 5) Prescription medications will also be accompanied by the prescribing physician's instructions.
- 6) All medications shall be given by the school secretary, principal, or lead teacher and a written record kept on a chart with the student's name, the date, the kind of medication given and the amount given.
- 7) The school secretary shall consult with appropriate persons (public health nurse, public school nurse, etc.) regarding dispensing medication as needed.
- 8) OTC and prescription medication is not to be in the student's possession at school.
- 9) Parents are to contact the principal if there is a special need.

At the end of each school year, any unused medication will be returned to the parents/guardians or disposed of and the instructions filed. Written instructions/consent must be updated at least annually.

Band-Aids may be applied to a child with antibiotic ointment, but ointment/medicines (such as hydrocortisone cream) will not be used except with the permission of the parent/guardian. Teachers may provide vaseline or Aquaphor to students if needed. Parents/guardians may request that ointments not be applied to their child.

CHRONIC INFECTIOUS CONDITIONS

Each individual situation involving a chronic infectious condition (such as: AIDS, Hepatitis B,

etc.) shall be carefully considered on a case-by-case basis, and, in such cases, Holy Cross Catholic School follows Diocesan School Policy 8000 for Communicable Diseases.

HEAD LICE POLICY

Students will be checked when there has been a reported case of lice in the school. If a child is found to have head lice, the parent will be contacted by the school, and the child will be sent home. Before the student is able to return, parents/guardians must ensure that there are no live bugs or nits present. The student will be checked by a school employee before he/she is permitted to return to school.

STUDENT INSURANCE

A Student Accident Policy provides coverage for all students enrolled in Diocese of Jefferson City schools. If a student is injured due to an accident during a school related event/activity sponsored by the school or diocese, the policy may cover medical expenses not covered by the student's individual family's health insurance policy. In the event of a claim, payment is based on usual, customary and reasonable charges. This coverage applies to all students enrolled in a diocesan or parish school. With the exception of high schools, the coverage includes school related athletic events and activities. A separate accident policy is in place for high school athletic events.

For coverage to be effective, the school event or activity must be sponsored by the parish, school or diocese. Use of third parties or outside clubs, particularly for sporting events, may not be covered. It is important to verify the third party or club provides adequate coverage for participating students. It is permissible, but not required, for schools to pass the cost of the insurance on to the students' family along with other school fees.

For more information contact Winter-Dent & Company at 573-634-2122 or the diocesan Finance Office. (DSP 5575)

TRANSPORTATION

RELEASE OF INDIVIDUAL STUDENTS FROM SCHOOL

Extraordinary care is taken in regard to early dismissal of individual students. Parents presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of his/her parent or legal guardian. Under no circumstance may a child be released to anyone other than the parent or guardian who is listed on the child's registration form or another person explicitly authorized in writing by the parent or guardian.

In the case where only one parent has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school. The school personnel must follow the most recent written agreement/order regarding custody.

A student may never be sent home for assignments, books, or disciplinary reasons without parental communication, nor any student be sent on errands outside the school and parish grounds for anyone. (DSP 5370)

- Parents/guardians must notify the school office of any changes in their child's normal routine.
- Students leaving early or arriving late must be accompanied by a written note. Appointments are to be limited only to emergency-type cases. This will prevent the student from missing important material covered during class time.
- All students must be signed in and signed out through the school office when leaving early or arriving late. The school does not call the student from class until the parent arrives.
- If it is necessary to take the student out of school, the dismissal must be done through the school office only. Students will be released only to the custodial guardian/parent(s), unless the school has prior authorization in writing to release the child to other persons. Parents are to notify the school office if they anticipate any of these situations causing difficulty.

DROP-OFF, PICK-UP AND PARKING PROCEDURES

MORNING ARRIVAL AND DROP-OFF

The front door will open at 7:30 a.m. Vehicles are to enter the school grounds off of Forest Street, drive through the blacktop area behind the church following the concrete drive (stay left of Our Lady of Mount Carmel), and proceed around the building to the double door (foyer) entry on the east side of the building. *Students are not to move in front of or in between vehicles.*

- Vehicles may not enter via School Ave.
- If you need to walk your child in, please park in the lot behind the church and ring the bell by the office.

Due to lack of interest, the school does not have a before care option at this time. If your child needs to be dropped off before 7:30, please contact the school office.

AFTERNOON DEPARTURE AND PICK-UP

- The lot will be opened no more than 15 minutes before dismissal time.
- Vehicles must enter the playground from Forrest Street, drive through the blacktop area behind the church, following the concrete drive, (stay left) of Our Lady of Mount Carmel, and proceed around the building to the lot.
- Vehicles must be lined up in order of arrival forming three lines on the concrete school playground.
 - The left line facing School Ave. will turn left upon exiting, and the right lane will turn right. The middle lane exits after the other two have gone and may turn right or left.
- All vehicles are to pull up to the beginning of the exit drive so multiple vehicles can load at once.
- Parents must stay with or in their vehicles.
- The teacher-on-duty will dismiss students and walk students to their designated vehicles.
- Students are to stay in the vehicles at all times.
- Students are not to move in front of or in between vehicles.

- Once all students are safely in their vehicles, the lot will be opened by a staff member and cars may exit.

AFTER SCHOOL CARE

The After School Care Program is available for all Holy Cross students daily from 3:30 pm-5:15 pm. Students attending After School Care will be served a snack. **There is no After School Care Program on days that school is not in-session including snow days.** On early dismissal days, there will be no extra charge for students enrolled in the After School Care program (Plan A). Parents needing drop-in care need to notify the school office no later than 24 hours in advance.

STUDENTS WITH SPECIAL NEEDS

If a student with special needs (categorized such as EMR (Educable Mentally Retarded), EEN (exceptional educational needs), or other similar classification, or having a serious physical disability applies for admission and/or is in need of special placement and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the administrator is to immediately consult the superintendent of Catholic schools so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations are to be made to meet the total needs of the student. A review committee can be convened by the Catholic School Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the superintendent of Catholic schools and/or associate superintendent of schools, the local administrator(s), parent representative, counselor, pastor, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can also be convened or reconvened by the superintendent of Catholic schools or associate superintendent, if deemed beneficial, when a parent disagrees with a local school decision. (DSP 5701)

If it is determined that a student is in need of speech and/or language therapy, or Title I reading and/or math, arrangements with the appropriate public school will be made to accommodate the needs of the child, if that need is greater than what the school can provide.

ABUSE AND HARASSMENT

CHILD ABUSE

Holy Cross Catholic School requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect or observes the child being subjected to conditions or circumstances which would result in abuse or neglect will immediately report or cause a report to be made to the principal or his designee who will consult with the superintendent of school and then decide who is responsible for making a report via the Child Abuse Hotline to the Missouri Division of Children Services as required by law. Any person who in good faith participates in making such

reports or in any judicial proceeding resulting thereof, will be immune from civil or criminal liability. It shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

HARASSMENT/BULLYING

All Catholic schools of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school should be subjected to any type of harassment/bullying. (DSP 5820)

BULLYING/THREATING BEHAVIOR

Purpose

Bullying and threatening behavior are antithetical to a safe and effective classroom and disrupt a teacher's ability to educate. The problem of bullying is cultural and multi-dimensional. Unfortunately, sarcasm, ridicule, gossip, putdowns, cheating, etc. are often considered acceptable in our secular culture today. The purpose of this policy is to reinforce the ability of teachers to educate, to foster the formation of Catholic values in students, and to help them live out Jesus' teaching to love others as one's self.

Definition

Bullying and/or threatening behavior is defined as any intentionally hostile or offensive verbal, written, graphic, demonstrative, relational, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, or adversely controlling the student, and that is disruptive of the educational process. This may include, but is not limited to, verbal, graphic, or written activities such as name-calling, excluding, taunting, blackmailing, inciting to fight, terrorizing, or physical activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, touching, tripping, and damaging clothing.

Consequences

Instances of this behavior will be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Procedure

The school will develop, implement, and maintain appropriate procedures to allow for student reporting of behavior meeting the definition of bullying or threatening behavior. Staff will be educated on procedures for handling these reports.

SEXUAL ABUSE OF MINORS; VIRTUS TRAINING

Safe Environment Requirements

The Catholic Schools of the Diocese of Jefferson City follow all Diocesan regulations regarding the Diocesan Safe Environment Program, including regulations regarding training and screening of volunteers (DSP 5825)

Safe Environment Requirements for Volunteers Whose Duties Include Contact with Minors

All volunteers whose duties include contact with minors must do the following prior to volunteering:

- ***complete a Protecting God's Children (VIRTUS) workshop in person or online;***
- ***complete a check through the National Sex Offender Registry (performed by the Safe Environment Office)***
- ***read and sign the Code of Pastoral Conduct.***

All K-8 Catholic School parents will be required to complete these requirements. In some instances, parents may be exempt from some requirements. These instances must be approved through the Catholic Schools Office and the Office of Child and Youth Protection.

Administrators/principals and pastors are responsible for ensuring all parents, guardians and volunteers are properly screened according to applicable standards of the Safe Environment Policy.

If the Safe Environment Office is alerted to an issue with a parent or volunteer's background check or screening, the Safe Environment Office will notify the Superintendent of Schools. The Superintendent will notify the school pastor and administrator/principal regarding the situation.

Working with the pastor and the administrator/principal, the Superintendent will notify the parent/volunteer in writing regarding the level of accessibility they will be allowed in regard to the school and school events. The administrator/principal will notify the student(s)' teacher(s) and any necessary staff as to parent/volunteer's level of accessibility, as well. (DSR 5825)

INSTRUCTION

SCHEDULES AND PLANS

DAILY SCHEDULE

Supervision begins at 7:30 a.m. No children are to be dropped off before this time. Upon arrival students are to report to their homerooms. The school day begins promptly at 8:00 a.m. with morning gathering and prayer in the school foyer. Students arriving after that time are marked as tardy. Classes are dismissed at 3:15 p.m. All students must be picked up before 3:30 p.m., or they will be sent to after care and the parents/guardians will be charged the drop-in fee of \$15.

MASS SCHEDULE

Students attend Mass on Wednesday at 8:30 a.m. School children will plan and fill certain liturgical roles according to a normal rotation. The school will attend mass when a Holy Day of Obligation falls on a weekday.

CANCELLATION OF SCHOOL

Parents are to watch or listen for announcements for Holy Cross Catholic School. Holy Cross will usually (but not always) follow the Crawford County R-II school closing. Information as to the canceling of school may be obtained through Flocknote alerts. Early dismissal of school during the day due to severe weather or other emergency will also be announced through Flocknotes.

FIRE AND TORNADO DRILLS

Fire and tornado drills are conducted throughout the year. In the event of a Civil Defense tornado warning, students will be taken to safe areas and will remain in school under supervision until the warning is over. It is considered a serious offense to take a drill lightly and not proceed to proper areas in a silent, respectful manner.

CURRICULUM

CURRICULUM

Holy Cross Catholic School provides an approved, updated curriculum on all levels. The primary goal of the instructional program is to provide those learning experiences that are best for developing the values, attitudes, knowledge, and skills necessary for the student's moral, intellectual, social, emotional, and physical development. This program is in accord with the diocesan philosophy, mission statement, goals, and curriculum guidelines.

Holy Cross School offers several programs and events throughout the year that are supplemental experiences to the diocesan curriculum. These activities are offered through the hard work and dedication of volunteers. They provide experiential learning and student personal growth.

RELIGIOUS EDUCATION PROGRAM

As a faith community, the school actively and faithfully integrates the life of the Church with the everyday life of the school. Students have religious instruction daily. Such instruction includes components on morality, church beliefs and teachings, family life, prayer, scripture, and vocations. The religion texts are selected from those approved by the pastor and classes follow the guidelines for the religious education program.

Students help to plan and participate in liturgies, seasonal prayer (e.g. Stations of the Cross), adoration, and benediction. The second grade will prepare for and experience their First Reconciliation and First Communion if Catholic. Formal prayer begins and ends each day, starts mealtime, begins the afternoon session, and is an integral part of the school day.

Students attend Mass each week and are to show appropriate reverence and respect; thus, students are to display the following behavior during church/prayer services:

- Holy water is to be used to make the Sign of the Cross upon entering and leaving the Church as a reminder of our Baptism.

- Students are to genuflect devoutly upon entering and leaving the pew in recognition of Jesus' presence in the Eucharist.
- Students are to participate in prayer responses and singing.
- The general demeanor of students during church/prayer services is to be serious and reverent

NON-CATHOLIC STUDENT PARTICIPATION

Non-Catholic students enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law. (DSP 6235)

HOMEWORK

Homework is an integral part of effective schooling and should grow out of class work. It is intended to supplement class work and deepen the understanding of material taught in class. The amount of homework will be determined in accordance with the student's age and ability. Homework, when assigned, is to be satisfactorily completed and submitted on time.

PHYSICAL EDUCATION

Students are not required to change for class but are to wear appropriate shoes and clothing for activities. Hard-soled shoes, sandals and boots are not appropriate for physical education. All female students should wear shorts under their dresses/skirts. For safety reasons no jewelry, watches or other accessories may be worn by boys or girls during gym class.

Participation in the physical education program is required of all students unless a student brings a written excuse stating the reason the student may not take part in gym classes signed by a parent. If a student is temporarily disabled, send a note listing the dates to be excused.

In order to receive a satisfactory grade in physical education class, students are to wear appropriate clothing and participate in the activities. Disciplinary action will be taken against those who do not abide by these rules. Poor sportsmanship in any form will not be tolerated. Each person will treat his/her classmates in the manner in which he/she would like to be treated.

INSTRUCTIONAL ARRANGEMENTS

EDUCATIONAL OUTINGS AND FIELD TRIPS

All field trips and outings must be pre-approved by the local school administrator/principal. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent is to include the basic information on the trip, such as where they are going, times, chaperones and mode of transportation.

No student may participate unless a signed parental permission slip for the specific event is on file with the school administrator/principal. The Diocese of Jefferson City sample Field Trip Permission Slip is included in Appendix #6301. (DSR 6301)

Permission slips will be sent home for each field trip for parent/guardian signatures. All students who are part of the field trip during school hours are to be in seat belts. Drivers are required to sign a Field Trip Driver Form and submit a copy of their driver's license and proof of insurance.

CHAPERONES AND DRIVERS FOR FIELD TRIPS, ATHLETIC EVENTS AND OTHER OFF-CAMPUS SCHOOL ACTIVITIES

Schools should take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off-campus school activities.

An adequate number of responsible adult chaperones are to accompany the students. Ordinarily, at least one adult will accompany every five students in the lower grades and every 10 students in the upper grades - but some situations or younger students may require more supervision. Trips involving a great deal of travel should be discouraged.

When appropriate, schools should use bus transportation by an insured carrier for off-campus school sanctioned events. There are circumstances for which a school administrator/principal may determine that transportation in private passenger vehicles is appropriate. These circumstances could include the fact that there is a small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle is to be used, the following criteria shall apply:

- 1. drivers must be a parent/guardian of a student; teachers and staff may not drive students other than their own personal children on school trips of any kind;*
- 2. drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting;*
- 3. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;*
- 4. drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students);*
- 5. drivers must complete the Diocesan Safe Environment training.*
- 6. the vehicle must have a valid registration and meet state safety requirements; and*
- 7. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.*

All drivers should be given a copy of the above criteria.

Volunteer drivers must provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage. The documents shall be kept on file by the school. The school shall also maintain a record of each event and date when each volunteer driver transports students. (DSP 6305)

ALCOHOL USE AT SCHOOL RELATED EVENTS

No alcohol may be present or consumed at events where children and youth are the primary focus. For example: field trips, school carnivals, school picnics, school sponsored athletic events, etc. (DSP5545)

VISITORS

All visitors, parents, etc. are required to report to the office as they enter school. Parents are to leave forgotten lunches, messages, etc. in the office to avoid interrupting class.

Do not go to the classrooms unannounced. Students are not to bring relatives and/or friends to school to visit for any part of the day.

INSTRUCTIONAL SERVICES AND RESOURCES

INTERNET AND TECHNOLOGY USE

- The use of the Holy Cross Catholic School network is a privilege that may be revoked by the individual teacher at any time for abusive or inappropriate conduct. Such conduct could include, but is not limited to, the placing of unlawful information on or through the computer system, accessing another person's files or e-mail, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages.
- Holy Cross School reserves the right for teachers to inspect any material stored in files to which users have access and will edit or remove any material that the school staff, in its sole discretion, believes may be objectionable. Users of the network will not obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.
- Holy Cross School's internet connection is provided primarily for educational purposes under the direction of the school staff. Non-educational use is to be strictly limited and must be directly supervised by one of the teachers.
- Information services and features contained on the Holy Cross School network are intended for the private use of its patrons. Any commercial or other unauthorized use of those materials, in any form, is expressly forbidden.
- Information contained on the Holy Cross School network is placed there for education or general information purposes, and is in no way intended to refer to any specific person, case, or situation.
- Holy Cross School does not warrant that the functions of the system will meet any specific requirements or that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.
- Rules and regulations of system usage will be modified and added when needed. Users are subject to these additional rules and regulations.

- Installation of any software packages (especially games, screensavers, or any beta versions of software) without the permission of the teacher is prohibited. Violation of this portion of the agreement will result in immediate suspension of computer privileges.
- Email (electronic mail) must be used responsibly. Specific user responsibilities include checking email regularly, remaining within the limited quota, and not interfering with the traffic by sending broadcasts or lists to individuals. Students are responsible for protecting their email account and password. Email accounts are to be used by the registered user only. Any misuse will result in suspension of email privileges.

STUDENT INTERNET, E-MAIL AND OTHER TECHNOLOGY USE

All schools allowing students to have access to the Internet, email and other technology are to have a written policy regarding usage in their student and parent handbooks. This policy is to include at least the following:

1. *Internet, email and other technology access and use in school is a privilege, not a right.*
2. *The use is always to be consistent with Catholic teaching, doctrine, morality and values.*
3. *Users shall not use the Internet, email or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Catholic mission.*
4. *Users shall not use the Internet, email or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Catholic and legal standards.*
5. *Users shall not use the Internet, email or other technology for the purpose of plagiarism.*
6. *Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, email, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Catholic and legal standards.*
7. *Users shall not use the Internet, email or other technology to transmit information about the school or the school-governed facilities, other than their own email address. This includes, but is not limited to school personnel names and addresses.*
8. *The school reserves the right to review any materials (email, files, other correspondence) sent or received via the Internet, email or other technology for their appropriateness in light of legal, ethical and Catholic standards.*
9. *Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.*
10. *The privilege of the Internet, email or other technology use can be suspended or revoked at any time.*

In addition to the above, the school, after consultation with the Catholic School Office, can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. This includes any such negative postings, verbal or pictorial, on such websites as Facebook, YouTube, Snapchat, Twitter, Instagram, and other social networking sites, etc. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard. (DSP 6425)

LIBRARY

Students will have a regular weekly library time. If a student does not return his or her book on the scheduled date of return, no new book will be issued until the book is returned. If a library book is lost or damaged, the student is to pay for it.

EVALUATION AND VALIDATION

TESTING

Students in grades 1-4 will take standardized achievement tests in the fall. Students who appear to have learning difficulties may be tested by the public school officials in cooperation with the principal and teachers.

ACCREDITATION

Schools in the Diocese of Jefferson City are to be accredited by the Missouri Chapter of the Nonpublic School Accrediting Association. In addition, the Catholic high schools may also seek additional accreditation. (DSR 6520)



Holy Cross School Handbook Acknowledgement

I acknowledge that I have received a copy of the Holy Cross School Family Handbook. I understand that it contains important information about the School and Diocese's general policies and regulations and about my privileges and responsibilities as a parent/guardian. I acknowledge and understand that this Handbook is neither a contract nor a legal document. I further acknowledge that I have read and understand Holy Cross School and the Diocese of Jefferson City's policies and regulations and agree to adhere to these policies and regulations.

I further acknowledge that revisions to the Handbook may occur. I have received a copy of this Handbook, and I understand that it is my responsibility to read and comply with the policies and regulations contained in this Handbook and any revisions to it.

Student Name: _____

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

A copy of this Handbook Acknowledgement is to be signed and kept in the student's file.