



**HOLY CROSS CATHOLIC SCHOOL 2022-2023  
PARENT/STUDENT HANDBOOK**

**Father Kiernan, Pastor**

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**240 NORTH BISHOP AVENUE**

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## *Holy Cross Catholic School Mission Statement*

**Holy Cross Catholic School uses Catholic Principles to enhance our students' relationship with Christ's teachings and the Church. Our goal is to help our students grow into full, practicing members of the Catholic Church and be at the center of evangelization which calls on our students to live fully the message of Christ. Christ's teachings and messages are the center of the student's academic excellence where the school is fully committed to helping each individual child develop as a whole person: spiritually, morally, intellectually, physically, and socially.**

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## **Holy Cross School Philosophy**

Holy Cross Catholic 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 Catholic 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 is not to 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.*

**PARENT COMMUNICATION:** Every staff member is expected to communicate with parents and guardians in a professional, respectful and timely manner. Parents must abide by those same guidelines. Communication with the teachers, staff, principal and pastor must be professional, respectful and timely. Make sure your emails, phone numbers and contact information is up to date in the school learning management system (Option C). As a community, we expect parents to be responsive to teachers and staff regarding their student(s) success in Holy Cross.

**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. We do 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.

**NEW STUDENT ADMISSIONS:** 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](http://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.

All new students must have a verified recommendation letter sent in by their former place of schooling.

\*Acceptable letters of recommendation include: former head of school principal or classroom teacher.

**WITHDRAWING STUDENTS:** 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.

## ACADEMIC SCHOOL DAY GRADES PRE-K - 8 SCHEDULE

### TIME DAY

7:50 A.M. (First Bell)

8:00 A.M. Prayers

8:00 A.M. –2:45 P.M. (K-8) Monday through Friday

8:00 A.M. - 2:35 P.M. (Pre-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 late after 8:00 A.M.** He/She must be accompanied by a parent to the vestibule. Students will receive a late slip to give to the teacher. If a student(s) is/are consistently late, the principal will meet with the parent to discuss the situation. If the lateness continues, the school will report the parent to Childline as consistent lateness is considered neglect.

### **GRADES 4 THROUGH 8:**

**Unexcused Lateness:** If your child is late to school or to their classroom (come into the classroom after 8:00 AM). They will receive a late slip. After their third late slip, the student will receive detention.

**Excused Lateness:** Principal has the right to decide if a reason for lateness is excusable or not. Some examples of excused latenesses include: funerals, doctor appointments and dentist appointments. If a student has an excused lateness, they will be given an excused lateness form from the office to give to their homeroom teacher when reaching the classroom.

**DISMISSAL OF STUDENT:** 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 AND AFTERNOON PICK-UP 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. Students should remain in their cars until the teachers open the school doors at 7:40 am. Children should have all their belongings with them and be ready to exit the car. Also, parents should remain in their cars so that the line can move along quicker. There is a diagram of this procedure posted on the school website.

Dismissal will be 2:35 for Pre-K and 2:45 for grades K-8. Teachers will escort the children to the cars. If there is a back-up in the school yard, please pull up in the middle of the yard, so there is no backup on Bishop Avenue.

**ANY DISRESPECTFUL ACTIONS TOWARDS TEACHERS/STAFF/ OTHER PARENTS, OR NOT FOLLOWING INSTRUCTIONS: WILL BE HANDLED BY THE PRINCIPAL DIRECTLY.**

### **WALKERS:**

**ARRIVAL:** Students enter through the gym doors (with the buses) and begin to 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 or dismissing

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.**

## 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 BEFORE THE END OF THE FIRST WEEK OF SCHOOL. 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.

**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 CARES 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 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. **Please use this email address to inform the school of your child's absence:**

**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 or truant. The principal has the final say on which absences are considered unexcused absences.

All family vacations or non-school trips taken outside of regularly scheduled school holidays are considered unexcused absences. However, if you plan on taking a trip, please inform the **school and classroom teachers of your student's absence**.

***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.

**EXAMS:** 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.

**RETURNING TO SCHOOL:** 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 readmission 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.**

**MAKING UP WORK:** 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.

**\*This includes special teachers as well. Students are required to make up missing work for these classes in addition to their other classes.**

\*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.

**Check the Trips and Vacation section of Handbook: page 34.**

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

### **BOOKS AND CARE OF MATERIALS**

Books, copybooks, and book covers may not be written on or torn. If so, they will be replaced at the student's expense. *All textbooks must be covered at all times.* Students' desks and materials are to be neat and clean at all times.

Students also must have their daily materials. Please keep updated on your child's materials, making sure they are prepared with the daily necessities for school.

All areas of the building and grounds should be kept neat and left in order by anyone using them, including the bathrooms and cafeteria.

No student may enter a teacher's desk, closet, office or books without specific permission. Furniture and materials damaged by students must be replaced at their expense.

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.

### **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 the 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.

## **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)

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) 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. MCGullicudy'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 LUNCHESES. 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.

Students are not permitted to have fast food dropped off to them throughout the day. Students are also not allowed to have food delivered or Doordashed/ GrubHubbed, etc. to their children. The school has the right to refuse these deliveries. Make sure you pack your child a lunch if you choose not to use the hot lunch program.



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**

**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 decree. 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**

**DISCIPLINE POLICY:** 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 student 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 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.

**\*A PARENT OR GUARDIAN MUST SIGN THE INFRACTION CALENDAR WEEKLY. IF THE INFRACTION CALENDAR IS NOT SIGNED AND RETURNED, THE STUDENT WILL RECEIVE AN AUTOMATIC DETENTION.**

Detentions are held during lunch. Detentions are 50 minutes and split among two lunch recesses. *Attending detention is not an option nor is it negotiable.* If the student is assigned detention, they must serve it. If a parent has any questions or concerns, they can email or *respectfully request* a phone call or meeting with the teacher.

**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.

If your child begins attending Holy Cross **AFTER** the school year begins, parents/ guardians are expected to contact the teacher and schedule a meeting with them and their child reviewing the expectations, requirements, responsibilities, and rules of the school and the teacher's individual classroom.

**Academic Probation:** A student's failure to adhere to the academic expectations of Holy Cross will be placed on Academic Probation. Students can be placed on probation for:

\****Missing Assignments:*** If a student exceeds more than six missing assignments (unexcused) between all their classes. They will be placed on Academic Probation.

\****Receive Failure Notice:*** If a student receives a failure notice, they are on probation and expected to bring the grade up to passing. They have two weeks to bring the grade up before further action is taken.

\****Failed Class (70 percent or below):*** If a student receives a failing grade for the trimester in any subject, they will be evaluated mid-way through the following trimester to determine if they will stay in the school or be asked to leave due to academic failure.

\*A student can save their position midway through the trimester by writing a formal letter to the pastor, principal, and all classroom teachers explaining the steps they will take to get their grade to pass the class. Each letter has to be signed by the parent/ guardian. The student will be asked to leave if they receive a failure notice in the same trimester and the letter written.

**Behavior Probation:** A student's failure to abide by the mission of Holy Cross, consistently disrupt the learning environment of the classroom, cause harm to their peers, and or the faculty will be placed on probation due to behavior. If the behavior(s) have not been improved after a three week probation, the parents will be brought in for a meeting with the principal, pastor, and their student's teacher(s). From the moment of the meeting, the student will have one week to fix the behavior or they will be asked to leave the school.

Students can be placed on probation after their 2nd Class II infraction in one trimester. If the behavior(s) have not been improved after a two week probation, the parents will be brought in for a meeting with the principal, pastor, and their student's teacher(s). From the moment of the meeting, the student will have one week to fix the behavior or they will be asked to leave the school.

**PARENTS NEED TO BE RESPONSIVE TO TEACHERS' COMMUNICATION!  
RESPOND TO TEACHERS AND FACULTY IN A TIMELY MANNER.**

In the Holy Cross community, we value open communication, in order to establish that communication, parents, and guardians must be responsive to teacher's emails and contact.

**CELL PHONES AND ELECTRONIC MEDIA**

Electronic effects, such as iPods, smartwatches, apple watches, 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 school 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.

If you would like your child to bring a cell phone to and from school, you are required to fill out the *Parent/ Student Cell Phone Form* (check the last page of this Handbook and our website.) **Parent/ Student Cell Phone Form:** Explains that the child(ren) and their parents understand that the cell phone must be turned off and away in a school bag BEFORE walking into the school building. The phone cannot be taken out of the bag until it is collected in their homeroom. Once the cell phone is handed back at the end of the day, it must remain off and in

the school bag until the student walks out of the building. This same rule applies to Apple Watches, Airpods, Fitbits and other smart devices.

**If a student has their phone or device out, is found using their device, or the phone goes off during school, it will be taken from the child, and a parent only may claim the phone at the Principal's office. If a second offense occurs, the phone will remain in the office for a minimum of 24 hours. A third offense may result in a personal plan of action.**

**CHROMEBOOKS:** Holy Cross School offers One to One Chromebook usage for grades K through 8. Grades K through 4 will NOT take the Chromebooks home at the end of the school day. Grades 5 through 8 will have the ability to take their Chromebooks home as long as all their forms are filled out and turned into the school **before the end of the second week of school.** Students and Parents must sign the *Student Chromebook Care and Responsibility Form* and the *Chromebook Equipment Form*. Check these forms for more information about the Chromebook policy (forms found on the Holy Cross website). **Students in grades 5 through 8 must have a laptop bag to carry the Chromebook around in. (Check school supplies list)**

Holy Cross reserves the right to take the Chromebook away from any student who goes against the rules and responsibilities of owning the Chromebook. ***The Chromebook is a privilege, not a right.***

## **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, and cell phones with a recorded message. E-mails will also be sent via Option C. 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. Parents may also make changes in their Option C profiles themselves. Of course, we will still utilize KYW, Channel 6 & Channel 29 radio and TV announcements, as well as our social media accounts and our school website.

**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 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.

**FUNDRAISERS:** 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 are 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 fundraising 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**

**\*Check Academic Probation for Rules about Missing Homeworks\***

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.

**LEARNING SUPPORT PROGRAM:** The Learning Support teacher at Holy Cross is responsible for supporting the academic needs of students when deemed necessary. Classroom teachers and the Learning Support teacher collaborate to decide which students would benefit from one-on-one or small group learning outside the classroom. Parents or Guardians will be contacted when their child is recommended for Learning Support. A permission slip is required with a parent or guardian signature for a child to meet with the Learning Support teacher.

**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 the child immediately
2. Parents must take the child to family physician for verification and treatment

3. Students can only return to school after the nurse checks the student (parents 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 lunchroom. 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 is 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 the 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.

**ONLINE GRADES:** Parents can access their child's marks in Grades 1-8 through the school's online learning management system, Option C. 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 guardians. 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. NOR CAN THEY APPEAR UNANNOUNCED TO THE TEACHER IMMEDIATELY AFTER SCHOOL.**

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](http://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 of our website 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 Spirit 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 will be required monthly evaluations that the parents **MUST SIGN** and return to the teachers. If the monthly reports do not progressively get better, showing academic growth and appropriate behavior, the student will be asked to leave. 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 is given to healthy options, such as, fresh fruit or fruit snacks. Please consider that some children may not have sugar so providing fresh fruit options would include all children in the celebration. Do not bring in a sheet cake. We do not have the supplies to cut the cake or plates to hand them out on. Items must be individual prior to coming into the classroom.

**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 to 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 POLICY**

The mission of Holy Cross School is to provide a Christ-centered education that first and



foremost forms our students to be faith-filled followers of Jesus while also providing a solid educational foundation to prepare them for high school and beyond. The parish dedicates significant resources to accomplishing this mission and helps subsidize the cost of providing this education and formation. We are honored that parents—who are the primary educators and formators of their children—entrust the education and formation of their children to our school. The tuition and fees charged by Holy Cross School are essential for us to be able to continue operations and be faithful to our mission. Parents have an obligation in justice to pay all required tuition and fees in a timely manner. We also expect parents to cooperate with the school in seeking financial aid opportunities and supporting our fundraising activities and opportunities for service to the school.

### **TUITION PAYMENT**

- ✓ Tuition is collected over a period of ten (10) months—from June through March.
- ✓ Payments are to be received by the last day of the month to be on time. Parents may pre-pay several months ahead of time if desired.
- ✓ Tuition payments are managed through FACTS, a third-party payment system that collects payments electronically. While families may opt to pay via cash or check delivered to the school office during normal business hours, a FACTS account must still be set up.
- ✓ Parents have the option to select which day of the month to have their payment withdrawn. If necessary, they may change their date for a particular month via the FACTS portal or by contacting FACTS. Requests to change payment dates must be made at least two business days in advance due to allow enough time for the change to be processed.
- ✓ Fees (e.g. registration fees) will be withdrawn from accounts on days established by the school administration. Parents will be given at least two weeks of notice before any fees are assessed.
- ✓ It is the parents' responsibility to manage their FACTS profile and tuition payment dates.

### **LATE OR MISSED PAYMENTS**

- ✓ Late payments jeopardize the operation of the school and require additional staff time, effort, and expense. Financial penalties are assessed if payments are missed or late.
- ✓ If a payment is rejected by the bank, FACTS will automatically attempt to pull the

payment a few days later. FACTS will impose a processing fee if this happens. This fee is assessed by FACTS and is not controlled by the school.

- ✓ If a monthly payment is not received by the last day of the month, the school reserves the right to impose a late payment fee equal to 15% of the payment due.

### **DELIQUENT TUITION AND FEES**

- ✓ Any family that misses two payments in a year or has a past due balance for more than thirty days will be placed on a restricted and probationary status.
- ✓ Parent access to student records and report cards will be suspended. Students will be deemed ineligible for participation in extracurricular activities, field trips, and CYO Sports.
- ✓ Parents will be required to meet with the Pastor, Principal, and Business Manager to discuss their situation and develop a written agreement to pay the back tuition and fees and keep the account current going forward.
- ✓ If a family does not pay all tuition and fees in full by April 30 of the current school year, or if a family violates the terms of any written agreement, their students will not be enrolled at Holy Cross for the following academic year.

### **EXTENUATING CIRCUMSTANCES**

The policies outlined above are intended to provide a uniformly just and equitable tuition policy that is efficient to maintain and administer.

Holy Cross School recognizes that families may find themselves in difficult situations and that the unexpected happens. We will work as much as possible with families who anticipate tuition payment challenges to find a fair solution.

Parents who anticipate challenges or who encounter difficulties should contact the Principal, who will arrange a meeting, which will include the Pastor and Business Manager, to discuss the situation and find solutions.

All modifications to the above and/or special payment arrangements must be in writing and must be approved by the Pastor, Principal, and Business Manager.

### **FUNDRAISING POLICY**

Holy Cross Church relies on multiple fundraising efforts throughout the year to help meet our operational needs. Without these fundraisers, significant tuition increases would be necessary to keep the school operational.

- ✓ All families are expected to participate in school- and parish-sponsored fundraisers during the year and to volunteer to assist with special events.
- ✓ It is understood that different activities appeal to families in different ways.
- ✓ There is no expectation that every family can or will participate in every fundraiser, nor can we specify expected levels of volunteer time or financial participation in any particular activity.
- ✓ That being said, it is not acceptable for a family to have zero participation in any fundraising activity during the year.
- ✓ In particular, the parish runs a scrip gift card program to provide for tuition assistance.
- ✓ The proceeds from this program benefit individual families with tuition credits and give us funds to use for financial aid for families.
- ✓ All school families are asked to participate in this program.
- ✓ Families who use the program well can earn hundreds of dollars in tuition credits during the year.
- ✓ To be considered for financial aid and tuition assistance in the upcoming school year, families must show some level of participation in the scrip program and other fundraising activities during the current school year.

### **FINANCIAL AID AND TUITION ASSISTANCE POLICY**

Holy Cross School attempts to make financial aid available to eligible families. The amount of aid available varies each year and is based on donations received from members of the parish and members of the larger community, including through various tax incentive programs offered by the Commonwealth of Pennsylvania.

Eligibility for financial aid is determined by the guidelines established by the various financial aid programs in which we participate.

Holy Cross School will communicate information about procedures to apply for financial aid and the requirements necessary to determine eligibility.

Families are expected to complete the applications and provide the requested documentation in a timely manner. Failure to provide this information will result a family's being deemed ineligible for aid. It is the family's responsibility to complete the necessary forms and provide the documentation. The school's staff is unable to assist with this process or do it for the family.

**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 Flynn O'Hara online at the following website School Uniform Online Purchase. If you have any questions regarding uniforms, please contact the school at (610) 626- 1709.

### UNIFORM POLICY - Holy Cross School Uniform Requirements:

#### Boys:

Boys (Pre-Kindergarten 3 & 4)

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 (Kindergarten 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 (Kindergarten 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)

##### 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 (Kindergarten 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 (Kindergarten 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 non-smart watch is acceptable for all students. Girls may wear one pair of 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. Hair accessories included: No exotic/excessive hair bows or clips.

**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 dreadlocks, etc.) are not permitted! Girls or boys are not permitted to dye or have any coloring in their hair, highlights, or excessive or colored 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 logbook 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](http://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, texts, and Chromebook (if applicable) 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.



# RESPONSIBLE USE POLICY FOR TECHNOLOGY

## Catholic Schools of the Archdiocese of Philadelphia

*Revised August 2022*

The heart of our curriculum is timeless ~ love, truth, beauty, mercy. We teach about creation as well as the Creator. We educate on being in solidarity with those who suffer and how to cultivate a prayerful life.

In his message for the 48<sup>th</sup> World Communications Day, Pope Francis said that technology is a “gift from God.” The Pope challenged the Church to use this tool to promote the faith, asking how communication can “be at the service of an authentic culture of encounter?” Because of these things we are committed to participating in society. And to be committed to such participation requires using technology in appropriate ways.

We are interested in technology because of our faith.

We expect our students to utilize technology to think more critically, to communicate effectively, to express their creativity, and to conduct research. Our teachers have access to updated technology in their classrooms to engage our students and challenge them to learn in ways not previously imaginable. We empower students with the technical skills necessary to participate in a culture that is increasingly dependent upon technology, while also challenging them to be digital ambassadors spreading the Good News.

But it is our faith that guides how we use technology.

We teach our students about the ethics of technology and train them to be savvy about things like Internet privacy and safety. We teach the unfortunate reality of technology addiction. We remind students and parents that technology is aggressively marketed and to be careful about getting caught up in the hype.

We also acknowledge that we sometimes need to “unplug” from technology as it can cause us to become isolated from one another. We encourage family meals without screen time and the importance of communicating face to face.

We greatly value technology in our schools. And what makes technology most powerful, is when it serves to make our students better people!

# RESPONSIBLE USE POLICY FOR TECHNOLOGY

## Catholic Schools of the Archdiocese of Philadelphia

### PURPOSE

Technology is a valuable and real-world educational tool. **All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including: interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response to ensure an appropriate use of technology, including video conferencing platforms.** The policy outlined below applies to all technology use including but not limited to Internet use. The Responsible Use Policy for Technology (RUP) 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 and/or non-educational use of technology creates substantial disruption in school, including but not limited to 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 Responsible Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this RUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, video conferencing platforms, text messaging, email, voice over IP, chat rooms, instant messaging, cloud, and web-based tools.

## GOALS

The school's goal is to prepare its members for a responsible 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, creativity, and problem-solving skills.
- Facilitate evaluation and synthesis of information.
- Encourage ethical practices and provide education for Internet safety, digital citizenship and the creation of a positive digital identity.
- 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 (AoP), 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:** Responsible users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others:** Responsible users will refrain from using technologies to bully, tease or harass other people.
- **Protect One's Self and Others:** Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications. Users will protect their usernames and passwords by not sharing with others.
- **Respect Intellectual Property:** Responsible users will suitably cite any and all use of websites, books, images, media, or other sources relied upon or used in work created.

- **Protect Intellectual Property:** Responsible users will request permission to use the software and media others produce and abide by license agreements for all software and resources.

Under no circumstances is an AoP user authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing AoP-owned resources, computers or networks.

## **TECHNOLOGY USE GUIDELINES**

**Educational Purpose/ Responsible Use:** Technology is to be used to enhance student learning. Students are able to access social networking and gaming sites only under the guidance and supervision of the teacher for the educational outcomes identified within the lesson and given appropriate age.

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

**Responsible Use of School Hardware/Devices:** All AoP users are responsible for the general care of School issued hardware/devices. Users must report any damage to the school's hardware/device. Local school policy may further define faculty, staff, and students' responsibilities and expectations. Users may be held liable for any costs associated with device repair or replacement.

**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, school-issued email and/or phone number
- Teacher-created, educationally focused networking sites
- Student Information System and Learning Management System
- Remind Communication app – or similar i.e. Class Dojo, Seesaw, Class Craft, Google Classroom

Teachers, administrators or staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator or staff member is free to contact parents or guardians using a home phone or a personal cell phone. However, they should not 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 social networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

**Electronic and Mobile Devices, Cell phone/Wearable technology:** Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

**Smart Speakers:** Primarily intended for at-home consumer use, these always-listening devices are not directly intended for the classroom. Therefore, smart speakers (Echo, Google Nest, etc..) are not to be used in the classroom nor connected to the network on a permanent basis during the academic year.

**Remote/Distance Learning:** Remote or distance learning may be used to supplement face-to-face instruction, or where appropriate, may be the primary modality of instruction. To effectively engage in remote or distance learning, users are expected to:

- Participate from an appropriate location in the home.
- To the user's best ability, be in a well-lit and quiet area. Avoid having windows or strong sources of light directly behind an individual when engaging in teaching/learning on camera.
- Wear appropriate and respectful attire. (This may be more specifically defined by the local school administration.)
- Where able, only use first name and last initial to identify yourself via video conferencing software.
- Students are not to use or preserve a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission

of that individual and of the principal.

- Prior to recording any portion of a live classroom session, instructors are to notify the students who are in the same session, face-to-face or online.
- Live class recordings are meant for internal school use only. Recordings are to be saved locally on a network drive or the school's GSuite for Education Google Drive. Recordings are to be deleted at the end of the academic year in which they were recorded. Recordings are not for promotional use, rather solely for educational purposes.
- This Responsible Use Policy applies to students using personal devices for remote instruction.
- Maintaining hardware/devices provided by the local school is the responsibility of the student/family. (Local school policy may define further students' responsibilities and expectations.)

### **Examples of Unacceptable Uses**

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Post, publish, disseminate 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 or disseminate false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee or volunteer without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another individual except with express permission of that individual and the principal.
- Attempt to circumvent system security, blocked sites or to bypass software protections.
  - The following activities are strictly prohibited, with no exceptions:
    - Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to,

accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

- Executing any form of network monitoring which will intercept data not intended for the user, unless this activity is a part of the users normal job/duty.
  - Circumventing user authentication or security of any host, network or account.
  - Any virus or phishing protection software installed on school or school issued devices must not be disabled or bypassed .
- 
- 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 school employees
  - Harm the goodwill and reputation of the school or system in the community. This includes, but is not limited to: the mis-use of school images and logos, creation of unauthorized accounts that suggest they are school-sanctioned, or accounts targeting or impersonating school community members.
  - 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.
  - Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.

- Any attempt to alter data, the configuration of a school issued device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered a violation and subject to disciplinary action in accordance with the local school policies.
- Load personal software onto a school device or school-issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

**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 supplement this policy at any time without notice.

All school personnel are reminded that all computer, network, and Internet use will be monitored and there is no assurance of privacy or warranty of any kind, either expressed or implied.

### **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, Instagram, Tumblr, Ask.fm, Snapchat, Discord, and TikTok.

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

“Friending” or “Following” of current students by teachers is forbidden on a teacher's personal social media site. Teachers should also not ‘friend’ former students unless and until such student has attained the age of majority. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory,



abusive, discriminatory, threatening or other inappropriate communications. Teachers are encouraged to have professional social media accounts, separate from any personal account. Parents are encouraged to follow those for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media, which should be for educational purposes only.

Social media postings from school sanctioned accounts should refer to students by using their first name, last initial. Schools should avoid linking posts to students' personal accounts.

School sponsored organizations must obtain permission from school administration to create any social media accounts related to the organization. Such accounts should be created with a school issued account. Accounts should be maintained and controlled by a minimum of two school appointed adult moderators.

### **Policy Violations**

Inappropriate use in contradiction to the above rules will be addressed 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 and/or in an offline work environment.
- Issuance of demerits/detentions, if applicable.
- Possible financial obligations for the repair or replacement of damaged school devices.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties

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

**Student Internet Access Student Contract**

I understand that AoP computer technology, devices, services, network, and Internet access are to be used for educational, professional and authorized purposes only in adherence to AoP policies. 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 Catholic School**.

My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this *Responsible 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:

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

**Student Internet Access - Parent Guardian**

I hereby release Holy Cross School and the Archdiocese of Philadelphia, its personnel, and any other institution 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, 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 Responsible 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 Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia for Holy Cross School.

I hereby give my permission for my child to use the Internet and will not hold Holy Cross School 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 \_\_\_\_\_

## **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 acknowledgment 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.

**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 RELEGATING MY SUBSTANTIAL RIGHTS, INCLUDING MY RIGHT TO TAKE LEGAL ACTION.

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 SIGNATURE:

---

DATE: \_\_\_\_\_

# Phone Permission Form

## Holy Cross Catholic School

I request permission for my child,

\_\_\_\_\_ , Grade \_\_\_\_\_ to carry a phone to school. My child and I understand that the phone must be turned **OFF**, not silenced, before entering school and may not ever be used during school hours. Students may not take the phone out on their walk home until they are out of a teacher's supervision. If they need to use it they just need to ask permission.

If the phone goes off during school, it will be taken from my child and a parent only may claim the phone at the Principal's office. If a second offense occurs the phone will remain in the office for a minimum of 24 hours. A third offense may result in a personal plan of action. All other Responsible Use policies for technology also pertain to the phone and those consequences are addressed accordingly.

By signing below, you acknowledge that other smart devices, such as Apple Watches, Air pods and Fitbits are prohibited from school grounds and will be confiscated immediately if seen. This can result in losing the privilege to bring their phones to school.

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Homeroom: \_\_\_\_\_

Date: \_\_\_\_\_