

*Holy Cross Catholic School
Parent/Student Handbook
2016-2017*

The
Leader  **in Me**™
great happens here

Holy Cross Catholic School

Mission Statement
Leading and Learning Through Christ



WHAT IS THE LEADER IN ME?



The Leader in Me is based on The 7 Habits by Stephen Covey. It is an initiative that the Holy Cross family (administration, faculty, staff and students in PreK - Grade 8) is implementing and modeling. Administrators, teachers, and support staff receive continuing training in the 7 habits and how to implement the Leader in Me initiative into their curriculum.

The Leader in Me is creating a culture that instills in our students that each of them is a leader in some way - at school *and* at home. The Leader in Me inspires a student-led culture that is very evident at Holy Cross. The students are developing and using leadership and lifeskills they will take with them throughout their adult life - such as goal setting, self-directed learning, critical thinking, listening and speaking, and the ability to work in cooperative groups - everything they will use to become a successful leader in their community.

THE SEVEN HABITS +1

- 1. Be Proactive - make good choices, even when no one is looking**
- 2. Begin With the End in Mind - have a plan**
- 3. Put First Things First - work first, then play**
- 4. Think Win-Win - everyone can win**
- 5. Seek First to Understand, Then to be Understood - listen before you speak**
- 6. Synergize - together is better**
- 7. Sharpen the Saw - balance feels best**
- 8. Find Your Voice - find and share your passion and inspire others**

We are pleased that you have chosen a Catholic education for your child/children. All of us at Holy Cross promise to work with you and support you in your role as primary educators of your child/children.

This handbook will serve as a guideline for all of us and a handy reference for you. Holy Cross recognizes the importance of communication. If you have any questions or concerns, please feel free to call the school.

Below you will find a Student Handbook Certification. Please fill in the necessary information and return it to your child's homeroom teacher. This will assure us that you have had time to share our handbook with your child. **Note:** Cut off the Student Handbook Certification and keep the Parent/Student Handbook.

Thank you for taking the time to read this booklet.

-----Cut here -----
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Student Handbook Certification

We, _____ and _____
Parent/Guardian Student
have received and read this student handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of Holy Cross Catholic School.

Parent/Guardian Signature

Student's Signature

Date

ADMISSION

Holy Cross Catholic School recruits and admits students of any race, color or ethnic origin to all rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, ethnic origin or disability in administration of its educational policies, scholarships, loans, fee waivers, educational programs, and athletics or extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative-agency-ordered or public-school-district-initiated desegregation.

On a student's initial entry to school, the original birth certificate must be presented to the school office. A copy will be made and kept in the student's permanent file. Social Security numbers are also required on students' records.

Each new and returning student must annually file in the school office an updated student information sheet and emergency medical authorization form. It is recommended for the best interest of your child that a copy of court custody papers be on file.

It's at the discretion of the principal whether a student will be admitted to Holy Cross Catholic School. New students and their parents/guardians will meet with the principal and will be given full information about Holy Cross Catholic School and our expectations.

AIDS POLICY

Holy Cross Catholic School will use the AIDS policy that each parish has established based on diocesan guidelines. Copies are available on request. AIDS education that reflects Catholic teaching and is age and grade appropriate is taught.

ATTENDANCE POLICIES AND PROCEDURES

Our attendance policies and procedures are based on the Ohio Missing Children's Act. When a parent, guardian, etc. determines that the child will be absent from the school, he/she may communicate this to the school in any of the following ways:

- A. An early telephone call during hours when school personnel are available to receive calls (after 8:30 a.m.)
- B. Written notification from the parents delivered by a sibling or a neighbor's child.

If a parent does not contact the school, the principal or designee will attempt to ascertain the reason for the absence and notify the parent if necessary by:

- A. Telephone call
- B. Written notice via mail

In the case of sequenced days of absenteeism, a phone call on the first day will suffice; however, a projected date of return to school must be given at this time. If the child is absent longer than the projected date, the entire process reactivates.

If your child/ren will be going home with someone other than the parent or legal guardian, a note is required.

If you will be out of town for any length of time during the school year, please advise the school office as to who will be staying with your children or where your children will be going in your absence.

MISSING ASSIGNMENTS

It is the responsibility of the child to ask for missed assignments immediately following the absence. Missing school because of non-scheduled vacations, shopping trips, haircuts, etc., is discouraged, but is the responsibility of the parents. Teachers are not required to give work in advance of these absences but will provide the make-up work when the student returns. A note is required.

TARDINESS

A student is tardy if he or she arrives after the designated time for the beginning of the morning.

LEAVING THE BUILDING

Any student leaving the building during the school day must have a written request from the parents. This request is given to the teacher and is sent to the office for approval. The adult picking up the student/s should sign them out in the office.

ARTICLES PROHIBITED AT SCHOOL

Mobile Devices: Mobile devices are considered to be small handheld devices and include cell phones, iPods, iPads/tablets, Kindles, Nooks, pagers, cameras, calculators, handheld gaming devices, and media players. Any of these devices borrowed from the school may be used as assigned. Cell phones must be turned off and are not permitted to be used during the school day. All other personal handheld devices may be used with a teacher's permission for educational purposes only, *not* entertainment purposes. (i.e. listening to music, playing games, etc.) The exception to this would be allowing them to be used during recess time to play teacher approved games. No personal handheld devices are allowed to access the school's network.

ASSEMBLIES

Throughout the year a variety of assemblies are planned. Students shall maintain courteous and polite behavior during assemblies. Students shall enter and exit the assembly area quietly.

BAND

Interested students in grades 5-8 may participate in the Defiance City Schools Band Program and may be released from class if band is scheduled during school time.

BEHAVIOR

Students are expected to conduct themselves properly and respectfully at all times. Each teacher will establish age appropriate guidelines. Consequences for inappropriate behavior will be handled first by the teacher. When it is necessary, the principal will assist. In the case of repeated misbehavior, the teacher and/or principal will contact the parent/guardian.

BIRTHDAYS AND PARTIES

A student may celebrate his/her birthday in school by bringing a treat for the entire class. Permission must be obtained from the classroom teacher.

Classes may have a party at Halloween, Christmas and Valentine's Day. The classroom teacher will decide if these parties or any other are appropriate for her class.

Students may only pass out invitations to home parties if the whole class is invited or the invitation is given to the entire group of girls or boys.

BUS SERVICE

Three bus systems, Defiance City, Ayersville and Tinora transport students to Holy Cross Catholic School. Students riding buses must observe all rules and regulations as determined by these public school systems; failure to do so will result in the loss of bus privileges for a period of time, or permanently.

CAFETERIA

Lunch money will be collected on a monthly, weekly, or daily basis and can be mailed or brought to the school office. Students will be dismissed by classes to go to the cafeteria. All students are required to go to the cafeteria during their assigned cafeteria period. All lunches, regardless of being purchased in the cafeteria or brought from home, will be eaten in the cafeteria. Food may not be taken out of the cafeteria. Good lunchroom manners are expected of all students.

Bringing in fast food is not allowed. All lunches are to be purchased or packed from home. Permission must be obtained from the principal for any special circumstances. This is also in compliance with the Ohio School Lunch Program guidelines.

The School Lunch Program provides portions and meal planning in accordance with the Ohio State guidelines. Students are encouraged to eat a portion of everything that is served. Parents/guardians will be contacted if students are not eating lunches.

Parents/guardians and grandparents are welcome to eat in the cafeteria with their children. Visitors need to call the school before 9:30 of the morning they will be eating at the school so there will be enough food prepared.

CALENDAR

It is the policy of Holy Cross Catholic School to follow the Defiance Public School calendar as closely as possible. Occasionally we have early dismissal days so that the faculty is provided with the opportunity for professional growth. Parents will be notified in advance of any changes in the school calendar.

CHILD ABUSE (O.R.C. 2151.421)

School personnel are required by law to report any evidence of child abuse or neglect to Defiance County Job and Family services. The school is required to and will cooperate 100% with law officials.

CONFERENCE

Parents are encouraged to attend the regularly scheduled Parent-Teacher Conferences. Your child's teacher will contact you to arrange a time.

If you need to talk to a teacher, please call or send an email or a note to the teacher to schedule an appointment. This method will allow the teacher to set aside an appropriate amount of time to meet with you and will avoid interrupting classroom instruction time.

CURRICULUM

The curriculum is based on the state approved courses of study developed by the Catholic School Office in the Diocese of Toledo. The school is in compliance with the Ohio State Standards, 1983 and the Ohio Revised Code.

Accreditation of Holy Cross Catholic School was last completed in 2009.

CUSTODIAL AND NON-CUSTODIAL PARENTS

A child may be released only to his/her parents or clearly authorized persons. A custodial parent must notify the school of any custody arrangements by providing the school with a certified copy of the custody order or decrees, supplying subsequent modification orders as they may take place. Full rights of access are given to either parent (natural or adoptive) unless there is evidence of a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

DELAYING OR CLOSING

School delays and cancellations are announced over the Defiance radio stations. Text and voice messages will also be sent to parents who request the service. The Defiance City Schools schedule is followed. A 1-hour delay would begin classes at 10:00 a.m.; a 2-hour delay would begin our day at 11:00 a.m. If there is a two-hour delay in the morning, pre-school classes will begin at 11:00 a.m. and dismiss at 12:00 a.m. Buses will run as delayed. In the event that school is canceled for the day, all extra-curricular activities are also canceled unless otherwise notified.

DISMISSAL

At the beginning of the year parents/guardians will fill in a form telling the usual means their children will use to get home each day. A note must be sent each day the child will be going home a different way.

The school must receive advance notice if any other person besides a parent/guardian or family member is picking up a student. Approval must also be given for a student to ride a different bus; bus drivers require the approval and signature of the building principal to a parent's/guardian's permission notification.

DRESS CODE (Please follow the uniform policy as outlined on the school web page.)

Shorts:

UNIFORM SHORTS may be worn on Mass Day and year round if student so desires.

Gym Classes:

Skirts with shorts underneath or skorts may be worn by the girls. Due to schedule constraints, girls must wear the shorts on gym days. There is no time for changing. Gym shoes are required for all gym classes. Students without gym shoes will not be allowed to participate for safety reasons.

Miscellaneous:

1. Clothing promoting alcohol, tobacco, gangs, drugs or disrespect for authority or another person is not allowed.
2. Students are not to wear make-up to school.
3. Good personal hygiene is required.
4. Students do go outside for recess in the winter if the temperature is above 20 degrees and the wind-chill factor is also above 20 degrees. Hats, gloves, boots, or heavy shoes should be worn.

EMERGENCY CLOSING

In the event of severely inclement weather, the school will be closed or the starting time delayed. The same condition may also make early dismissal necessary. Parents and students will be notified of any such change in schedule by announcement over all local radio stations. When the Defiance City Schools are closed, delayed or dismissed early, Holy Cross Catholic School will do the same.

Please remember to pay close attention to these announcements as there is not always supervision of students available.

EMERGENCY DRILLS

Tornado Drills

Tornado drills will be held in April and May. Students are to follow the instructions posted in each classroom.

Sound for alarm: a series of short bells

Procedure: each student proceeds to the hallway, faces the wall and kneels, sits or scrunches, facing the wall.

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible, in a straight line and quietly. Directions are posted in each classroom and each room of the building.

Rapid Dismissal

During a rapid dismissal, a continuous tap of the announcement bell is the signal for all classrooms to evacuate to the outside area as quickly as possible.

FAITH EXPERIENCES AND PRAYER

There are many occasions during the year when staff and students share time praying and worshipping together. Students say daily prayers - at the morning announcements, before lunch, and at the end of the day.

All students participate in daily religious instruction which is based on Catholic doctrine and tradition. This instruction in Catholic beliefs and values permeates all aspects of the school program.

Students attend weekly liturgies. The teachers, along with their classes, take turns preparing the liturgy and choose the theme.

Integral to our faith is a service component. Each year students become actively involved in several service projects in the school, their parish, in the community and for the Missions.

FIELD TRIPS/ACTIVITIES

Each class is encouraged to take field trips to enrich our academic program. Arrangements can be made for either buses or parent drivers. The parish policy for field trips is followed and the proper forms must be filled out by persons transporting students.

When a student goes on a field trip or is involved in any activity that requires leaving the school grounds, written permission from the parents or legal guardians must be obtained.

The parent has the right to refuse to allow their child to participate in a field trip. If the child does not participate, he/she must attend school.

FREE/REDUCED LUNCH

Holy Cross Catholic School offers a free/reduced lunch program for families who qualify. Forms and an explanation of the program are available in the office. New forms are sent to each family and must be completed by Sept 30th to be considered for the current school year. Families will be notified of acceptance or non-acceptance.

GRIEVANCE PROCEDURE FOR PARENTS

In the event that a parent has a problem related specifically to the classroom and/or an individual teacher, the parent should request a conference with the teacher in question. The student may, or may not, be present depending on the situation.

If a resolution cannot be agreed upon by both parties, the parent may then refer the case to the principal for further deliberation. The principal may, or may not ask the teacher to be present.

Should an impasse occur, the parent is able to have recourse to the Superintendent. The last group to be approached for assistance is the School Council, and one turns to them only after first conferencing with all of the above sources.

GRADING SYSTEM AND PROGRESS REPORTS

Report Cards

The progress of each student is measured and evaluated every quarter. A report card is issued at the end of each nine week quarter. Written, mid-quarter reports are available for online viewing on MyStudentsProgress for each student in grades Kindergarten – 8. If a family does not have Internet access they are to notify the school office or their child’s teacher and a written report will be sent home.

The grading scale for grades K-5 is as follows:

100 - 93	A	92 - 85	B	84 - 75	C
74 - 67	D	66 - below	F		

The grading scale for grades 6-8 is as follows:

100 - 93	A	92 - 85	B	84-75	C
74 - 70	D	69 below	F		

Sports eligibility

During a sports season, there are academic and behavioral eligibility requirements for all participating students. These requirements are stated in an Athletic Handbook issued to parents prior to the sports season.

GOVERNMENT FUNDED SERVICES

Holy Cross Catholic School provides a variety of supplemental services to meet the unique needs of each individual, through Government Funding.

Title I/Remedial Reading and Math

A teacher provides individual and small group assistance to students who experience difficulty in developing reading and math skills. This service is usually provided for primary students.

Learning Center Tutor

This state-funded program has made it possible for students to receive special assistance in any subject area in which they are having difficulty. A teacher provides this assistance to the students in grades Kindergarten – 8th on an individual or small group basis.

Language and Speech Therapy

A speech therapist, financed by the State of Ohio, tests and provides therapy for those students in grades Kindergarten – 8th who experience difficulties in communication. The therapist serves as a consultant to the teacher and parents and provides individualized programs for those who qualify. The speech therapist also gives hearing tests to students.

HARASSMENT POLICY

Student to student harassment may be deemed abuse when the age, maturity or developmental differences between the students are significant. If the school believes that a student may be sexually or physically abusing another student, the decision may be made to contact Children's Services and the Catholic Schools Office.

Students of similar ages may engage in harassment or bullying behavior. Complaints of harassment or bullying will be taken seriously and will be investigated. Disciplinary action may be imposed where indicated.

Examples of bullying are name-calling, hitting, punching etc., threatening, sending hurtful notes, deliberately ignoring or excluding, teasing, sexual innuendo or any excessive or unwelcome physical contact.

The Diocese of Toledo provides an online site to report any concerns pertaining to a student's learning environment. A link to the TIPS Incident Report button is located at the bottom of the school's webpage.

HEALTH AND SAFETY INFORMATION

Accident and Sickness

In case of illness or serious injury, parents will be notified promptly. If they cannot be reached, the emergency person listed on the emergency information card will be called. If this person cannot be reached and the student needs a doctor's care or needs to be taken to the hospital, the doctor and hospital listed on the emergency information card will be used.

Medication

The school cannot administer any medication, prescription or non-prescription without the parents' written permission. Whenever a student must take any type of medication during school hours, the appropriate release forms must be on file in the office. The medication will be administered in the school office by the principal or secretary, child's teacher or any person designated by the principal in his/her absence.

Immunizations

An immunization record is kept on file for all students. At the student's entry into school, information about the child's immunization must be provided to show that the incoming student meets the minimum immunization requirements.

Safety

Fire drills and tornado drills are conducted regularly as required by law.

Contagious Diseases

Head lice, chicken pox, pink eye, etc. are medical conditions which would warrant exclusion of the student from school. Students can return to school when they are under treatment or when they are no longer contagious.

Lice

Confirmed cases of lice will be prohibited from attending school until a statement from the Defiance County Health Department or a physician is presented to the school stating that an initial treatment will allow the student to be readmitted on a temporary basis. Continued attendance in school will only be permitted if the weekly contact sheets from the health department or physician are presented to the school or until the case is dismissed by the health department or physician.

Our school will send a letter of notification to the parents of the class in which the case is found.

Our school nurse will check the classes where head lice is found or suspected.

LOST AND FOUND

Each year many articles are lost and unclaimed by children. It is important that children learn to value and care for all property. A "Lost and Found" box is kept at school. Encourage your child to check for lost articles. You are also welcome to come in and check. Also, students finding textbooks or other valuables at school should turn them into the office where they can be claimed. Unclaimed articles are sent to charitable organizations at the end of the school year.

ORGANIZATIONS

School Advisory Council

This council is a representative body of both parishes. Its purpose: to consider and develop matters of school policy, to make recommendations to school administrators and to act in an advisory capacity to the superintendent. The School Advisory Council's bylaws are subject to the regulations of the Toledo Diocese. This group meets monthly August through May.

PTO: Parent Teacher Organization

This group is our parent support group. Every school family is encouraged to be part of the PTO. Its purpose is to be a source of parental support, to be a facilitator between parents, children and teachers and to financially support school functions and activities.

PARENTS

Parent's/guardians involvement is vital to the success of Holy Cross Catholic School. A working relationship between home and school is the best environment for a student and his/her progress. Therefore, students benefit when parents/guardians and teachers work together for the best interest of the students.

PROMOTION/RETENTION POLICIES

The principal has the right to assign pupils to grade levels. Parents should be notified and consulted in reasonable time prior to the decision to retain a child; however, the right to retain a student at a certain level is dependent on the school's judgment. If the school decides on placement due to parental pressure, the principal may properly require that the parents request the placement in writing. In such a case, the movement to the next grade should be regarded as a transfer and not a promotion.

RECORDS OF STUDENTS

There is a cumulative record for each student enrolled in the school. This record contains yearly educational data, standardized test scores, and reports of any special services.

These files are only available to members of the staff, with the approval of the principal. Parents have the right to read and examine the file. When a student leaves the school, the data is sent to the receiving school only upon written request of the parent or academic record. The health folder also is sent when the request is received.

Both custodial/residential and non-custodial/non-residential parents are entitled to reasonable access to their child's school records.

The school can withhold records for non-payment of tuition and fees when a student transfers.

RELEASE OF STUDENTS

1. A child may be released only to his/her parents or clearly authorized persons. A custodial parent must notify the school of any custody arrangements with a certified copy of the order.
2. In the case of a child's illness or accident, the parents will be notified first then the procedures on the Emergency Card will be followed.
3. Police officers and other public officials who ask to see pupils during school time will ordinarily be allowed to question students only after parents have been notified of the request.
4. Police are allowed to remove a child from the premises only upon presentation of a court order or proper written authority.
5. Written permission is required from parents for a child's participation in activities which are held during school hours but off school property, e.g. field trips.

SACRAMENTS

The Sacrament of Reconciliation and First Communion will be taught in the second grade, Reconciliation preceding First Communion.

SCHOOL PICTURES

School pictures are taken twice a year, in the fall and spring. Purchasing pictures is optional.

TELEPHONE

Students are only allowed to use the telephone with the permission of the principal or secretary. Permission will only be given if the reason is considered to be important.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Some teachers will require the books to be covered at all times. Student names should be written in the books in case they are misplaced. We do charge for the books in cases of abuse, misuse, or loss of books. The charge for damaged books will be based on the amount of damage, age of the book, and the reusability of the book. This charge may be as little as \$2.00 up to the replacement cost of the book.

TUITION

FACTS Management System is used to collect tuition. All families are required to pay the book fee and some portion of the tuition. Assistance is available upon request.

VISITORS

Visitors are always welcome at our school. Parents/guardians, relatives, and friends may visit the school from time to time. Visitors are required to report to the school office before going elsewhere in the building.