



Holy Cross
Catholic School

Student-Parent Handbook

SCHOOL CONTACTS

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INTRODUCTION

This Student-Parent Handbook is provided to inform you of rules, policies, procedures, guidelines and other information you may need or for which you are responsible during the school year. Answers to many frequently asked questions may be found herein and we encourage you not only to carefully review the handbook but to keep it readily available for reference throughout the year. If you have questions or concerns that are not addressed in the handbook, you are encouraged to contact the teachers or administrators in your school.

This handbook contains certain policies and procedures of Holy Cross Catholic School. Holy Cross Catholic School may change any of its policies and procedures and apply them as circumstances dictate. Parents will be notified of any changes through the weekly communication folder. This handbook may not cover every situation and the Principal will have the final say when these situations arise. This handbook will be updated when necessary and reviewed by the staff of Holy Cross Catholic School on a yearly basis.

STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY THE SCHOOL'S POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND THE SCHOOL.

Holy Cross: Mission and Vision

Accreditation

Holy Cross Catholic School is accredited by the Commission on Elementary Schools of the Middle States Association.

Mission Statement

Independence Mission Schools provides a transformative Catholic education to children of all faiths across the city of Philadelphia. Unlocking our students' potential starts with a culture of love that values and embraces each child. The promise of God's love, shown by our faculty and staff, is at the very core of the Catholic education our schools deliver. This atmosphere sets our students, from Pre-K to Grade 8, on the path to a promising future confident in their own worth so they can be ready to succeed both in and out of the classroom.

Vision

Through a deliberate approach that combines both our Catholic Values, academic focus, and unwavering faith in the great potential found within each of our students, we aspire to support our students in becoming problem solvers, critical thinkers, and civic-minded citizens who when faced with life's unknown challenges, demonstrate grace and perseverance.

History

Holy Cross Catholic School opened as an elementary school in the Archdiocese of Philadelphia in 1910. The school celebrated 100 years of Catholic Education in Mount Airy in 2010. Holy Cross became an Independence Mission School in 2013.

Religious Instruction

The focus of our work and activity is on God, Scripture, values, and morals from the Catholic Christian perspective. Students participate in religion classes daily and they worship monthly as a school family.

Our religion program includes religious education classes, sacramental preparation, liturgical and prayer experiences, and opportunities for Christian witness and service.

We hope to further each child's knowledge and practice of their faith and guide them to serve others through the use of their gifts and talents.

Parent's/Guardian's Role in Education

At Holy Cross, we consider it a privilege to work with parents/guardians in the education of children because we believe parents/guardians are the primary educators of their children. During these formative years, your child needs constant support from both parents/guardians and faculty in order to develop his or her moral, intellectual, social, cultural and physical endowment.

If there is an incident at school, you as parents or guardians must make investigation of the complete story your first step. Evidence of mutual respect between parents/guardians and teachers will model good mature behavior and relationships. When concerns arise, please contact your teacher or an administrator. Parents/guardians are expected to support the policies of the school as a condition of enrollment. Just as the parent/guardian has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

As partners in the educational process we ask parents/guardians:

- To set rules, times, and limits so that your child: gets to bed early on school nights; arrives at school on time and is picked up on time at the end of the school day; completes class assignments on time; has a snack and a lunch every day
- To ensure the student is dressed according to the school uniform dress code throughout the entire school year
- To actively participate in school activities such as open house, parent-teacher conferences and fundraising activities
- To notify the school office by 9:00 a.m. when a student is absent and the nature of the absence
- To notify the school office, in writing, of any changes of address or important phone numbers
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education
- To inform the administration of concerns which may call for administrative action

- To meet all financial obligations to the school, including tuition, fees, and fines for damage to textbooks or school property

Faculty and Staff Listing

Title	Name	Email
Principal	Dr. Courtney Lemon-Tate	clemontate@holycrossphila.org
Secretary	Mrs. Tina Van Thuyne	cvanthuyme@holycrossphila.org
Enrollment/Admission Tuition Mgr.	Mrs. Yolanda Haynes	yhaynes@independencemissionschools.org
Teacher Leader	Ms. Kimiyo Cain	kcain@holycrossphila.org
Kindergarten	Ms. Artenza Johnson	ajohnson@holycrossphila.org
First Grade	Mrs. Jane Ries-Jacoby	jriesjacoby@holycrossphila.org
Second Grade	Mrs. Stacey Hagstotz	shagstotz@holycrossphila.org
Third Grade	Miss Lydia Manchery	Lmanchery@holycrossphila.org
Fourth Grade	Mrs. Karen Campbell-Craig	kcampbellcraig@holycrossphila.org
Fifth Grade	Miss Samantha Schubert	sschubert@holycrossphila.org
Middle School Social Studies & Religion	Mrs. Mary Iacovelli	miacovelli@holycrossphila.org
Middle School ELA	Mr. Ryan Wleklinski	rwleklinski@holycrossphila.org
Middle School Math & Science	Ms. Lauren Dicko	ldicko@holycrossphila.org
Middle School Math & Science	Mr. Felix Irixarry	firizarry@holycrossphila.org
Middle School Co- Teacher/Interventionist	Mrs. Heather Jones	hjones@holycrossphila.org
Technology/Library	Ms. Natalie Daniel	ndaniel@holycrossphila.org
Music/Art	Mr. Brandon Rembert	brembert@holycrossphila.org

The Parent Association

The Parent Association oversees many events that greatly enhance the positive atmosphere and school name. Its primary goal is to foster family involvement and to create communication and a sense of cooperation among home, classroom, and administration.

Admissions Policies and Procedures

Holy Cross Catholic School endeavors to accommodate students with special needs, as the School's resources and capabilities reasonably permit. The School reserves the right to decline admission or impose reasonable conditions of attendance where circumstances indicate. All new students are placed on academic and behavior probation for the first year they are enrolled at Holy Cross IMS.

Holy Cross Catholic School follows the local public-school district's age requirements for admission. A student who is 5 years old by September 1st is eligible for Kindergarten. A student who is 6 years old by September 1st is eligible for first grade. The necessary forms and certificates for admission include:

- Birth Certificate
- Baptismal certificate (if Catholic)
- Immunization record
- Personal recommendation (from the student's previous teacher, counselor, or principal)
- Copy of the student's most recent report card (or progress report)

The admittance of students is contingent on the following factors:

Academic records and/or testing results: Students must submit satisfactory academic records from their previous school; or, if a child has never attended school, the child will be required to demonstrate academic readiness through an appropriate assessment. New students registering for Grades 2-8 must also demonstrate satisfactory skills on placement tests.

Discipline record: Students must submit evidence of a satisfactory discipline report and the personal recommendation form (provided by Holy Cross) from their previous school.

Agreement for admission: Parents/guardians must sign a form in which they recognize the obligation for their child to attend all religion classes and to participate in all religious functions offered as part of the school program during the school week; the obligation to pay all required fees and tuition; the obligation to accept and to promote the philosophy, goals, objectives, and regulations of Holy Cross Catholic School; and the importance which the school places on families worshipping together regularly at their home church.

Holy Cross Catholic School admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or

made available to its students. Holy Cross Catholic School does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

Financial Policies and Procedures and TADS

Tuition Payments

Tuition is billed over a 10-month period from July 25 to April 25. TADS will assess a \$39 late fee for any payment which is not made within five days of this due date. Late fees will begin in the month of August. You select the payment method you desire for your monthly payment in TADS. Payments may be made by automatic withdrawal from your bank account, by credit card (Mastercard, Discover, Visa or American Express), or by check or money order. All payments by check or money order should be sent by mail to: TADS 110 North 5th Street Second Floor, Minneapolis MN 55403.

Tuition Refund Policy

Holy Cross Catholic School does not have a tuition refund policy.

Return Check Policy

Parents/guardians are responsible to make full financial restitution for any checks that are returned to Holy Cross Catholic School due to insufficient funds, including all related fees. Parents/guardians will be responsible to make full restitution for any school related materials or merchandise given to a student and not returned to the school when due. This includes, but is not limited to: Scholastic Book Fair, Home & School Association, CYO, and Holy Cross Catholic School and Church activities. Failure to comply with this rule will result in the student's privileges being revoked as well as having the report card withheld at the end of the school year.

Office Records

Parents/Guardians are requested to notify the school through email or in writing to the school office of any change of home telephone numbers and/or address, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up-to-date.

Transfer of Students

The parent/guardian, in writing, should make notice of withdrawal of a student to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records may be forwarded to another school until Business Office accounts have been settled

General School Day & Student Services

Announcements

General information for the day, notices of club meetings, athletic and special events, are included in the Weekly Announcements, the school website, and in text messages.

Posters and flyers advertising events must be approved by Administration. No flyers may be added to student folders without permission.

School Hours

School hours for Kindergarteners through 8th grades are from 8:00 a.m. until 2:52 p.m. On the occasion of half-day events, dismissal will be at 12 p.m. for all grades unless otherwise notified.

Morning Arrival and Afternoon Dismissal

Early Dismissals

In the rare instance you need to pick your child up from school for an early dismissal please be sure to notify the teacher in writing the morning of the dismissal. Also note, after 2pm there will be no early dismissals, if you have an emergency please contact the office for assistance.

Car Line

DROP OFF: School yard. Please pull up in the drop-off lane in order for child/children to exit without crossing in front of cars. If you find it necessary to help your child or wish to speak to someone, please park next to the retaining wall with the fence.

PICK UP: School yard. Please pull up in the pick-up lane in order for child/children to exit without crossing in front of cars. If you find it necessary to help your child please park next to the retaining wall with the fence. If you want to speak with a teacher or the principal please make an appointment. In case of rain, children will wait under the overhang of the annex building's porch. That will require drivers to

move up near the annex building. At no time should a child be picked up in front of the school or encouraged to cross the street in front of the school. This is unsafe for children and for drivers. After 3:10 p.m., students will go inside and parents can pick them up from the office. Students will be sent to After Care after 3:30 and a fee will be charged.

Buses

Each student must be assigned and registered through the school district transportation authority in which he/she resides. A code of bus behavior is issued through the school district. Courtesy, good manners and promptness are required. The children must behave in an orderly fashion and follow the instructions of the bus driver. Students who misbehave will be subject to disciplinary action and loss of riding privileges. The school principal and parents/guardians are notified through written referral from the school district if a student's behavior is to be modified. Consistent failure to adhere to bus regulations warrants suspension or expulsion from the use of school transportation. Improper behavior on the school bus could lead to after school detention or suspension from school. Information concerning pick-up times and stops is determined and provided by the individual district.

Walking

Crossing Guards: When crossing the street, all students are to cross at the corner of Mt. Airy Ave. and Chew Ave. or the corner of Mt. Airy Ave. and Boyer St. This is to ensure the safety of the children. Parents/Guardians must wait until the crossing guard allows the child to cross the street. This is to ensure that the child is safely escorted off of school property.

******* ANY CHANGES IN YOUR FAMILY'S TRANSPORTATION ROUTINE AFTER SCHOOL MUST BE COMMUNICATED TO THE OFFICE BY NOTE OR PHONE CALL. *******

Before Care and Breakfast

Before Care is a free service for Holy Cross students and parents/guardians. The back door opens at 7:15. Breakfast is served from 7:30 – 7:50am. The menu is posted outside the kitchen.

After Care Program

The After Care Program runs from dismissal until 6 PM on regular school days. (There is NO After Care Program on noon dismissal days.). There is snack time, homework time, and time for outside play if the weather permits. Rates will be given upon registration. There is a separate After Care Handbook distributed to families upon registration in After Care.

Communication

E-mail is used as the primary means of communication between Holy Cross Catholic School and parents/families regarding current issues, programs and other correspondences. Please notify the school office of any email address changes THROUGHOUT the school year. If you do not have email capabilities, please inform the school office in writing.

Counselor (Elwyn Services)

The role of the Elwyn Services Counselor is to:

- Counsel with students individually and in small groups
- Serve as student advocates
- Consult with teachers, administrators and parents/guardians
- Present developmental lessons in the classroom setting

Inclement Weather

School delays and closings are announced on local news channels. Listen for announcements regarding closing, delayed openings, or early closings, such as, “All Public and Parochial Schools and (IMS) Independence Mission Schools are closed, closing early, or on a delay.”

Use/Protection of School Facilities/Property

Students are expected to care for and protect all school property and to compensate the school for damages resulting from the loss, destruction or defacement, whether willful or accidental, of school property. Willful destruction or defacement of school property will also subject a student to appropriate disciplinary procedures.

Scheduling for the use of any school facility must be requested and coordinated with the school principal. School facilities shall not be used by individuals or groups holding views contrary to the teachings of the Catholic Church.

Lost & Found

The school is not responsible for any personal property, electronic items, or clothing that a student decides to bring to school. A student is responsible for monitoring any items they bring into school and the school is not responsible for the replacement of any missing or damaged items. **ALL CLOTHING AND LUNCH BAGS SHOULD BE LABELED WITH YOUR CHILD'S NAME.**

Lunch Schedule and Menu

Kindergarten lunch/recess time is 11:00am - 11:40am 1st through 4th grades have their recess and lunch period from 11:49am - 12:30pm. Grades 5 through 8 have their recess and lunch period from 11:09am - 11:49am. Menus for the hot lunch program will go home once a month. The monthly menu will also be posted outside the kitchen.

Mass

Our students and teachers attend mass on the first Friday of each month with the pastor at Holy Cross Catholic Church. Parents or guardians are always welcome to attend. Mass will begin at 9:55am unless otherwise noted in the weekly update.

Photography

As part of our public relations efforts, we routinely photograph faculty, staff, and students involved in school-related activities. Your (non)consent to have your child photographed was indicated in TADS at the time of registration.

Telephones

The school office phones are available for student use; however, permission must be obtained from a faculty or staff member prior to use. Telephone messages for a student pertaining to transportation arrangements, childcare, or after-school activities will be relayed.

Academic Policies and Procedures

Student Records

A parent or guardian may request an appointment to meet with the administration to review and or discuss their student's permanent records.

Report Card Policies

Report cards are issued three times a year to students in Grades Kindergarten through 8. The first trimester report card requires a face to face conference between parent and teacher.

Each student is responsible for his/her own report card grade by satisfactorily fulfilling all academic requirements which include a variety of assessments:

- quizzes
- major tests
- oral and written reports
- independent classroom work
- active participation in classroom lessons and activities
- class/individual projects

Parent-Teacher Conferences

If a parent or guardian would like to schedule a parent-teacher conference, they must contact the teacher via email.

School Hours

School hours are from 8:00 a.m. until 2:52 p.m. On the occasion of half-day events, dismissal will be at 12 p.m. for all grades unless otherwise notified.

Standardized Testing

The Terra Nova Test is administered each year to students in Grades 3 through 7. The results are communicated to parents/guardians and are utilized by the school for curriculum planning.

MAP Testing is required for all students grades k-8. It is given three times a year for reading and math, and charts your child's growth throughout the school year.

Exams

Final exams will be given to each grade. Dates will be set aside on the calendar at the end of each school year for this purpose.

Curriculum

The Holy Cross Catholic School curriculum from Kindergarten through Grade Eight includes religion, integrated language arts, mathematics, science, social studies, art, computer literacy, music, and physical education. Holy Cross Catholic School uses the curriculum guidelines for each subject as developed by the Office of Catholic Education, Archdiocese of Philadelphia. Holy Cross Catholic School uses the Common Core State Standards for integrated language arts and mathematics.

Physical Education

Students participate in weekly physical education classes conducted by the physical education teacher. Students must show good sportsmanship in physical education classes. Students must wear appropriate gym uniform for physical education classes. Information regarding the gym uniforms is included under “Dress Code” in this handbook. Students who cannot participate in physical education classes because of injury or illness need to bring a written note of excuse to the classroom teacher in the morning before physical education class.

Students who cannot participate in physical education classes for a prolonged period of time need to bring a note from a doctor.

Promotion and Retention

Student progress is monitored throughout the school year. A student is promoted to the next grade when s/ he adequately demonstrates mastery of material covered at the present grade level. At the first report card period, the parent/guardian is informed of the student's academic, social and emotional progress. In January the teacher contacts the parent/guardian of a student who is struggling to make academic progress, to discuss strategies employed thus far, options for support services and the possibility of retention. By May, the teacher schedules a follow-up meeting with the parent(s)/guardian(s) and the principal.

Probation (Academic)

Holy Cross Catholic School encourages all students to reach their fullest potential through the academic program. Each student is responsible for the satisfactory completion of projects, classwork and homework in a timely manner. Grades on all assessments are expected to be commensurate with the student's ability.

A student who does not fulfill her/his academic responsibilities in a marking period will be placed on academic probation for that marking period and the next one. During this time the student's progress is monitored as follows:

- The subject area teacher notes the student who is experiencing academic difficulties in class and/or home assignments and/or assessments, notifies the principal, and contacts the parent/guardian to inform her/him of the possibility of the student's academic probation.
- The progress report issued prior to the report card includes a written notification citing the possibility of academic probation.
- Written verification that the student has been placed on academic probation is forwarded to the parent/ guardian.
- The parent/guardian and the student confer with the principal and the teacher. The teacher outlines the student's program for improvement.
- The teacher continues to inform the parent(s)/guardian(s) of the student's progress. This process includes: parent/guardian contacts, mid-trimester progress updates, periodic meetings with the student, and trimester report cards.
- If a student is successful in consistently meeting her/his academic responsibilities, the student is removed from academic probation and the parent/guardian is notified in writing.
- If the student is unsuccessful in consistently meeting her/his academic responsibilities. The principal and the teacher(s) review the student's continued enrollment in Holy Cross Catholic School.

Assemblies

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

Homework Assignments

Homework is an extension of the learning that takes place in school. Homework provides practice and drill that reinforces classroom learning and provides opportunities for independent study, research, and creative thinking. Homework includes both study and written assignments which students do independently. While the assignments should not require undue parental assistance or supervision, parents/guardians can help their children by arranging a quiet, comfortable place to work, checking that assignments are completed and signing homework (if required by the teachers). Since ample time is allowed for the completion of research and long-term assignments or projects, students should pace themselves by spending additional time each night so that these assignments are completed on time.

Homework can be obtained from students' homework books or from the teachers' websites:

<http://holycrossphila.independencemissionschools.org/our-school/faculty-and-staff/>.

Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable conduct record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the principal and the eighth-grade teachers. The principal reserves the right to deny the privilege of graduating and/or participating in graduation exercises to any student who does not meet the academic or behavioral expectations of the school.

Closing Exercises

Participation in closing exercises is a privilege, not a right. The principal has the right to deny any student from participating in closing exercises if, in their view, the student's conduct or academic record or disciplinary record indicates that the privilege should not be extended.

Books

All textbooks are the property of Holy Cross Catholic School. The school issues textbooks to each student for his/her use. The students must return the books at the end of the course. The charge for a lost or destroyed textbook will be the retail cost to replace the book (approximately \$70). Each textbook must be returned to the teacher at the end of the school year. If a student's book is lost or destroyed, payment must be made in full.

Academic Dishonesty

Academic dishonesty is defined as any cooperative or solitary attempt to represent the work of any other person as one's own. Examples include but are not limited to:

- Copying any portion of another student's assignment or test
- Looking at any material not provided or directed by the teacher during a test.
- Giving answers to others on a test.
- Informing others of test items before they take the test
- Reporting inaccurate grades
- Use of any electronic device (cell phone, etc.) to give or obtain answers on a test.

Both the student who copies and the student who offered materials for copying will receive consequences. Students who are found to be academically dishonest may receive a zero on that assignment/test as well as additional disciplinary consequences.

Library

The school library is staffed by a librarian and is available to the students at scheduled periods during the week. The students' scheduled library period includes book selection, research, and related activities. Students must display appropriate conduct at all times in the library. Students may borrow books once a week. **Students must pay a fine on overdue books. Parent(s)/ guardian(s) are responsible for the replacement cost of damaged or lost books.**

Student Conduct

Code of Conduct

The teachers and staff at Holy Cross Catholic School are dedicated to finding the best means of aiding, guiding, and implementing positive self-discipline for children. In this way, we can help and support our parents/guardians.

A Code of Conduct for our students includes, but is not limited to, the following concepts:

- Students should treat each other, school employees, and visitors with the concern and respect that is a sign of Gospel virtues.
- Students should always conduct themselves in a courteous and Catholic/Christian manner.
- Students should respect the learning environment and harmony of the school. Disruption is considered an infringement on the rights of others and handled according to the discipline policies of the school.
- Students should use material items with care and respect that shows they understand what it means to live in a world in which our resources are limited and need to be shared.
- Students should report to classes on time with all designated materials and dressed according to the uniform guidelines set by the school.

Student Expectations

Students attend and participate in the school program so that they may develop to their fullest potential. Students are expected to act in such fashion that their behavior reflects favorably on themselves and the school. Students are expected to:

- respect all other persons by the way they speak to and act toward them;
- respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined;
- contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all;
- observe others' right to privacy;
- demonstrate a positive attitude;
- behave appropriately in all situations in keeping with the Catholic/Christian principles which the school espouses;
- be punctual and attend school on a regular basis;
- come prepared for class with required supplies and assignments;

- make an earnest effort to do their best work;
- avoid cheating in all forms including forgery, plagiarism, and violation of copyright;
- assist in the efforts of teachers and parents/guardians to communicate about a student's progress by presenting to parents/guardians all test papers and other documents requiring parent's/guardian's signatures and returning such to school;
- deliver other forms of communication between parents/guardians and teachers.
- maintain habits of personal cleanliness;
- observe the dress code;
- respect school property and help keep it free from damage;
- obey all other specific school and classroom regulations;
- accept responsibility for his/her actions.

Students who fail to comply with school policies and regulations must accept consequences.

The general rules of each classroom reflect the philosophy of the school. The rules in each classroom are concerned with effective classroom management for that particular grade level. Teachers explain classroom rules to their students during the first week of school and to the parents/guardians at Back-to-School Night. Ordinary discipline infractions are handled by each teacher. This discipline requires a teacher-student understanding and appropriate remediation. Disciplinary infractions that cannot be solved by this procedure are referred to the principal. Actions taken by a teacher or the principal may include conduct referral, parent/guardian conference, counselor recommendation, detention, suspension from extracurricular activities, or suspension from school.

Attendance

Our families are aware of the strong relationship between school success and a good record of attendance. Students are expected to be punctual. Families are asked to schedule trips and vacations around the school calendar. Parents/Guardians should encourage good habits of attendance and punctuality in their children. Whenever a student must be absent from school, a parent or guardian must notify the school of the reason before 9 am. *If we have not received a call by 9:30 am we will contact you by text. Please respond. This is to assure the safety of each student.*

Students who are too ill or otherwise incapacitated to attend classes and participate fully in class activities may not participate in activities scheduled for the afternoon or evening of that day. Students must attend five (5) sequential class periods to participate in an afterschool activity.

Perfect Attendance

To be considered for “perfect attendance” a student must be present every day for the entire school day. Absence or lateness for appointments of any type are not valid exceptions for “perfect attendance”.

Excused Absence

An excused absence includes the child’s illness, injury, or death in the family. All appointments should be made outside school hours when possible. The student is responsible for completing all assignments or tests missed during an excused absence.

Late Arrivals

A student who arrives late for school must sign in at the school office and present a note from her/his parent/guardian explaining the reason for the lateness (Students who are late because the school bus on which they were riding was late do not need to present a note). Lateness, of course, impacts on a perfect attendance record and constitutes a serious infraction because it disrupts class and causes loss of instructional time. *Consistent lateness will incur a Conduct Referral (pink slip) after five lates.* If a student is consistently late to school, the truancy office may be contacted. In addition, students who are excessively late to school or often late to school may not be allowed to return to Holy Cross the following school year.

Releasing Students During School Hours

If a student is to be excused during the day for any reason, a written note from a parent or guardian is required. Parents or guardians are required to sign out their child through the main office. To minimize learning time lost in the classroom, we will pull a student from class when a parent/guardian is physically on campus to sign them out.

If the child returns to school during the same school day, he/she, along with their parent or guardian, must report to the office and sign in to be admitted back into class. Kindergarten students will be escorted to their class by a staff member.

A student will only be released into the custody of those persons listed as an “Emergency Contact” on MSP unless the school is notified in writing. Identification verification may be requested.

Parents/guardians will be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Documentation of this notification will be made in the school office.

Students will not be released to speak with anyone during school hours except Child Protective Services unless the parent/guardian is first notified.

Absence for Other Reasons

When parents/guardians must take their student out of school for special reasons during the school year, the procedure required is:

- Notify the principal in writing of the trip and the days to be missed.
- The principal will review the student's record and the impact of the absence on the academic progress of the student.
- The final decision is the responsibility of the parent or guardian.
- The school is under no obligation to provide assignments ahead of time, make-up work, special testing arrangements or tutoring.
- The student is responsible for all missed work the same as any absence; that is, for every day missed, the student has one day to make up the work.

Discipline Procedures

The school’s main objective is to create a positive, structured and loving atmosphere in which each student can thrive and exhibit proper behavior and self-control. In order to provide a successful learning experience, it is important to establish consistent classroom procedures and clear guidelines for behavioral expectation. Each teacher will have certain expectations for their classroom that will be explained during the first weeks of school. Corporal punishment is not permitted by anyone on school property.

Just, appropriate disciplinary policies are essential educational processes which include the necessary provisions that protect the common good of the school community. Suspension may lead to dismissal. The principal will inform the parent/guardian of the seriousness of suspension and seek her/his immediate cooperation in a corrective program designed to resolve the student’s problem, if possible.

The following are procedures available to teachers and administrators as they work with students concerning problematic behaviors:

Discipline Policy

A fair, consistent discipline policy is an integral part of a sound educational program. Discipline is a reflection of the philosophy of a Catholic school which attempts to develop a fully committed Christian - a Christian committed to the observance of just rules and regulations and to assist the individual in responding to one's responsibilities and obligations to oneself and others. The philosophy of Holy Cross Catholic School supports the belief that each child deserves to be guided and encouraged so that proper attitudes toward self and others are fostered.

Detention

Teachers may give students detention during lunch play time, after school or on the weekend. Teachers give parents/guardians at least one day's advance notice of a student's after-school detention.

Suspensions

Serious infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus, or at a school-sponsored function. Examples of serious infractions include the following:

- Truancy, unexcused absences and/or absence without parent/guardian knowledge
- Violent behavior, any fighting or behavior that causes physical injury
- Flagrant disrespect for authority to any adult in the building
- Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on a bus
- Irreverence
- Vandalism, destruction or defacing of school or parish property
- Profane/obscene language or gestures or engaging in immoral conduct
- Possession of any item which may present a danger to others in school or out
- Cutting class
- Leaving campus without permission from a school authority

Procedures for student suspensions

- The infraction is of a serious nature as determined by the principal through a thorough investigation.
- The parent/guardian of the student is informed in writing of the suspension as soon as practicable.
- The suspension is implemented, in-school or out-of-school at the discretion of the principal.
- At the end of an out-of-school suspension, the principal meets with the parent/guardian and the student. A student is not readmitted to school until such meeting has been conducted and all other conditions for re-admittance have been satisfied.
- Parent/Guardian and student each sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- The student may be referred to a counselor or a teacher for counseling.
- The signed agreements and a written report of the suspension are filed in the student's record.
- Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records are available only to authorized school personnel and parents/guardians.

Behavioral Probation

Any student who is suspended out of school more than one time, receives more than three Conduct Referrals (pink slips) during a trimester, or five Conduct Referrals (pink slips) over the course of the academic year will be placed on behavioral probation.*

Students who are placed on behavioral probation could have all extra-curricular activities suspended and face a 5-day out of school suspension on the next serious infraction. The student will not be readmitted to school until his/her parent(s)/guardian(s) meet with the Principal. Consequences for the next violation of the school behavior code could be expulsion from Holy Cross Catholic School for the rest of the year. **Based on the nature and severity of the infraction, suspension or expulsion is at the discretion of the principal.**

*Any student who has been suspended from Holy Cross Catholic School may not be allowed to attend field trips. It is the principal's discretion.

New Student Probationary Period

All new students are placed on academic and behavioral probation for six weeks. *Failure to complete homework, excessive absents, lateness and failure to make a positively contribution to the classroom environment may result in parent meeting to determine next step.*

Referrals

For continued or serious behavioral difficulties, a family may be asked to:

- Receive individual child counseling using child psychologist/therapist/counselor that both parent/guardian and school mutually agreed upon.
- Enroll in an intervention program that is qualified to assist in corrective classroom behaviors/attitudes/skills.

Dismissal/Expulsion

After two (2) formal suspensions, the student may be dismissed.

The student who is dismissed may apply for readmittance after one full year. The principal will determine whether re-admittance is appropriate.

In certain instances, an infraction may warrant immediate dismissal. The school administration reserves the right to dismiss any student at any time when the conduct of a student or a parent/guardian is judged to be gravely inconsistent with school policy, the good of the school community, or Catholic teachings.

The parent/guardian of the student will be informed in writing of the dismissal as soon as possible.

If the Administration and faculty have worked to remedy behavioral/academic difficulties multiple times and the Administration and IMS Central Office Personnel agree that the school can no longer continue to benefit the student or harm is befalling other members of the school community, then a student may be asked to withdraw from the school. If a family refuses to withdraw a student, then expulsion may occur.

Weapons/Dangerous Instruments

Student possession of any weapon or dangerous instrument that could be used as a weapon on school property or at school related functions is prohibited. Immediate out of school suspension will occur to a student caught with a weapon on school grounds. This will lead to a meeting with the students' parents to discuss the future enrollment of the student. The possession of a weapon or weapons will be reported to the proper law enforcement agencies.

Off-Campus Behavior

A student is a Holy Cross Catholic School student at all times. A student who engages in conduct on or off campus that is detrimental to the reputation of the school may be disciplined by school officials.

The administration, in consultation with IMS Central Office Personnel, reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

Technology Acceptable Use Policy

All members of the school community are expected to abide by the Technology Acceptable Use Policy provided to families in TADS during the registration process and to teachers and staff at the outset of the school year.

Bullying

Students are expected to respect and protect the dignity and worth of each individual without regard to race, gender, color, national or ethnic origin, disability or religious persuasion.

Bullying, including cyber-bullying, discrimination, harassment or hazing of students is strictly prohibited.

Holy Cross Catholic School has a zero-tolerance policy towards any bullying behavior. The definition of such behavior is:

“Bullying happens when someone with more power unfairly hurts someone with less power over and over again. Power may be physical strength, social skill, verbal ability or any other resource.”

Instances of bullying that go unreported cannot be dealt with in an appropriate manner. At Holy Cross, we ask that parents/guardians notify their child's teacher when the first mention of bullying behavior is reported by their child. Confidentiality of the report will be maintained to the maximum extent permitted within the context of an appropriate investigation and response by the school.

When appropriate, such behavior will be reported to law enforcement. Parents/guardians are encouraged to report threats of violence or harm to their children to law enforcement, particularly if perpetrated electronically.

Cyberbullying (Social Networking Policy)

Students are required to refrain from participating in any malicious or derogatory exchanges in texts, e-mails, or on social networking sites (Facebook, Twitter, Instagram, etc.) that involve the school name, its employees or other HC students and families. All incidents reported to a teacher or staff member must be immediately brought to the attention of the Administration.

Such situations violate school policy and may result in subsequent disciplinary action regardless of whether the post occurs during school hours, on school campus, or at school functions or not.

Cell Phones, Cameras, and Electronic Devices (E-Readers, iPad, iPod, Smartphones, etc.)

For all students, the use of personal cell phones, iPods, or any electronic device enabled with internet capabilities is forbidden upon arriving at school in the morning until the dismissal of school that afternoon without the express consent of a faculty or staff member.

Cell Phone Policy

Students are NOT PERMITTED to have cell phones on while on school grounds.

PLEASE NOTE: all cellphones will be collected and locked up in the office at the beginning of the school day. If a student is found to have a cell phone still in their possession during the school day, it will warrant a conduct referral and the student forfeiting their right to bring in a cell phone to school for the rest of the school year. The parent or guardian will need to come into school to pick up the phone and have a conference with their child's' teacher and principal. A second offense will warrant an out of school suspension (revised 2/16/2016).

Videos and Photos

For legal and privacy reasons, students are prohibited from taking photographs or video of any school employees or students during school and using it in an unauthorized manner. This includes sharing pictures electronically by phone, email, text messages or posting to websites such as Facebook, YouTube, Instagram, etc. Any violations of this rule may result in school- issued consequences, including suspension or expulsion from Holy Cross.

Smoking and Vaping

For health and safety reasons, smoking and/or vaping on campus is not permitted at any time nor is smoking permitted at any school sponsored activity or function.

Drug and Alcohol Policy

All students are required to comply with state and local laws regarding the use of illegal drugs and alcoholic beverages. Any student found using, possessing, or aiding in the distribution of drugs or alcoholic beverages on campus, or at school-sponsored activities, is subject to severe disciplinary action, up to and including expulsion. Students and visitors to campus, as well as their lockers, backpacks and other such devices are subject to search upon reasonable suspicion that prohibited items may be present on campus.

Uniform Policy

School uniforms are to be ordered through Flynn & O'Hara.
<http://www.flynnohara.com/>

School Uniform Policy

All uniforms are to be kept neat and should not be altered. Black or dark navy blue shoes (not sneakers) are to be worn with both the boys and girls uniforms. Boots of any type are not permitted to be worn during the school day. Boots designed for weather may be worn to school, but students must change into school shoes as soon as they arrive at school. All skirts or jumpers should be hemmed and worn at knee length. Blouses are to be tucked in at all times. Red Holy Cross sweaters must be worn with the school uniform from October 15th until April 15th. **ONLY SCHOOL HOODIES ARE PERMITTED TO BE WORN IN SCHOOL.**

No student (boy or girl) may wear hair styles in which a design, symbols, letters, words, stripes, etc. are cut into the hair. Hair should be kept neat at all times. Hairstyles must not be a distraction to the learning environment. Any hairstyle deemed a distraction by the administration should be changed within a week.

Nails must be natural. No excessive makeup or jewelry. Jewelry is limited to a wrist watch, one pair of post earrings (girls only), and one chain with a religious medal on it. (The chain and medal must be worn under the shirt at all times). Boys are not permitted to wear earrings.

After three (3) violations of this policy the student will be given a detention. Violations of this policy that can't be corrected by the student, will result in the Parent/Guardian being asked to pick up their child and the student not being allowed to return to school until the violation of this dress code policy is properly corrected.

The school is not responsible for any personal property or clothing that a student decides to bring to school. It is the responsibility of the student to monitor any items they bring to school. The school is not responsible for the replacement of any missing or damaged items.

The *uniform plaid and red sweater, as well as the navy blue blazer, must be purchased at Flynn O'Hara Uniforms.* Other items such as navy blue slacks and white knit ("golf") shirts may be purchased from Flynn O'Hara Uniforms or other vendors. ***Red sweaters may only be V-neck style*** (cardigan, pull-over, or vest) - ***not crew neck style*** - and must be embroidered with "Holy Cross". The white knit shirts for grades K through 5 ***must be*** 3-button knit polo shirts, ***not*** Peter Pan collar blouses. **ONLY SCHOOL HOODIES ARE TO BE WORN IN SCHOOL.** (Available on Gym order form).

Neatness and cleanliness in personal attire are very much a part of a child's education and are the responsibility of both the child and the parent. Good personal appearance is expected of every student in Holy Cross Catholic School. Clothes should fit properly and underwear should not be visible.

If your child has outgrown his/her uniform and it looks as if it still has at least a few months of wear left, I invite you to launder it and donate it to our uniform "exchange". This exchange is located in the lunch room of the school building. You do not need to have an item to "exchange" in order to take items from the rack.

If you have any questions or encounter any problems in ordering your child(ren)'s uniform(s), please don't hesitate to call the uniform company directly or the school office.

Girls' Uniform

Grades K, 1, 2, 3:

- Plaid drop-waist jumper (red/blue/white plaid) ***no shorter than the top of the knee AND***
- White knit (“golf”) shirt with collar (short or long sleeve) or turtleneck
- Navy blue socks or tights (***NO pants of any kind may be worn with the jumper. This includes open tights or leggings.***)
- **Red** V-neck sweater or sweater vest (*embroidered with "Holy Cross"*) **MAY** be worn if something is needed in cooler weather

Grades 3, 4, 5:

- Plaid kick pleat skirt (red/blue/white plaid) ***no shorter than the top of the knee AND***
- White knit (“golf”) shirt with collar (short or long sleeve) or turtleneck **AND**
- **Red** V-neck sweater or sweater vest (*embroidered with "Holy Cross"*) **MUST BE WORN** with the white knit shirt **AND**
- Navy blue socks or tights (***NO pants of any kind may be worn with the skirt. This includes open tights or leggings.***)
- **N.B.:** Grade 3 girls have a choice of either of the above (jumper or skirt)

Grades 6, 7, 8:

- Plaid kick pleat skirt (red/white/blue plaid) **no shorter than the top of the knee AND**
- White Oxford cloth button down collar shirt, long or short sleeved, **NOT KNIT POLO**, with criss-cross tie.
- Navy blue blazer with Holy Cross logo (worn from October 15 through May 15)
- Navy blue socks, knee highs, or footed tights with proper school shoes.

ADDITIONAL OPTIONS FOR GIRLS

Grades K-8 FROM OCTOBER 15 TO APRIL 15 ONLY

- Navy blue ***dress*** slacks (see note below under boys' uniform) (***belted at the waist) instead of uniform jumper or skirt***

- The sweater is optional. White knit polo shirt with Navy blue *dress shorts* are permitted, with dark socks and proper school shoes.

Boys' Uniform

Grades K-5

- Navy blue *dress* slacks (*belted at the waist*). **AND**
 - “Cargo pants” or other slacks with pockets at the thigh, knee, or calf area are not permitted)
- White knit (“golf”) shirt with collar (short or long sleeve) or turtleneck **AND**
- **Red** V-neck sweater or sweater vest (embroidered with "Holy Cross") **MUST BE WORN** with the white knit shirt.
- Dark socks or white athletic socks

Grades 6, 7, 8

- Navy blue *dress* slacks (*belted at the waist*). **AND**
 - “Cargo pants” or other slacks with pockets at the thigh, knee, or calf area are not permitted)
- White oxford cloth button down collar shirt, long or short sleeve, (NOT KNIT POLO) with tie
- Navy blue blazer with Holy Cross logo (worn from October 15 through May 15)

ADDITIONAL OPTIONS FOR BOYS

Grades K-5 FROM APRIL 15 TO OCTOBER 15 (SUMMER) ONLY

- Navy blue *dress* shorts (“cargo pants” or other shorts with pockets at the thigh, or knee area are not permitted) *belted at the waist*
- Dark-colored socks
- Proper school shoes.
- The sweater is optional.

Gym Uniform

The gym uniform consists of navy blue T-shirt or sweat shirt with the school logo, solid navy blue sweatpants, white, navy blue, or black athletic socks, and sneakers. **THE NAVY BLUE T-SHIRT OR SWEATSHIRT WITH THE SCHOOL LOGO MUST BE WORN TO GYM CLASS.** Navy blue sweatpants must be worn

with the shirts. Navy blue shorts may also be worn by students until October 15th and after April 15th. The shorts must be hemmed and extend to the knee. No other shorts are permitted.

All pants, whether sweatpants or shorts, must be solid navy blue. No other colors, no stripes, no logos, other than the Holy Cross logo, are permitted.

Any child not wearing the proper gym uniform on Gym day will be excluded from activities at gym and receive a Uniform Notice.

The Holy Cross School logo is **required** on *tee shirts and sweatshirts*; therefore, these items ***must be purchased from school***. The shorts and sweatpants, if purchased somewhere other than at school, **must be solid color navy blue (i.e. with no trim whatever, including stripes or swooshes) and may have no other logo of any kind.**

GYM CLOTHES ARE NOT ORDERED FROM FLYNN O'HARA. We continue to order the gym uniforms in bulk and distribute them from school in an effort to keep the cost as reasonable as possible. GYM CLASSES BEGIN THE FIRST WEEK OF SCHOOL AND CHILDREN MUST BE PREPARED WITH THE PROPER UNIFORM.

Please note well the date for order and payment for the gym uniform, so your child will have her/his uniform for the beginning of the new school year. Once the order is submitted to our gym uniform vendor, it takes at least three weeks to be delivered. We order only what you request. We do not have the space to stock surplus items.

Guidelines for Dress Down Days

Throughout the school year, we will have days in which our students may dress out of uniform. These days and the expectations are listed below. Please use these basic guidelines for any days that our students are out of uniform.

Students who do not participate in the dress down day will be expected to have their complete uniform on throughout the school day.

All makeup and jewelry guidelines apply for these days.

Students in “dress down attire” that is deemed inappropriate based on the school’s Catholic nature may be asked to phone a parent/guardian in order to have other clothing brought to school or to be taken home in order to change clothes. Determination as to what is inappropriate will be made by the Administration.

“Dress Down Day” Dress Code

All clothing should be school appropriate.

Appropriate fitting clothing.

No short-shorts

No questionable slogans on shirts

No tank-tops or spaghetti straps

No low cut tops, crop tops, or midriff exposure.

No holes or tears in clothing

No flip-flops, clogs, or platform shoes

If proper attire is not worn, student will not be admitted to class for the day. In addition, the student may lose the next dress down privilege.

Athletics

Athletic Teams

Holy Cross Catholic School does not offer athletics; however, Holy Cross Parish offers CYO basketball and track for students in grades k-8. In addition, your child can participate in any CYO sport.

Spectator Code of Conduct

The administration at Holy Cross understands that in the heat of competition, emotions may cause fans to do or say things that are regrettable. However, we should be aware that improper sportsmanship or decorum could trigger an official warning from the school administration and that persistence in such behavior could ultimately result in revoking a fan's right to attend athletic events.

Some of the more obvious violations of the Holy Cross Spectator Code of Conduct that can lead to a revocation of the right to attend Holy Cross athletic events are as follows:

- Foul or abusive language
- Threatening or abusive behavior towards players, coaches, officials or other spectators
- Repeated taunting of opposing players, coaches, fans, officials or other spectators
- Artificial noisemakers
- Entering the field of play during a game without permission
- Disregard of or ignoring warnings by game umpires, or officials
- Ejection from an event by an umpire, official, or referee
- Destruction or theft of school facilities or equipment

School & Student Safety

Emergency Communications

Our contact system is MSP (My Student's Progress). This system will deliver text messages to parents/guardians individually. Should schools need to close early due to weather, bus delays, for example this system would notify you by text messages. All students have been entered into the system. If your emergency contact information changes, please update information by contacting the school office.

Emergency Drills

State Law requires that emergency drills be held periodically throughout the school year.

Fire Drills - students should follow these instructions:

- Rise in silence when the alarm sounds.
- Walk to the assigned place briskly, in single file at all times, and in silence.
- Stand in a column of two's facing away from the building.
- Return to the building when the signal is given.

Tornado Drills - students should follow these instructions:

- Rise in silence when the alarm sounds.
- Walk briskly to the assigned place in single file.
- Kneel, face toward interior wall, and put hands over head.
- Return to classroom when signal is given.

Earthquake Drills - students should follow these instructions:

- Drop to floor, cover head immediately.
- Crawl under nearest desk or table.
- Listen for further instructions.

“Lock Down” Drills are never practiced by the students. These procedures must be followed in the event of a Lock Down:

- Listen for the CODE
- Stay in the room and sit on the floor away from the door.

- All doors are locked and will remain locked until an all-clear announcement is made.

Emergency Plan

The Independence Mission Schools and Pennsylvania state law requires that schools be adequately prepared to respond to emergencies. Holy Cross Catholic School has adopted the Safe School Plan for use in the preparation of emergency procedures. This plan is managed by Courtney Lemon-Tate, Principal and reviewed yearly with our faculty and staff. This plan is available for review by our parents/guardians. In the event of actual fire or other emergency, parents should expect to pick up their children from _Fred's Mt. Airy Motors on Mt. Airy Avenue. The secondary pick-up location will be Crossman's Storage on Chew Avenue.

Bomb Threats

Official procedures will be followed in the event of a telephone or written bomb threat. The principal will immediately notify the Independence Mission Schools Central Office of such a threat.

OSHA Regulations

Catholic schools shall comply with the OSHA standards on bloodborne pathogens and hazard communication and any other standards issued which apply to the school. The schools shall also comply with the Diocesan procedures established to comply with these standards.

Student Health Record and Immunizations

Proof of a health examination and immunization is mandatory for the students to be enrolled in our school in accordance with the regulation of the Pennsylvania Department of Education. The necessary form is available from the student's personal physician. No student will be allowed to attend classes after September 15, until his/her updated health form has been turned into the appropriate school office.

Student Illness

Please do not send a child to school who shows signs of illness. A student who becomes ill at school must request permission from his/her teacher to report to the office. If the illness is serious, the parent/guardian will be contacted. No student will be released from school with anyone other than the parent, guardian, or parent-

designated responsible person. The responsible adult may be asked to provide identification before signing the student out at the appropriate school office.

Please remember: Students with a fever of 100° or higher, vomiting or diarrhea will be sent home. Students are required to remain at home until fever- and symptom-free for 24 hours.

Students recovering from pink eye (conjunctivitis) must be on medication for at least 24 hours before returning to school.

Parents/guardians of students with chronic medical problems should report their illness to the administration, school nurse and the classroom teacher(s).

Medication

The Prescription Drug and Medicine Authorization (MED-1) form must be completed by a physician before any prescription or over-the-counter medication will be dispensed from the office. This form is available at school. **We cannot keep medicine in the school without this form.** All medicines or refills must be delivered by a parent or guardian to the school. All medications must be in the original container. Students may **NEVER** carry medicines on school grounds unless directed by the school nurse for emergency purposes. Any student that has medication in their possession is subject to disciplinary consequences.

Medical Emergencies/Accidents/Injuries

Accidents reported on school property shall be reported immediately to the principal. A report shall be written describing the accident and follow up care. A copy of the report shall be kept permanently in the school. If professional medical services are required, a copy of the report shall be sent to the IMS Central Office.

Food Allergies

Students with food allergies will be accommodated to the extent practical for the school. The parent or guardian should notify the school in writing of the student's condition.

Inspections

Quarterly safety inspections will be conducted by school personnel. The insurance company will conduct yearly inspections of the facilities and grounds. Annual asbestos inspections shall be conducted schools that contain asbestos.

Safety and Security Legal Custody Factors

If for some reason there are court papers restricting the custody and care of your child(ren), WE MUST HAVE COPIES OF THE ORDER IN THE OFFICE. The school staff cannot be responsible for your child's safety if these documents are not on file, especially if they are in regards to a parent. Please make sure your child is aware of the persons with whom they are and are not permitted to leave or be with while at school.

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the parent/guardian with legal custody.

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

Visitors to Campus

In order to maintain the highest degree of safety for our students, ALL visitors must sign in at the school office upon arrival to the school.

Student Activities

Field Trips

Field trips are educational activities that are an outgrowth of class instruction and are designed to enhance the classroom or developmental learning experience. The teacher in charge of the trip issues permission slips. These must be signed by a parent or legal guardian and returned to school prior to the event. **It is now a state requirement that all adults attending a Field Trip must have all required clearances.** A child must have a signed permission slip in order to attend any field trip.

A field trip is a privilege. We reserve the right to exclude from field trips any student whose conduct in school or on previous trips have been unsatisfactory.

Students' participation in field trips can be denied if they fail to meet academic or behavioral requirements. If a parent/guardian does not wish a child to attend the trip for any reason, the School must be notified. The student must attend school on the day of the trip or be marked absent.

Fundraisers

All fundraisers must be approved by the Principal. No outside sales of merchandise may take place without approval from the Principal.

Parties/Birthdays

Only HEALTHY SNACKS may be brought in for a student's birthday and distributed at the discretion of the teacher. This is to prevent triggering allergic reactions. Little gift bags with pencils or stickers, etc. are also permitted. The bags are to be given out at the end of the day.

Invitations for parties should not be sent to school unless an invitation is being given to every student in the class.

Parties or dances sponsored by parents off-campus are not sanctioned by the school and the school's name may not be used.

Service Opportunities

At Holy Cross Catholic School, we have these service opportunities for our students: Student Council, Martin Luther King, Jr. Day of Service, Altar Servers, Liturgy speakers/readers.

Seventh Grade High School Visitation

In April, our local Catholic High Schools have open houses for interested seventh grade students. Invitations are sent directly to the student's home from each high school. Students attending the high school visit days for a Catholic high school should provide their own transportation to the school and an adult must sign them in at the front office upon their return. This is an excused absence.

Special Events

Catholic Schools Week is held the last week in January and is filled with special activities for the students, teachers, and parents/guardians.

Spiritual Activities

Our students can participate in a variety of spiritual activities, including: Mass, Prayer Services, Retreats, Service Projects, and Community Outreach.

Student Clubs/Extra-Curricular Activities

Holy Cross Catholic School has a Chess Club, Dancing Philly, Newspaper Club, Math Night, Career Day, and a Science Fair.

Yearbook

Holy Cross Catholic School yearbooks are issued to students upon eighth grade graduation.