

Family Handbook



Holy Cross School

Cuba, MO

2023-2024

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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.

~I Corinthians, 3-6

Revised July 26, 2023

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1000 SERIES - COMMUNITY AND EXTERNAL OPERATIONS

LSP 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.

LSP Educational 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.

DSP 1305 - Educational Authority in the Parish

Revised July 1, 2021

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 diocesan Catholic school administrator/principal, and consults the parish school advisory council. PreK students need to follow the dress down guidelines.

The parish 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 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 parish 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.

LSP - Dress Code

Revised July 23, 2023

Students and parents need to be aware of the importance of good grooming and neat dress. It is the responsibility of the parent or guardian along with the student to see that neatness, cleanliness and personal grooming reflect the Christian atmosphere of the school and the personal hygiene expected of individuals. All students in K-4th grade will follow the dress code. PreK students need to follow the dress down guidelines.

The standard dress code allows students the opportunity to perform and grow in their role as students.

Student Dress Code

Slacks

Pleated or flat-front slacks in solid navy blue or khaki may be worn throughout the school year. Please make sure pants fit well and are not too tight or sagging.

Shorts

Pleated or flat-front “uniform” shorts in solid navy blue or khaki may be worn as long as the high temperature is at or above 60 degrees.

- Cargo shorts are not acceptable.
- Shorts must be no shorter than 3 inches above the knee.

Dresses, Jumpers, skirts, and skorts (Girls)

Pleated or flat-front dresses, jumpers, skirts, or skorts in solid navy blue or khaki may be worn throughout the school year. Holy Cross uniform plaid (green plaid) may be worn and is available at frenchtoast.com.

- Neutral colored bike shorts must be worn under dresses, jumpers, or skirts unless leggings are worn.
- *If the temperature is below 50 degrees, girls are required to wear leggings or tights beneath their dresses, jumpers, skirts, or skorts. These may only be solid navy blue, black or white.*
- **Leggings may only be worn under a skirt or dress and may not be worn as pants.**
- Dresses, jumpers, skirts, and skorts must be no shorter than 3 inches above the knee.

Shirts

Solid navy, hunter green, or white collared shirts (either polo style or button down) may be long or short sleeves. Sleeveless shirts are not permitted. **No decorations or logos except approved school logos.** Shirts must be tucked in at all times. Shirts must have button closure only. Girls may wear white, button-down, Peter Pan collared shirts.

Sweaters

In solid navy blue crew, v-neck pullovers, or cardigan style. **No decorations or logos except approved school logos.** A dress code collared shirt must be worn underneath and the collar must be visible.

Sweatshirts

In solid navy blue or with the approved school logo are permitted to be worn in school. A dress code collared shirt must be worn underneath and the collar must be visible. Solid Navy blue zip up hoodies or hoodies with the approved school logo are also permitted to be worn in school.

Tuesday Spirit Day

School pride apparel may be worn only on the designated Spirit Shirt Day or as determined by the school for special school functions. School Pride apparel consists of any current or previous year's Spirit Shirt or Holy Cross logo wear. Long sleeve shirts in white or black may be worn under short sleeve shirts when temperatures are below 60 degrees.

Socks and tights

Plain solid navy blue, black, or white. Socks must be worn at all times. **NO VISIBLE DECORATIONS OR LOGOS.**

Shoes

Shoes must be worn at all times. They must have enclosed toes and heels and non-skid non-marking soles. Tennis shoes are the preferred choice.

- No heels, sandals, slides, crocs type shoes, clogs, boots, or shoes with built-in wheels.
- Light-up tennis shoes are not permitted unless the lights turn off.
- Shoestrings must match the shoe and be tied at all times.
- Tennis shoes are required for physical education class.
- Fashion tennis shoes with an interior high heel are prohibited.

Jewelry and accessories

- Girls may wear one pair of stud earrings, no dangling earrings. Boys may not wear earrings. No other visible body piercing or tattoos (including temporary) are allowed.
- One bracelet or watch per arm and one necklace may be worn.
- No cosmetic make-up of any kind is to be worn. Fingernail polish is considered make-up.
- Decorative hair accessories must be navy blue, hunter green, Holy Cross green plaid, white, or khaki or must blend in with the student's natural hair color in a way that does not draw undue attention or distract from the learning environment. Permitted hair accessories include headbands, ponytail holders, clips and barrettes. Nothing with decorative accents such as flowers, ribbons, etc.
- *Students will be asked to remove any jewelry that is distracting to themselves or others.*

Belts

Beginning in 3rd grade, belts are to be worn with slacks, shorts, skirts, and skorts that have belt loops. Belts must be plain black, brown, navy blue or khaki and must have plain buckles. If a child is not able to wear a belt, the reason needs to be communicated to the teacher and administrator.

Hair

Must be neatly combed and of natural color. Boys' hair must be above the eyebrows, above the ears and off the collar. Girls' hair must not hang in their eyes. The administrator may determine if a hairstyle is appropriate or distracting.

The application and enforcement of this dress code is at the discretion of the school's administrator. For example, the administration may choose to waive some dress code requirements on the day that student pictures are taken or on other dates to celebrate specific events. Questions are to be directed to the principal.

The faculty and administration will enforce the dress code and shall be responsible for taking corrective actions if a student fails to adhere to the school's dress code. The school administration will make the final determination as to whether or not a student is in compliance with the school dress code.

LSP - “Dress Down” Non-Uniform, Casual Wear School Events Guidelines

From time to time, the principal may permit students a “Dress-Down Day” when students are excused from the usual uniform choices. All dress code guidelines meant to prohibit distraction in the learning environment will still remain. On such days, (or during non-uniform events) students will be expected to follow these guidelines:

- T-shirts may not have advertisements, cartoons, phrases, or words that are tasteless or offensive in nature as determined by school personnel
- Midriff-revealing blouses, tight-fitting, low-cut blouses, spaghetti-strap tops, tank tops, halter tops, bare shoulders and the like are not permitted.
- Garment lengths (Shorts and skirts) must be consistent with school uniform dress code policy.
- Shoe guidelines must be consistent with the school uniform dress code.
- Jeggings, leggings, and opaque yoga pants are permitted as long as a longer length shirt provides appropriate coverage (below the buttocks).
- No tattered, worn, dirty, torn, or unkempt clothing will be permitted.
- Pajamas are not to be worn as clothing.
- No hats in the building.

Students who come to school in attire that is deemed inappropriate will remain in the office until the parent arrives with a proper change of clothing. As supplies permit, students displaying a uniform infraction may, in rare cases, be provided suitable, temporary clothing by the school.

LSP - Outdoor Play

Students will play outside 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.

Students are to stay within the designated boundaries, which are supervised by teachers. Supervisors on the playground (both staff and volunteers) will periodically circulate around and throughout the playground area.

Dress your child in appropriate outerwear when the weather becomes cold. The students are encouraged to wear coats, hats and gloves. We make every attempt to allow students some free time outside, even in cold weather. Teachers will follow DESE Childcare Weather Watch guidelines to determine if/how long it is safe to play outside.

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. At least one recess will be dedicated to a period of guided physical activity.

LSP - Playground Expectations

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.

LSP 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.**

LSP Inclement Weather/Cancellation of School

When weather is deemed severe, school will be canceled. This decision is made by the administrator and communicated to students and parents via school email and text messaging. When school is in session, and you as a parent/guardian, make the decision for your child's safety you will not transport your child please contact the school office to report your child as being absent.

School may need to be canceled for other reasons (no water, no electricity, etc.). Every effort will be made, as early as possible, to notify parents/guardians via school email and text messaging.

LSP - Snack and Lunch

The provision of a morning snack is considered necessary to enhance cognitive and physical well-being. For Pre K/Kindergarten classes, snacks are generously donated. Additionally, snack time for Pre K/Kindergarten students will be structured as an educational opportunity where students will be actively encouraged to independently select and consume a variety of healthy food items.

Students in grades 1-4 are encouraged to bring healthy snacks, including protein, in their lunch boxes. These snacks should provide students with energy and help them stay focused during the school day. Some examples of healthy snacks include fruits, vegetables, nuts, seeds, and yogurt.

Lunch is from 12-12:25 pm every day. Students need to bring their own lunch. Since students will not have access to refrigerators or microwaves, please ensure that your child's lunch box/containers can keep food cold or hot as necessary. Lunches should include napkins and utensils. Please ensure that you send lunch items that your child can open to assist school staff and prevent the spread of germs. A drink may be sent with lunch, but soda or drinks containing caffeine are not allowed. We recommend healthy foods and drinks for your children while at school. Students are not to share lunches or trade food items.

LSP Water Bottles

Holy Cross School recognizes the importance of staying hydrated throughout the day and requires students to bring reusable water bottles to school. We aim to create a safe and healthy environment for all students while minimizing any potential disruptions caused by spills or related incidents.

- All students are required to bring a spill-proof or spill-resistant water bottle to school.
- Acceptable water bottles must have a secure lid or cap that minimizes the risk of accidental spills.
- Water bottles made from sturdy materials such as stainless steel or BPA-free plastic are recommended for durability and safety.
- Transparent water bottles are preferred for ease of identification and monitoring.
- Glass water bottles are strictly prohibited due to the potential for shattering and causing injuries.
- Water bottles with detachable lids or caps that may easily come off and cause spills are discouraged.
- Water bottles should only contain water and should not be used to hold juice or other drinks.

LSP School 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.

LSP School Parties

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

LSP 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.

LSP 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.

LSP Textbook Fees

Students are responsible for the care of the textbooks or library books checked out to them each year and will replace any textbook or library book if it is lost or damaged. Damage to a textbook is determined by the classroom teacher or administrator.

DSP 1410 School Advisory Council

The parish school advisory council may recommend to the pastor any local policies and/or regulations which may be amended from time to time, as necessary. All local policies and/or regulations are first subject to approval of the pastor. Policies and/or regulations must be reviewed to ensure compliance with diocesan policies and regulations and the law. After this review, the school administrator/principal shall implement these local policies and regulations, along with diocesan policies and regulations. Revised July 1, 2021

The school advisory council consists of ex-officio members and appointed members. The ex-officio members are the pastor, the president of the HSA, and the principal.

DSP - 1430 Home and School Associations

Revised July 1, 2021

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.

LSP Holy Cross School Home and School Association (HSA)

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.

HSA is an excellent avenue to get involved in your child's education at Holy Cross. Meetings are held quarterly to inform parents of on-going educational programs, volunteer opportunities, fundraisers, and events. The executive committee consists of the president, vice president, secretary, a school representative, school principal, and pastor. The association organizes our volunteers through the

volunteer coordinator, as well as social events. Officers use the HSA Handbook which outlines the calendar of events for the academic year, provides the bylaws of the association, and lists the names of the president, vice president, and secretary. 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.

LSP Fundraising

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

Advance notice of any of these activities will be given.

DSR 1530 - Use of Student Photos

Revised July 1, 2021

Student photos may be used in brochures, newspapers, or other publications and the school parish or diocesan web site or social media 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. 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 for 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.

DSP 1810 - Parent Communication Agreement

Revised July 1, 2021

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. 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.

As the relationship between families and schools is based on trust, it is expected that no meeting, class, etc. will be recorded without prior permission given in writing by the school administration.

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 1901 - Grievance

Revised July 1, 2021

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.

DSR 1901 - Procedure for Reconciling Differences: Administrative Recourse

Revised July 1, 2021

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.

DSP 1902 - Procedure for Reconciling Differences: Penalty Status During Administrative Recourse

Revised June 1, 2015

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.

3000 Series - Business, Non-Instructional and Government Operations

LSP - Tithing/Tuition and Fee Payment Schedule

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. The Diocese of Jefferson City has a formula of 8% to the parish and 2% to other charities.

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* \$300 per Child Annually
- Pre-Kindergarten Contribution \$3,000 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 \$3,000 per family for the first child and \$500 for each additional child.
- Student Fee* \$300 per Child Annually

*The School Fee is an annual non refundable 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.

Monthly payments for tuition are calculated by taking the annual tuition and dividing by 10. Tuition is due on the 1st of each month is considered past due on the 15th of each month.

Weekly payments for tuition are calculated by taking the annual tuition and dividing by 35. Tuition is due on Monday of each week. Families with weekly tuition payments that are two weeks overdue will be contacted by the principal and payment arrangements will be made.

Tuition payments are nonrefundable. If a student withdraws or is asked to leave, paid tuition (up to the date of withdrawal) will not be returned. Refunded tuition will be broken down to the weekly rate. Families who are delinquent in tuition payments may have their child's enrollment in Holy Cross School revoked.

LSP 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.

LSP 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.

LSP 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.

LSP 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.

5000 Series - Students

DSP 5101 - Non-Discrimination

Revised June 1, 2015

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.

LSP Admission

A cooperative relationship among the parents, their church, and school can be an important criterion in determining the acceptance of an application for admission.

All parents of new students in Holy Cross School are required, as part of the registration procedure, to have a personal meeting with the pastor of Holy Cross and the principal to discuss registration and financial commitment. This meeting is scheduled 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.

The school fee must be included with each registration form. This non-refundable fee is applied to the book and enrollment fees. Prior to the admission of any student in grades 1-4, a complete review of academic and discipline records will be done to evaluate if the student will be permitted to enroll. New students may be required to take a placement evaluation. If enrollment is accepted or denied, notification will be sent to the parents or guardian. Children who meet the age requirement of 5 years old before July 31st for Kindergarten, but who are found lacking in maturity and/or readiness after testing will be considered for Prekindergarten. Communication regarding this decision will be sent to the guardians. Prekindergarten students must be 4 years old by July 31st to qualify for admission.

Required documentation for registration:

- 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.
- Non-Refundable School Fee - \$300, paid on or before the first day of school.

- Completed Virtus training and background checks for ALL parents/guardians

When space is limited, the order of priority for admission (PreK through 4th grade) to the school will normally be:

1. Children of parishoners. A parishoner is:
 - a. One who is registered at Holy Cross, St. Michael, or St. Francis parishes
 - b. Attends Mass regularly
 - c. An active steward of the above parishes
 - d. Is VIRTUS compliant
2. Catholic children from non-parish families with the above requirements with a sibling enrolled in Holy Cross School.
3. Catholic children from non-parish families with the above requirements without a sibling enrolled in Holy Cross School.
4. Non-Catholic children with siblings enrolled in Holy Cross School. Parents must be VIRTUS compliant.
5. Non-Catholic children from our waiting list. Parents must be VIRTUS compliant.

The principal/pastor may deny entrance to any child who presents severe discipline problems in previous schools, or proved to be a barrier to the instructional process of his/her peers in his/her previous academic setting. The principal/pastor may deny entrance for any other reason which, in the judgment of the principal/pastor, is in the best interest of the students of Holy Cross School.

LSP Transfers

When a new student applies for admission, parents must request the transfer of school and immunization records from the previous school. Upon receipt of all required records, an interview will be scheduled with the principal and pastor. Order of priority for admission is applicable to transfer students also. The student will not be admitted to the classroom until all requirements have been met.

Records are to be sent/faxed to:

Holy Cross School
 RE: New Student Enrollment
 415 School Ave
 Cuba, Missouri 65453
 (573) 885-3501

New students may be required to take a placement evaluation.

The principal/pastor may deny entrance to any child who presents severe discipline problems in previous schools, or proved to be a barrier to the instructional process of his/her peers in his/her previous academic

setting. The principal/pastor may deny entrance for any other reason which, in the judgment of the principal/pastor, is in the best interest of the students of Holy Cross School.

When a student is to transfer from Holy Cross 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 School. If a family is experiencing financial difficulty, arrangements can be made with the pastor or the financial administrator.

DSR 5105 Immunizations

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

Effective July 1, 2019, 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. Each school administrator/principal is responsible for completing and maintaining the Summary Report, which is a record of the current immunization status of every student enrolled in the school. This Summary Report is required to be completed and submitted annually to 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.

DSP 5201 - Proof of Guardianship

Revised June 1, 2015

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 5210 - Absence and Tardiness

Revised June 1, 2015

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.

LSP - Absence and Tardies

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 am to report it.** This is for the safety of the children. Excessive absences shall result in a meeting with the principal. Students will not receive credit for make-up work unless the teacher receives a written excuse stating the reason for the 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 am will be counted as tardy for attendance.

DSP 5211 - Written Excuses

Revised July 1, 2021

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.

LSP - Notification of Absences

In addition to a written excuse as outlined in DSP 5211, parents or guardians must call or email holycrossschoolcuba@gmail.com the school office by 9:00 a.m. to notify the school of their child's absence and the reason for the absence.

DSP 5220 - Requests for Family Reasons

Revised May 7, 2004

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.

LSP - Make Up Work for Approved Request Family Reasons

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 on the number of school days missed.
- School books/textbooks may not be taken on vacation.

DSP 5260 - Confidentiality

Revised June 1, 2015

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 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 5305 - Catholic Faith and Moral Standard

Revised July 1, 2021

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.

DSR 5310 - Prohibition of Corporal Punishment

Revised July 1, 2022

Corporal punishment is not used under any circumstances in any diocesan Catholic school. The school administrator/principal is responsible to report immediately to the Catholic Schools Office any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a student in a manner that is considered punitive shall be avoided.

DSP 5315 - Weapons and Dangerous Instruments

Revised May 7, 2004

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.

LSP - Reporting Weapons and Dangerous Instruments

All students, faculty, staff, volunteers and parents are to immediately report to the principal or in his absence, the teacher in charge, if they suspect an individual or individuals to possess a weapon or dangerous instrument. The principal will then activate the school's emergency procedure for reporting such an occurrence.

LSP - 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 a 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 school 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 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.
- The use of cellular communication devices (cell phones, smart watches, etc.) is prohibited without teacher permission. This includes during the school day and childcare times.

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. In no particular order, and not limited to:
 - 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 this list to meet the needs of the students and their individual circumstances. It is the goal of the school to administer “natural consequences” to the student’s actions.

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-with the exception of those students with health issues requiring them to carry their own supplies.)
 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 asked 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.

DSP 5360 - Students: Expulsion

Revised July 1, 2021

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.

DSR 5360 - Dismissal and Expulsion

Revised July 1, 2021

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.

DSP 5370 - Release of Individual Students from School

Revised June 1, 2015

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 may any student be sent on errands outside the school and parish grounds for anyone.

LSP - Authorized Pick-up

It is essential that parents keep the school informed, in writing, as to necessary additions/deletions to the emergency contacts. Only those current authorized individuals will be allowed to leave with a student. All changes must be provided to the school, in writing or changed in our online student information system. If students are leaving early, parents must go to the school office and officially sign their child out. The sign

out sheet must be completed with the child's name, time signed out, reason for leaving school and signature of authorized person taking the child.

LSP - Morning Arrival and Drop-Off

The foyer 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, follow the concrete drive (stay left of Our Lady of Mount Carmel), and proceed around the building to the foyer entry on the east side of the building. *Students are to exit the vehicle to the right and 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.

LSP - Afternoon Departure and Pick-up

The playground parking lot will be opened no more than 15 minutes before dismissal time. The first parent in line may open the gate. Vehicles must enter the school grounds off Forest Street, drive through the blacktop area behind the church, follow the concrete drive (stay left of Our Lady of Mount Carmel), and proceed around the building to the playground parking 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.
- Once all students are safely in their vehicles, the lot will be opened by a staff member and cars may exit.

LSP - Safety

Holy Cross School continuously works toward providing a safe and nurturing environment for your child. For this reason, our teachers annually review safety and emergency procedures, and will “practice” them with students during the first month of school and then again during the academic year.

As a precautionary procedure, all doors into the school will be kept locked except during arrival and dismissal when teachers are present. If a parent needs his/her child once school has begun, they must enter through the office door of school and follow the outlined procedures for removing their child from school.

All volunteers and visitors are required to enter through the office entrance and sign in and out in the volunteer log book.

LSP - Morning/After Care Service

Revised July 28, 2023

Morning Care supervision begins at 7:00 a.m. Students enter via the school office door. Students may eat breakfast during Morning Care. Morning Care is included in the weekly rate.

The After School Care Program is available for all Holy Cross students daily from 3:30 pm-5:30 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 should notify the After Care Coordinator or the school office no later than 24 hours in advance.*

After Care supervision begins at 3:30 p.m. when dismissal is complete. Any child not picked up by 3:30 p.m. will automatically be placed in after care and will be charged a drop-in fee of \$15. After care supervision is from 3:30 p.m. until 5:30 p.m. Students in After Care should be picked up and signed out at the office door. An outline of the fees is available on the Morning/After Care Service Form provided upon registration to the school and renewed each August.

Childcare bills are sent home weekly and are due promptly. Delinquent accounts will be referred to the principal.

Students who display inappropriate behavior will not be allowed to stay in the childcare programs.

DSP 5405 - Parent/Teacher/Student Conferences

Revised July 1, 2021

It is required that each school plan to have conferences at reporting time at least once a year for classes PreK – 4th. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development.

LSP - Parent/Teacher Conference Schedule

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. In the spring, parent-teacher conferences are scheduled on an as needed basis. If a teacher has a concern, the teacher will schedule a conference. 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.

LSP - Communication between Home and School

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.

LSP Appointments with Teachers or Principal

Parents are required to make an appointment to speak with teachers or the principal. Parents may not 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.

LSP - Testing

Testing is in accordance with diocesan directives. Students in grades 1-4 take standardized achievement tests each fall. Returned tests are analyzed by the administrator and classroom teacher and the results are used to align curriculum, improve teaching, and assist with developing students' learning skills.

Kindergarten readiness tests are given each spring for children who are entering kindergarten. All students must be age 5 by July 31st to enroll in kindergarten. Kindergarten screening may be done at Holy Cross School, or the local public school, and those results will be used for admission consideration.

All new students may be required to take a placement evaluation.

LSP - Grading Scale

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.

A standards based diocesan report card will be used for grades Pre-Kindergarten – 2nd to assess their knowledge base. Students in 3rd-4th grade use letter grades to reflect not only ability and performance in written work but also in class participation based on the students' ability.

The basic letter grades for 3rd-8th are as follows:

A=93-100

A-=90-92

B+=87-89

B=83-86

B+=87-89

C=73-76

C-=70-72

D+=67-69

D=63-66

D-=60-62

F = 0-59

Honor Roll is awarded in grades 3 and 4..

DSP 5410 - Progress and Reporting: Promotion and Retention

Revised May 24, 2016

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.

High school students who satisfactorily complete a program that includes a modified curriculum or significant accommodations for special needs will receive a diploma that indicates the modified nature of the curriculum, i.e., Modified Diploma.

DSP 5520 - Health and Safety: Drug/Medication Administration

Revised July 1, 2021

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.)

LSP - Dispensing of Prescribed Medication

Prescription medication must be dispensed at school by the school office staff. Medication must be sent to school in the container in which the prescription was originally packaged with clear instructions on the container. Written instructions from the prescribing physician must accompany the consent from the parent/guardian. The medication must be brought to the school office. Students are not permitted to keep prescription medication in their possession, unless authorized by a physician.

LSP - Dispensing Over-the-Counter Medication

Over the counter medication must be dispensed from the school office staff, if the parent has given permission through a note or in the online student information system. All medication, whether prescription or over-the-counter, must be in its original container labeled with the student's name. Written instructions with consent must be received from the parent/guardian for dispensation of over-the-counter medicine. Students are not to have over the counter medication in their possession while at school. Students are not to have cough drops, Tums, and other over the counter medications in their possession at school. All medication will be kept in a locked cabinet. A medical log is kept recording the medication dispensed, the student receiving the medication, the time it was given were contacted and the individual dispensing the medication.

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.

LSP Chronic Disease

Any student permitted to attend school with a chronic disease must do so under specific conditions. Each situation is unique and will be assessed on an individual basis. Students having a contagious disease and

their families have their right to privacy and need for confidentiality, thus only staff members who deal directly with the student in question will be informed of the necessary precautions.

LSP Illness

If a student becomes ill, experiencing diarrhea, vomits, or has a temperature of 100.4° F or greater at school, he/she cannot remain in the classroom. Parents will be notified by the school office to pick up the student in a timely manner.

If symptoms of any illness not mentioned above persist for an hour or more and the student is not able to participate in school activities or classwork, then the parent or legal guardian will be notified by the school office to pick up their child in a timely manner.

A child is not to be sent to school if he/she has had a fever, has vomited, experienced diarrhea or has otherwise been ill in the past 48 hours. Students must be symptom free from illness (including fever and vomiting) for 24 hours without medications, in order to ensure they are not contagious before returning to school.

LSP Health

A parent must inform the school when a student has a specific health problem (diabetes, severe allergies, etc.). All of his/her teachers, volunteers, and those adults responsible for his/her care will be informed at the beginning of school as to the specific health problem. The parent will provide written instructions from a physician as to the particular needs of this child while in the school setting. This may include providing epipens, diabetic kits, special allergy free snacks, etc.. If the physician changes the information or mode of care, a written notice outlining the changes in care must be supplied to the school office. All specific health problems or regular medications must be listed in the student information system (SIS).

LSP 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.

DSP 5545 - Alcohol Use at School Related Events

Revised May 24, 2016

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.

DSP 5575 - Student Insurance

Revised July 1, 2021

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 5701 - Students with Special Needs

Revised January 26, 2022

If a student with special needs — categorized such as Educable Mentally Handicapped (EMH), exceptional educational needs (EEN), or other similar classification, or having a serious physical disability — applies for admission in a diocesan Catholic school 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 school administrator/principal shall immediately consult with the Catholic Schools Office 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 shall be made to meet the total needs of the student. A review committee can be convened by the Catholic Schools Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the Catholic Schools Office, the school administrator/principal, parent/guardian, counselor, pastor and other designated professionals. It shall be the purpose of the review committee to help the school make a decision. This review committee can also be convened or reconvened by the Catholic Schools Office, if deemed beneficial, when a parent/guardian disagrees with a local school decision. The diocese defines an accommodation as a change in teaching, materials, assignment length, etc. that allows a student's learning needs to be met while leaving the standards being taught unchanged. Accommodations are provided to students after the student is tested to determine learning needs and a

learning plan has been established through the teachers and school administrator/principal and agreed to by the parent/guardian. Accommodations require no noting on a report card, but shall be disclosed to any subsequent school the student attends. Modifications result when a student's learning needs are such that the actual content of a class must be changed (often in addition to other accommodations). When modifications are required, it must be noted on the student's report card. Use of an alternate grading scale is considered a modification and shall be noted on the student's report card

DSP 5820 - Harassment/Bullying

Revised July 1, 2021

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.

DSR 5820-Harassment/Bullying

Revised July 1, 2021

Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. Bullying behavior is repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets.

Every school is to have a comprehensive anti-bullying plan that is consistent throughout the school. This plan is explained and enforced by the administration, teachers, parents and students. This plan will also be available in the school office for parents to refer to if they have questions. This can also be in the school handbook.

Sexual harassment deserves special mention.

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."

2. No student shall be subject to sexual harassment as a student.

3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.

4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school administrator/principal or other school official. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the Catholic School Office and/or chancellor and/or review administrator and shall be thoroughly investigated by the school administrator/principal after consultation with and direction from the Catholic School Office.

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith. Samples of bullying documentation forms are available at Appendix #5820.

DSP 5825 - STUDENTS: Safe Environment Requirements

July 1, 2020

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 (See DSR 5825 and Appendix 5825).

DSR 5825 - STUDENTS: Safe Environment Requirements for Volunteers Whose Duties Include Contact with Minors

July 1, 2021

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.

Effective July 1, 2021, 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.

6000 Series - Instruction

LSP Schedules and Plans

Daily Schedule

Supervision begins at 7:30 a.m. No children are to be dropped off before this time unless they are attending morning care. 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. The gates will be closed at 8am. *Students arriving after 8am are to be dropped off at the office door so that morning prayer will not be disrupted.* 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 or Option C alerts. Early dismissal of school during the day due to severe weather or other emergency will also be announced through the school's emergency messaging system.

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.

LSP Religious Education

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

DSP 6235 - Curriculum: Non-Catholic Student Participation

Revised May 7 , 2004

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.

LSP - Curriculum

Holy Cross Catholic School provides an approved, updated curriculum that meets State of Missouri and diocesan requirements. 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.

Grades PreK-4 are taught in self-contained classrooms. All students study religion, math, language arts, social studies, and science. Extended curriculum classes include art, music, French, Spanish, physical education, and library. Students will receive a grade in extended curriculum classes.

The materials used to teach curriculum are on a 5-7 year cycle. All texts are diocesan approved. Audiovisual materials, references, hands-on activities, speakers and field trips are just a few of the teaching modules used to expand and enrich the educational process.

DSR 6301 - Instructional Arrangements: Educational Outings, Field Trips, 8th Grade and Senior Trips

Revised June 1, 2015

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.

DSP 6305 - Instructional Arrangements: Chaperones and Drivers for Field Trips, Athletic Events and Other Off-Campus School Activities

Revised July 1, 2021

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;
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 6425 - Instructional Services and Resources: Student Internet, E-mail and Other Technology Use

Revised June 1, 2015

All schools allowing students to have access to the Internet, e-mail 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, e-mail 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, e-mail 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, e-mail 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, e-mail 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, e-mail, 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, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.
8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail 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, e-mail or other technology use can be suspended or revoked at any time.

In addition to the above, the school, after consultation with the 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 6610 - Instruction: Athletics

Revised May 24, 2016

All athletic programs offered through Catholic Schools of the Diocese of Jefferson City shall reflect the values of, and be consistent with, the mission and principles of the Catholic Schools and the Diocese.

DSR 6610 - Instruction: Athletics

Revised July 1, 2021

All athletic programs offered through Catholic Schools of the Diocese of Jefferson City (referred to collectively as “Catholic Schools”) will ensure their program meets the following criteria:

1. Sports are viewed as ministry to children and families.
2. Teams are seen as moral communities.
3. Moral growth and character development are emphasized.
4. Spiritual development.

All coaches and assistant coaches, whether paid or volunteer, will be expected to imitate Christ through their coaching.

Administrators/principals of each Catholic School who participates in any athletic program will be responsible for assuring that all coaches, physical education teachers and parents meet these behavior standards. Evaluation of coaches and physical education teachers by administrators/principals will assure that these coaches and teachers are integrating these goals into their ministry of coaching/teaching.

Administrators/principals may delegate responsibility for various aspects of the program to other employees (i.e., assistant principals, athletic directors or secretaries), but will retain overall responsibility for the implementation of the program in their schools.



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.