



**Holy Cross Central**  
CATHOLIC SCHOOL  
A NOTRE DAME ACE ACADEMY

**Parent/Student Handbook**  
**2018-2019 School Year**

Revised 7/16/18

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## **Mission Statement**

Holy Cross Central Catholic School is a Notre Dame ACE Academy, where we see God in all things. We provide a safe, supportive, and challenging learning environment that enables our students to obtain the goals of College and Heaven. The Holy Cross community will respectfully and responsibly strive towards achieving these goals, while embracing the teachings of Jesus.

## **Vision Statement**

The maximum potential of our students will be achieved through school partnerships with our families, parishes, and communities where we will see God in all things. We strive to instill in our children that they can achieve the goals of College and Heaven.

## **Values and Root Beliefs of Holy Cross Central School**

SEEK: We believe that God is in all things

PERSIST: WE believe that all things are possible through Christ

EXCEL: We believe that there is no limit to our learning

LOVE: We believe that we are all uniquely created in God's image

SERVE: We believe that we serve God by serving others

## **Accreditation**

Holy Cross Central School is fully accredited by Advanced Ed.

## **School History**

Holy Cross Central School is located on the Holy Cross Central Parish grounds and serves Pre-School through 8<sup>th</sup> Grade under the Archdiocese of Indianapolis and as a member of the Notre Dame ACE Academies.

## ADMISSIONS POLICY

### **Non-Discrimination**

The School Board and Administration establish policies for admission of Catholic and non-Catholic students in alignment with Archdiocesan policies. Catholic schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, ethnicity, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines that are inconsistent with the religious tenets of the Catholic Faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

Children entering Pre-3 must be three (3) years of age by August 1st. All new students seeking admissions to Holy Cross Central School will be evaluated based upon current standardized testing, report cards, and other relevant information from the school last attended. **All students are taken on a probationary status for one semester to ensure that Holy Cross Central School can meet the student's educational needs.** This period is also used for the student to prove him/herself socially, academically, and behaviorally. If during this period there are problems, a student may be asked to withdraw his/her attendance at Holy Cross Central School.

### **Enrollment Process and Lottery Procedures**

Enrollment in the school will be open to all students in which resources are available to fit the needs of the child. Guaranteed space will be given to students enrolled and admitted the prior year and priority will be given to siblings of students already enrolled prior to the close of open enrollment if there is an open spot.

The school will hold an open enrollment period for a specific two-week period in March. If fully completed applications exceed the number of spaces available, the last business day of the open enrollment period will be the deadline for applications to be drawn by a random selection lottery process.

Applications will be available in the School Office on school days during school hours. School staff will email, mail, or fax applications upon request. Complete applications received after the open enrollment period closes, but before the lottery, will not be eligible to participate in the lottery, but will be added to the end of the waiting list created at the time of the lottery.

A random selection lottery process will be held within four weeks of the close of open enrollment. The school will notify all applicants of the public drawing's time and place. Names will be drawn until all classroom seats are filled, then a waiting list will be established, in the order in which they were drawn, to fill openings during the school year for which the student applied. After all eligible names are drawn; the names of applicants who filed after the close of open enrollment will be added. Applications received after the deadline will be added in the order in which they were received.

Applicants on the waiting list must resubmit an application for the year during the open enrollment window for the next academic year. Once admitted, students will remain eligible to be admitted for successive years without having to re-enter the selection process.

## **Public Notice of Open Enrollment**

The school's open enrollment period will include some evening and weekend times to accommodate family's needs. The school will provide notice of open enrollment by:

- Mailing written notice of the open enrollment period along with an "Intent to Enroll" form to all families who have inquired about school enrollment
- Posting written notice of the open enrollment period at the school, parishes (bulletins) and at area libraries, community centers, and day care centers
- Written notices of the open enrollment period will be submitted to local media outlets.

## **PARENTAL RESPONSIBILITY**

As a Catholic School, Holy Cross Central School supports the teaching and belief that parents are the primary educators of their children. Your personal relationship with God, with each other, and the Church community will affect the way your child relates to God and others. Once you have entered a partnership with the school, we trust you to be loyal in this commitment. During these formative years, your child will need constant support from both parents/guardians and staff in order to reach his/her full potential. Mutual respect between staff members and parents will model good mature behavior and relationships. As a parent of Holy Cross Central School, you commit to the following responsibilities are:

1. To encourage your child to obey the regulations and principles of good behavior
2. To support and cooperate with the school's student conduct policy
3. To provide adequate places for study and encourage completion of assignments
4. To encourage the development of your child's individual talents and interests
5. To build religious celebration and family prayer into your daily life
6. To keep the school informed of the special needs of your child
7. To read all communication from the school and return requested information promptly
8. To attend conferences and to request additional information as needed
9. To ensure that your child arrives and is picked up from school on time
10. To ensure that your child is dressed according to the dress code
11. To ensure that your child gets to bed early on school nights
12. To actively participate in school fundraiser
13. To meet all financial obligations of the school
14. To notify the school of any changes to address or phone numbers promptly
15. To notify the school indicating the reason a child has been absent no later than 8:30 AM
16. To treat staff with respect and courtesy
17. To cooperate and follow all arrival and dismissal procedures

## ACADEMICS

### **Curriculum**

Holy Cross Central School follows the State of Indiana and the Archdiocese of Indianapolis guidelines for textbook adoption, standardized testing, and curriculum.

### **Textbooks**

Holy Cross Central School will select textbooks that are approved by the Indiana Department of Education. Textbooks are evaluated and adopted on a rotating basis.

### **Standardized Testing**

Holy Cross Central School follows all state guidelines in the administration of ILEARN (replacing the ISTEP+ in the Spring of 2019), IREAD-3 and WIDA testing. Students in Grades 3-8 will participate in the ILEARN Test and other standardized testing. In addition to state testing, Holy Cross Central School utilizes the NWEA MAP Assessment for tracking and analyzing student growth throughout the school year. Results of these tests will be used to provide the highest quality instruction to meet your child's individual academic needs.

### **Homework**

One of the principle means of communication between parents and the school is homework. Homework provides parents with an opportunity to follow what and how well their children are doing in school. Cooperation of parents in supervising homework is a vital element in the learning process of the student. Written work is not the sole type of homework; study and oral assignments are also given. The student should realize that homework is his/her responsibility and must be done consistently with emphasis on completeness, accuracy, and neatness. Planners will be provided to students in Grades 3-8 and students are expected to utilize them. Students are allowed one school day per excused day of absence to make up missed work.

Daily recommended times for study and homework are:

- Primary Grades (K-2): 15-30 minutes a day
- Intermediate Grades (3-5): 30-60 minutes a day
- Middle School Grades (6-8): 45-90 minutes a day

### **Field Trips**

The teachers at Holy Cross Central School strive to provide experiences which show that learning and growth are continuing parts of life. Field trips expose students to aspects of the world and life that cannot be brought into the classroom. The school will work to schedule academically focused field trips for each grade. Field trip participation requires parent/guardian signed permission slips for each student. Certain field trips may require fees, which will be communicated to families in advance. The school conduct policy applies to all field trips. Individual student participation may be restricted or denied due to behavior and/or academic concerns.

## **Religious Instruction**

Holy Cross Central School is part of the Archdiocese of Indianapolis. Religion is taught at each grade level and spirituality is part of everyday life. Students receive instruction in Scripture, Catholic Traditions and history, as well as Sacramental preparation. The sacramental life of the children of the Catholic Tradition is an important component of the religion program. The Sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic Tradition. Parents of children who are Catholic are required to be active partners in the preparation of their children for these Sacraments. School Mass is held weekly on Thursday morning at 8:30am and on special religious observations. Parents are welcome to attend. Students in Grades 5 and 8 participate in the ACRE Assessment, generally taken in February to track knowledge of the Catholic faith and teachings. Prayer is an important part of the day. Prayers are said as a school community in the morning, with meals, and at daily dismissal.

Regardless of religious belief or affiliation, all Holy Cross Central School students are expected to participate in prayer and other religious celebrations, especially Mass, in a reverent and respectful manner. Participation includes reciting prayer, showing reverence, and other appropriate actions for specific celebrations.

## **Title One Program/Resource Programming**

Holy Cross Central School students who qualify may receive assistance from the Title 1 Program through Indianapolis Public Schools (IPS). Title 1 teachers are hired by IPS to work at Holy Cross. If a student is selected for the Title 1 Program, it is the expectation that they will participate fully in the program. While a part of the Title 1 Program, students will follow all school rules and expectations.

Holy Cross Central School works with the IPS Special Education Department to provide necessary testing and guidance for academics, speech, and other areas that affect learning. Students who qualify for an Individual Education Plan for academics will receive additional services based on their area of need. If a student requires occupational, speech, or other specialized therapy he/she may receive therapy through IPS.

WIDA Assessment Management System is utilized to support academic language development and academic achievement for linguistically diverse students. Testing through WIDA gives educators a standardized level of language development for new language learners. The scores received through testing are then used to determine area of need for the student language development.

## **Library Services**

Holy Cross Central School is a shared partner of the Indianapolis-Marion County Public Library's Shared System. The Shared System is part of the library's public computer catalog. All books have been cataloged and bar-coded. Students can request books, CDs, and videos online from any library in the city, with delivery made to the school.

The school library is a key element in the education program. Because reading is so important to the success of all students, the school does not limit the number of books a student can check out. Students are responsible for the books, CDs, and videos they check out on their library cards. If something is damaged or lost, students are required to pay for a replacement. Students may not check out any new items if they have something overdue or lost.



The school librarian has the right to refuse a student request from the IPL Shared System based on the content of the material, including, but not limited to content that is not age-appropriate or not aligned with Holy Cross's Catholic school values.

## **EVALUATION OF STUDENT PROGRESS**

"We assess the standards and skills delineated in the curriculum. It is essential that we not only consider the measurement of certain cognitive expectations in our school and programs, but also check for understanding, the ability to do, the outlook our learners have on life, the commitment our learners have to act on the Gospel message, and to more closely live as Disciples of Christ." -Bringing It All Together, Archdiocese of Indianapolis. When letter grades are given, the following scale will be utilized:

### **Archdiocesan Grading Scale (3<sup>rd</sup>-8<sup>th</sup> Grade)**

- A 95%-100%
- B 86%-94%
- C 76%-85%
- D 70%-75%
- F 69% or below

Students in Grades Kindergarten – 2<sup>nd</sup> receive grades of Exemplary, Mastery, Partial Mastery, Non-Mastery in subjects standards.

### **Parent/Teacher Communication**

Parent/Teacher communication is extremely important. Teachers will contact a parent if he/she has concerns about a student. Please be sure that all phone numbers on file are current and update these as often as applicable. If a parent/guardian has a concern, or if a problem arises, parents are advised and encouraged to contact the teacher as soon as possible. Unannounced interruptions in the classrooms interfere with the learning process of students. The school requires that if a parent wishes to have a conference with a teacher, an appointment is made in advance. Please be respectful of the time before and immediately following school, as teachers often need this time to prepare for classroom instruction. Parents wishing a conference with the Principal or Assistant Principal should make an appointment in advance through the school's administrative assistant. Teachers will return phone calls or other communication within two school days. Due to issues that can arise with technology, if you have not heard back from the teacher within this time frame, please contact the school again. Parents are expected to attend conferences with the teachers. Required parent/teacher conferences are held after the First Quarter in October. Teacher requested conferences are held mid-way through the 3<sup>rd</sup> Quarter. Parents are encouraged to inquire as to the progress of their child throughout the school year. Teachers may be contacted through the School Office at 317-638-9068 or through the teacher's school e-mail address.

### **Progress Reports/Report Cards**

Progress Reports are distributed to students at mid-quarter online via Jupiter. If there are any academic or social problems, the Progress Report serves as a communication device. Report Cards are distributed at the end of each quarter. These Report Cards have been designed and constructed by a committee formed through the Archdiocese of Indianapolis. Please return Report Cards with a parent/guardian signature by the due date communicated by the School Office.

## **Promotion, Retention, and Assignment**

Students who have successfully completed a grade will be promoted to the next grade. Administration may recommend repetition of a grade, tutoring, or summer school programming as a requirement for promotion. If the need arises to assign a student to the next grade, it means that the student has not completed satisfactory work but that the parties involved feel that retention is not in the best interest of the child. A child may be assigned to a grade for various reasons. Parents will be notified and a conference will be held to discuss these reasons. If retention is being considered, parents will be contacted prior to the beginning of the fourth quarter. A child will be retained only when there is positive hope that he/she will benefit from it. Social, emotional, moral, and physical factors, as well as academic achievement, will be considered. In the primary grades, failure in reading or math usually constitutes a legitimate reason for retention. Parents will be notified if their child is in danger of failing and a conference will be arranged prior to the fourth quarter.

## **Withdraw/Release of Records**

Notify the School Office if you are moving, or withdrawing from the school, in order to provide adequate time to prepare withdrawal records. **Records will not be transferred to another school until all financial obligations have been cleared with the school.** Updated address and phone information should be provided to the school before the transfer occurs. Registration fees are non-refundable.

## ATTENDANCE

In order for all students to benefit from the instructional program, prompt and regular attendance is expected. Regular attendance develops self-discipline and responsibility in a child's formative years. Children cannot learn if they are not present during instructional time. The Indiana State Legislature requires the school to report each student's attendance. A student is considered absent in the morning if he/she misses two hours or more of the morning session. A student is considered absent in the afternoon if he/she misses two hours or more after lunch. It is the policy of the Indiana State Department and the Archdiocese of Indianapolis that each school enforce a procedure that includes steps for those instances where failure to attend interferes with the student's academic performance and/or are excessive in number. If a student is absent six days within a quarter, action may be initiated. **Ten (10) days or more of absence in a given school year may result in possible retention and a possible report to Child Protective Services.** Alternative solutions will be sought for students with a doctor substantiated medical condition.

**Parents must notify the School Office at 317-638-9068 before 8:30am each day the student is absent.** A phone call will be placed from the School Office for any student not in school at 8:30am. Students are responsible for making up any work missed during an absence. Homework for an absent student can be requested in the morning for pick up at the School Office after 3:15pm. Students will be given one school day for each excused absence day to make up any missed work.

Students should learn punctuality at an early age. A child is marked tardy if they arrive in the school after 7:45am. It is recommended that children arrive by 7:30am so they are able to have breakfast. Students not in their assigned area at 7:45am will be counted as tardy and will be sent to the office for a tardy slip.

**Additionally, any student arriving after 7:45am must be accompanied by a parent and signed in at the School Office.** Habitually disregarding the policies of the school could result in removal from the school and a report to Child Protective Services. An excused tardy is one that is substantiated with a doctor's note or written notification from person or agency where the appointment took place. The followings are possible disciplinary actions for violations of an attendance:

### Unexcused Absences

- First Unexcused Absence – Jupiter notification
- Second Unexcused Absence – Contact from School Office
- Third Unexcused Absence – parent/teacher conference; Service Saturday
- Fourth Unexcused Absence – parent/teacher/Principal or designee conference; Student will be ineligible to participate in extra-curricular activities/sports for two weeks
- Fifth Unexcused Absence – Out of school suspension possible expulsion

With regard to suspension or expulsion, please see the Suspension/Expulsion Policy in this Student Conduct Policy.

**Students absent from school any portion of the day for illness are not eligible to participate in school-sponsored activities, this includes after-school activities/sports. Students with appointments must supply a written notification/release to participate.**

Under Indiana Code 31-34-1-7, a parent or guardian's failure to comply with disciplinary action when a child has been repeatedly disruptive designates the child as a "child in need of services: and the parent may have to go to juvenile court to answer as to why they have failed to comply.

## **Appointments/Early Release**

Should a student need to leave school before the regular dismissal time it will be considered an early dismissal. This will be documented in the student's attendance record as a PM appointment or an early dismissal. Parents are required to sign a release book in the School Office. Students will remain in the classroom until contacted by the office. At no time should a parent or visitor go directly to a classroom. For an early dismissal or a PM appointment to be excused the appointment needs to be substantiated with a doctor's note or written notification from person or agency where the appointment took place. Early dismissal for non-medical or emergency reasons may not be considered excused.

**Any appointment/early release must be communicated to the School Office by 9:00am of that day. In addition, no student will be approved of an early release/pickup between 2:30pm – 3:15pm unless verified with a doctor's note or emergency.**

## **Absence Due to Vacation**

Students who miss school due to a vacation outside of the days on the school schedule are considered unexcused absences. Teachers are not required to prepare work early for these students. Students will be expected to make up any tests and missed work. Tests and assignments may not be counted in the same manner as if the students were in attendance on those days. Please make every effort to adhere to the school calendar.

## **Tardiness**

In addition to being a poor learning habit and life skill, tardiness is disruptive to the school, the school day, and to not only the student who arrives late, but also to his/her classmates.

**Students are considered tardy if they arrive in the classroom or assigned area after 7:45 am. Additionally, any student arriving after 7:45am must be accompanied by a parent and signed in at the School Office.**

Ensuring that children arrive on time to school is a parental responsibility. Students are expected to be in class on time. Any student arriving late to school needs to report directly to the office staff for a pass. Students found in the hallway after the tardy bell without a pass will be sent to the office. The student will then work with the school staff to develop an Action Plan to prevent future tardiness.

The Tardy Policy is as follows:

- First Tardy – Verbal warning
- Second Tardy – 2nd Verbal warning
- Third Tardy – 3rd Verbal warning, note sent home for parent signature, communication to Archdiocese
- Fourth Tardy – Service Saturday
- Fifth Tardy – Parent/Student conference, sign attendance agreement
- Sixth Tardy – Student will be ineligible to participate in extra-curricular activities/sports for two weeks

\*\*\*Continued unexcused tardy arrivals will result in a meeting with Principal or designate. A plan will be put in place that could include suspension or expulsion from Holy Cross.

\*\*\*Tardy arrivals will be reset at the end of each quarter.

With regard to suspension or expulsion, please see the Suspension/Expulsion Policy in this Student Conduct Policy.

In addition to the above policy, excessive tardiness and absences may result in possible retention in the present grade. This will be determined on a case-by-case basis with input from the Principal, teacher, social worker and the child's parent or guardian.

## **ARRIVAL/DISMISSAL**

### **Morning Drop Off and Dismissal Procedure**

Students may be checked into Before Care by their parents beginning at 6:30am. During morning arrival until 7:45am, students should enter through the cafeteria doors. School is dismissed at 3:15pm. The main dismissal location is the school parking lot off Oriental Street. **Parents are to park their vehicles in the assigned carlines and wait for the children to come to their cars. Parents picking up students from the Ohio Street dismissal must exit their parked cars and walk students from the school exit to the car. Students will not be dismissed without parental guidance.**

Children who are not picked up before 3:30pm will be sent to the office. Regular late pickups will result in parents being charged additional fees.

### **Alternate Way Home**

In the interest of safety, all children must have written consent before going home in a manner different than his/her daily routine.

### **Extended Day Procedures**

Students are not permitted to remain at school after hours prior to an activity unless attending the Holy Cross Central School Extended Day or other coordinated activity. The Extended Day program is available to students who have previously registered for the program through the School Office.

Families who show regular late pickups may be registered for Extended Day and be charged additional fees.

### **Morning Care/Extended Day**

A morning care program is offered from 6:30am–7:00am. Extended Day is offered from 3:30pm–6:00pm on days when school is in session for a full day. Extended Day charges will be collected monthly through the family's SMART tuition account. Any student who is regularly not picked up by 3:30pm may be enrolled in Extended Day and charged additional fees.

In cases of a delayed school opening due to weather, Before Care will be in session beginning at 6:30.

Aftercare is offered to students in Pre-School in the classroom. Students are taken on a first come basis with appropriate teacher/aftercare worker ratio. The Pre-School aftercare program is available from 3:15pm–5:30pm on days when full day school is in session. Snacks are provided as part of the aftercare program.

### **Emergency Closings**

When in doubt as to whether school will be open due to severe weather conditions, please watch local TV stations. Every effort is made to notify the media by 5:30am. Look for Holy Cross Central School to be announced. In addition, communication will be made via Jupiter, social media, email, and/or text message.

## **STUDENT CONDUCT PHILOSOPHY AND PROCEDURES**

Holy Cross Central School strives to educate children in Christian beliefs and to provide a learning environment that will assist the child in developing intellectually, spiritually, emotionally, physically, and socially. Discipline is a necessary element of this mission. We believe that the school must help each student attain the self-discipline necessary for self-reliance and successful learning. Until a student exhibits the ability to be self-disciplined, guidance must, and will, be provided.

Holy Cross Central School expects students to live out the school values of seek, persist, excel, love, and serve, and act in a way that is consistent with the school's root beliefs. In addition, values such as respect, honesty, caring, justice, and generosity are the goals towards which all students must strive. Both students and staff must expend constant effort in growth and development toward this end.

The school has a school wide student conduct policy, but individual classrooms and grade clusters also set their own additional rules as approved by Administration. Disciplinary action is intended to be instructional and corrective, but not humiliating or demeaning. Discipline will be administered with respect for Christian values embraced by the Holy Cross Central School community. When necessary, consequences will be administered in a manner that is consistent, fair, firm, and appropriate for each situation.

### **General Conduct**

Students are expected to conduct themselves in an orderly manner at all times when in school or at any school sponsored activity. Students are expected to show respect for teachers, staff members, other students, visitors, and school property. Students should be prompt and prepared. Students should move throughout all school areas in an orderly fashion.

### **Discipline Procedures**

Each teacher is responsible to maintain discipline for all students under the teacher's supervision. If a student exhibits behavior inconsistent with the code of discipline for Holy Cross Central School, the following procedures will be followed:

1. The teacher and student will resolve the problem by using the classroom discipline plan.
  - a. The teacher and student will resolve the problem by a verbal warning.
  - b. The teacher and student will resolve the problem by a one on one meeting/conversation.
2. The teacher and student will resolve the problem by a written warning in which the parent will be notified and asked to sign acknowledgment of the issue.
3. The teacher and student will resolve the problem and the parent will be notified either by a written warning sent home and/or a phone call to the parent.
4. The teacher and/or student will communicate with an administrator.
5. The teacher, student, administrator, and parent will meet to resolve the problem through a formal conference.

The teacher, in collaboration with the Administration, will determine whether discipline will begin at procedure 1, 2, or 3. The Principal reserves the right to determine the appropriateness of an action/consequence should any doubt arise. Communication of actions steps will take place via Jupiter and/or Student Conduct Reports.



## **Restraint Seclusion Policy**

As required by Senate Enrolled Act No. 345 and defined in IC 20-20-4-13, Holy Cross Central School has established a team of staff members to receive annual training concerning best practice as it relates to seclusion and restraint of students under school supervision.

### **Detentions**

A student is subject to detention for any violation of the basic school rules. Detention periods are spent in silence completing a task as assigned. Recognizing that it is impossible to list all types of misconduct, any comparable offenses will be resolved at the discretion of school authority. Violations may include, but are not limited to:

- Rude or discourteous behavior
- Not following classroom rules
- Insubordination
- Disrespect
- Restroom misconduct
- Misconduct during mass

**Detentions are held at 7:00am on Tuesday and Thursday mornings.** Parents are responsible for ensuring student attendance at detentions when required. Failure to attend detention will result in a conference with school staff and parents regarding the partnership between the home and school. More than two (2) detentions in one month will result in a Service Saturday.

### **Service Saturdays**

Service Saturdays will be held once a month on a date determined by School Administration. Service Saturdays are intended to make the connection between student actions and the school community. Through Service Saturdays, students will spend time serving the school community as needed as identified by the School Office. Service Saturdays are from 9am-12pm.

### **In-School Suspension**

In-school suspension is a supervised situation in which the student is isolated from his/her classmates. The student's parents will be notified by phone and documentation of the offense will be placed in the student's file. A conference with the parents may be required. In-school suspensions may last from one to three days. The student will be given the assignments and will be expected to complete the work and turn it in at a designated time. Tests and quizzes will be taken on the designated date. Responsibility for work and getting missed instructions will be the student's. **In addition, due to the requirement of additional staff supervision, parents will be charged the fee for a substitute teacher's presence.**

Major disciplinary violations may result in an in-school suspension. Violations may include, but are not limited to:

- Profane, abusive, offensive, disrespectful language or threatening language (verbal or written)

- Damaging private or school property
- Causing physical or psychological injury to others
- Academic dishonesty
- Truancy
- Lying
- Repeated failure to follow directions of a teacher or administrator

When serving a suspension, a student may not participate in a practice, compete in a game, or attend extracurricular activities from the day the suspension is served until after he or she has completed a day of school after the suspension.

Failure to complete an in-school suspension may result in an out of school suspension or expulsion.

### **Out of School Suspension/Expulsion**

Suspension/expulsion will be used only for extremely grave violations. All preventive efforts will be taken with the student, parents, and a member of Administration before these policies are enforced. The suspension period begins at the time of the violation. The parents will be notified by phone and documentation will be placed in the student's file. **Out of school suspensions will accumulate throughout the student's enrollment at Holy Cross Central School.** Some infractions that warrant suspension/expulsion may include, but are not limited to the following:

- Stealing
- Vandalism (Parents are legally and financially responsible for the actions of their child.)
- Verbal or physical intimidation of another student or staff, in or outside of school, or online
- Drug/alcohol/tobacco offense
- Open defiance of school authority, in or outside of school, or online
- Physical aggression (as the aggressor or retaliator)

Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior or possession of weapons will not be tolerated. Anyone who demonstrates such behavior will be held accountable for his or her actions in accordance.

**A student who has been suspended two times in a school year, or has accumulated multiple suspensions throughout their time at Holy Cross Central School may be expelled at the next violation.** Immediate expulsion may result from the following actions or any other action as deemed appropriate by the Administration:

- Possession, use/selling of drugs/tobacco on school grounds, or at a school related activity
- Dangerous behavior
- Truancy
- Threatening any staff member, parent, or student, in or outside of school, or online
- Failure to comply with the discipline policy

Expulsion is permanent, requiring immediate withdrawal. Prior to expulsion, the Principal/Assistant Principal may consult teachers, pastor, and parents.

## **Conciliation Policy**

### **CONCILIATION PROCESS**

Proper Procedure for Addressing Concerns

Set a Conference with:

1. Teacher
2. Teacher/Administrator
3. Administrator
4. NDAA/Archdiocesan Administrative Staff

### **Rules for Grievance Procedures**

The administrator's decision cannot be appealed in this process, but his/her adherence to appropriate processes, rules, etc., may be appealed.

The principal must carry out all provisions of the process. If a parent has a grievance against a teacher, every effort must be made to settle the grievance at the lowest level (i.e. teacher and parent). If it is not settled at this level, the parent, teacher, and principal meet to settle the grievance. If the parent does not feel satisfied, it may be brought to the NDAA/Archdiocesan Administrative Staff.

This same process will be followed if the grievance is between a teacher and parent, teacher and student, a substitute and parent or student, a volunteer and parent or student. Good communication practice must be operative to avoid situations leading to grievance procedures. Confidentiality should be practiced by all parties involved.

## **Grievance Procedure**

### **Article I. Definitions**

- 1.1 **GRIEVANCE:** an issue that reaches Level One Procedure. This issue involves the violation, interpretation, or application of any article of Part 86, Rules and Regulations, Title IX, Federal Education Amendments of 1972.
- 1.2 **STUDENT:** any person enrolled as a student in Holy Cross Central School.
- 1.3 **EMPLOYEE:** any full-time or part-time teacher, administrative assistant, clerk custodian, cleaner, administrator, or other person receiving compensation for services rendered in Holy Cross Central School.
- 1.4 **COMPLIANCE COORDINATOR:** the school Principal or designee.

### **Article II. Level One Procedure**

- 2.1 The student or employee who has a complaint and is unable to solve the issue, may address the complaint in writing to the Compliance Coordinator.

- 2.2 The Coordinator's responsibilities:
  - (a) Investigate, within seven school days, the circumstances of the complaint;
  - (b) Render a decision within ten school days after receipt of complaint and notify the complainant in writing;
  - (c) Provide the complainant seven school days to react to the decision before it becomes final.
- 2.3 The Complainant's responsibilities:
  - (a) Accept the decision, in writing, addressed to the Compliance Coordinator within seven days. A level two procedure will be initiated.

### **Article III. Level Two Procedure**

- 3.1 The Compliance Coordinator requests the NDAA/Archdiocesan Administrative Staff to review the complaint.
- 3.2 The NDAA/Archdiocesan Administrative Staff will schedule a meeting within seven school days of the receipt of the request for review. The participants shall be the complainant, the coordinator, and the Director of Schools.
- 3.3. The Director of Schools will make a decision within ten school days that shall be final. The complainant and the coordinator will receive copies of the decision.

### **Weapon Policy**

A student who possesses a weapon on school property or at a school-sponsored event may be expelled immediately. The police may also be notified, as this is a Class D felony. (IC35-47-9-2) An item viewed in the eyes of the school administrator as a weapon\* shall be confiscated, and the student will be subject to disciplinary action and/or expulsion from school.

\*A weapon could be any instrument, tool, device or body part that can cause bodily harm to an individual and/or cause damage to personal property. The use of a weapon or other objects that are not weapons, but are used for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm is prohibited at all times on school premises before, during, or after school or at any school sponsored activity, regardless of where held. Examples include but are not limited to: belts, combs, pens, pencils, scissors, and bats.

### **Harassment**

The Archdiocese of Indianapolis and Holy Cross Central School are committed to providing and maintaining a learning and working environment that is free from physical, psychological, and verbal harassment. This includes racial, ethnic, religious, or sexual harassment and violence. This commitment continues the longstanding policy of fair and equal treatment of every person, regardless of race, color, sex, national origin, age, or socioeconomic status. Holy Cross Central School has an obligation to provide an environment that is free from intimidation and harassment based on any of these factors. An important element to this issue is the silent bystander to bullying/harassment. All students are expected to stand up for victims and report bullying behavior. Bystander reports of inappropriate behavior are not considered "tattling", rather, it is considered promotion of Christ-like behavior and dignity for both the victim and the perpetrator.

Harassment can result from a single incident or from a pattern of behavior in which the purpose or effect is to create a hostile, offensive, or intimidating environment. Harassment encompasses a broad range of verbal or physical behavior, including online, that can include, but is not limited to, the following:

- Physical or mental abuse, bullying, shunning, intimidation, assault
- Direct or indirect threats
- Racial or religious insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments or jokes

Students found to be in violation of this policy will be subject to appropriate corrective or disciplinary action, which may include required assessment and counseling (at the parent's expense), detention, suspension, or expulsion. If the investigation result in determining that criminal action has taken place, the information will be turned over to the proper authorities.

### **Social Media**

Engagement in online applications such as, but not limited to, Facebook, Snapchat, Instagram, Twitter, etc. may result in disciplinary actions if the content of the student's posts includes defamatory comments regarding the school, the faculty, other students, and/or the parish, or portrays the school in a negative manner.

### **Bullying and Cyber-Bullying**

Holy Cross Central School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion.

### **Guideline for Catholic Schools on Respecting Person**

The good name, reputation, and personal safety of each student, faculty, staff member, and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school/Archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers, and the school/Archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus, including online, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, tablet, or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

## **Involvement in a Fight**

A fight is defined as two or more individuals engaged in any physical contact that expresses anger and which may cause physical harm. Both a fight initiator and retaliator are subject to discipline. The consequence for fighting may result in a school suspension and/or possible expulsion.

## **Assault or Intimidation of an Individual(s)**

Assault is defined as any physical attack or threat of a physical attack on another individual(s) to extort items or favors, induce fear, or for any other reason. Assault or intimidation may result in a school suspension and/or possible expulsion.

## **Probation**

A student placed on probation will be monitored closely. Any major violation could result in immediate expulsion. All transfer students will be placed on probation for one semester.

## **Identification of Potential Threats of School Violence**

Holy Cross Central School has an emergency preparedness plan in place as well as other policies and procedures that help ensure that each student is safe at school. In addition, the partnership between the school and each parent is important to help identify any situation where a student, staff member, family member, neighbor, or any other person might present a threat to the safety of the school.

The faculty and staff have an obligation to keep the school safe. Any and all threats, threatening behavior or other behavioral indicators are taken seriously. The school is not a place where people are allowed to make threats, offhanded comments, or practical jokes about violence, or to possess weapons of any type. The school will thoroughly investigate all potential concerns and take appropriate action.

## **Recognizing Potential Problems**

All members of the Holy Cross Central School community are asked to look for clues that may indicate that a student or other member of the community poses a potential threat of violence. These are generally situations where something “is just not right” -- the behavior appears to be inappropriate for the person’s age, extreme or out-of-character, and the person may need some immediate attention or intervention. This list is not exhaustive, but it does illustrate some behavioral indicators that may highlight a potential problem:

- Direct or indirect threats made against others
- Assignments or writings with violent themes or fantasies expressed (including suicidal themes)
- Statements indicating hopelessness or desperation
- Suicidal thoughts or attempts
- Bizarre thoughts, hallucinations, delusions or paranoia
- Fighting or intimidating behavior
- Missing or stolen weapons
- Possession of weapons

- Angry and emotional outbursts
- Signs of depression
- Obsession with weapons and violence, violent media, music, etc.
- Thoughts of death
- Deep grudges and resentments against particular individuals or groups
- Restraining orders that may involve someone trying to get access to persons at the school
- Any other warning sign that causes you concern about safety at school

### **REPORTING PROCEDURES:**

- Report indicators of potential problems or your concerns to the School Administration – do not wait!
- Please ask questions if you are not sure about school safety

### **Emergency Operations Plan**

Holy Cross Central School has an Emergency Operations Plan on file with the State of Indiana and the Archdiocese of Indianapolis. Teachers and staff review procedures regularly and students participate in fire, tornado, and lockdown drills as required by the State.

### **Tuition**

The Notre Dame ACE Academies grant tuition assistance to families who qualify. Tuition is paid yearly (before school begins) or monthly through the Smart tuition account. Recognizing the impact of tuition costs, the school will utilize Indiana Choice State Vouchers, scholarship granting organization, and Archdiocesan aid for tuition assistance. The mission of Holy Cross Central School remains to reasonably accommodate any family that desires and places a priority on Catholic education for their child.

Each family is responsible for timely payments on their Smart accounts. Delinquent accounts will result in 1) communication from School Office, 2) meetings with School Administration, 3) removal from paid extracurricular activities, 4) report cards/records held.

### **Fundraising**

Each family is tasked to help supplement the tuition payment by participating in the fundraising events. Fundraising events are used to offset the cost of field trips, purchase of new equipment, Eighth Grade Mission Trip, etc. The participation of each family makes these events more successful.

## **STUDENT HEALTH**

### **Health Records**

All students entering Holy Cross Central School are required by state law to present records of immunization. HIPAA laws require that all student health and personal information are kept confidential.

#### **Before entering Pre-School a student must have:**

- Four DPT immunizations
- Three polio vaccines
- One mumps immunization
- Three hepatitis B immunizations
- One chicken pox vaccine

#### **Before entering Kindergarten, a student must have:**

- Two measles immunizations
- Three hepatitis B immunizations
- Four polio vaccines
- One mumps immunization
- One rubella vaccine
- Five DPT immunizations

#### **Indiana Health laws state that all students entering sixth grade in Indiana schools are required to show proof that they have received:**

- At least two doses of MMR vaccine and both doses must have been administered after the first birthday. The second dose may have been administered anytime during the child's life, as long as there were 30 days between doses. The records must be submitted to the school by August 31st.

### **Emergency Contacts**

The school keeps emergency contact information for each family. Families must support the school in keeping this information up-to-date. Any time there is a change of doctor or daytime telephone number, please notify the School Office immediately. If a parent/guardian will be out of town, please leave a number of a relative or friend whom the school may contact if needed. Please be sure to advise the office immediately of any address/phone number changes.

### **School Health Clinic**

The Nursing Division of the Marion County Health Department provides school visits. Vision and hearing is screened in select grades. Holy Cross Central School also has an on-site school health clinic that is staffed by a St. Vincent healthcare employee.

### **Medication**

In order to protect the health and welfare of students and staff members, Indiana law requires that school personnel observe certain safeguards in administering prescription medication to students. All medication must



be delivered to and picked up from the school by an adult. Children may not transport medication. All medication will be kept and dispensed from the nurse's office. The medication must be labeled by name in the original prescription packaging and have the appropriate dosage label. By state law, we are not allowed to dispense aspirin or other medication without specific directions from the parents. Taking medication without authorization could result in suspension or expulsion.

## **Counseling**

A school counselor is provided through Catholic Social Services. The counselor works with students, parents, and teachers to assist with issues that hinder academic achievement. Remember that parents may also refer their child to the social worker. The school counselor may be reached by contacting the School Office at 317-638-9068.

## **Child Abuse/Neglect**

Holy Cross Central School abides by the Child Abuse laws of the state of Indiana. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protected Services. All staff members and adults at Holy Cross are mandatory reporters and do not investigate any such reported incidents and must contact the appropriate agencies. This process is confidential and vital to the overall safety of students.

## **Accidents and Injuries**

Injuries and accidents happening during the school day will be reported to the parents/guardians. A written report will be filed in the office and kept on file. It is important that each child has an updated emergency card on file.

## **Wellness Policy**

It is the policy of the Archdiocese of Indianapolis that:

Whenever available, schools will participate in federal school meal and milk programs. Foods sold will meet the current nutrition recommendations of the US Dietary Guidelines for America. All students in grades Pre-School through Grade 8 will have increased opportunities and encouragement to be physically active on a regular basis. Each of the schools within the Archdiocese of Indianapolis will actively engage their school community in following steps that will enable school wide wellness.

- Fast food meals may not be brought into the school
- In light of the information available regarding childhood nutrition, the school will discontinue the practice of using candy, soft drinks, or food snacks as rewards for academic performance, or good behavior
- It is recommended that schools limit celebrations which involve unhealthy food choices. Any celebrations must be approved in advance by the teacher

## **Non-Custodial Parents**

Holy Cross Central School abides by the provisions of the Family Education Rights and Privacy Act of 1975 with respect to the rights of non-custodial parents. In 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. 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 which details the custodial section. This is also necessary to help the school determine when, if ever, the child can be released to the non-custodial parent.

## **GENERAL PROCEDURES**

### **Cell Phones**

If a parent feels his/her child needs to bring a cell phone to school due to situations such as walking home from school, he/she is to immediately give the cell phone to the classroom teacher. The phone is to be, and stay, in the off position for the duration of the school day. The cell phone will be given back to the student at dismissal. At no time should a cell phone be in a student's locker or in his/her possession during the school day. It is the student's responsibility to remember to retrieve the cell phone at the end of the day. Any child who is found with a cell phone while under the supervision of school staff will have the phone confiscated and the phone will be held in the office until a parent retrieves it from the Principal. Students who continue to disregard school cell phone rules could lose the privilege of bringing it to school.

### **Breakfast/Lunch Program**

Holy Cross Central School offers a breakfast and lunch program. Breakfast is served daily in the cafeteria beginning at 7:00am and ending at 7:40am. Breakfast and lunch menus are available monthly on the school website and through the school newsletter.

Parents are asked to make breakfast and lunch a priority for students as healthy eating promotes the learning environment of the school. Students are encouraged to eat both breakfast and lunch and complete their meals.

### **Photo-Video Release**

Please refer to the addendum at the end of the handbook

### **Off-Campus Behavior**

Any entanglement with civil authorities, or off campus behavior, (including Internet activity) that impugns the name of the school will fall under the student conduct policy.

### **Recess**

Recess is offered each day to students. It is an opportunity for the children to develop social skills and learn new games. Behaviors that endanger the safety of other students will result in removal from the playground. Games allowed are based on the safety of the activity. Areas of the playground are sectioned off for various activities. This is also done to reduce the possibility of conflict or minor injury.

Toys, games, cards (i.e. baseball or trading), electronic equipment, (i.e. portable CD players radios, lasers) or other items which have no specific educational purpose will not be allowed in school. However, teachers may approve certain items for indoor and outdoor recess. Such items must be approved prior to being brought to school. These items will be confiscated and the parent or guardian will need to collect the item from school. The school, Administration, and/or staff are not responsible for these items.

## **School Hours**

The School Office is open on days when school is in session from 7:30am– 4:00pm. Students are expected to report by 7:45am and are dismissed at 3:15pm. Before Care is available from 6:30am – 7:00am. Extended Day is offered from 3:30pm– 6:00pm for students who have previously registered for the program. Students who are not picked up before 3:30pm will be sent to the office.

\*See Arrival/Dismissal section on specific policies\*

## **School Property**

Parents or guardians of a child who carelessly destroys or damages furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repair and labor or replacement. No writing in textbooks is permitted. A fine will be assessed to replace damaged or lost texts. Any such fees will be collected before the school releases any final reports, transcripts, or diplomas are presented.

## **School Newsletter**

A school newsletter is posted electronically via the school website, through email, and/or social media regularly. Efforts will be made to send such communications in Spanish.

## **Visitors**

Visitors are invited to Holy Cross Central School, especially parents and interested friends. Please call ahead to arrange a convenient time for your visit. For the safety of our staff and students, all visitors must report to the office, sign in, and wear a nametag for the duration of the stay. Visitors need to be mindful of the teaching and learning taking place. Disruptions to the learning environment need to be kept to a minimum. Classroom visits will only be allowed with the consent of the Principal. Parents are asked to wear proper attire when they come on the school premises.

## **Volunteers**

Parents/guardians and friends of students are invited to be volunteers at Holy Cross Central School. Classroom volunteers are used in many ways. Decisions concerning ways to incorporate volunteers into the curriculum are based on staff and the volunteer's comfort level. All volunteers must report to the School Office upon arriving to sign in. All volunteers are required to complete a background check and the Safe and Sacred training through the Archdiocese. It takes approximately 48 to 72 hours for background check to be verified. Please contact the School Office regarding this process.

## **Non-Interference Policy**

If, for any reason, a situation occurs between two students or a group of students, the parents/guardians should notify the Principal and/or students' teachers. The school personnel will seek to resolve the issue at hand in an appropriate, professional manner. Parents/guardians should refrain from public expressions of disciplining their own child or other person's children. It is the responsibility of the teachers to maintain discipline in the school. Parents are not permitted to discipline or confront other children or parents on school grounds. Such actions may result in individuals being prohibited from entering school grounds and property.

## **CYO SPORTS PROGRAM**

Many students participate in a Catholic Youth Organization (CYO) sponsored program of sports competition between the various parishes on the grade school level.

### **Sports Eligibility Requirements**

Participation in the various sporting activities can be beneficial to students. However, academic studies do take a priority at all times. Therefore, any student not meeting the academic standards may not participate in sports. Academic performance and conduct will be evaluated with each progress report and report card. At these evaluation periods, each athlete's participation will be considered.

One failing mark puts the student on probation but allows the student to practice and play sports. Students have two weeks to raise the failing grade.

Two failing marks on a report card disqualifies a student from the team until these marks are raised by the next evaluation period (progress report/report).

Students with two or more missing assignments are ineligible for practice and/or games until all assignments are complete.

Students, who have been determined by the teachers to be working to the best of their ability, but receive a grade below 75% may still be eligible to play based on a conference with administrators, teachers, coaches, and parents. Parents are encouraged to contact the school for assistance in improving academic standing. The teachers and parents will work together to establish an academic plan. It is the coaches' responsibility to provide the Principal with a team roster before the evaluation period.

## **STUDENT UNIFORM POLICY**

School uniforms will be supplied through School Zone (5425 N. Keystone Ave, Indianapolis, IN 46220). The goal of using a single uniform supplier is to be able to ensure that all students have access to the same uniform. This practice should eliminate students purchasing uniforms that are not part of the school's uniform policy.

### ***Pre-School***

#### **Shirt**

-**Yellow** polo shirt only w/ Holy Cross logo

#### **Pants/Shorts**

-**Dark navy blue** pleated or flat walking shorts or pants – uniform style only w/ Holy Cross initials

\*shorts are permitted August, September, April, and May

#### **Jumper or Skirt (Girls)**

-Uniform skirts or jumpers purchased from School Zone only

-Skirts should be no more than two inches above the knee

-No navy or tan uniform jumpers or skirts are permitted

### ***Kindergarten – Grade 5***

#### **Shirt**

-**White or Dark Green** polo shirt w/ Holy Cross logo

#### **Pants/Shorts**

-**Dark navy blue** pleated or flat walking shorts or pants – uniform style only w/ Holy Cross initials

\*shorts are permitted August, September, April, and May

-Black or brown belt must be worn in Grades 3-5

#### **Jumper or Skirt (Girls)**

-Uniform skirts or jumpers purchased from School Zone only

-Skirts should be no more than two inches above the knee

-No navy or tan uniform jumpers or skirts are permitted

### ***Grades 6 – 8***

#### **Shirt**

-**White or Dark Green** polo shirt w/ Holy Cross logo

#### **Pants/Shorts**

-**Tan/khaki** pleated or flat walking shorts or pants – uniform style only w/ Holy Cross initials

\*Shorts may be worn all year

-Black or brown belt must be worn

## ***All Grades***

### **Sweater/Sweatshirt**

School polo shirt must be worn underneath sweater/sweatshirt

Solid color crew neck, V-neck, or cardigan sweater in gray, dark navy blue, or dark green is allowed

Sweater/sweatshirts w/ Holy Cross logo are available through School Zone

## ***Miscellaneous***

-Basic white crew neck is allowed as an undershirt

-Shoes are to be worn at all times

-White or black socks must be worn at all times. Socks are to have no logos or designs

-Solid navy or white tights are allowed for girls

-Shirts must be tucked into pants, shorts, and skirts

## ***Hair/Nails/Make-up***

-Extremes in grooming are not allowed (examples: hair color, designs, spikes, mohawks, reverse mohawks, etc.)

-Hair length for boys should have hair cut so it is off of the collar

-Hair styles for all should be out of the children's eyes.

-Only clear Nail Polish is allowed. Artificial or gel nails are not to be worn

-No body piercing or tattoos

-Boys may not wear earrings to school or at school functions

-Only post earrings are allowed. No hoops or dangling earrings.

-No makeup is allowed

## ***Jewelry***

-Modesty is always the key when choosing appropriate student jewelry.

-Student jewelry must be kept to a minimum and should reflect the Catholic Christian values of the school

-Students are not allowed to wear rubber or plastic bracelets unless approved by School Administration

-Necklaces should be religious in nature only and be small in size

-No more than 1 ring is to be worn

-A basic watch or activity tracker may be worn. No smart watches with Wi-Fi/text/cellular connectivity

## ***Prohibited Items***

-No open toe or open heeled shoes or sandals

-No light-up shoes or shoes with wheels

-No boots of any type (snow boots acceptable when needed, but to be removed upon entering school)

-No cleats

-No hoodies

-No smart watches with Wi-Fi/text/cellular connectivity



## **Out of Uniform Days**

On dress-down days, students can wear jeans/slacks without rips or holes, t-shirts except those that advertise alcohol, tobacco, drugs, have inappropriate or obscene references or slogan, or are contrary to Catholic teaching and values, and closed-toed shoes or sneakers (no flip-flops or sandals). Any student in violation of the preceding Uniform/Dress Code is subject to losing his/her option of participating in Dress-Down Days, will receive alternative clothing in the office.

\*\*\*Administration reserves the right to request clothing changes if child's out of uniform clothing is deemed unacceptable\*\*\*

## **Physical Education Dress Code**

Students are to wear their regular school uniform for Physical Education. On days in which they have PE, students should wear tennis/athletic shoes to participate fully in class activities.

## **STAFFING**

Appropriate staffing is necessary for the safety and educational success of all students. Therefore, it is our goal to abide by the following staffing guidelines.

Pre-school: Teacher to Student Ratio – 1:10

Grade K – 8: Teacher to Student Ratio – 1:26

The faculty at Holy Cross Central School reserves the right to request a student to remove any jewelry or make up that causes a distraction to the classroom or school environment

The Administration at Holy Cross Central School reserves the right to update the Dress Code Policy as the need arises.

### **Revisions**

The Principal of Holy Cross Central School reserves the right to amend this Handbook. Notice of any such amendments will be sent to parents through newsletters or by letter.

# Holy Cross Central School

## A NOTRE DAME ACE ACADEMY

### Authorization & Release of Student Images

I hereby grant permission to Holy Cross Central School and to the University of Notre Dame du Lac, and its officers, trustees, employees, agents, students, representatives, successors, licensees and assigns, including the Alliance for Catholic Education and Alliance for Catholic Education Press (hereinafter “the University”) to photograph or otherwise capture permanently in any form or medium my image, likeness, words, verbal expressions, or other depiction and/or that of my minor children (if applicable) (hereinafter the “Images”).

I hereby grant permission to the University to edit, crop, or retouch such Images, and waive any right to inspect the final Images. I hereby consent to the permit Images and/or those of my minor children to be used by the University worldwide for any purpose, including educational and advertisement purposes, and in any medium, including print and electronic. I understand that the University may use such Images with or without associating names thereto. I further waive any claim for compensation of any kind for the University’s use or publication of Images and/or those of my minor children (if applicable). I hereby fully and forever discharge and release the University from any claim for damages of any kind (including, but not limited to, invasion of privacy; defamation; false light or misappropriation of name, likeness, or image) arising out of the use or publication of Images and/or those of my minor children (if applicable) by the University, and covenant and agree not to sue or otherwise initiate legal proceedings against the University for such use or publication on my own behalf or on behalf of my minor children. All grants of permission and consent and all covenants, agreements and understandings contained herein are irrevocable.

I acknowledge and represent that I am over the age of 18, have read this entire document, that I understand its terms and provisions, and that I have signed it knowingly and voluntarily on behalf of myself and/or my minor children (if applicable).

Addendum Acceptable/Technology Use Policy

# Holy Cross Central School

## Introduction

Holy Cross Central School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Technology Responsible Use Policy outlines the guidelines and behaviors that students are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- Holy Cross Central School network is intended for educational purposes.
- All activity over the network or using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources or personal devices while connected to the school network can result in disciplinary action.
- Holy Cross Central School makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are expected to alert Administrator, Technology staff or teacher immediately of any concerns for safety or security.

## Definition

### Authorized Users:

- **Student:** any child 18 years or younger enrolled in Holy Cross Central School
- **Faculty/Staff:** any person who is employed by Holy Cross Central School, whether part-time or full-time, who provide instruction to students
- **School Network:** communications systems connecting two or more computers and their peripheral devices to exchange information and share resources, it includes wired and wireless
- **Internet:** includes both external and internal access of communications and data storage equipment, either owned or reserved for use by Holy Cross Central School.
- **Technologies Covered:** Holy Cross Central School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, Holy Cross Central School will attempt to provide access to them. The policies outlined in this document are intended to cover **all available technologies**, not just those specifically listed.

**Usage Policies**

All technologies provided by the school are intended for education purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

**Web Access**

Holy Cross Central School provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA (Children's Internet Protection Act) regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it shouldn't be, the student should follow school protocol to alert Technology staff or submit the site for review.

**Email**

Holy Cross Central School may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If students are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

**Social/Web/Collaborative Content**

Recognizing the benefits collaboration brings to education, Holy Cross Central School may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored by teachers and the sites will be protected from outside viewers. Students should be careful not to share personally-identifying information online.

**Mobile Devices Policy**

Holy Cross Central School may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Students should report any loss, damage, or malfunction to the Technology staff immediately. Students may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

## **Personally-Owned Devices Policy**

Holy Cross Central School may choose to allow students to bring personally owned devices to use in the classroom after it has been approved by the Administrative staff. Students should keep personally-owned devices (including laptops, tablets, e-readers, smart phones, and cell phones) turned off and stored in the appropriate area, the office, during school hours unless as instructed by a teacher or staff for educational purposes or in the event of an emergency.

Students are expected to follow the same code of conduct for use of personally owned devices on Holy Cross Central School campus or at other functions, whether on or off property, related to the Holy Cross Central School.

## **Security**

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert teacher. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

## **Downloads**

Students should not download, attempt to download, or run .exe programs or any other executable programs over the school network or onto school resources without express permission from the Administrative staff.

Students may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

## **Netiquette**

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet.

Students should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

## **Plagiarism**

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

### **Personal Safety**

Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

### **Cyber Bullying**

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

### **Examples of Acceptable Use**

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
  
- ✓ ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

### **Examples of Unacceptable Use**

I will **not**:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.

- ✓ Use school technologies for illegal activities or to pursue information on such activities. ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies. **8.0 Internet Safety**

### **Plan**

- ✓ The internet filtering solution controls access by minors to inappropriate matter on the Internet and the World Wide Web and restricts access to materials that may be harmful to minors
- ✓ Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats
- ✓ Faculty provides internet safety instruction integrated in their curriculum or as part of a technology class that covers appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying
- ✓ Technology Acceptable Use Policy and Internet Safety Plan will be published in the parent/student handbook

### **Limitation of Liability**

- ✓ Holy Cross Central School will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to the school by students.
- ✓ While Holy Cross Central School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- ✓ Holy Cross Central School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### **Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions at the discretion of Holy Cross Central School, according to the Code of Conduct, and including but not limited to:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

*This policy has been adopted from the Diocese of Indianapolis Office of Schools Student Technology Responsible Use Policy*



# Holy Cross Central School

## Parent/Student Handbook Acknowledgement

Yes/No	<p><b>Parent/Student Agreement</b>            I/We have read the parent/student handbook, understand its contents, and agree to be governed by it and to support the school's policies and procedures. The Principal reserves the right to amend the parent/student handbook at his/her discretion. Parents and students will receive appropriate notification if changes occur. These changes will be posted in newsletter, online, or through other media outlets.</p>
Yes/No	<p><b>Code of Conduct/Athletic Policy/Dress Code</b>            I/We have read and understand the code of conduct, athletic code, dress code included in this handbook. I/We will ensure that my/our child follows the rules and regulations specified here and agree to be bound by the consequences as outlined.</p>
Yes/No	<p><b>Photo/Video Permission</b>            I/We have read and understand the Photo/Video Permission policy.            Please choose one of the following Photo/Video options.  <input type="checkbox"/> I/We grant permission for my/our child's photo/video/audio likeness to be used as is deemed proper in the policy.  <input type="checkbox"/> I/We do not give permission for my/our child's photo/video/audio likeness to be used.</p>
<p><i>This page must be completed and returned to your child's teacher by the end of the first full week of school</i></p>	

Please list all student names and grades. Additionally, students in grades 5 through 8 need to sign in acknowledgement.

Student \_\_\_\_\_ Grade \_\_\_\_\_

Student \_\_\_\_\_ Grade \_\_\_\_\_

Student \_\_\_\_\_ Grade \_\_\_\_\_

Student \_\_\_\_\_ Grade \_\_\_\_\_

Grade 5 – 8 Student Signature \_\_\_\_\_

Grade 5 – 8 Student Signature \_\_\_\_\_

Grade 5 – 8 Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_