



# Holy Cross Central

## CATHOLIC SCHOOL

### Parent/ Student Handbook

2021-2022

#### **Mission Statement**

Established in 1896 by the Sisters of Providence, Holy Cross Central School serves children and families on the Eastside. We provide a safe, supportive and challenging learning environment that enables our students to grow spiritually, academically and emotionally. The Holy Cross community will respectfully and responsibly strives toward achieving these goals, while embracing the teachings of Jesus.

#### **Accreditation**

Holy Cross Central School is fully accredited by Cognia (formerly Advanced Ed).

#### **School History**

Holy Cross Central School is located on the Holy Cross Central Parish grounds and serves Kindergarten through 8<sup>th</sup> Grade under the Archdiocese of Indianapolis.

## 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 Kindergarten must be five (5) 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:

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, 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 principal 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 1-8 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. This is completed through Google Forms. 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 areas 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**

Holy Cross Central School is committed to the development of the whole child. Teachers and staff evaluate student learning of grade level standards and skills as well as interpersonal skills / relationships, problem solving, creativity, spiritual practices and physical development. When letter grades are given, the following scale will be utilized:

### **Archdiocesan Grading Scale (4th-8th Grade)**

A 93%-100%

B 85%-94%

C 76%-85%

D 70%-75%

F 69% or below

Students in Grades Kindergarten – 3rd 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 monitor their child's progress throughout the school year using the Jupiter system. Teachers may be contacted through the School Office at 317-638-9068 or through the teacher's school email address.

### **Report Cards**

Report Cards are distributed at the end of each quarter. Please return Report Cards with a parent/guardian signature by the due date communicated by the School Office.

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

Students who have successfully completed a grade will be **promoted** to the next grade. Administration may recommend 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. Children cannot learn if they are not present during instructional time. 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. An excused absence is one that is substantiated with a doctor's note or written notification from the person or agency where the appointment took place.

**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 7:40am. **Any student arriving after 7:40am must be accompanied by a parent and signed in at the School Office.**

If a child misses five (5) days of school, parents will be contacted to attend an attendance check-in conference. If a child misses ten (10) days of school, parents will receive a letter from the Indiana Department of Education and be required to attend a conference to make an attendance plan. Continued absences will result in a report to the Department of Child Services and/or Juvenile Court.

Students absent from school for more than half a day for any reason are not eligible to participate in school-sponsored activities, including after-school activities and sports. Students with appointments must supply a written notification/release to participate.

### **Appointments/Early Release**

Early dismissals will be documented in the child's attendance record. Parents must sign the student out 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. Parents will need to supply the doctor's note.

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 – 3:00pm unless verified with a doctor's note or emergency.

### **Absence Due to Vacation / Travel**

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**

Ensuring that children arrive on time to school is a parental responsibility. Students are



expected to be in class on time. 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 7:40 am. Additionally, any student arriving after 7:40am must be accompanied by a parent and signed in at the School Office.**

If a child is tardy five (5) days of school, parents will be contacted to attend an attendance check-in conference. If a child is tardy ten (10) days of school, parents will be required to attend a conference to make an attendance plan. Consequences for continued tardiness will be determined on a case-by-case basis with the principal / assistant principal, behavior coach and social worker.

## **ARRIVAL / DISMISSAL**

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

Students may be checked into Morning Care by their parents beginning at 6:30am. During morning arrival until 7:40am, students should enter through the cafeteria doors. School is dismissed at 3:00pm. 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.**

Children who are not picked up before 3:15pm 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, parents must contact the School Office to give permission for a child to dismiss in a manner different from his/her daily routine.

### **Morning Care**

A Morning Care program is offered at no charge from 6:30am–7:30am.

### **After Care Procedures**

After Care is offered from 3:00pm–6:00pm on days when school is in session for a full day. After Care charges will be collected monthly through the family's SMART tuition account.

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

### **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 is committed to building a community of learners who live out Gospel values. One way that this is achieved is through Restorative Discipline Practices. **Restorative Discipline** is a whole-school, relational approach to building school climate and addressing student behavior that fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment.

### **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**

When a student experiences a challenge with meeting behavior expectations, he/she is supported through the HCCS Behavior Support System. Behaviors that impact the individual student such as uniform, ready to learn / effort or self-control are managed by the supervising teacher at the Tier 1 level. If the student is unable or unwilling to correct the behavior, or if the behavior is impacting the learning or safety of the whole class (such as disruption of the classroom, disrespect to peers or teacher, aggressive behavior), the teacher will excuse the student from the classroom. A member of the behavior team will intervene with the student and use Tier 2 level supports. Repeated or escalating behavior challenges will result in Tier 3 level intervention through the use of a ROAR plan. Occasionally, after significant efforts of teacher and behavior team and parent intervention, and for the success of a specific student and the class as a whole, a student may no longer be able to attend HCC School.

Parents will receive a behavior referral notice through Jupiter for any significant or repeated behavior. Consequences may include restorative chats, behavior reflections, giveback time, removal from class, parent conference, detention with restorative lessons, reflective research project, project restoration, etc.



# Holy Cross Central School Behavior Support System

Always Relationship Building: Self-regulation,  
Community Circles, Second Steps, SEL Classes



## I

Individual, minor  
obstacle to learning

Teacher reflects,  
self-regulates

- silent redirect (eyes, approach, tap and point)
- show empathy, state boundaries in friendly, but matter-of-fact, tone
- Is student ready to move forward?

Affective statement, clean slate

Mild intervention according to classroom management plan; then, is student ready to move forward?

Escalating disruption or taking >5 min.?



## II

Obstacle to whole class  
learning

Teacher uses help pass  
to refer student to office,  
call office to notify

- Use help pass to refer student to office
- Call office to notify

Moore, Swinefurth, Therber, or Page will intervene and...

regulate, reflect, re-educate, restore, re-enter, revisit, possible individual coaching

PROGRESS? NO

Affective statements, positive reinforcements



## III

Repeated obstacles or  
physically/verbally aggressive obstacle  
to learning

Teacher, student, parents,  
behavior team  
create a ROAR plan

Check-in conferencing with all team, student, and family at regular intervals

PROGRESS? NO

Affective statements, positive reinforcements



Principal and behavior team will discuss the student's ability to fit into HCC School Culture



- After starting with a clean slate, if behaviors fall into a repeated loop within a tier, the student is advanced to the next tier level
- Parent teacher conferencing is always an option and encouraged no matter the tier level

### **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.

### **Parent Concern Procedure**

If you have any questions or concerns regarding your child(ren) in the classroom, please first contact your child's teacher (317-638-9068 or by teacher email or Jupiter). If after you speak with the teacher, you continue to have concerns, please feel free to contact the Principal (317-638-6038 or [cswinefurth@holycrossindy.org](mailto:cswinefurth@holycrossindy.org)).

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

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.

### **Recognizing Potential Problems**

"If you see something, say something."

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; angry and emotional outbursts; deep grudges and resentments against particular individuals or groups.

Report your concerns to the Principal or Asst Principal. These matters will be handled discreetly and in the best interest of the school community.

### **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**

Holy Cross Central School and the Archdiocese of Indianapolis 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.

## **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 Kindergarten,

- 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**

If a child(ren) requires medication to be administered at school, it is the parent's responsibility to provide medication in a timely manner and to respond promptly to questions, concerns and requests from the school nurse.

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 disciplinary action.

### **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.

A child and family therapist is also available at HCC School to serve children and families who would benefit from more in depth counseling services.

### **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 the Department of Child Services. All staff members and adults at Holy Cross are mandated reporters, 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**

All significant 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 Kindergarten 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 limit the practice of using candy 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 / Smart Watches / AirPods**

If a parent feels his/her child needs to bring a cell phone or smart watch to school due to situations such as walking home from school, he/she is to immediately give the item to the classroom teacher. The phone or watch is to be, and stay, in the off position for the duration of the school day. The cell phone or watch will be given back to the student at dismissal. At no time should a cell phone or watch 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 or watch at the end of the day. Any child who is found with a cell

phone or watch while under the supervision of school staff will have the item confiscated and the item will be held in the office until a parent retrieves it from the Principal. Students who continue to disregard school cell phone / smart watch rules could lose the privilege of bringing it to school. AirPods or other personal listening devices are unnecessary at school and should not be brought.

### **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.

### **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 music, 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. Any item not approved 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 7:40am and are dismissed at 3:00pm. Morning Care is available from 6:30am – 7:30am. After Care is offered from 3:00pm– 6:00pm for students who have previously registered for the program. Students who are not picked up before 3:15pm will be sent to the office and charged in the family SMART account.

\*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 Parish training through the Archdiocese. It takes approximately 48 to 72 hours for a 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 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 report card. At these evaluation periods, each athlete's participation will be considered.

## **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.

### **Kindergarten – Grade 5**

**Shirt:** White, Yellow or Dark Green polo shirt

**Pants/Shorts\*:** Navy blue, pleated or flat walking shorts or pants (uniform style, found in the School Uniform section of the store or School Zone)

**Belts:** If wearing a belt, it must be a basic black or brown belt.

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

**Jumper or Skirt (Girls):** HCC plaid uniform skirts or jumpers purchased from School Zone only. Skirts should be no more than two inches above the knee. No basic navy or tan uniform jumpers or skirts are permitted.

### **Grades 6 – 8**

**Shirt:** White, Yellow or Dark Green polo shirt; 8th graders wear 8th grade shirt on Thursdays.

**Pants/Shorts\*:** Khaki or navy blue, pleated or flat walking shorts or pants (uniform style, found in the School Uniform section of the store or School Zone)

**Belts:** If wearing a belt, it must be a basic black or brown belt.

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

**Jumper or Skirt (Girls):** HCC plaid uniform skirts purchased from School Zone only. Skirts should be no more than two inches above the knee. No basic navy or tan uniform skirts are permitted.

### **All Grades**

**Sweater / Sweatshirt:** School polo shirts must be worn underneath a sweater or sweatshirt. Solid color crew neck, V-neck, or cardigan sweater in gray, dark navy blue, or dark green is allowed. HCC sweatshirts are available for purchase through **WHERE?**

**No hoodies.**

### **Miscellaneous**

**Undershirt:** Basic white, black or navy crew neck only are allowed as an undershirt.

**Shoes:** Basic athletic shoes should be worn. No sandals, flip-flops, Crocs, etc. Boots may be worn for weather, but need to be changed when arriving at school.

**Socks:** All students should wear socks to school. Solid navy, black or white tights or leggings are allowed for girls under jumpers and skirts.

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

**Hair:** Hairstyles for all should be out of the children's eyes. Any artificial hair color must be a color that is naturally occurring in the human species (no pink, blue, purple, bright red, etc).

**Nails:** No artificial or gel nails allowed due to safety.

**Earring / Body Piercing:** Students are allowed to wear post earrings only. No hoops or dangling earrings (for safety). No other body piercing or tattoos may be seen.

**Make-up:** Students should not wear make-up to school, including false eyelashes.

**Jewelry:** Student jewelry should be kept to a minimum. No Smart Watch may be worn throughout the day.

### **Out of Uniform Days**

Students can wear school appropriate clothing of their choice. Remember that wording on clothing must align to school values and be suitable for a Kindergarten - 8th grade environment.

Administration reserves the right to request clothing changes if a child's uniform clothing, out of uniform clothing or jewelry / makeup is deemed unacceptable.

## **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.

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

### **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.

### **Addendum Acceptable/Technology Use Policy**

## 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, video-conferencing 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 the 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*

**Parents / Guardians must sign a Google Form agreeing to uphold the Parent / Student Handbook.**