

HOLY CROSS CATHOLIC SCHOOL



2020-2021 PARENT/STUDENT HANDBOOK

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SPRINGFIELD, PA 19064
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Reverend Eugene Wilson, Pastor
Dr. Mary Rose WorriLow, Principal

www.hcscrusaders.com

MISSION STATEMENT



Holy Cross Catholic School forms Catholic students to be full and practicing members of the Church, is a center of evangelization which calls all to live fully the message of Jesus Christ, and is a center of academic excellence; we are committed to helping each child develop as a whole person: spiritually, morally, intellectually, physically and socially.

Table of Contents

MISSION STATEMENT	
PHILOSOPHY OF HOLY CROSS SCHOOL.....	1
ACADEMIC SCHOOL DAY.....	2
ACCREDITATION.....	3
ADMISSIONS.....	3
.	
ARRIVAL AND DISMISSAL	3
PROCEDURES.....	
ACCIDENT AND	4
ILLNESS.....	
AFTER SCHOOL CARE PROGRAM.....	4
ATHLETICS.....	4
ATTENDANCE AND PUNCTUALITY.....	5
BICYCLE RIDERS.....	6
BIO-TERRORISM.....	6
BOOKS.....	6
...	
BULLY BEHAVIOR.....	7
CAFETERIA.....	7
...	
CARE OF BOOKS AND PERSONAL EFFECTS.....	8
CHEWING	8
GUM.....	
CUSTODY	8
ISSUES.....	
DESKS/STORAGE.....	9
...	
DISCIPLINE	9
POLICY.....	
ELECTRONIC MEDIA.....	10
EMERGENCY	11
DISMISSAL.....	
EXTRACURRICULAR ACTIVITIES.....	11
FACULTY ROOM.....	11
FIELD	11
TRIPS.....	
FUNDRAISERS.....	12
HOME AND SCHOOL	12
ASSOCIATION.....	
HOMEWORK.....	12
HONORS MATH PROGRAM.....	13
LITURGY AND	13
PARALITURGY.....	
LOST AND FOUND.....	13
MEDICATION	14
PROCEDURES.....	
NAME TAGS.....	14
ON-LINE	14
GRADES.....	
PARENT	14
COMMUNICATION.....	
PHYSICAL EDUCATION CLASSES.....	15

PROMOTION-RETENTION.....	16
REPORT CARDS.....	16
SCHOOLPARTIES/BIRTHDAYS.....	16
SCHOOL VIOLENCE.....	17
SEXUAL HARASSMENT.....	17
STATIONERY.....	17
SUBSTANCE ABUSE.....	18
TRIPS AND VACATIONS.....	18
TUITION.....	18
UNIFORM POLICY(JEWELRY, MAKE-UP, HAIRCUTS).....	19/20
VOLUNTEERS, PARENTS, AND VISITORS.....	21
WITHDRAWALS.....	21
RIGHT TO AMEND.....	21
ARCHDIOCESE ACCEPTABLE USE POLICY FOR TECHNOLOGY.....	22/25
FORMS:	
MEDICATION FORM	
FIELD TRIP FORM (IN CASE OF EMERGENCY)	
SIGNATURE PAGE	

Holy Cross School Philosophy

Holy Cross Elementary School exists to provide students with a Catholic education which integrates academic excellence with Catholic Christian values. In partnership with our clergy, administration, faculty, staff, parents and parish community, we strive to present the Gospel of Jesus Christ as a model for our children. In this Christian atmosphere, students grow through knowledge, work, example, and service to the Catholic Church, learning how to make their faith living, conscious and active.

Holy Cross Elementary School develops, offers, integrates, and evaluates educational programs to provide for the optimal growth of all students. The fundamental educational requirements of the Commonwealth of Pennsylvania, combined with the Philadelphia Archdiocesan Guidelines, form the basis of the curriculum taught to all students from Pre-K to Grade eight. A professionally competent and dedicated faculty and staff is committed to the spiritual, intellectual, moral, physical and social development of each child.

Administrative decision-making originates at the Archdiocesan level. Under the direction of the Pastor and Principal, the Policies and Procedures manual, in conjunction with the Archdiocesan Curriculum Guidelines, determine the management and education policies of Holy Cross School. Implementation of school policies and curriculum guidelines is the co-responsibility of administration and faculty.

As educators, we strive to access available resources to evaluate and assist the individual needs of each student. The Delaware County Intermediate Unit offers support services in the areas of Remediation, Speech, Counseling and Evaluation.

Students receive report cards on a trimester basis. Current methods of evaluation include formal tests, projects, cooperative learning lessons, class participation, and homework as well as performance-based portfolio assessments. Standardized Testing is administered in Grades three through seven.

The Pastor and Principal evaluate and select educationally qualified applicants who commit themselves totally to the religious nature of the school. The goal of the school community is to provide an environment which is not only safe and peaceful, but just and respectful toward all. Additionally, we strive to instill a strong moral code through self-discipline which will lead each child to develop a positive and healthy self-image.

PARENT COOPERATION

The education of our students is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. In such instances, tuition would be prorated and a refund issued. Parents are to abide by the rules listed in this handbook for their child(ren) to remain at Holy Cross School.

If you are disgruntled with the school and you direct that a student not be spoken to by the administrator or any other school official regarding conduct unless you are present is not acceptable. You are advised that the

school cannot teach the student under such circumstances and, therefore, the student should be removed if you insist on such conditions.

You may not bring third-parties (relatives, friends, lawyers, counselors, or activists) to school meetings involving the student. Meetings where third parties are present are not allowed to take place. Meetings will take place only with the parent(s)/guardian(s) and the student.

ADMISSIONS

Holy Cross School admits students of any sex, race, nationality and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the parish school. It does not discriminate on the basis of race, color, nationality and/or ethnic origin in administration of educational policies, admission policies, loan programs, athletic and other school-administered programs or in hiring personnel.

For new students, notice of date of registration and all pertinent information is published in the Church Bulletin beginning in early January. Birth and Baptismal certificates must be presented at the time of registration. All registration information will be posted to the school's website www.hcscrusaders.com .

Pennsylvania State Law requires that students entering Kindergarten must have attained the age of five years old by **September 1**. Students entering first grade must have attained the age of six by **September 1**.

Students entering Pre-Kindergarten, Kindergarten and all new students grades 1 - 8 must have a physical examination and present an up to date record of immunization (both forms must be originals). Examinations must be completed, and the record returned to the school office ***before the first day of school***. It is strongly recommended that eye and ear examinations are included in the physical examination.

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ACADEMIC SCHOOL DAY **GRADES PRE-K - 8**

SCHEDULE

<u>TIME</u>	<u>DAY</u>
7:50 A.M. (First Bell)	
8:00 A.M. Prayers	
8:00 A.M. –2:45 P.M. (1-8)	Monday through Friday
8:00 A.M. - 2:35 P.M. (Pre-K & K)	
7:50 A.M. - 12:00 P.M.	Early Dismissal Days

SCHOOL BELL RINGS AT 8:00 A.M.
STUDENTS ARE MARKED LATE IF THEY ENTER AFTER 8:00 A.M.

Students should enter the building at 7:50 A.M. **For the safety of our children**, they should not **arrive on the school grounds before 7:40 A.M.** as there is no supervision before that time. Announcements begin at 8:00 a.m. followed by prayers and flag salute. **A student is considered to be late at 8:00 A.M. He/She must be accompanied by a parent to the vestibule.**

No child may remain unattended or be allowed to go home with another child or parent without written permission of their respective parent or guardian. Students may not ride buses with other students without prior permission of the principal and of the bus driver. Parents are reminded to be on time in picking up your children. Unexpected emergencies can happen but consistent lateness in pick-up will not be tolerated. Any child that is not picked up by 3:00 p.m. will be sent to CARES and a fee will be charged.

The School office will be open from 7:45 A.M. until 3:30 P.M. on all days that school is in session.

ACCREDITATION

Holy Cross School is accredited by the Middle States Association of Colleges and Schools, a recognized accrediting agency by the State of Pennsylvania, and maintains membership in the National Catholic Educational Association.

ARRIVAL AND DISMISSAL PROCEDURES

CAR MORNING DROP OFF PROCEDURES

Cars are to enter the school yard through the last gate on Bishop Avenue closest to the houses. Come around to the double doors in the middle of the school. Your child will be met by teachers/staff to enter the building. Teachers/staff are not permitted to open car doors and get children out at this time. Please be patient during this process.

CAR AFTERNOON PICK-UP TRAFFIC PROCEDURES

Cars are to enter the school through the last gate on Bishop Avenue closest to the houses. Please park in the designated area until your child is dismissed. The teachers/staff will direct you when to pull out. The Pre-K and K should be in the first row, since they are the first to leave. Please have your name placard in the window.

Walkers

Arrival:

Students go directly to the middle doors and enter the building starting at 7:40 am.

Buses:

Bus schedules are determined by individual school districts. Upon arrival they will enter the building via the gym doors. It is expected that our students who ride the buses behave in a manner which reflects favorably on themselves, their families and Holy Cross School. Failure to do so may result in the suspension of the bus riding privilege.

Ride Share programs

Uber and Lyft or any programs similar are not permitted to take riders under 18 without parental supervision. It is against Archdiocesan policy, UBER and LYFT policy to transport children this way. Legally, we are not permitted to allow a child to dismiss or arrive this way. If it comes to our attention that students are arriving this way, we are obligated to report this for police investigation. If it continues, we have the right to terminate your enrollment at our school.

Students may not run around or play ball games while waiting to enter school because of safety concerns.

ACCIDENT AND ILLNESS

You will be notified immediately in case of sudden illness or accidents of a serious nature. Please be certain that the **office and Homeroom Teacher** have the **correct information** for Emergency Contact. Emergency Information sheets are sent home the first week of school. These are to be filled out completely and returned to the homeroom Teacher. *Please notify the **Office** of any changes during the year. It is imperative that the office has emergency numbers to contact parents during the day.*

Please seriously evaluate your child's health and ability to be productive in school when he or she complains of a headache, stomach pain, sore throat, or cold symptoms without a fever. Children often have no fever in the morning, but, as the day progresses, can develop a fever. Keeping your sick child home will help him/her recover sooner and will help to prevent the spread of germs to others. It is important to maintain a healthy environment in the classroom to protect all students. The following symptoms may indicate a contagious illness and **your child should be kept at home if any of the following occur:**

- Fever of 100° the night prior to or the morning of school; **student must be fever-free for 24 hours before returning to school**
- Headache **unrelieved** by Tylenol or Advil
- Vomiting and/or diarrhea within the past 24 hours; **student must be vomit/diarrhea-free for 24 hours before returning to school**
- Sore throat lasting 2-3 days; a visit to the doctor may be needed to rule out strep throat.
- Drainage from the eyes; red, itchy, and/or crusty eyes
- Excessive coughing unrelieved by cough drops or cough medicine
- Rash (unless determined to be non-communicable by a physician)
- Abdominal pain
- Dizziness or chills
- Stiff neck or headache not caused by an accident or fall
- Having your sick child rest at home with any of the above conditions will likely help with his/her recovery. If symptoms are not relieved by rest, please see your family physician. It will also help to prevent the spread of germs to other students and staff members.

The school is not permitted to send a child to a doctor for emergency treatment without the expressed permission of a parent or guardian. On the days that a nurse is present, the nurse may dispense over the counter medications or prescription medicine **ONLY** if there is written permission from the parent and a completed treatment plan signed by the physician. On days the nurse is not available, the school will call and you have the option of coming to school and administering the medicine to your child.

PLEASE REFER TO THE COVID 19 SAFETY PLAN FOR FURTHER INSTRUCTIONS regarding COVID19 symptoms.

CONTAGIOUS DISEASES: It is the responsibility of the parent to notify the school if your child has contacted a contagious disease such as strep throat, measles, lice, etc. This will enable the school to notify the parents of those classes so that they may take the necessary precautions. All notifications will be held in strictest confidence.

AFTER SCHOOL CARE PROGRAM

After School Care (CARES) is provided in the school building. Envelopes will come home on Friday and are to be returned to school by Monday. Payment is expected to be on time. The cost is \$ 8.00 per hour. In October we will move to a calendar system. You will receive a calendar for that month, check off the days your child will be attending CARES and attach payment. Please send it into school with your child. Children are expected to behave at CARES and be respectful to the CARES providers.

ATHLETICS **(GRADES 5 TO 8)**

Before a student is selected for an athletic team, his or her name is presented for approval to the faculty and Administration before any team is announced. If a student does not have a "75" average and a minimum of a "3" in personal social growth, effort and study skills, they are not eligible to play on the team. Grades from the previous trimester will be used to determine academic and social eligibility to play on a team. This policy applies to students who play sports for parishes other than Holy Cross. **Grades from the most recent report or trimester will be used to determine eligibility. In the case of fall sports, the last report of the preceding year will be used. The principal will notify the Athletic Director of the respective schools if there is a student who may not participate.**

If at any time during a season, student grades fall or conduct becomes unsatisfactory, a student may be placed on probation from any team/squad. The final decision as to participation resides with the Administration and is **not** subject to parental approval.

Holy Cross School offers sports opportunities for both girls and boys: Sports available through the CYO are: Football, Basketball, Volleyball, Softball, Cheerleading, Baseball, Track and Cross Country. (provided the numbers are there to support a team)

If a student is absent or sent home ill during the day, they may not to participate in an after-school game or practice. Failure to abide by this policy may result in the student being placed on athletic probation. This applies to students who attend Holy Cross but play for other parishes.

ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are essential to a student's progress and to the formation of good habits. **A student is considered late after 8:00 a.m. We ask that you have your children to school on time. This is in preparation for their future.**

Students who are absent/or late in excess of 20 school days may be retained or required to make up work in summer school. In cases of 8th graders, participation in graduation may be in jeopardy. If a student needs to attend summer school to pass a grade, the principal will work with the Office of Catholic Education to find an appropriate program. Extraordinary circumstances will be handled on an individual basis by the Principal.

If a student leaves before 12:00 p.m. (PK-4) or before 1:00 p.m. (5-8) a student is considered one half day absent. On days when you may need to pick up your child early, you must send a note or email the office by 8:15 a.m. so that we can inform the teacher and know when to prepare the student for dismissal. Students are only permitted to leave early due to doctor's appointments, emergencies, or illness. If they leave early for any other reason it will be considered unexcused.

Parents are to call or email the school office before 8:15 a.m. if a student will be absent that day. If the child will only be absent one day, please do not request homework to be sent home. If they are absent for more than one day please let us know and we can gather their work and books for them. Homework can always be found through the teacher's website. **Excessive absences:** A student who is excessively absent will be reported to the school's attendance officer and a parent conference may be requested by the principal. After three consecutive days a doctor's note must be presented to the teacher.

The principal determines excused and unexcused absences.

Unexcused absences are those absences whereby a student is absent, truant, on a family vacation or on a non-school trip taken outside of regularly scheduled school holidays, for which the school did not receive a note.

Excused absences: Are absences when children are ill, there is a death in the family, school sponsored activity, etc. During excused absences, class work is made up upon the child's return to school. **Work is not usually provided in advance.** Take your Child to Work Day is a non-school sponsored event; therefore, if you choose to have your child participate in that event, your child will be marked absent.

Final exams cannot be administered early nor may report cards be issued without those grades, so please plan your trips and vacations during the summer months or after school dismisses in June. Failure to complete exams will reflect negatively on the final grades.

Upon returning to school the student must present an absence note signed by the parent/guardian explaining the reason for absence. If no note is presented, the child will be marked as an unexcused absence. These notes are kept on file for one year. **Three or more day's absence requires a doctor's note for re-admission to school. In cases of communicable diseases, a physician's note is also required.** If your child does contract a communicable disease such as, strep, measles, lice, please call and report to the office so that we may issue a health alert to all parents. All such reports remain confidential.

Parents are asked to limit special appointments during school hours. If necessary, a note must be sent to the office by 8:15 a.m. the morning of the appointment. Students will be released from class only through the school office to a parent or designated guardian. Students coming from a doctor or dentist appointment must bring a note from either one of the above when returning to school.

When students are absent, they must make arrangements with their respective teachers regarding making up missed work. **This work needs to be made up within two days of the absence unless it is an extended absence. In this case special arrangements will be made with the teachers.**

Any student not well enough to attend classes during the day may not participate in any co-curricular, extra-curricular, or sports activities that day.

BIO-TERRORISM OR CHEMICAL ATTACK PROCEDURES

According to the guidelines issued by Springfield School District in the case of bio-terrorism or chemical attack, Holy Cross School will be in a lockdown situation. A lockdown means that students and faculty will not be permitted to leave school until local government officials indicate that it is safe to do so. The students will then be dismissed to parents only-and no one is to be dismissed until official permission is given.

If the school needs to be evacuated the school district will provide transportation to another site, most likely another school. Parents will be directed to that site and after official permission is given, students will be dismissed to parents only.

Parents and guardians will need to show photo ID before the release of a student.

Since a lockdown may involve keeping children inside for a length of time each student will need the following:

- **Emergency kit** with a non-perishable snack and a bottle of water. These items are to be placed in a sealed, zip lock gallon storage bag. Print your child's name clearly on the outside of the bag. This needs to be in school during the first week.

- If your child has to take medication on a regular basis for a serious condition, please be sure there is an additional dose in their bag with instructions. Medicine could also be kept on file in nurse's office.
- Bags should be sent in during the first week of school.

*Please note: Local phone service or e-mail service may not be available depending on the type of emergency

BOOKS

Since the school does not receive any state monies to purchase books used for religion, books are purchased by the parents yearly. This fee is factored into the tuition cost.

BULLY BEHAVIOR

As a member of the Body of Christ and part of the Holy Cross School community each person has a right to be treated with respect and dignity. No student has the right to treat another student in any way which will cause physical or emotional pain.

Bullying may involve but is not limited to: threats, written or verbal, teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, writing/drawing unkind notes or pictures, social isolation, gestures, cyber-bullying or other verbal or written conduct.

Cyber-bullying includes the following misuses of digital technology: written threats, teasing, intimidating, or making false accusations about another student or teacher by way of any technological tool, such as sending or posting inappropriate emails, instant messages, text messages, digital images or website postings (including blogs and social networking sites)

Scope: This policy prohibits bullying in any form or by any media that occurs either:

1. On school premises, before, during or after school hours. If a student is being bullied on a website, etc. after school hours, the parent must notify the police to further investigate the matter.
2. On any bus or vehicle as part of any school activity or on the way to and from school
3. During any school function, extracurricular activity or other school sponsored event or activity

Reporting Complaints: Each student and parent have a duty to report any legitimate incident of bullying/cyber-bullying to the school. The school cannot act on hearsay or rumors however; if a student experiences (or a parent witnesses or learns of) of any incident involving the above, it should be reported to the school principal.

Appropriate disciplinary measures will be taken for violations of this policy. This may include suspension or dismissal from school depending on the circumstances. The police will be contacted if there is any threat of physical harm, or harassment.

CAFETERIA

Holy Cross School will provide the opportunity for our children to purchase nutritious and inexpensive hot lunches each school day for all grades, Pre-K-8 starting in September. MCGullicuddy's is our lunch provider. Lunches are ordered monthly through their online system. Kindly write down or print out the days your child has lunch for the month. We do not have any additional food on hand. **THE SCHOOL WILL NOT ACCEPT ANY MONEY FOR LUNCHES. YOU MUST PAY ONLINE FOLLOWING THE DIRECTIONS YOU WERE GIVEN AT THE START OF THE SCHOOL YEAR.**

Menus will be online in advance and parents order and pay by the month. **No refunds will be given for absences, snow days or unplanned emergency closings.** Please refer to the monthly calendar when ordering so that you are only paying for the days that your child will be in school. Special lunches will also be ordered in advance.

Please use caution when sending in peanut products. It is preferred that you restrain from these items due to possible allergies. We will take every precaution to protect those students who are affected by these allergies.

If an airborne allergy is discovered we will ask that no peanut products be sent to school. This is essential for the safety of all our children although it may be inconvenient for some.

Soda and fast food lunches are not allowed for any of our students so please do not drop off these types of lunches for your child. This is especially the case when a student forgets lunch. If a student forgets lunch and the parent has not provided one by the time lunch begins, we will make every effort to give that child something sustainable to eat until they get home from school.

All students are expected to obey the person in charge of the lunch hour. Since it is a public eating area, proper manners and a low tone of speaking are the *only* acceptable behavior. Disrespect shown to any parent or lunchroom employee will be treated as a serious infraction.

When students go outside for a recess period, they will be expected to respect the regulations set down by the playground supervisor. No student is permitted to leave the school grounds during the school day nor are they permitted to go out to purchase food or drinks and return to the school after dismissal.

LUNCH SCHEDULE

11:15 to 12:00 Pre-K lunch and recess
12:00 to 12:25 K-4 eat lunch
12:00 to 12:25 5-8 outside recess
12:25 to 12:50 5-8 eat lunch
12:25 to 12:50 K-4 outside recess

CARE OF BOOKS AND PERSONAL EFFECTS

It is each student's responsibility to have all books covered. All workbooks are to be covered in clear contact paper. Books must also be carried to and from school in a book bag and kept in their proper place during the school day. Wheeled luggage carriers/backpacks are not permitted. **Students in grades 5-8 are asked to purchase a medium sized canvas tote bag to carry books when changing class.**

Highlighting of textbooks is not permitted. Books which are defaced or not returned will be charged to the parent at the end of the year. Reports and final grades will not be issued until bill is paid. Cost will be determined by the age & condition of the book.

Please mark personal items: School Jackets, sweatshirts, lunch boxes, gym clothes etc. with name tapes or another form of identification and help your children learn to exercise responsible concern for all their possessions and those of the school.

CHEWING GUM

Chewing gum is not allowed in the classroom or on the school premises in order to maintain cleanliness and hygienic conditions. A warning will be given for the first offense; future violations may result in a detention. Teachers may on occasion, give the students a treat for which no permission is needed.

COOPERATION WITH LEGAL AUTHORITIES

The personnel in our school attempt to cooperate with any local, state or federal investigators or law enforcement officers who may contact the school in the course of any criminal investigation. All investigators and law enforcement officers must present proper identification to the principal or designate prior to obtaining entry into school.

Whenever an investigator or law enforcement officer comes on school property with the appropriate legal authority (subpoena), that person will be given access to these records. Except in cases involving abuse at home, the principal will attempt to contact the parents/guardian of a child with whom the law enforcement person wishes to speak. In the former case, the principal will request permission to call the parents, but will follow the

decision of the officer. The school principal /designee will attempt to remain present at any meeting between a student, investigator or law enforcement officer that occurs on school grounds.

COUNSELOR

Holy Cross School has a part time counselor provided by the Intermediate Unit. Counselors may see a child at the request of the principal for an initial meeting without parental notification or consent. If there are serious concerns, parents will be notified promptly. These counseling services are short term visits; long term counseling will be referred.

CUSTODY ISSUES

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. A current address must be provided by the non-custodial parent in order to obtain information. If there is a court order specifying that there is to be no information given, **it is the responsibility of the custodial parent to provide the school with an official copy of the court order dealing with the education/visitation of the child. It is also the parent's responsibility to inform the school of the addresses where the student's records should be sent.**

Divorced parents must provide the school with a court certified copy of the custody section of the divorce degree. If no such copy is on file, school officials will assume that both parents have custodial rights.

School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the time/days according to the court custody arrangements. However, parents must accept the primary responsibility for such arrangements and should instruct their children as to which parent should have physical custody of them on any given day.

DESKS/STORAGE CUBES

The school is the co-tenant of all storage areas and desks and reserves the right to search them at any time without notice. Defacing desks, chairs, books or cubes is strictly forbidden. Students will be financially liable for any cleaning and/or replacement.

DISCIPLINE POLICY

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In its broadest meaning, discipline connotes the development of the physical, mental and moral capacities of the child through exercise and instruction. The discipline, which characterizes Holy Cross School, should contain two essential elements:

1. Conduct that exemplifies **respect for each person** and will be conducive to learning and growth.
2. Conduct that will **enrich the life of the pupil spiritually, mentally, morally and physically**; thus developing a responsible, caring person.

In guiding the child's growth in Christian attitudes and in habits of virtue, it is the school's policy to emphasize the positive rather than the negative. Students are young, developing people who possess strengths, hopes and expectations. These young people depend on the adults in their lives to model Christian values and conduct. Knowing their limits and school rules will help them in making choices. The principal has the right to ask a child any questions that will shed light on an issue without the parents being present. Holy Cross School is committed to fairness in dealing with any discipline problem, so, in most cases, the administration or disciplinarian will make every effort to tell the students what he/she did that was wrong. The students and teacher will both be given an opportunity to be heard. The principal and/or pastor are the final recourse in all disciplinary situations and may waive all regulations for just cause at his or her discretion.

Grades Pre-K to 3rd

Early Childhood and primary teachers work with the children at various developmental stages that require individualized methods of discipline. At this level, any serious difficulties would be brought to the attention of the administration and parents in conference.

Grades 4-8

The classroom teacher/special teachers will handle most disciplinary measures. **Individual teachers will issue specific guidelines for their classes and grade units.** If the situation or behavior continues, then the parents will be notified. All students need to be aware of the following rules and discipline procedures.

1. Respect for all authority is expected
2. Students are expected to respect and accept fellow classmates.
3. Students will be in complete uniform, & wear it properly each day as specified in the section on school uniforms.
4. Being on time for school and reporting to individual classes on time is expected.
5. Students are expected to play fairly.
6. Fighting is not a solution to a problem and is not permitted, under any circumstances.
7. The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at any time the students is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include dismissal from the school, even for a first offense.
8. Any student, who, for any reason, is found to have a weapon or any object deemed inappropriate by the principal/pastor may be subject to immediate dismissal.
9. Any student, who threatens/bullies another student, teacher physically, verbally or by written expression, will be subject to suspension, which may result in dismissal. (see Bully Policy)
10. Cheating is a form of stealing, therefore; copying homework, using notes during a test, receiving answers from another student, or copying verbatim from the internet or elsewhere is not allowed.
11. Any student who displays inappropriate behavior or conduct unbecoming of a Christian student and contrary to the good order of the entire school will be subject to disciplinary action.
12. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. (Bullying & cyber-bullying apply)
13. Any student who would leave school grounds or a school-sponsored event without permission would be subject to disciplinary action.
14. Destruction of school property, including any graffiti.
15. Students may not demonstrate inappropriate signs of affection.
16. Inappropriate use of electronic media (see section on Electronic Media)

Detentions

After school detention will be given after accumulating three teacher signatures within one month for any Class I infractions. Class II infractions will result in an automatic detention. After two Class II infractions, a student will be suspended. After two suspensions, a student may be expelled. Please review the calendar to clarify Class I and Class II infractions.

Detentions are held from 3:00-3:45 PM every other week. **Attending detention is not an option nor is it negotiable.** The schedule for detention is published the first week of school. Notice is given well in advance for schedules to be adjusted **lunch detention is not a substitute for an after-school detention.** CARES is open to all students until 6 PM it is recommended that parents register their child if they think this could be an issue.

Suspensions

Only the pastor and/or principal have the right to suspend a student. Parents will be notified if a student is getting suspended. Only the Pastor, in consultation with the principal, has the authority to dismiss a student

after a thorough investigation. In certain incidents, the seriousness of the offense may warrant immediate dismissal. Tuition and fees will not be refunded if a student is dismissed.

At the beginning of the school year, classroom rules and school policies will be discussed with the students. Appropriate behavior will be expected for all students and consequences of choices made will be fairly treated. At the first Parent Teacher Meeting, teachers will discuss with the parent's school/classroom policies. Parents are expected to support these policies since they are for the overall good order of the school.

ELECTRONIC MEDIA

Electronic effects, such as iPods, headphones, video games, toys or other electronic/mechanical items are NOT permitted in school. **Cell Phones must be handed in to the respective teacher upon the student's arrival into homeroom and may be picked up at the end of the school day.** Cell phones are not to be used on the school bus, unless it is an emergency. Cell phones or iPods may **NOT** be used to take pictures, or to copy tests. A student who does not follow this procedure may forfeit their privilege of bringing the phone to phone as a matter of safety, however; students must follow the above procedure or risk losing the privilege. **A student who would use a cell phone or computer to "sext", "text", blog or cause harm to another student or teacher may be subject to dismissal. The use of any social networking sites are discouraged for our students and use of them to harm another student or teacher's reputation may lead to dismissal. At no time may a student use the name of Holy Cross School on any website or social network site.**

EMERGENCY DISMISSAL

In cases of an emergency closure during school hours, parents will be notified via Option C. This system will send automated messages via your home, work or cell phones with a recorded message. **Please follow the directions distributed in the beginning of the year and posted on the school's website.** It is imperative therefore that all **contact numbers be updated.** If any of these numbers should change over the course of the school year it is the parent's responsibility to notify school. Of course, we will still utilize KYW, Channel 6 & Channel 29 radio and TV announcements. **PLEASE DO NOT CALL THE SCHOOL ASKING ABOUT DISMISSAL SINCE THESE CALLS CAUSE EXCESSIVE TIE-UPS OF THE PHONE WHICH MAY BE NEEDED FOR EMERGENCIES.**

EXTRACURRICULAR ACTIVITIES

Students have the opportunity to participate in various extra activities if they meet the academic and behavioral criteria. Some of these activities may include:

- Student Council
- Choir
- CYO Sports
- Altar Servers
- Candlelight
- Spring Show

FACULTY ROOM

The Faculty Room allows the teachers to have some privacy and space to call their own. We respectfully request that parents and students refrain from entering this room.

FIELD TRIPS

Field trips planned with an educational objective may be engaged, provided they are safely conducted, adequately supervised, and do not represent an unreasonable financial burden on the school or individual families. Educational trips are considered to be an extension of the classroom learning experience and appropriate follow-up will take place in the classroom. Information about the trip and a permission slip will be

sent home for your signature and must be returned to the child's teacher. A blank copy is included in this handbook in case you misplace the original. (See back of Handbook)
Phone permission is never a substitute for written permission. If a student needs medication it is the teacher & parent's responsibility to make sure that the medicine is on hand before leaving. Because field trips are considered part of the educational process, students who elect not to participate *will be marked absent*.
Please note: Since field trips are a privilege and not an expectation, a student may be denied participation if a student fails to meet academic or behavioral requirements and would be required to attend school.

Parents have the right to refuse to allow their child's participation in a field trip. In that instance, the student will be marked absent. Every student who participates in a field trip is expected to obey all discipline codes as previously stated.

Field trips must be within the normal school day. Siblings are not allowed to accompany parent chaperones while on a field trip since parents need to be present to the children assigned to them. Parents wishing to chaperone must have all clearances into school prior to the scheduled trip.

FIRE DRILLS

Fire Drills are held monthly depending on the weather conditions. All students, staff, parents, and volunteers are expected to exit the building immediately. Silence is required during any fire drill or other emergency.

FUND RAISERS

Holy Cross School does participate in various fundraisers over the course of the year. The first major function is held in the fall and the Walk-a-thon is held in the spring. **Every family and teacher** is expected to cooperate in these endeavors, **according to your means**, since it is the children who benefit from the results, and improvements to the school cannot be achieved without them. 100% participation from every family is our expectation.

Other events may take place throughout the year which is voluntary but parental participation is essential for their success.

HOME AND SCHOOL ASSOCIATION

Each family will have membership in the Home and School Association. This association gives parents many opportunities for involvement in the education of their children. In addition to representing parents, the association conducts fund raising activities to provide for various school needs, as well as social events to help generate a supportive environment for all our families. All parents are strongly urged to become active members and to support all functions sponsored by the Home and School Association. Each Family is asked to participate in one mandatory fundraiser or pay \$75 fundraising fee. All fundraising goes back to the school. Meetings are held three times a year.

HOMEWORK

Homework is generally given daily at the discretion of the individual teacher in Grades 1 to 8. It is a valuable practice in the development of responsibility and the exercise of initiative. However; Holy Cross is trying to lessen the amount of homework as long as; the students work to their ability during the school day.

The parent's role is primarily that of providing a suitable place for study and helping your child decide the best time for study. Parents should supervise homework but not actually do the work. If you are noticing frustration due to difficulty in a homework assignment, please write a note to the teacher about your observation. Having children sit for hours accomplishes nothing and by writing a note, a teacher may look for solutions to specific problems regarding homework. If a student fails on a continual basis to complete homework assignments, the teacher will determine the consequences of this action.

Homework may be either written or a study assignment. The homework policy for Holy Cross School is: 10 minutes x the grade level = amount of homework usually assigned.

Grades 1 and 2	10 – 20 minutes
Grades 3, 4 and 5	30 – 50 minutes
Grades 6, 7 and 8	60 – 80 minutes

These times serve as guidelines for each evening. Projects are normally assigned at least one to two weeks before they are due so no project will be given with just a few days to complete it.

If your child says he/she has no homework, please check the teacher’s website or email the teacher as homework is usually given each school night. Each student has a Homework Book in which they are to write down all assignments.

Students may not call home when they forget homework or come back into school to retrieve forgotten books. They can make up the work the following day or retrieve assignments from the teacher’s website.

HONORS MATH PROGRAM

In order for a student to participate & remain in the Honors Math Program, he/she must have a 3 or above in conduct and effort. Students who are referred for administrative conference or who are suspended may be denied participation in the Honors Math Program. All qualifications must be met for initial entry into the program.

Criteria for admission as stated by the Mathematics Curriculum Committee are:

1. Consistent scores of 90 or above in the Math Composite Score for Standardized Testing
2. Consistent scores of 80 or above in the Reading Comprehension test of the Standardized Testing
3. A score of 85 or above on the Mathematics End of Level Mastery Tests
4. Consistent grades of 90 or above in Mathematics on the report card
5. Cognitive Skills Index falling in the range of 125 in the Terra Nova Tests

LICE

At any time during the school year the nurse may inspect any student for head lice. If nits or lice are identified during the check the following procedure will be implemented:

1. Student will be removed from the classroom & parent must pick up child immediately
2. Parents must take the child to family physician for verification and treatment
3. Student can only return to school after the nurse checks the student (parent need to be present) or has a Doctor’s note stating that the child is clear of any infestation.
4. If any nits are found, the parent will need to take the child home until all nits are removed

LITURGY AND PARALITURGY

The students will participate in liturgies throughout the school year. Parents are invited to join in celebrating the liturgy with the school if you are able. Special feasts and liturgical seasons will be celebrated by the entire school. Opportunities for grade level masses and prayer services are offered to the children. ***Catholic parents and children are expected to attend Mass either Saturday Night or Sunday.***

The Sacrament of Reconciliation is available at scheduled times for the students. Children participate in the blessing of throats, reception of ashes, Stations of the Cross and other para-liturgies at the appropriate seasons of the liturgical year.

Children not of the Catholic faith are expected to show reverence and respect at all services. Religion homework must be completed by ALL students since it is a major academic subject and is graded regardless of an individual’s faith. They are also expected to attend our school’s religious services such as Candlelight and May Procession. These are school functions.

LOST AND FOUND

All articles belonging to a student should be properly labeled. Many lost and found articles are brought to the office daily, but they are infrequently sought after or claimed. Please remind your children to look for their lost items immediately. These are located in the lunch room. Unmarked clothing turned into the school office will be given to the poor.

MEDICATION PROCEDURES

The administering of medicine to a child outside the doctor's office or health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it possible to prescribe medication so that it can be administered at home. Only when absolutely necessary is the school willing to accept responsibility for administering medications, and then under the following guidelines:

- The school nurse will not administer/dispense medicines (including over –the –counter drugs) to students without specific authorization by both a licensed physician and the parents of the students. An “**Authorization for Medication**” form must be completed and submitted by the parent. The name of medication and dosage must be indicated on this form. **(Form is in the back of the Handbook)**
- Medications to be dispensed by the school must be labeled with the child's name and the exact dosages. All medications will remain in a secure location. (By exception, students who are asthmatic may carry a prescribed inhaler with them during the school day if necessary.) Ordinarily, a written log will be kept of dispensed medication.

Please Note: No child may carry prescription or over-the-counter medications around with them unless it is a medical emergency such as a prescribed inhaler. These cases would be handled on an individual basis. A doctor's note would be required in such instances.

ON-LINE GRADES

Parents can access their child's marks in Grades 1-8 through the school's on-line grade book. Parents are given a specific password at the beginning of the year which is specific to each child. This will allow you to enter the program and view the grades. **Parents must be current in their tuition payments and other school fees in order to receive this service or access will be blocked.** If you do not have access to the internet please contact the child's teacher to receive an update however; all financial obligations must still be current.

PARENT COMMUNICATION

Communication between home and school is a vital part of the educational process. Teachers share with parents the privilege and obligation of educating their children. Therefore, every effort should be made by parents or guardians to keep informed of the programs of the school.

Faculty members are always eager to discuss pupil progress with parents or guardian. The proper time to confer with teachers is on conference day when report cards are distributed; however, teachers are available at other times as well. Appointments may be arranged directly with the teacher either by email, phone or a written note. **AT NO TIME ARE PARENTS OR GUARDIANS PERMITTED TO PRESENT THEMSELVES TO A TEACHER IN CLASS DURING CLASS TIME. NO PHONE CALLS ARE TO BE MADE TO A TEACHER'S HOME.** If a problem should arise concerning your child and a classroom situation, please contact the individual teacher first, before referring it to the principal or pastor. The principal will not meet unless you have first contacted the teacher.

The school no longer prints paper copies of school news and information, however; all communication is posted on the school's website www.hcscrusaders.com. A weekly letter with important communication is sent home via email by the principal. It is the parent's responsibility to check the PIC section in order for you to be aware of school happenings and functions. All calendars, forms, registrations, and activity sign-ups are placed on this website.

PHYSICAL EDUCATION CLASSES

During Physical Education classes students are required to be in P. E. uniform. **Maroon shorts, ash gray tee shirt with sport emblem and plain white/black sport socks is the official school gym uniform.** Uniform sweat pants/sweat shirts are a part of the winter uniform. The sweat pants should be worn in cold weather. Sweats may not be worn with the school uniform. This uniform should be purchased at Flynn and O' Hara Uniform Store.. **CYO sports and other athletic attire are permitted to be worn in place of the official gym uniform during Sprit week, which is their last gym day of the month.**

Non-marking, non-skid sneakers with laces must be worn for class. **PK & K sneakers Velcro are preferred.**

A student requesting to be excused from PE class must submit a written notification from a parent with a valid explanation. Should this exemption be necessary for more than one (1) class, a doctor's note must be submitted to the school office.

PROMOTION-RETENTION

Promotion to the Next Grade Level

In Grades 1 to 3, a student must maintain an "S" average or above in all major subject areas for promotion to the next grade. However, if a student achieves a below S average in two or more of the major subject areas, (Math, or Language Arts), a summer tutor must be arranged. A letter from the tutor must be received in the office prior to the beginning of school in order for the student to be admitted to the next grade. Failure to provide this letter may prevent re-enrollment for September.

In Grades 4 – 8, a student must demonstrate a "70" average or above in all major subject areas for promotion to the next grade. **In these grade levels, retention in another school or district would be recommended.**

Retention in Present Grade Level

Parents will be notified at the beginning of the second trimester if your child is in academic difficulty. At this time, retention may be discussed if this would be a viable option. All other avenues such as tutoring, IU evaluations and counseling will be discussed before retention is decided.

Students may also be retained if they do not possess the necessary maturity and/or social skills necessary in order to successfully complete the required curriculum. **Parents will be notified by the teachers at the start of the third trimester** if retention is a possibility. Final retention papers must be signed by the first week of May in order for the child to remain in school. Parents will be required to sign a retention form which will be kept on file for one year. Failure to sign this form may result in dismissal from school. **The final decision regarding retention resides with the Administration.**

TRANSFER STUDENTS

All new students to Holy Cross school are accepted on a probationary period. If the student does not adhere academically or behaviorally to our school code they may be asked to not return.

PUBLIC SHOW OF AFFECTION

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connotes more than simple friendship, are not permitted in school, or at school sponsored events. Those who violate these rules will be subject to disciplinary measures including detention. If this type of behavior is habitual it may lead to suspension or dismissal. The Administration reserves the right to determine appropriate behavior in Catholic school.

REPORT CARDS

Report cards are issued three times a year according to the Archdiocese of Philadelphia Guidelines.

Percentage grades are used for grades 4 – 8. Letter grades are used for grades 1 – 3. Students in Grades 1 & 2 do not receive grades for Social Studies or Science.

Parents are asked to sign the report card and return to school promptly. **If you wish copies to be sent to a non-custodial parent, copies of custody order must be on file with the principal and addresses of that parent must be current.**

Tuition payments must be current before report cards, progress reports or transcripts can be issued. Also, students may not sit for exams or attend field trips if there are outstanding financial obligations. Questions concerning finances should be directed to the Business Office.

SCHOOL PARTIES/BIRTHDAYS

Classroom activities may be planned with the classroom teacher. Parties may be held for the following occasions for Grades PK-3: Halloween, Thanksgiving, Christmas, Valentine's Day and end of the Year. No parties will be held during Lent. (Excluding birthdays)

Please check with your child's teacher regarding birthday treats in order to avoid duplication on one day. It is highly suggested that when considering treats, consideration to given to healthy options, such as, fresh fruit or fruit snacks. Please consider that some children may not have sugar so providing a fresh fruit options would include all children in the celebration.

SCHOOL VIOLENCE

Violence may be defined as anything that could cause physical harm to another. Threatened violence is defined as threatening to cause physical harm to another. **A student whose verbal or written comments, including e-mail messages, blogs, and cell or text messages include a threat to another student, faculty member or staff shall be:**

1. Immediately suspended from school after the parents have been informed of the situation.
2. Be seen by a psychologist, at the parent's expense, and by the school counselor, both of whom will be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be dismissed from school. If it is the opinion of those who evaluate the child that the child did not seriously intend to do harm to others, the child may be allowed to return to school.
3. If allowed to return to school, the child should be placed on probation with an indication that, should a similar threat occur, the child may be dismissed from the school.
4. The Office of Catholic Education will be notified in these cases. The school may also submit to the police an informational report.
5. When children from the primary/elementary grades are responsible for verbal or written threats, the administration, after informing the parents, will review the matter, will determine the severity of the threat and will take appropriate action which may include any or all of the above.

* The pastor and/or the principal are the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his/her discretion.

SEXUAL HARRASSMENT

For purposes of this policy, the term "sexual harassment" refers to any unwelcome sexual attention, sexual advances, requests for sexual favors and other verbal, visual or physical contact of a sexual nature. Sexual harassment is unacceptable conduct and will not be accepted. All students are responsible for ensuring that the school is free from all forms of sexual harassment. The school will investigate all allegations of sexual

harassment and will take appropriate corrective action when warranted. Any student, parent or teacher who is determined, as result of such an investigation, to have engaged in this type of harassment will be subject to appropriate disciplinary action, up to and including dismissal. The age of the student will be taken into consideration in all matters of this nature.

STATIONERY

Copybooks can be purchased at any time by sending money in an envelope with your child's name, grade and number of books needed. The cost for the book is \$1.50

Please send your child with just the supplies listed on their supply list. Extra items should not be sent into school. Items not requested will be sent home.

SUBSTANCE ABUSE POLICY

The Archdiocese of Philadelphia and Holy Cross School are Christian communities whose mission is to help each student develop his/her potential by emphasizing their self-worth and dignity in an academically challenging and spiritually fulfilling environment. Substance abuse is intolerable in such an environment. Yet, we recognize that substance abuse is a societal problem and that it must be confronted.

If any student is suspected of substance abuse by the administration the following steps will be in place:

1. Parents/Guardians will be notified
2. School Counselor will have a preliminary visit with the student and if it is ascertained that additional help is needed
3. Professional (outside) help will be arranged through the parents.
4. An appropriate action plan to support the student in his/her ongoing rehabilitation with appropriate consequences if compliance is not given will be arranged with all the parties involved.

If there is suspicion of possession or possession with intent to distribute, the school will:

1. Investigate the circumstances
2. Contact parents/guardians
3. Contact police as appropriate.
4. Contact Office of Catholic Education

TRANSFER OF RECORDS

No educational records will be transferred to another school unless all financial obligations to the school are current. A release from the parents needs to be sent to Holy Cross from the new school. Health records will be sent in accordance with state law.

TRIPS AND VACATIONS

The annual school calendar should be consulted **before** making plans for trips and vacations. Trips and vacations taken outside of regularly scheduled school holidays are unexcused absences. Work will not be given in advance.

End of the year examinations may not be administered earlier than scheduled by the Archdiocese. Final grades cannot be completed until final exams are completed.

TUITION

Tuition is set each year by the Pastor and is distributed at the time of registration. All parents are required to either:

1. Pay in full by August 1 or

2. Register through F.A.C.T.S. which is an automatic, direct deposit service.

There are no other options available for payment. If a parent/guardian is consistently behind in tuition, the Pastor may require the parent/guardian to pay one/half the tuition upfront by August 1st before allowing the student to re-register for the up-coming school year. A parent may be requested to withdraw a child during the school year if tuition is not kept current

Students may not receive report cards, attend field trips, sit for exams or participate in graduation if tuition is not current.

UNIFORM POLICY

Holy Cross School Uniform Requirements – Boys

School uniforms can be purchased from Flynn and O’Hara

Gym uniforms
and collar (golf)
shirts purchased
from Flynn and
O’Hara

School shoes can be purchased at Flynn and O’Hara or otherwise please
make sure they meet the specifications.

School Uniforms

School Uniforms

Now you can order your school uniforms from FlynnO’Hara online at the following website [School Uniform Online Purchase](#)

We have made some changes to our school uniforms for the 2020-2021 school year. We will have a cross over period where you may still wear pieces from last year if they still fit this year. If you have any questions regarding uniforms, please contact school at (610) 626-1709.

UNIFORM POLICY

Holy Cross School Uniform Requirements – Boys

Boys (Pre-Kindergarten 3 & 4 and Kindergarten)

Spring/Fall Uniform

- Light Steel Grey T-shirt with school silkscreen

- Maroon Micromesh Shorts with school silkscreen
- White Crew Socks
- White Velcro or Lace Up Sneakers

Year Round Uniform

- Oxford Grey Sweatshirt with school silkscreen
- Oxford Grey Sweatpants with school silkscreen
- White Crew Socks
- White Velcro or Lace Up Sneakers

Boys (1st Grade through 8th Grade)

Spring/Fall Uniform

- Maroon Short Sleeve Polo Shirt with Holy Cross logo
- Steel Grey Boys Twill Walking Shorts
- Heather Grey or White Crew Socks
- Black Oxford Shoes

Year Round Uniform

- Maroon Short Sleeve Polo Shirt with Holy Cross logo
- Maroon Long Sleeve Polo Shirt with Holy Cross logo
- Wine V Neck Cardigan Sweater with Holy Cross logo
- Steel Grey Twill Pants
- Heather Grey or White Crew Socks
- Black Oxford Shoes

Boys Gym Uniform (1st Grade through 8th Grade)

Spring/Fall Uniform

- Light Steel Grey T-shirt with school silkscreen
- Maroon Micromesh Shorts with school silkscreen
- White Crew Socks
- White Velcro or Lace Up Sneakers

Year Round Uniform

- Oxford Grey Sweatshirt with school silkscreen
- Oxford Grey Sweatpants with school silkscreen
- White Crew Socks
- White Velcro or Lace Up Sneakers

Holy Cross School Uniform Requirements – Girls

Girls (Pre-Kindergarten 3 & 4 and Kindergarten)

Spring/Fall Uniform

- Light Steel Grey T-shirt with school silkscreen
- Maroon Micromesh Shorts with school silkscreen
- White Crew Socks
- White Velcro or Lace Up Sneakers

Year Round Uniform

- Oxford Grey Sweatshirt with school silkscreen
- Oxford Grey Sweatpants with school silkscreen
- White Crew Socks
- White Velcro or Lace Up Sneakers

Girls (1st Grade through 8th Grade)

Year Round Uniform

- Maroon & Grey Plaid 2 Pleat Skort
- Maroon Short Sleeve Polo Shirt with Holy Cross logo
- Maroon Long Sleeve Polo Shirt with Holy Cross logo
- Wine Crew Neck Cardigan Sweater with Holy Cross logo
- Maroon Opaque or Orlon Knee Hi
- Maroon Opaque or Ribbed Tights
- Black Mary Jane Strap Shoes (1st Grade through 4th Grade)
- Black Oxford Shoes (5th Grade through 8th Grade)

Spring/Fall Uniform

- Maroon Short Sleeve Polo Shirt with Holy Cross Logo
- Maroon & Grey Plaid 2 Pleat Skort

- Heather Grey or White Crew Socks
- Black Mary Jane Strap Shoes (1st Grade through 4th Grade)
- Black Oxford Shoes (5th Grade through 8th Grade)

Girls Gym Uniform (1st Grade through 8th Grade)

Spring/Fall Uniform

- Light Steel Grey T-shirt with school silkscreen
- Maroon Micromesh Shorts with school silkscreen
- White Crew Socks
- White Velcro or Lace Up Sneakers

Year Round Uniform

- Oxford Grey Sweatshirt with school silkscreen
- Oxford Grey Sweatpants with school silkscreen
- White Crew Socks
- White Velcro or Lace Up Sneakers

NO RELIGIOUS HEADGEAR IS PERMITTED TO BE WORN BY ANY STUDENT.

JEWELRY

A **small** cross and chain and a watch is acceptable for all students. **Girls may wear one pair small (post) gold/silver earrings only (one in each ear). If a girl is allergic to the post earrings, no earrings are to be worn.** (No hoops, dangles, etc. may not be worn) Earrings are not acceptable nor allowed for the boys. No other jewelry may be worn. If a student wears inappropriate jewelry (as determined by the Administration) it will be taken from the student and returned to the student at the end of the day. Students may not wear any rubber message bracelets or other forms of accessories.

MAKE-UP

Make-up or colored nail polish is not permitted, clear polish may be worn. Acrylic nails are not permitted.

HAIRCUTS

Haircuts are to be traditional and conservative. **Hair may not be worn below the collar for our boys.** Extreme hair styles (fads, tails, shaved, extreme buzzed styles, dyed or dread locks, etc.) are not permitted! **When getting a haircut, a number 3 blade and blended style is recommended.** Girls or boys are not permitted to dye or have any coloring in their hair, highlights, or excessive braids. **Final determination as to what is traditional and conservative will be determined by the Administration.** If an inappropriate hairstyle is not corrected within a few days, the parent will be contacted by the Principal.

NO RELIGIOUS HEADGEAR IS PERMITTED TO BE WORN BY ANY STUDENT

Continual non-compliance with the uniform policy may result in an in-school suspension (at parent's expense) or subsequent dismissal.

VOLUNTEERS, PARENTS, AND VISITORS

Volunteers, parents or any other visitors must check in at the school office first through the **CHECK IN** computer or log book and receive a visitor's pass. Upon leaving please sign out using the same procedure as check in.

NO ONE IS PERMITTED TO GO THROUGH THE BUILDING OR DIRECTLY TO A CLASSROOM. Anyone who work in the school building DAILY (for example lunch staff, parent lunch volunteers' library, coaches.) must complete numbers 1, 2, 3 (Parts 1 and 2), 4, 5, and 6 listed below.

1 – PA Depart of Human Service Child Abuse Clearance
<https://www.compass.state.pa.us/cwis/public/home>

2 – PA State Police Criminal Record Check
<https://epatch.state.pa.us>

3 – Part 1 PA Disclosure 1

3 – Part 2 PA Disclosure 2

4 – Safe Environment Part 2 – Mandatory Reporting of Suspected Child Abuse
<https://learning.childyouthprotection.org/login/index.php>

5 – Safe Environment Part 1 – “Protecting God’s Children”
This is a class. To schedule a class, go to www.virtus.org

6-Fingerprinting through cogent can be done at the DCIU

Parents who wish to volunteer for field trips or occasional school activities *must complete numbers 1, 2, 3 (Parts 1 and 2), and 4 at least one month prior to the activity. IT IS STRONGLY SUGGESTED THAT THESE ITEMS BE COMPLETED AT THE START OF THE SCHOOL YEAR. (MOST CLEARANCES ARE GOOD FOR 5 YEARS)*

1 – PA Depart of Human Service Child Abuse Clearance
<https://www.compass.state.pa.us/cwis/public/home>

2 – PA State Police Criminal Record Check
<https://epatch.state.pa.us>

3 – Part 1 PA Disclosure 1

3 – Part 2 PA Disclosure 2

4 – Safe Environment Part 2 – Mandatory Reporting of Suspected Child Abuse <https://learning.childyouthprotection.org/login/index.php>

WITHDRAWALS

Please notify the principal in writing at least two weeks in advance stating your reason for withdrawal if the student is leaving before the end of the year. Library books and texts belonging to the school are to be returned and all school accounts settled, then the transfer will be issued from the school office. No records will be forwarded unless tuition is current.

In the case of an expulsion, the Pastor and Principal may also require the withdrawal of siblings.

SCHOOL/PRINCIPAL'S RIGHT TO AMEND

The school / principal retains the right to amend the handbook for just cause. Parents will be notified if changes are made through the weekly communication letter and on the website.

Student Release, Waiver of Liability, and Indemnity

Attendance at Holy Cross School and participation in activities that are sponsored and/or supervised by or taking place at School ("School Activities") may present certain risks of injury or illness (including from Covid-19 or other communicable diseases) that could result in death and/or risks of loss of or damage to property. Parents/guardians enrolling their child or children in School acknowledge such risks and voluntarily assume those risks or other unknown risks, and accept that the School, the Archbishop of Philadelphia, and the Archdiocese of Philadelphia have no obligation to provide any insurance or other financial assistance for the costs of any injury, illness, or death or loss of or damage to property resulting, directly or indirectly, from the School Activities, and expressly waive any claim for such compensation.

Acknowledgments. Parents/guardians agree that they: (1) consent to their child's participation in School Activities; (2) understand the nature of the School Activities; and (3) their child is qualified, in good health, and in proper physical condition to participate in the School Activities.

Medical Treatment. In the event of a medical emergency, parents/guardians consent for their child to receive necessary medical treatment until the emergency contact person(s) on file with the School can be notified and that they are responsible for the payment of any such treatment.

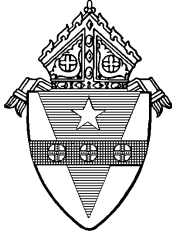
Waiver and Release. By acknowledgement and acceptance of this Handbook, parents/guardians, on behalf of themselves, their child, heirs, next of kin, spouse, and legal representatives, release, waive, discharge from, and agree not to sue the School, the Archbishop of Philadelphia, and the Archdiocese of Philadelphia and their respective affiliates, successors, and assigns, directors, officers, employees, volunteers, agents, contractors, and representatives (collectively "Released Parties") for any and all claims, costs, liability, or damages of any injury, illness, death or loss of property resulting, directly or indirectly, from the School Activities except if caused by the gross negligence or intentional misconduct of any of the Released Parties which shall not be imputed to the other Released Parties.

Indemnity. Parents/guardians will indemnify, save, and hold harmless each of the Released Parties from any litigation expenses, attorney fees, loss, liability, damage, judgment or cost which may be incurred as the result of any claims by others against the Released Parties on behalf of the parents/guardians or their child.

BY ACKNOWLEDGEMENT AND ACCEPTANCE OF THIS HANDBOOK, I ACKNOWLEDGE THAT I HAVE READ THE STUDENT RELEASE, WAIVER OF LIABILITY AND INDEMNITY AND FULLY UNDERSTAND ITS TERMS. I UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS, INCLUDING MY RIGHT TO SUE. I ACKNOWLEDGE THAT I AM ACCEPTING THIS STATEMENT FREELY AND VOLUNTARILY, AND INTEND THIS TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF LIABILITY.

PARENT
SIGNATURE: _____ DATE _____

STUDENT
SDIGNATURE: _____ DATE _____



ARCHDIOCESE OF PHILADELPHIA

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OFFICE OF CATHOLIC EDUCATION
Director of Technology K-12

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

Technology is a valuable and real-world educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases, outside or personal uses of technology may be applicable under this policy.

SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside school** use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over in, chat rooms and instant messaging.

GOAL

The school's goal is to prepare its members for life in a digital global community. To this end, the school will:

- integrate technology with curriculum to enhance teaching and learning
- encourage critical thinking, communication, collaboration and problem-solving skills

- facilitate evaluation and synthesis of information
- encourage ethical practices and provide education for internet safety and digital citizenship
- provide a variety of technology-based tools and related technology skills

RESPONSIBILITIES OF USER

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In the Archdiocese of Philadelphia, we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people
- **Protect One's self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

TECHNOLOGY USE GUIDELINES

Educational Purpose/ Appropriate Use: School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, **except for educational purposes** under teacher supervision.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

Communications: Electronic and/or Digital communications with students should be conducted for **educationally appropriate purposes** and employ only **school** sanctioned means of communication. The **school** sanctioned communications methods include:

- Teacher school web page
- Teacher school email
- Teacher school phone number
- Teacher created, educationally focused networking sites

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

Electronic and Mobile Devices, Cellphones: Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administrator of the school. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

Examples of Unacceptable Uses - Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.

- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

Reporting: Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights: The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of Technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy at any time without notice.

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, YouTube and Myspace.

Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

'Friending' of current students by teachers is forbidden on a **teacher's personal social networking site**. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Policy Violations

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

Revised August 2020

Safety Plan for the Reopening of School

COHORT- A cohort is a group of students in the same grade, most cases, this is a single homeroom but, in some situations, it could be a larger group.

SOCIAL DISTANCING- Social distancing is deliberately increasing the physical space between people to avoid spreading illness.

CATHOLIC IDENTITY

- Morning prayers will be said by the Principal.
- The Prayer of Pope Francis will be read each day for the end of the virus.
- The students will watch the Mass once a month from their classrooms.
- Prayers at dismissal will be said by the principal at the end of the day.

STUDENT SCREENING

- Parents are to take their child(ren)'s temperatures each morning.
- Parents are to monitor their child(ren)'s health and look for signs of coughing, chills, fever, shortness of breath etc.
- The teachers will do a health check at recess.
- If a child has a fever or is displaying symptoms, they will be removed from the classroom and sent to a separate room to wait for their ride home. The room will be supervised by a staff member.
Children must be picked up in a timely fashion.

MASKING

- After careful consideration and reviewing the plan put into effect by Dr. Levine, all students (Grades Pre-K to 8) must wear a mask throughout the day, with intermittent breaks. If students are 6 feet apart, then the masks may be removed at the discretion of the teacher, when students are in their cohorts. Ensure that your child has the proper mask size and fit and provide them with frequent reminders and education on the importance and proper wear of masks.
- Masks are to be appropriate for school. Please send in a brown paper bag for students to keep their masks in when they are eating lunch or taking a mask break.
- Teachers will be wearing masks and may wear a face shield as well.

- The plastic shields for desks are still being reviewed. The cost is \$20.00 per shield.

SOCIAL DISTANCING

- Desks will be from 3-6 feet apart. Desks will be facing the same direction.
- Pre-K and K may have a different configuration if tables are being used.
- Students will be expected to social distance while eating lunch and at recess.
- Students will remain in their classrooms for lunch with their teacher.
- Students will go outside at recess, but have to maintain social distancing.
- Specials teachers will go to each classroom.
- Physical Education classes will be held outside, weather permitting.

HYGIENE

- Each classroom will have hand sanitizer for student use.
- Bathroom breaks will be spread out with minimal number of students going in at a time.
- Students will be reminded to wash their hands frequently.
- Students must have their own supplies. There will be no sharing. This includes pencils, pens, crayons, etc.
- Classroom windows will be opened for ventilation.
- School will be disinfected each night and railings, doorknobs, light switches, remotes and bathrooms will be wiped down during the day.

BUSSING

- Students will be bussed from their current school districts.
- You will be contacted by your district's bus company.
- Students are to wear masks on the bus and sit with their siblings.

FOOD

- Hot lunch will be available from McGuillicuddy's.
- Pretzels will be available at recess. They are individually wrapped.
- Students are not to share food with each other.
- The water fountains are shut off. Students are to bring their own water to school.

Students may bring in any kind of water bottle, disposable or reusable. If they bring in reusable, please wash and clean it every night.

- Students will be eating in their classrooms with their teachers.

RECESS

- Students will have recess outside, weather permitting.
- Students will stay with their class mates for safety reasons.

VIRTUAL LEARNING

- The teachers will be using Google Classroom as the Learning Management System.
- Cameras and microphones are being explored for classroom use. We are exploring alternative methods to bring instruction virtually.
- Students will follow the regular classroom schedule. Students will be expected to be dressed in school apparel and be in an appropriate place to learn.
- Students are to sign into Google Classroom each day.
- At this time, we do not have enough Chromebooks for each student to supply them for virtual learning.

DCIU

- DCIU (Delaware County Intermediate Unit will continue to provide services for our students.
- Masks will be worn by all personnel.

VISITATION

- No outside persons will be allowed in the building during the day.
- If you have to bring in something for your child, you can give it to Mrs. Spurrier at the office window.
- If you are picking up a sick child, you will be asked to wait in the vestibule.
- This is for the safety of all of our students, faculty and staff.

CARES

- CARES will take place beginning Tuesday, September 8th.
- The children will be in their cohorts according to age.
- The rooms will be sanitized after each day.
- Students need to have a snack and a drink for CARES.

SUSPECTED CASE OF COVID 19

- Any child displaying signs of sickness, will immediately be removed from the classroom and sent to the isolation room.
Their parents will be called to come and pick them up. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are.
- It will be determined when we will close a classroom and the students would go onto virtual learning mode. The Chester County Health Department will be notified and we will follow their directives.
- If there is a confirmed case of COVID 19, the Chester County Health Department will be notified immediately and they will take jurisdiction of the situation. We will comply with their recommendations.
- All names of children will remain confidential. If a child comes down with COVID19, the child's name will not be disclosed.
- Students or staff that may have been out due to COVID 19 may return:
 1. 3 days with no fever **and**
 2. Symptoms improved **and**
 3. 10 days since symptoms first appeared or,
 4. If cleared by a medical professional
- There are many other types of illnesses that can occur. Flu season will be returning as well as colds, allergies, etc. If you are unsure if your child has COVID 19, please call your pediatrician or family doctor immediately, so testing can be arranged if the physician deems it necessary.

CONFIRMED CASE OF COVID 19

- Notify the Chester County Health Department and they will take jurisdiction over the situation.
- Dismiss the staff or volunteer for 2 to 5 days until health officials determine next step.
- Consider dismissal of the cohort, related to the suspected case of COVID 19 according to the health official guidance.

- Communicate to staff and families that there was a confirmed case.
- The infected area will be cleaned and disinfected and closed off for 24 hours.
- During the initial 2 to 5-day period, evaluate if any other cases related to the case were identified and decide to extend or end the cohort dismissal.
- The staff/faculty/student can return after the following conditions have been met:
 1. 3 days with no fever **and**
 2. Symptoms improved **and**
 3. 10 days since symptoms first appeared

**ACCEPTABLE USE POLICY
FOR TECHNOLOGY
Catholic Schools of the Archdiocese of Philadelphia**

Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and Holy Cross School.

My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*.

Student Name/ID _____
Student Signature _____ Date ____/____/____
Graduation Year _____
Room Number (if Elementary) _____
Grade _____

Parent or Guardian: We ask that you review this policy with your child and sign below:

Student Access Contract

I hereby release **Holy Cross** and the Archdiocese of Philadelphia, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia* for **Holy Cross**. I hereby give my permission for my child to use the Internet and will not hold **Holy Cross** or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature _____ Date ____/____/____