

# Parent/Student Handbook

Revised August 2018

*Let it be known that Jesus Christ is the reason for this school,  
the unseen but ever present teacher in all its classes,  
the model of its faculty and the inspiration for its students.*

**Holy Cross School  
631 S. State Street  
Dover, Delaware 19901  
Telephone: 302.674.5787 ext. 111  
Fax: 302.674.5783  
school@holycrossdover.org  
www.holycrossdover.org**

# Table of Contents

<b>Handbook .....</b>	<b>1</b>
<b>Mission and Traditions.....</b>	<b>1</b>
<b>Academic Life .....</b>	<b>2</b>
<b>Attendance .....</b>	<b>4</b>
<b>Communication.....</b>	<b>6</b>
<b>Dress Code .....</b>	<b>7</b>
<b>Financial Responsibilities .....</b>	<b>10</b>
<b>Fundraising.....</b>	<b>11</b>
<b>Health Concerns .....</b>	<b>12</b>
<b>Safety.....</b>	<b>13</b>
<b>Student Conduct.....</b>	<b>13</b>
<b>Student Life .....</b>	<b>17</b>

*Every effort is made to include in the Handbook  
all policies and procedures pertaining to the current school year.  
New, updated, or changed policies are in gold print and underlined.*

# Handbook

## **Responsibility of Parents and Students**

- This Parent/Student Handbook is a contract between Holy Cross School and its families regarding the policies and procedures that will be observed while educating the students entrusted to the school's care.
- Parents of students in Pre-Kindergarten\* through Grade 3 should discuss this Handbook with their children after reading its contents.
- Parents of students in Grade 4 through Grade 8 should ensure that their children have read this Handbook.
- Signatures are required on the Receipt and Acknowledgement Form at the end of this Handbook from students in Grade 4 through Grade 8 and from parents.

## **Interpretation and Enforcement**

- Every effort is made to include in the Handbook all policies and procedures pertaining to the current school year. Circumstances may require school administration to apply the Handbook to unique and unanticipated situations.
- Interpretation and enforcement of the policies and procedures included in the Handbook rests with school administration. The Pastor is the final authority in all matters of the school and with his consultation; the Principal can waive any and all regulations as seen fit for a just cause.

## **Right to Amend**

- Holy Cross School reserves the right to amend this Handbook. Notice of amendments will be published during the school year via the Crusader Notes and other forms of communication.

# Mission and Traditions

## **Our Mission Statement**

- Holy Cross School provides an academically rich, faith-filled learning environment, thus ensuring a Catholic values based education. At Holy Cross, we strive to convey a sense of justice, peace, compassion and respect for all God's creation.

## **School And Spirit Traditions**

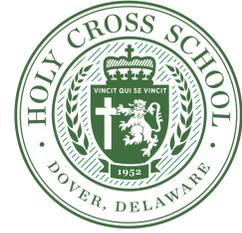
- Holy Cross Catholic School's vision is to be a community where the educational process is centered on the love of Christ and the development of the whole child. With Gospel values as the foundation, the school's curriculum will continue to promote the development of 21st century skills in an environment that facilitates the acquisition of those skills, while encouraging students to use their gifts and talents for the betterment of society.
- Any use of the school name, seal, logos, or mascot must have prior approval of the Principal.

## **Traditional School Colors**

- Green and white

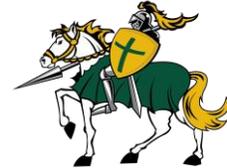
## School Seal

- Generously created and donated by HCS graduate Anthony Marro in 2016, the school seal represents the history of our school blending old traditions of Holy Cross High School with new traditions of Holy Cross School. It is inscribed with the words *Vincit Qui Se Vincit*, meaning He who conquers, conquers himself.



## The School Mascot

- The Crusader



## Alma Mater

*Green and White, Holy Cross  
Alma Mater We Greet Thee  
Tall and Bold We Will Hold True To  
All You Do Teach Us.  
Over This Nation We Will Up Raise  
Cross and Flag Together  
Green and White Holy Cross  
God and Country Forever*

## Academic Life

### Classwork and Homework

- All work in class and at home can be graded. Assignments turned in late may not be graded at full weight and/or garner zero credit at the discretion of the teacher.
- Taking into account each student's varying capabilities and interests, the average amount of time for homework each night should be:

○ Prekindergarten	No Homework
○ Kindergarten	5 to 10 minutes
○ Grades 1, 2, and 3	20 to 30 minutes
○ Grades 4 and 5	30 to 45 minutes
○ Grade 6	45 to 60 minutes
○ Grades 7 and 8	60 to 90 minutes

### Standardized Testing

- The STAR test is administered in Grades K through 8 four times each year. Parent Reports are sent home in the Thursday Communicator following each administration of the test.

### Grading Scale

- Grades are based on tests, quizzes, class participation, projects, oral presentation, homework, and other work at the discretion of the teacher.
- For Pre-Kindergarten (Three-year-old),
  - Students are issued a report card three times per year. Students are assessed based on the areas of social and emotional development, personal

skills, motor development and cognitive domains. Report cards are completed in a narrative format.

- For Pre-Kindergarten (Four-year-old),
  - M Demonstrates Mastery
  - S Satisfactory
  - D Developing
  - N Not Yet Demonstrating
  - NA Not Assessed at this Time
- For Kindergarten through Grade 2, the grading scale is
  - P Demonstrates Proficiency
  - G Very Good Progress
  - S Satisfactory
  - I Improvement Needed
  - N Not Yet Demonstrated
  - NA Not Assessed at this Time
- For Grade 3 through Grade 8, the grading scale is
  - A 93–100 4.0
  - B 85–92 3.0
  - C 77–84 2.0
  - D 70–76 1.0
  - F 69 and below 0.0
- For Enrichment Classes in Kindergarten through Grade 8, the grading scale is
  - PS Pass (70–100)
  - FL Fail (69 and below)

### **Progress Reports and Report Cards**

- Students will receive a progress report approximately six weeks before the end of the trimester.
- Report Cards are distributed following the end of each trimester. The envelopes are to be signed and returned to the school after Trimesters 1 and 2.

### **Honor Roll**

- Students in Grade 5 through Grade 8 are eligible for Honor Roll.
- For First Honors, a student must have an “A” in each subject.
- For Second Honors, a student must have an “A” or “B” in each subject.
- For subjects graded as pass/fail, a passing grade must be earned for either First or Second Honors.

### **Academic Probation**

- A student is placed on Academic Probation if he has an “F” or “FL” in any subject or if his grade point average is 2.0 or less. Grades from Enrichment classes are not included in the calculation of the grade point average.
- Parents will be given written notification when their child is placed on Academic Probation.
- While a student is on Academic Probation, he is not permitted to participate in any extracurricular activity nor is he able to represent Holy Cross School in any venue.

- When a student's grades improve so as to meet the GPA standard and have no failing grades, his Academic Probation and its effects will be reviewed by school administration.
- When a student ends the school year and is on academic probation, that status will carry over to the onset of the new school year. Students will be permitted to try-out for fall sports teams, and if selected will be permitted to practice with the team. Students on academic probation will NOT be permitted to participate in team play during scheduled games, nor will the athlete be permitted to travel with the team. The student's successful completion of the summer packet, along with a review of his grade point status at the end of September will determine his eligibility to participate in team play.

### **Promotion and Retention**

- A student may be retained if he has not adequately mastered the subject matter of the grade level and would profit from being retained at the same grade level for another year. Parents will be notified by January 31 or as soon as conditions warrant if their child is in danger of being retained.
- A student who misses twenty or more days in any school year may also be considered for retention.
- When evaluating a student's progress, the teacher will consider the social, emotional, and academic progress along with the physical development of the student.
- Recommendations for retention will be made to school administration. A conference will occur between the student's parents, teachers, and school administration.
- A decision regarding promotion or retention of students is the sole discretion of school administration.

## **Attendance**

### **School Hours**

- The hours of the school day are from 8 a.m. to 2:55 p.m. On half-day sessions, the hours of the school day are from 8 a.m. to 11:50 a.m. The hours of the Half-day Pre-Kindergarten are from 8 a.m. to 11:30 a.m.

### **Arrival**

- School doors are opened at 7:40 a.m. for students to report to their classrooms. If a student arrives before 7:40 a.m., he must go to Before School Care until 7:40 a.m., for which there is a charge.
- For Pre-Kindergarten and Kindergarten, parents may walk their children to their classroom before 8 a.m. The ELC Office Coordinator will escort any student arriving after 8 a.m. to his classroom.
- For Grades 1 through 8, parents may not walk their children to their classrooms, but must leave them at the hallway door or drop them off at a designated zone. The only exception to this policy is the first day of school.
- Students are not permitted to walk in the parking lots without being accompanied by a parent.

## **Dismissal**

- Dismissal is held for fifteen minutes following the end of the school day, that is until 3:10 p.m. on a full day and 12:05 p.m. on a half day.
- Parents are to pick up their children from the designated dismissal spots below. No child will be dismissed without a teacher's approval.
  - Pre-Kindergarten & Kindergarten                      ELC Hallway
  - Grades 1, 2 and 3    Elementary First Floor Hallway
  - Grades 4 and 5    Elementary Second Floor
  - Grades 6, 7, and 8    Alongside Junior High Building
- Students not picked up by the end of dismissal will be sent to After School Care, for which there is a charge.

## **Returning to School After Dismissal**

- Students may only return to the school building after the 2:55 p.m. dismissal when accompanied by school personnel.

## **Tardiness**

- A student not in his homeroom at 8 a.m. is tardy. If a student is tardy, he must report to his respective school building office to sign in and receive a tardy slip to present to his homeroom teacher.
- Once a student is tardy six times in the course of a trimester, a conference will be setup between a parent and a school administrator.

## **Medical Appointments**

- In the case a student requires a medical appointment during the school day, parents must sign out their child from his respective school office and, if the child returns during the same school day, the parent must sign the child in through the school office.
- If a student is out of school for an appointment of more than three and a half hours, he will be considered absent for half a day.
- A doctor's note is required to verify the appointment. If a student does not share the note with the school, he is ineligible for perfect attendance.
- Students are responsible for the work they miss due to time out of the classroom.

## **Absence**

- When a student is absent from school, a parent should notify the school office. If the parent calls before 9 a.m., he may request that homework assignments be arranged for his child. These assignments may be picked up at the school office between 3 and 3:30 p.m.
- Students must be fever and vomit/diarrhea free for 24 hours without medication before returning to school.
- Upon return to school, the student should provide his teacher with a note from a parent indicating the reason for the absence.
- Students are responsible for the work they miss due to time out of the classroom.
- Students who are absent have one day for each day of absence to make up the missed assignments. Arrangements for missed classroom quizzes and tests must be made with individual teachers and must be taken within one week of the student's return to school.

- When students are brought to school after 10:30am, it is an AM absence and when students are picked up before 1:30pm, it is a PM absence.

### **Field Trips**

- Individual teachers, in consultation with school administration, reserve the right to restrict or deny student participation on any field trip.
- A permission slip signed by the parent is required before a child will be permitted to attend a field trip. Verbal permission will not be accepted.
- Students are required to ride the bus provided by the school to and from the field trip with their class.
- Parents may decline their child's participation in a field trip by stating so on the permission form. Students who do not attend the field trip are to remain at home and will be marked absent from school for the day.

### **Inclement Weather**

- Should inclement weather require the school to delay opening or close for the day, parents will be notified via SchoolReach at the numbers listed in the students' files. An announcement will also be made on the school webpage, on local television (WBOC and WMDT), [and the school's Facebook, Twitter, and Instagram social media pages.](#)
- Should inclement weather require the school to close early, parents will be notified as above and should pick up their children in a timely manner. After School Care will remain open for two hours only after an early dismissal due to weather.

## **Communication**

### **Student Information**

- Unless a court or custody agreement specifies otherwise, each parent with legal custody is entitled to access all school records of their child. Absent a subpoena or court order, school records of the child may be disclosed only upon written consent of the parent with legal custody.
- Parents are asked to inform school personnel when legal custody of a child 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.

### **Family Contact Information**

- As soon as a change of address, telephone, cell phone, e-mail address or other important information is known, families should inform the school office in writing.

### **Thursday Communicator**

- Each Thursday an envelope will be sent home with each student containing classwork, quizzes, and tests along with school-wide information. Upon receipt, parents should examine the contents and sign the envelope. These envelopes should be returned the following school day.

### **SchoolReach Notification System**

- Holy Cross School will send telephone messages notifying parents if an emergency has occurred at school or to update important school related activities.

### **Telephone Use**

- School telephones are for school business only. Students are permitted to use the school telephone only for an emergency and with permission from school personnel. Forgotten assignments or equipment and the like do not constitute an emergency.
- In the event of an emergency, parents are not to call the school so as to leave the lines available for emergency personnel.

### **Communication with School Personnel**

- It is important for parents and school personnel to be in communication with one another. Days are set aside during the school year for parent-teacher conferences. School personnel will initiate phone calls and/or written communication with parents throughout the year as necessary.
- Parents are encouraged to maintain an open line of communication. Questions regarding the academic progress about a student or other concerns should first be discussed with your child's teacher. Teachers can be reached through written notes or phone calls through the school office or via their school email address.
- If there is need for further discussion, a conference can be scheduled with your child's teacher and/or school administration. The parish priest with oversight of the school and the Pastor are also available to parents after they have contacted the teacher and school administration.

## **Dress Code**

### **Uniform**

- Students in Kindergarten through Grade 8 must be in the school uniform each day and throughout the day, unless informed otherwise by school officials.
- Pre-Kindergarten students are to wear the shirt provided on Mondays and days when there is a field trip.
- The uniform for students in Kindergarten through Grade 5 is
  - Fall and Spring (before November 1 and after March 31)
    - For Boys and Girls: HCS short sleeve polo shirt; navy walking shorts or slacks; dark, solid-color belt when shorts have belt loops; navy crew socks; black leather shoe.
    - For Girls Only: Plaid jumper with hem at knee; white, short sleeve blouse with Peter Pan collar; navy knee-high socks or tights.
    - Physical Education Uniform: Gray HCS T-shirt; green nylon shorts; only-white crew socks; white sneaker.

- Winter (November 1 to March 31)
  - For Boys and Girls: HCS long sleeve polo shirt; navy, non-denim slacks without exterior pockets; dark, solid-color belt when slacks have belt loops; navy V-neck pullover sweater; navy crew socks; black leather shoe.
  - For Girls Only: Plaid jumper with hem at knee; white blouse with Peter Pan collar; navy knee-high socks or tights; navy, crew neck cardigan sweater.
  - Physical Education Uniform: Gray HCS T-shirt or green HCS sweat shirt; green HCS sweat pants; only-white crew socks; white sneakers.
- The uniform for students in Grades 6 through 8 is
  - Fall and Spring (before November 1 and after March 31)
    - For Boys and Girls: HCS short sleeve polo shirt; navy blue walking shorts or slacks; dark, solid color belt when shorts or slacks have belt loops; navy crew socks; black shoe [from Rush Uniform](#).
    - For Girls Only: Plaid skirt; navy knee-high socks or tights.
    - Physical Education Uniform: Gray HCS T-shirt; green nylon shorts; only-white crew socks; white sneaker.
  - Winter (November 1 to March 31)
    - For Boys and Girls: White Oxford shirt (long or short sleeve); plaid tie; navy, non-denim slacks without exterior pockets; dark, solid-color belt when slacks have belt loops; navy V-neck pullover sweater; navy crew socks; black shoe [from Rush Uniform](#).
    - For Girls Only: Plaid skirt with hem at knee; white Oxford blouse (long or short sleeve); navy crossover tie; navy V-neck sweater vest or pullover; navy knee-high socks or tights. No socks with tights; no nylons.
    - Physical Education Uniform: Gray HCS T-shirt or green HCS sweat shirt; green HCS sweat pants; only-white crew socks; white sneakers.
- The uniform is to be clean and pressed with all buttons attached and hems intact. Shirrtails are to be tucked in while students are on campus.
- All uniform components are available from Rush Uniform, Inc. or FlynnO'Hara Uniforms. Uniform components not procured from these companies must be identical in appearance to those procured from these companies.
- Students may not wear shoes with heels that exceed one inch. Students are not permitted to wear shoes with blinking lights.

### **Dress Code**

- All students are to adhere to the dress code each day and throughout the day, unless informed otherwise by school personnel.
- Hair should be neat with bangs above the eyebrows. No fad hairstyles are permitted.
- Students may not highlight, dye, or alter their natural hair color.

- Boys' hair is to be worn above, and not touching, the shirt collar and trimmed so that the hair does not touch the ears, nor may they have facial hair.
- Only matching plaid, black, navy blue, or white headbands, "scrunchies," hair clips, or rubber bands are permitted. These must be worn in the hair and not on the wrist. No scarves may be worn in the hair.
- Jewelry should be limited to one watch and a simple crucifix/cross or religious medals that hang on a narrow chain. No rings are permitted. Watches should be set so as not to sound an alarm. Girls may wear one pair of non-hanging post earrings (one per ear) on the ear lobe. No other piercings are acceptable.
- No makeup is permitted, except by doctor's prescription.
- No clear or colored nail polish or artificial nails are permitted.
- No temporary or permanent tattoos are permitted.
- No cologne or perfume is permitted.
- No hologram contact lenses are permitted.

### **Dress Down "Tag Day" Guidelines**

- On days listed below and as indicated by school administration, students may dress down according to the following guidelines:
  - Shirts/Blouses: Shirts should be modest, near the neckline and long enough to be tucked into jeans, pants, or skirts. Shirts with inappropriate logos, pictures, or advertisements; tight shirts, such as body suits; tank tops; tee-strap shirts; camisole tops; crop tops; and midriff blouses are not permitted.
  - Pants/Slacks: Jeans are permissible as long as they do not have frayed bottoms, holes, or rips. A belt should be used when wearing pants with belt loops. Pants that are dragging, inappropriately hanging or sagging below the waist; pajama-type slacks; pants that are soiled or stained; and "skinny" jeans are not permitted.
  - Shorts/Skirts: Shorts and skirts are permissible on hot weather days and their hems should not be more than two inches above the knee. Shorts or skirts that are more than two inches above the knee or have writing on the backside, swimming trunks, biker shorts, and cut-off shorts are not permitted.
  - Shoes: Sneakers are permissible for wear. Sandals, flip-flops, and open-toed shoes are not permitted.
  - The rest of the dress code remains in force.
- Students may dress down on their birthday. If their birthday is not a school day, they may dress down on their half-birthday, if their birthday occurs during the summer break; or they may dress down on the school day closest to their birthday, if it occurs on a weekend or during a break. Students should check with their teacher in these cases.
- Students who are in the Boy Scouts or Girl Scouts may wear the scout uniform on troop meeting days.
- In the event a student chooses not to dress down, he may always come to school in his uniform.

## Consequences

- At the discretion of teachers and/or school administration, students who do not adhere to the uniform, dress code, or dress down guidelines may receive a warning to remedy the situation. If the student continues to disregard the policies or cannot alter his appearance, he may receive a detention or be sent home until the situation is remedied.

## Financial Responsibilities

### Tuition

- Tuition is set each year by the parish. Discounting factors that apply to families are active Holy Cross parishioners, Catholics from other parishes, multiple children attending Holy Cross School, and a Catholic Education Adjustment for family with children enrolled in both Holy Cross School and one of the diocesan high schools. The Tuition Officer determines a family's actual tuition which depends on the discounts to which a family is indeed entitled.
- Tuition must be paid in full by the last business day in June for the upcoming school year or by enrolling in FACTS Tuition Management Service and paying either two equal payments in July and January or twelve equal monthly payments from July to June.
- Students whose family is behind in tuition will not be readmitted for the next school year.

### Bus Riders

- The bus fee is established on an annual basis, and subject to change with the start of each school year. The fee is the same whether a student rides the bus one-way or round trip.
- The bus fee must be paid in full by the last business day in August or by enrolling in FACTS Tuition Management Service and paying either two equal payments in September and February or ten equal monthly payments from September to June.
- Families with bus accounts in arrears will not be readmitted for the next school year.

### Financial Aid

- All families seeking financial aid must submit an application through FACTS Grant & Aid Assessment.
- To be considered for the diocesan Vision for the Future Education Fund or parish assistance, the application must be submitted by the deadline.
- The Financial Aid Committee and the Pastor will consider the family's need in determining the tuition assistance award for each family.
- Tuition assistance is given for the current school year. Families must reapply for consideration in subsequent years.

### Withdrawal Policy and Refunds

- Families must notify the school in writing if a student is withdrawn from the school

- Registered students who withdraw before the first full day of school will be refunded any tuition money paid to the school. This does not include the application fee, acceptance fee, or FACTS Tuition Management enrollment fee.
- Registered students who withdraw once school has begun will be refunded based on the month they withdraw. Families will be charged for the entire month of withdrawal, whether the student is withdrawn on the first (1<sup>st</sup>) of the month or the last day of the month.

### **Before and Aftercare**

- Families are billed by the half hour. Prices are set at the start of the school year.
- Invoices and statements are sent home every other week via the Thursday Communicator. Payment is expected upon receipt.
- Families with outstanding balances from the previous year(s) will not be permitted to use before or aftercare until the account is brought current.
- Families whose accounts are more than 30 days past due will not be permitted to use before or aftercare until the account is brought current.

## **Fundraising**

### **General Policy**

- No fundraising or fundraising events may occur on this campus without the express permission of the Parish office. In this regard, no one has the authority to use the name of the parish, the school, or a school organization in solicitation, fundraising events or publicity, without permission.

### **Specific Policies by** in seeking permission for fundraising activities:

- School or School-related organizations should draw up a proposal and submit that proposal to our Principal. The Principal will then meet with the Pastor to discuss the proposal and responses will be relayed to the proper parties. Upon approval the events will be put on the parish calendar.

### **Regarding Depositing of Monies**

- As with any fundraising, monies must be deposited with our Parish Manager immediately. No money from fundraising may be removed to pay related bills or expenses. All money is to be deposited in its entirety; outstanding bills and expenses will be paid by Parish check.

### **Regarding Competing Fundraisers**

- Competing fundraisers are to be avoided; our Parish Office Manager will try to see that overlapping or competing fundraisers do not occur.

### **Regarding School Clubs**

- Campus school clubs should see to it that their dues cover their cost of operations for the year.

### **Regarding Peddling and Solicitation for Personal Profit**

- Peddling of merchandise or solicitations for personal profit or individual profit is not permitted in or on school grounds.

### **Regarding General Peddling and Solicitation**

- Likewise, one may not use the parish as a site of personal business operations. In general, peddling and/or soliciting on parish grounds, for any reason, except as noted in aforementioned items, are prohibited.

## **Health Concerns**

### **Illnesses**

- Students must be fever and vomit/diarrhea free for 24 hours without medication before returning to school.

### **Medication**

- Medication may not be administered in the school by anyone other than the school nurse or those certified by the Delaware Department of Education. Children are not permitted to bring medication, prescription or non-prescription, for self-administration.
- Medications prescribed by a doctor must be sent to the school in the original container with child's name, name of the pharmacy, prescribing doctor, medication prescribed, dosage, and the time medication is to be administered. A signed permission form is required from the parent.
- Non-prescription medication can be given to a child during the school day. This also must be sent to the school with child's name, dosage, and the time medication is to be administered. A signed permission form is required from the parent.

### **Allergies**

- When a child suffers from a food allergy, bee sting allergy, asthma, diabetes, or any other medical condition, it is the parent's responsibility to assure that the school is aware of the child's condition. All children with life threatening illnesses must have an emergency care plan, signed by the child's physician, and properly labeled emergency medications and supplies brought to the school by the parent and kept in the nurse's office.
- Parents of a student with food allergies are responsible for providing all food for their child. Snacks will be kept in a separate snack box provided by the parent.
- Students should be aware of and proactive in the care and management of their food allergies and reactions, according to their developmental level. They should not trade food with others nor eat anything with unknown ingredients or known to contain any allergen. Students must notify an adult immediately if they have eaten something believed to contain the food to which they are allergic.

### **Head Lice**

- Parents are to notify the school nurse if their child has head lice so that a letter may be sent home to his classmates. Parents will not be informed of other children who have lice in school, as this is a privacy concern.

- Students with lice may return to school after being treated with the proper shampoo. If parents do not follow through with the proper treatment, then their child will not be permitted to return to school until proper treatment has been completed.

## Safety

### **School Access**

- For the safety of students and school personnel, all doors that grant access to the school are locked during the school day. Access to the school buildings is maintained and monitored by the Office Coordinators.

### **Child Abuse Laws**

- Holy Cross School abides by the child abuse laws of the State of Delaware. This law mandates that all cases of suspected child abuse and/or neglect be reported to Child Protective Services.

### **For the Sake of God’s Children**

- Holy Cross School supports and complies with the policies and practices established by the Catholic Diocese of Wilmington through the For the Sake of God’s Children initiative which includes an Acceptable Use Policy for technology, both of which are available on the Holy Cross School webpage.

### **Volunteers and Visitors**

- For the Sake of God’s Children states that all church personnel, including volunteers who have regular, reoccurring contact with minors of more than five hours annually, are required to have criminal background checks, participate in training, and sign a covenant.
- Volunteers and visitors are required to sign in at a school office upon arrival. They will be issued a badge that must be worn while on the campus. After their service or visit is completed, they are to sign out at the school office and return their badge.

## Student Conduct

### **General Expectations**

- Students are expected to act in such fashion that their behavior will reflect favorably on themselves and their school. They are expected to show consideration and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. Students need to recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations should expect to accept the consequences of their actions.
- The conduct code applies in school and at school-sponsored events, as well as within the school/parish community. “School/parish community” shall mean in the school, on school grounds, in school vehicles, or at any activity sponsored, supervised, or sanctioned by the school or parish.

- Any behavior, contrary to Catholic teachings or embarrassing to Holy Cross School is unacceptable.
- Students are expected to show a Christian attitude toward one another. Therefore, fighting, abusive and foul language, roughness, excessive taunting, teasing of a student, or any similar action, cannot be tolerated. Students not displaying acceptable or appropriate behavior will face disciplinary action.

### **Personal Responsibility**

- Students are responsible for their personal belongings, which should be labeled with the student's name. Lockers, desks, or cubbies assigned to the student are his responsibility and should be kept in an orderly manner.
- Holy Cross School provides locks for the lockers in the Junior High Building and recommends that they be used to secure the students' lockers when they are not in use. Lockers may only be accessed at times indicated by school personnel.
- Backpacks are not to be carried during the school day, but should be stored either in the locker or on the hook assigned to him.
- Holy Cross School reserves the right to inspect lockers, desks, cubbies, backpacks, etc. at any time.

### **Lost and Found**

- Any items found in the school buildings or on the school grounds should be taken to the Nurse's Office in the Early Learning Center to be placed in Lost and Found. Items not claimed at the end of the year will be donated to charity.

### **Textbooks**

- Textbooks loaned to a student must be properly covered.
- Writing in loaned textbooks is not permitted.
- Students must pay a fine for damaged textbooks or the replacement cost of a lost textbook, including shipping.

### **School Property**

- Parents are obligated to pay the full amount necessary for repairs and labor or replacement of items damaged or destroyed by their child. These items include, but are not limited to, furniture, equipment, structures, or any other property belonging to Holy Cross.

### **Cell Phones**

- Students are not permitted to have cell phones on their person or use them during school hours.
- If a student brings a cell phone with him to school, he is to turn it off and keep it in his backpack either in his locker or on the coat hook assigned to him.
- Students may not use cell phones during dismissal or while on field trips without the prior permission of school personnel.

### **Emergency Drills**

- Students are to follow all instructions given by school personnel during emergency drills.

## **Inappropriate Conduct**

- It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility, offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior otherwise not conducive to the educational and religious mission of the school. Unacceptable behavior includes, but is not limited to, fighting, bomb scares or triggering other false alarms, use or possession of drugs or alcohol, smoking, intimidation, harassment or threats of any kind, and the use or possession of weapons. These categories do not cover every possible situation. School personnel determines what is appropriate or inappropriate behavior.
- Conduct by students, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action. Such actions could result in immediate expulsion of the student, as well as reporting the incident to the appropriate legal authorities.
- In addition, in the case of threats of violence or harassment, in any form, including oral, written, or electronic, by a student against any member of the school community, the student may be required to have psychological or psychiatric clearance before returning to school.

## **Bullying**

- Acts of harassment, hazing, intimidation and bullying (including cyber bullying and the like) are unacceptable behaviors and are prohibited at Holy Cross School.
- School personnel cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under their direct supervision. However, to the extent such conduct affects the educational environment of the school and the rights and welfare of the students and is within the control of the school in its normal operations, it is the school's intent to prevent bullying. School administration will take action to investigate, respond, discipline, and remediate those acts of bullying.
- If incidents do occur, parents or students should report and know that the inappropriate behavior will be dealt with promptly and effectively. There will be no retaliation against an innocent victim, reporter, or witness.
- "School setting" shall mean in the school, on school grounds, in school vehicles, or at any activity sponsored, supervised, or sanctioned by the school.
- This policy also applies to off-campus behavior that somehow brings discredit or scandal to the school and/or causes substantial disruption to the learning environment.
- Bullying involves actions or words against another person for the purpose of inflicting physical or emotional harm or discomfort or damage to a person's reputation that is intimidating or threatening and affects the learning and school environments. If the bully is threatening harm, a student should inform school personnel immediately.

## **Harassment**

- Harassment, including sexual harassment, is prohibited at Holy Cross School. Sexual harassment refers to any unwelcome sexual attention, sexual advances,

and requests for sexual favors or other verbal, visual or physical conduct of a sexual nature. Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including expulsion of the student.

### **Drugs and Alcohol**

- Neither drugs nor alcohol nor persons under their influence are permitted on Holy Cross School's campus. Parents will be called immediately for any student found possessing, using, or distributing drugs or alcohol. Students who fail to comply with this policy will be subject to disciplinary action, which may include suspension or expulsion.

### **Disciplinary Actions**

- There are four categories of disciplinary actions of which school personnel can avail themselves when a student violates the policies of Holy Cross School:
- Conduct Notices
  - Conduct Notices are issued for a breach of classroom and/or school rules. These are to be signed by a parent and returned to the school personnel who issued them.
- Detentions
  - A one hour after school detention will be issued to a student upon the receipt of a third Conduct Referral. After-school detentions will be served between 3:00 and 4:00 pm. The hour of detention will be served with the teacher who issued the disciplinary action. Any student who is not picked up at 4:00 pm will be taken to After-Care in the school cafeteria. Appropriate hourly charges will become effective upon sign-in of the student.
  - Administration working in collaboration with classroom teacher(s) will retain the authority to issue an immediate detention in the case of an egregious infraction of school policy. Administration will contact the parents of the student upon the completion of the gathering of the facts surrounding the infraction.
  - In the event of an absence on the day of the scheduled detention, the student will serve his detention on a date mutually agreeable between the classroom teacher and family. Please note that the detention must be served within five days of the absence.
- Suspension
  - Suspensions, which can be either in-school or out-of-school at the discretion of school administration, are issued for a grave breach of classroom and/or school rules.
  - Students given an in-school suspension must report to school each day and work under the supervision of a substitute teacher. The cost of the substitute needed for this duty is the responsibility of the suspended student's parents. Parents will be billed for this cost.
  - Work completed during a suspension may be counted for a grade at half-credit.

- Disciplinary Probation, wherein a student is not permitted to participate in any extracurricular activity nor is he able to represent Holy Cross School in any venue, will occur at the discretion of school administration.
- Expulsion
  - Students who pose a threat to themselves or to others or who consistently violate classroom and/or school rules may be expelled from Holy Cross School. In certain instances the single breach of classroom and/or school rules is so grievous it may warrant immediate expulsion. The school reserves the right to expel any student at any time where the school considers the conduct of the student or parent to be inconsistent with school policy, the good of the school community, or Catholic teachings.
  - The Pastor in consultation with school administration makes the final decision regarding the dismissal of a student.
  - Parents of the student will be informed of the dismissal in writing.
  - Students who have been expelled from Holy Cross School may apply for readmission after one full year. The school will determine whether readmission is appropriate.

## Student Life

### **Birthday Observances, Gifts, and Valentines**

- In-school celebrations of a student's birthday (or half-birthday in the event the birthday falls during a break) may be held in the student's homeroom with the teacher's permission. Parents should notify the teacher in writing one week before the intended celebration. Treats, limited to cupcakes, brownies, or donuts, may be brought to school for the student's classmates. No goodie bags should be distributed.
- Balloons or flowers are not to be sent to school for a student. Should this be the case, they will not be delivered to the classroom but may be picked up from the school office at dismissal.
- If a student wants to invite classmates to a birthday party, the invitations may be distributed at school only if every member of a class is invited. Otherwise, parents are to distribute these invitations off school property so as not to harm the feelings of those not invited.
- Similarly, individual gifts should not be exchanged at school.
- Valentines distributed at classroom parties should include one for each student in the class.

### **Lunch Program**

- Holy Cross School offers a hot lunch program. Lunches must be pre-ordered and pre-paid on a monthly basis. Detailed instructions are available on the school's webpage. Students may also bring their lunch to school.
- Lunches dropped off for students must be left in one of the school offices. Menu items from fast food restaurants are not permitted.
- Credit will be given for missed lunches only if school is closed due to inclement weather or a parent calls the office when a child is absent and informs the school that the child was signed up for lunch.

## **Sports Program**

- Participation in any sport sanctioned by Delaware Interscholastic Athletic Association requires that each student-athlete receive a physical examination by a physician. Athletes may not participate in practices, scrimmages, or games without having the physical form on file with the school's Athletic Director.
- Each student-athlete is required to pay a fee for each sport he participates in to help defray the cost of transportation, uniforms, officials, and equipment. This fee must be paid at the beginning of each sport season.
- A student must be legally in attendance at school in order to participate in a practice, scrimmage, or contest except when excused by proper school authorities in accordance with pre-established written school policy.
- A student who is not legally in attendance at school due to illness or injury shall not be permitted to participate in a practice, scrimmage, or contest on that day.

# Index

Absence .....	5	Lost and Found .....	14
<b>Academic Life</b> .....	2	Lunch Program .....	17
Academic Probation .....	3	Medical Appointments .....	5
Alcohol, see Drugs and Alcohol.....	16	Medication.....	12
Allergies .....	12	<b>Mission and Traditions</b> .....	1
Alma Mater.....	2	Our Mission Statement .....	1
Arrival .....	4	Personal Responsibility .....	14
<b>Attendance</b> .....	4	Progress Reports and Report Cards .....	3
Before and After Care .....	11	Promotion and Retention .....	4
Birthday Observances, Gifts, and Valentines ...	17	Refunds, see Withdrawal Policy and Refunds ..	10
Bullying .....	15	Regarding Competing Fundraisers .....	11
Bus Riders .....	10	Regarding Depositing of Monies.....	11
Cell Phones.....	14	Regarding General Peddling and Solicitation...	12
Child Abuse Laws .....	13	Regarding Peddling and Solicitation for	
Classwork and Homework .....	2	Personal Profit .....	12
<b>Communication</b> .....	6	Regarding School Clubs (Fundraising).....	11
Communication with School Personnel.....	7	Report Cards, see Progress Reports and Report	
Consequences (Dress Code) .....	10	Cards.....	3
Disciplinary Actions .....	16	Responsibility of Parents and Students.....	1
Dismissal .....	5	Retention, see Promotion and Retention.....	4
<b>Dress Code</b> .....	7	Returning to School After Dismissal .....	5
Dress Code .....	8	Right to Amend .....	1
Dress Down “Tag Day” Guidelines.....	9	<b>Safety</b> .....	13
Drugs and Alcohol.....	16	School and Spirit Traditions .....	1
Emergency Drills.....	14	School Access.....	13
Enforcement, see Interpretation and		School Hours .....	4
Enforcement .....	1	School Property .....	14
Family Contact Information .....	6	SchoolReach Notification System .....	7
Field Trips .....	6	School Seal .....	2
Financial Aid .....	10	Specify Policies (Fundraising).....	11
<b>Financial Responsibilities</b> .....	10	Sports Program .....	18
For the Sake of God’s Children .....	13	Standardized Testing .....	2
<b>Fundraising</b> .....	11	<b>Student Conduct</b> .....	13
General Expectations (Student Conduct).....	13	Student Information .....	6
General Policy (Fundraising).....	11	<b>Student Life</b> .....	17
Gifts, see Birthday Observances, Gifts, and		Tardiness.....	5
Valentines.....	17	Telephone Use .....	7
Grading Scale .....	2	Textbooks .....	14
<b>Handbook</b> .....	1	The School Mascot .....	2
Harassment .....	15	Thursday Communicator .....	7
Head Lice .....	12	Traditional School Colors .....	1
<b>Health Concerns</b> .....	12	Tuition .....	10
Homework, see Classwork and Homework.....	2	Uniform .....	7
Honor Roll.....	3	Valentines, see Birthday Observances, Gifts,	
Illnesses .....	12	and Valentines .....	17
Inappropriate Conduct .....	15	Visitors, see Volunteers and Visitors.....	13
Inclement Weather.....	6	Volunteers and Visitors .....	13
Interpretation and Enforcement .....	1	Withdrawal Policy and Refunds .....	10