



HOLY CROSS
CATHOLIC SCHOOL
TEACHING AS JESUS DID SINCE 1868

Teaching as Jesus did since 1868

3002 Bay Settlement Road
Green Bay, WI 54311
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www.holycrossfamily.org
www.holycrossfamily.blogspot.com

HOLY CROSS SCHOOL

2016-2017

HANDBOOK

"Let the little children come to me and do not hinder them for the kingdom of God belongs to such as these." Mark 10:14-15

Holy Cross School

Philosophy/Mission Statements



GRACE Mission Statement

To engage all Green Bay area parishes in a thriving, collaborative ministry for Catholic schools where all children

- Grow in Catholic faith,
- Reach their potential,
- Serve the community, and
- Are prepared for life.



Holy Cross School Mission Statement

Holy Cross Catholic School guides each student in developing academic, emotional, and physical excellence while spreading the Gospel message as Jesus did, since 1868.

Holy Cross Catholic School Philosophy

The primary goal of the Holy Cross Catholic School Community is to announce the Good News of the Gospel of Jesus Christ.

Holy Cross Catholic School creates an atmosphere in which students develop values, attitudes, and skills that will enable them to become vital members of school, parish, and societal communities. The school community, together with the family, shares the Church's mission to motivate students to consciously direct their lives according to Christ centered values. The faculty and administration will maintain a standard of excellence through programs which will provide for the spiritual, intellectual, social, emotional, and physical growth of each child.

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HOLY CROSS CATHOLIC SCHOOL PERSONNEL

PASTOR	Father Weber
PRINCIPAL	Mrs. Sharon Gast
SCHOOL SECRETARY	Mrs. Kelly Boudwin
FOUR-YEAR-OLD KINDERGARTEN	Mrs. Tara Wildenberg
4K TEACHER AIDE	Ms. Sonia Busch
KINDERGARTEN	Mrs. Michelle Anderson
FIRST GRADE	Miss Annette Barrett
SECOND GRADE	Sister Carolyn Zahringer
THIRD GRADE	Mrs. Deanna Schauer
FOURTH GRADE	Mr. David Gusloff
FIFTH GRADE	Mrs. Patricia Nennig
SIXTH GRADE HOMEROOM	Mrs. Jo Sato
SEVENTH GRADE HOMEROOM	Mrs. Samantha Parker
EIGHTH GRADE HOMEROOM	Mr. Eric Stanczak
6-8 MATH & GR.6 RELIGION	Mrs. Jo Sato
6-8 LANG.ARTS & GR.7 RELIGION	Mrs. Samantha Parker
6-8 SCIENCE, SOCIAL STUDIES & GR.8 RELIGION	Mr. Eric Stanczak
PHY. ED./HEALTH	Mr. David Snyder
MUSIC/BAND	Mrs. Jennifer Johnson
COMPUTER	Mrs. Theresa Neuser
ART	Mrs. Renee Zirbel
SPANISH	Mrs. Kari Peterson
LIBRARY	Mrs. Heidi Martin
TECHNOLOGY SUPPORT	Mrs. Theresa Neuser
SUPPORTIVE CONSULTANT	Ms. Susan Aerts
PLAYGROUND SUPERVISOR	Ms. Susan Aerts
LUNCH PLAYGROUND SUPERVISOR	Mrs. Peggy Baumgart
<u>NUTRITION PROGRAM</u>	
HEAD OF NUTRITION	Mrs. Mary Peterson
NUTRITION STUDENT ACCOUNT MANAGER	Ms. Heidi Tilot
ATHLETIC DIRECTOR	Ms. Susan Aerts
FAITH FORMATION PROGRAM	Mrs. Tina Reigner

SITE ADVISORY COUNCIL (SAC)

President:	John Peterson
V. President:	Claudia Wheeler
Secretary:	Jennifer Schwitzer
Treasurer:	Todd Nennig
Members:	Craig Hendry Chris Sack Margie Collins Mike Shea (Parish) Fr. Michael Weber, O. Praem, Pastor Sharon Gast, School Principal

HOLY CROSS PHONE NUMBERS

School:	468-0625
Fax:	866-4000
Faith Formation:	468-6554
Parish Office:	468-0595

See www.holycrossfamily.org for a list of school personnel e-mail addresses.

FAMILIES AND SCHOOL TOGETHER (FAST)

President:	Debbie Hendry
Vice-President:	Julia Broullire
Treasurer:	Jennifer Schleis
Secretary:	Michelle Novoselatz
Members At Large:	Kari Peterson Kelly Boudwin Suzy Goral Gail Limoni Cary Anderson Kim Stefel

All parents/guardians are members of FAST

HOLY CROSS SCHOOL CALENDAR 2016-2017

August 23	GRACE Teacher In-Service
August 24-26/29-31	Faculty/Staff Work Days @HC
August 30	Open House/Visiting Day (all grades) 5:00-7:00pm
September 1	First Day of School 3EC-8th
September 5	No School-Labor Day
September 7	Picture Day
September 30	Early Dismissal-Staff In-service
October 11	Picture Re-Take Day
October 15	Fall Fest
October 25	Parent/Teacher Conferences/Evening
October 27	Early Dismissal-Parent/Teacher Conferences
October 28	No School
November 1	All Saints Day
November 8	Hearing/Vision Screening
November 11	Early Dismissal-Staff In-service
November 23	Early Dismissal-End of 1st Trimester
November 24-25	No School - Thanksgiving Break
December 15	Christmas Concert
December 23	Early Dismissal
December 24-January 2	Christmas Break
January 3	Classes resume
January 20	No School-GRACE/NDA Academic Forum
January 29-Feb 3	Catholic Schools Week/Book Fair
February 10	No School-Staff In-service (GRACE)
March 1	Ash Wednesday
March 3	Early Dismissal-End of 2nd Trimester
March 9	Talent Show
March 9-10	Evening Parent/Teacher Conferences (optional)
March 13-17	No School-Spring Break
March 20	Classes Resume

April 13	Sedar Meal
April 14	Good Friday-No School
April 17	Easter Monday-No School
May 5	Early Dismissal-Staff Development
May 11	Spring Concert
May 18	Family Supper
May 25	8th Grade Graduation 6:30pm
May 29	No School-Memorial Day
June 5	Field Day/School Picnic
June 6	Kindergarten Graduation
June 6	End of the 3rd Trimester
June 6	Early Dismissal – LAST DAY OF SCHOOL
June 7	Faculty/Staff Workday

*** No lunch will be served on early dismissal days. Early dismissal time is 11:30am.**

COMMUNICATION

Administrator's Weekly Newsletter: www.holycrossfamily.org or Family Packet

A weekly newsletter containing items of interest to parents/guardians and students will be distributed every Wednesday throughout the school year on www.holycrossfamily.org. Families that do not have access to the internet will receive the newsletter via paper copy in the family folder instead. All families will receive a family folder containing hard copy information that cannot be distributed via the web.

The youngest student of each family will be responsible for bringing home the family folder. The folder should be emptied, signed, and returned to school **within three days** of receiving it. The cost to replace a lost or damaged folder is \$1.25.

Additions to the weekly newsletter or family packet should be sent to the school office by **Tuesday morning**. All enclosures require administrative approval for inclusion in the packet and/or newsletter.

School Management System

Our school will utilize Power School as it's School Information System. Parents will be able to obtain homework assignments, view progress reports, grades, and other school information. Parents can access this program at:

<https://powerschool.gbdioc.org/public/>

Bulk E-mail: holycrossfamily@googlegroups.com

[Holycrossfamily@googlegroups.com](mailto:holycrossfamily@googlegroups.com) is a list serve that ALL school families will be subscribed to in order to send and receive bulk communications to and from other members. This is not an "official" school site but rather an avenue for communication that is used by the school, parish, athletics program, FAST, Development Committee, school and parish families, etc. to communicate with each other regarding information that is of benefit to our school, parish, and Google group members.

DAILY SCHEDULE

7:30 a.m.	First Bell Rings
7:40 a.m.	Classes Begin (4K-8) Opening Prayer*, Pledge & Announcements
9:30 a.m.	Morning Recess (K-5)
9:45 a.m.	Classes resume (K-5)
11:15 a.m.	Lunch for Grades 4K-5
11:50 a.m.	Lunch for Grades 6-8
12:10 p.m.	Recess for Grades 6-8
2:35 p.m.	Closing Prayer and Announcements
2:40 p.m.	Dismissal (4K-8)

* Students from each school family are responsible for presenting a prayer to the students and faculty/staff of the school on one or more dates. The family name will be printed on the designated date(s) on the monthly school calendar.

TUITION/EDUCATIONAL FEES

Tuition is evaluated on an annual basis by GRACE. Tuition fees for the 2016-2017 school year are:

GRACE Tuition¹:

K-8	<u>1st Child</u>	<u>2nd-4th Child</u>	<u>5th Child</u>
	\$2,600	\$2,500	Free

Non-GRACE-system Tuition:

K-8	<u>1st Child</u>	<u>2nd-4th Child</u>	<u>5th Child</u>
	\$4,600	\$4,500	Free

Early Childhood

- _3 year old 1/2 Day—\$15.00 per day
- 4K Full Day—\$22.00 per day

¹ Parish families who are not on pace to meet their expected \$780 in annual sacrificial giving to their GRACE Parish will be billed Non-Parish Tuition on March 31st of each year.

Confidential financial assistance is available and granted through GRACE. See SCRIP PROGRAM for information on our Tuition Reduction Program.

SCHOOL TOPICS

ABSENCE PROCEDURE

Generally accepted excuses for school absence without advance notification include: personal illness, family illness, and a death in the family.

Notify the school of an absence or tardiness with a phone call or e-mail by 8:00 a.m. This information will then be communicated to the teachers.

When a student needs to be dismissed early from school for any reason, written notification should be given. The classroom teacher will be notified of the early release by the office. The student needs to report to the office and the parent/guardian should sign out the student before taking him/her from the school building.

Students who are tardy for class must check into the office for a tardy slip before reporting to the classroom.

A written, dated excuse should be sent to the office upon the student's return when a student is absent for three or more days of school. The excuse will be kept on file for the current school year.

See FAMILY VACATIONS

ACCREDITATION

Holy Cross Catholic School underwent the process of renewing its accreditation status during the 2011-2012 school year and was accredited in June of 2012 through Wisconsin Religious and Independent Schools Accreditation (WRISA). The process of accreditation involved three phases: a self-study, a validation committee visit, and a long-range plan. The Accreditation Team, made up of parents/guardians of the students and faculty members, met twice monthly to perform the self-study and to devise the long-range plan.

ADMISSIONS

Everyone is welcome at Holy Cross Catholic School. Families are encouraged to be registered members of a GRACE Parish. All registrations must be online through the GRACE website: gracesystem.org. GRACE uses an enrollment system called TADS. On the GRACE website follow the "enrollment tab" to the Holy Cross Admissions Link. For additional help contact the school office.

Holy Cross School does not discriminate on the basis of sex, race, color, national or ethnic origin in the enrollment and participation of students in any educational program or activity, nor in its employment of personnel.

ALCOHOL AND OTHER DRUGS

Student possession, sale, or use of alcohol, drugs, or any other controlled substance at school is strictly forbidden. Violations will be reported to the appropriate law enforcement agencies.

The use and/or possession of alcohol, drugs, tobacco, or controlled substances of any kind, or paraphernalia related to any of these, is prohibited at all times on the school premises or at school related activities including activities and events not on school grounds or outside school hours.

Consequences:

- Three (3) day suspension after consultation with the parents/guardians of the student. Students may be required to seek counseling from a counselor approved by the school administrator and provide written evidence of such to the school administrator within 30 days of suspension.
- Any further incidents while a student at Holy Cross Catholic School will result in expulsion. Expulsion is permanent.

AMENDMENTS TO THE HANDBOOK

The school administrator retains the right to amend the handbook for just cause. Parents/guardians, students, faculty and staff members, and SAC members will be given prompt notification, if changes are made.

APPOINTMENTS

Students needing to be released early from school for emergency medical appointments or any other reason must bring a written request for that release from their parents/guardians. They are to check out at the office before leaving the building. Upon returning to school, students are also required to sign in and notify office personnel of their return.

ARRIVAL AND DISMISSAL

Parents/guardians bringing to or picking up students from school should do so on time and in a manner that is compliant with the parking regulations around the school. Students should not arrive before 7:30 a.m. and should leave for home promptly at 2:40 p.m.

Students riding buses are supervised from the time they board the bus until the time they leave the bus at their designated stop. The designated bus company is responsible for the supervision of students on the bus.

Students riding the bus will be dismissed from school first. Students who ride in cars will wait in the lobby until after the buses leave the parking lot, before being dismissed. Extended care students will be escorted to their designated area of the school building for after school care.

ATHLETIC PROGRAM

Students in Grades 5-8 may participate in soccer, basketball, and/or track.

All team members must be from our Holy Cross Catholic School or Faith Formation Program. All athletic program participants must meet conduct, academic, and effort standards set by the Athletic Committee. The Athletic Director and School Administrator shall have discretion to deny and/or terminate an individual's participation in the athletic program if said participation is not in the best interest of the other participants.

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent tardiness or absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

BAND

The band program at Holy Cross is offered for grades 5-8. Band is scheduled during the regular school day.

BICYCLES

Students are allowed to ride bicycles to school. Bicycles must have licenses and be locked to the bike rack during school hours. The bike racks are off limits to all students, except immediately before and after school. The school will not be responsible for damaged or stolen bicycles.

Skateboards, scooters, roller skates, roller blades, and other of the like, are not licensed and may not be ridden or brought to school.

BOOKS/TEXTBOOKS

Students are expected to take care of the textbooks issued to them. Fines for any undue use or wear will be levied against students who have misused the books. Students receiving a book that has received undue wear or has damage should notify the issuing teacher at the beginning of the school year. The teacher will then make a notation regarding the condition of the book. Students are expected to pay for all damages to a book while it is in their car.

BULLYING, VIOLENCE, HARASSMENT, THREATENING BEHAVIOR

GRACE schools are nurturing communities focused on building a foundation of faith and care for others. We are committed to making our schools safe and caring places for all. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our schools. It is the responsibility of all parents and school staff to model kind actions and words toward and about others. A rule of thumb...if it is going to hurt someone don't do it or say it. Bullying behavior is contrary to our basic school rules as well as our Catholic identity.

Bullying type behaviors include, but are not limited to:

- Intimidation
- Threatening
- Exclusion
- Gossiping
- Perpetuating rumors
- Name-calling
- Cyber bullying
- Physical violence
- Retaliation

Harassment/hate, defined as any act or attempted act intended to cause physical injury, emotional suffering or property damage through intimidation, intentional infliction of stress, bigoted epithets, vandalism, force or the threat of any of the above, motivated all or in part out of hostility to the victim's real or perceived race, color, ethnicity, religion, sexual orientation, national origin, ancestry, creed, marital or parental status, physical, mental, emotional, or learning disability will not be tolerated at GRACE schools. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest, in person or online) face disciplinary action, suspension, and/or expulsion.

- Any acts of bullying or harassment will result in disciplinary action such as suspension, expulsion, and/or referral to law enforcement.

- Any student, who participates in this type of behavior as an encouraging bystander, will also face disciplinary action.
- Students who witness such behavior are expected to report it to a teacher or administrator immediately.

Violence, aggressive and threatening behavior on school premises, church, buses, or at school events will not be tolerated.

All staff and faculty at GRACE schools will do the following things to prevent bullying and help children feel safe at school:

- Provide periodic 'focus' activities on positive actions that also might involve GRACE counselors.
- Watch for signs of bullying and stop it when it happens.
- Record observed incidents and report it to a school administrator.
- Respond quickly and sensitively to bullying reports.
- Provide a safe process for reporting bullying and a description of the investigation process. These processes will be disseminated to parents and students at the start of each academic year.
- Provide consequences for retaliation against students who report bullying.
- Assign consequences for bullying

BUS TRANSPORTATION

Free bus transportation is available to any student living within our school boundaries. Others wishing to ride the bus may make arrangements for bus transportation through First Student Bus Lines.

Riding the bus is a privilege. All students are to respect that privilege and realize it can, and will, be taken away for inappropriate behavior and/or failure to comply with the directives of the bus driver that could result in jeopardizing the safety of others.

Bus Rules

- Students will remain seated and facing forward while bus is in motion and follow all directions of bus driver. The driver may assign seats.
- Do not throw objects out, at, or on the bus. Keep all body parts inside the bus.
- Respect the school bus and personal property. No eating or drinking on the bus. Report damage to the bus driver.
- Use appropriate and respectful language. No bullying or teasing.
- Students and parents/guardians are encouraged to immediately notify the school administrator and/or bus company of any safety hazards that are seen during bus operations.

Bus Disciplinary Procedures

1. The driver will fill out a misconduct report. This report will be turned in to the school administrator within 48 hours of the offense.
2. The following action will follow the issuance of a misconduct report.
 - First Offense: The school administrator will inform the parent or guardian regarding the offense and discuss what disciplinary measures the parent or guardian and school administrator deem necessary to correct the situation.
 - Second Offense: The school administrator will inform the parent or guardian regarding the offense and the student will be denied transportation for three school days.
 - Third Offense: The school administrator will inform the parent or guardian regarding the offense and the student will be denied transportation for thirty school days.

- Any subsequent offense will result in denial of bus transportation for the balance of the school year.

CANCELLATION OF SCHOOL

Cancellation of school takes place only for extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school is aware of the hardship caused by an abrupt cancellation of school and, therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents/guardians of an impending cancellation, including radio, television, newspaper, remind app and holycrossfamily@googlegroups.com. In the unusual circumstances where school must be cancelled during regularly scheduled school hours, the school will determine that all students have transportation and supervision before releasing them from school.

When weather conditions are such that the school must close, local radio and television stations will announce the complete listing for both the parochial and public school closings. Holy Cross School will be closed when Green Bay Public Schools are closed.

CALENDAR

Refer to our website, holycrossfamily.org for calendar information. The calendar may be amended to accommodate unplanned occurrences. Changes to the calendar will be noted in the monthly calendars and the weekly newsletters.

Wisconsin State Statute 118.165 (c) requires parochial school calendars to include 875 instructional hours per year. The school calendar must provide 180 days of instruction, three of which can be used for conferences. Two snow days or emergency closings are allowed per calendar year, without making up the missed days.

CELL PHONES and ALL TECHNOLOGY

All cell phones, iPad/iPods, and tablets of any kind are to remain in the student's backpack, locker or office and turned off between 7:40am-2:40pm unless students are given permission by their teacher to use for instructional purposes. Please do not text your child in school; if you need to contact your child, call the office to have a message sent to your child's homeroom. Holy Cross Catholic School is not responsible for lost, stolen, or damaged electronic devices.

Consequences if a student has, or is using a device during school hours without teacher permission:

First Offense – Warning; shut device off and store it in locker.

Second Offense – Shut device off and store it in locker; parents will be contacted.

Third Offense – The device will be confiscated and the parent will need to come to school to pick up the device and conference with the student and the principal.

CHANGE OF ADDRESS, EMAIL ADDRESS, OR PHONE NUMBER

It is very important for emergency and administrative reasons that every student maintains an up-to-date address, email address, and phone number record at the school office. Notify the school office immediately if you have a change of address, email address, and/or phone number during the school year.

CHEATING and PLAGIARISM

Representing another person's work as your own is considered cheating and may also be plagiarizing. Cheating includes "borrowing" someone else's homework answers to fill in your own, verbally asking for and using another person's answers to fill in your own, copying someone else's answers, or any time someone takes or gives answer with no explanation of discussion.

According to the Merriam-Webster Online Dictionary, to "plagiarize" means:

- To steal and pass off (the ideas or words of another) as one's own
- To use (another's production) without crediting the source
- To commit literary theft
- To present a new and original an idea or product derived from an existing source.

Our students work very hard to produce quality work, done by their own hands and with their own efforts, and no one should tolerate or accept another student cheating or plagiarizing as a matter of honor, integrity, and truthfulness. Students should report cheating and/or plagiarizing to staff whenever they witness it. Confidentiality will be maintained for students who report cheating or plagiarizing.

CHILD ABUSE

In accordance with Wisconsin State Statute 48.981 and diocesan guidelines, it is the responsibility of school personnel to report to the proper authorities any suspected child abuse and neglect cases observed or reported to them.

CHOICE DRESS DAYS

On days specified as "Choice Dress Days", students may opt to dress outside of the Dress Code. On these days, blue jeans (not ripped or torn) are permitted. However, any type of clothing or grooming that is disruptive and/or inappropriate will not be permitted. No yoga pants or spandex are allowed. Choice Dress Days will be designated on the monthly calendar or communicated via the weekly newsletter.

CODE OF CONDUCT

The Christian behavior expected from students at our school is a reflection of the values of common courtesy and safety considerations. Students are expected to:

1. Respect individual rights and the rights of others in a comfortable and pleasant atmosphere
2. Maintain proper behavior during class hours and school related activities
3. Respect school/parish property

Common Behavior Rules

- Students will keep hands, feet and objects to themselves.
- Students will treat one another with respect.
- Students will come to school with a positive attitude.
- Students will take appropriate care of books, equipment and property of the school.
- Students will listen and follow directions.
- Students will put forth their best effort.
- Students will walk in school hallways and will be quiet.
- Students will follow all appropriate safety rules and playground rules.
- Students will keep our school neat and clean.

- Students will not use cell phones or Internet communication during school hours, unless directed.

Playground Rules

PLEASE BE ADVISED THAT THESE RULES ARE PUT INTO PLACE TO MAKE EVERY ATTEMPT TO KEEP YOUR CHILD SAFE AT RECESS.

Recess is the best part of the day! We have a wonderful playground area that includes the playground equipment, the grassy area east of the school building, the soccer field, and the blacktop areas near the school and by the basketball hoops. By treating everyone, fellow students as well as supervising adults, with respect, all will enjoy the recess time.

The safety of the students is important. Some unsafe activities that are not allowed include the following:

- tackle games,
- running or chasing games on the woodchip area
- crossing the road to retrieve a ball
- playing on the bridge or in the creek
- crossing the creek any way other than using the bridge
- throwing woodchips
- using the monkey bars while wearing mittens
- throwing snow or ice balls/chunks

The rule on the playground for *all* students is “HANDS OFF”! There will be zero tolerance for any aggressive physical activity on the playground.

Poor sportsmanship is not tolerated. Students are expected to respect one another, and respect each other’s games and activities. Name calling or taunting other students is not permitted. Please speak with your children, letting them know that it is OK to be “out”, to lose a game, or to make a mistake. Winning isn’t everything; fun is!

The equipment is to be used properly. That means slides are for going down feet first. Swings are for one seated person at a time going forward and back with no jumping off. Jump ropes are for jumping on the blacktop. Balls are for the grass and blacktop areas, not the roof or brick wall. Playing “500” is allowed only on the grass.

Students who bring any equipment outside are responsible for bringing it back in when the bell rings.

All students through grade 5 must have boots and snow pants during the winter months. Grades 6-8 need them to leave the blacktop during the winter months.

Students are expected to respect every adult on the playground. The parent volunteer has just as much authority as the playground supervisor and students need to follow the directions of and show respect to *ALL* adults.

Office administration decides about indoor/outdoor recess, as well as, grass, boots, blacktop, etc.

Cafeteria Rules

- Students will treat all people politely and use appropriate dining room manners

- Students will request permission to leave their eating area (e.g., to use the bathroom, get more food, etc.)
- Students will clear their trays and clean their eating area after they have been excused
- Students will eat quietly and visit with peers using “inside” voices

COLD WEATHER POLICY

Recess breaks are considered an important part of the education process and, if not at lunch, are included in curriculum minute reporting. Our students are allowed outdoors whenever weather is conducive to outdoor activities. As a general rule, children will remain indoors if the air temperature wind-chill is below 0°. Parents should be cognizant of the weather conditions and see that the child is dressed appropriately. The school office will determine when students will stay indoors.

CONFERENCES

Parents/Guardians are encouraged to keep in close contact with the teacher regarding the progress of their child. Contact can be made through email and/or notes to the teacher, personal phone calls, or conferences with the teacher. Do not wait for a problem to develop to express concern or seek advice or assistance.

Teachers cannot be called to the telephone while teaching, as their primary responsibility is the education supervision of their students. A message will be given to the respective teacher who will respond at a non-teaching time of the day. Emergency needs are an exception.

A parent/guardian who has a concern that deals with the teacher should contact the school administrator through a note or by a personal phone call. A conference can then be scheduled.

When a concern needs to be discussed, a conference appointment is a way to insure sufficient time to listen and talk things over. A spontaneous visit may not allow the listening and talking time that may be needed.

Please schedule an appointment!

School staff wishing to speak to a parent/guardian will send a note, and/or make contact by phone or email when desiring to speak about your child’s accomplishments or progress.

Conferences are scheduled approximately two weeks after the midpoint of the first trimester. Time for optional conferences is provided approximately two weeks after the end of the second trimester. Conferences afford parents/guardians, as well as teachers, an opportunity to question and to listen. Strategies should be planned for helping the child achieve the goals that parents/guardians and teachers feel are realistic and appropriate for the child. All parents/guardians are asked to attend the fall conferences.

CONFLICT RESOLUTION

The school and parents work together to educate a child academically and spiritually in a Catholic environment. To assure the best solution for concerns, issues, or grievances, parents are asked to comply with the following procedure for dispute resolution:

1. First contact is normally with the person directly responsible for the action in question. For example, if it is a classroom issue, then it should be taken up with the classroom teacher.
2. Second contact is with the immediate supervisor of the person directly responsible. The supervisor will normally arrange and facilitate an appointment between the parent and the employee/volunteer. For any faculty concerns, the supervisor would be the school administrator.

3. If concerns continue, one should contact the supervisor (again).
4. Final recourse is to bring concerns to the President of the GRACE System.

The Site Advisory Council is not involved in the day to day operations of the school and therefore are not appropriate avenues for dispute resolution.

COURTESY

Accepted patterns of common courtesy and good manners are expected at all times. All faculty, staff, and volunteers are to be addressed by their appropriate title (Mr., Mrs., Miss, Ms., Father, Sister). The use of inappropriate, offensive, vulgar, sexually suggestive and/or harassing language is unacceptable and will be dealt with appropriately.

CURRICULUM

Curriculum development at Holy Cross is based on the school's philosophy and mission, the GRACE mission statement, and the Diocesan Department of Education. In this shared mission, the faculty, administration and others chosen to share in the process, develop instructional goals and objectives.

The programs, activities, and celebrations convey the Gospel message; a faith community is evident; students are motivated to serve others; and worship celebrations reflect the faith of the community.

Our instructional program at Holy Cross Catholic School takes into consideration varied learning styles and the unique characteristics of the school climate. A holistic approach to education assists the student in growing spiritually, socially, academically, emotionally, and physically. Experiential learning acquired through hands-on activities and field trips is a strong focus of our curriculum.

The following curriculum is offered:

- Art - Crafts, skills, appreciation
- Band, grades 5-8
- Choir, grades 6-8
- Computer Education / Technology
- Health - Human Development, Health
- Language Arts - An integration of reading, literature, phonics, penmanship, speaking, English, spelling, listening skills, and writing
- Math
- Music - Choir 6-8 / General music EC-5
- Physical Education
- Religion
- Science
- Social Studies
- Foreign Language - Spanish
- Safe Environment
- Other Programs - Junior Achievement, DARE

Curriculum guidelines are available in the school office and are in the process of being revised and updated by the Diocese of Green Bay, Education Department.

DISCIPLINE PLAN

HOLY CROSS DISCIPLINE PLAN

Based on the "Discipline With Purpose" Program

Occasionally removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

1. Is in physical or psychological danger or puts another in danger.
2. Is irrational or unreasonable.
3. Pushes beyond the limits of respect in speech or actions.
4. Does not gain self-control after repeated correction from an adult.

If possible, the adult who removes the child will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student will be sent to the principal's office and a four set Discipline Plan will be set in motion.

STEP ONE: The student will be sent to the office with a Referral form. The top half will be completed by the adult who is sending the child to the office.

1. The student will meet with the principal.
2. Together they will complete the bottom half of the referral form.
3. The referral form will be sent home to be signed and returned by a parent(s).
4. The student will be held accountable for the plan developed.
5. The principal will speak with the referring staff member.

STEP TWO: The student will be sent to the principal if a second incident occurs within a two month period.

1. The student will meet with the principal.
2. The student will receive a new referral form and notify parent(s) by phone or note.
3. A conference with the teacher, parent(s), student and principal will be scheduled.
4. A Discipline Service Plan will be drawn up.
5. The Discipline Service Plan will be reviewed with the parent(s) and signed by all.

STEP THREE: If a third incident occurs within a two month period or in extreme cases when the principal determines the seriousness of the action warrants starting at Step Three, the student is sent to the office with a Referral form.

1. The student meets with the principal.
2. The student notifies the parent(s) that a suspension of up to three days has been earned. The length, type, in-school or out-of-school, will be determined by the principal.
3. A conference will be held with the parent(s), teacher(s), student and principal to write a Discipline Service Plan, if one does not exist, with a measurement for progress to assist the student in developing self-control.
4. A recommendation may be made to have the family visit with a counselor or other specialist.
5. All school work missed during the period of suspension must be completed before the student rejoins the class.

6. A probationary time period to monitor and review progress will be set once the student is ready to return.

Note: Step three can be repeated as long as a student is able to demonstrate that progress is being made, and is willing to contribute to a positive learning environment. When little or no change is evident and school personnel have exhausted all available means to effect change, the student will move to Step Four of the plan.

STEP FOUR: The administrator will use the district's police only when all other means of disciplinary actions have failed and the student's conduct is a hindrance to the welfare and progress of the school community and/or there is evidence of repeated disregard for the philosophy, policies, rules, and regulations of the school.

Serious infractions such as possession of drugs or weapons or severe physical or moral misconduct could result in an immediate move to Step Four of this plan.

DOCTOR AND DENTIST APPOINTMENTS

Parents/guardians are asked to schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused for these appointments. A written excuse will need to be kept on file. Parents/guardians should report to the office to sign their child out.

DRESS CODE

The Dress Code for Holy Cross Catholic School (K-8) is as follows:

- Solid colored shirts and blouses, with collars and sleeves, including turtlenecks, long-/short-sleeved polo shirts. Print is not permitted, but a small brand logo is acceptable.
- All shirts and blouses must be tucked in at all times.
- Navy, black, brown or tan cotton twill or corduroy pants; **no blue jeans, skinny jeans, sweat pants, stretch, jeggings, carpenter or cargo pants.**
- Navy, black, brown or tan skirts, skorts or jumpers (no more than 4 inches above the knee).
- Solid colored sweaters, fleece pullovers, sweatshirts and vests; no logos except for Holy Cross Spirit-Wear.
- Tennis shoes or others with socks; no sandals, clogs, platform shoes or roller shoes.
- Navy, black, brown or tan cotton twill or corduroy dress-style walking shorts (no more than 4 inches above the knee) or Capri-style pants may be worn from the first day of school until October 15th, and April 15th through the end of the school year. Any leggings worn under skirts or jumpers must be solid colors.

EARLY CHILDHOOD / 4K PROGRAMS

Holy Cross Early Childhood Programs provide children who are four years old with quality educational experiences in a Christian, caring environment. Holy Cross 4K will provide each child with experiences that will encourage spiritual growth, intellectual growth, social interaction, physical growth and a positive self-image. Early Childhood / 4K parents/guardians are expected to participate in and support Holy Cross School activities.

EMERGENCY INFORMATION

Every student is required to provide the school office with the following information:

1. Parent/Guardian name(s)
2. E-mail address
3. Complete up-to-date address
4. Home phone and parent/guardian work phone numbers
5. Two phone numbers for emergency contacts
6. Physician's name and phone number
7. Medical Alert information

Parents/guardians may indicate the names of persons (not more than three) to whom their child(ren) may be released. No other person(s) will be given the right without the parents/guardians changing the form.

EMERGENCY PROCEDURES

Emergency procedures for fire drills, tornado drills, bomb threats, hazardous spills, and crisis situations are on file in the school office and located in the Faculty/Staff Handbook. Evacuation procedures and routes are posted in every classroom.

EQUIPMENT USAGE

Our school has a variety of educational, safety, and janitorial maintenance equipment. Students are not permitted to use or handle equipment, unless they have official permission to do so. If school equipment is damaged because of negligence or unauthorized use, the person at fault is held financially responsible.

EXTENDED CARE PROGRAM

Holy Cross provides an Extended Care Program for students of the school from 6:30 a.m. until school begins and again after school until 6:00 p.m. There is NO EXTENDED CARE on early-release snow days, or mornings of weather-related delayed-start days.

The cost for the 2016-2017 school year is as follows:

- Before-School Care is \$3.50 per day per student.
- After-School Care, afternoon *partial session* from 2:40 until 4:00 p.m., is \$5.00 per day per student.
- After-School Care, afternoon *complete session* from 2:40 until after 4:00 pm is: \$10 per day for 1 child, \$13/day for 2 children and \$14/day for 3 children. Extended care closes at 6:00 pm.

Payment is due the week care is provided. If payment is not received by the end of the week, a \$3 late fee/per week will apply. Registration forms will be provided at the beginning of the school year and are available throughout the year in the school office. Registration fee is \$30 per child.

FAMILY VACATIONS

We encourage parents/guardians to plan vacations when school is not in session, however, realizing that this is not always possible, we request that:

1. If a vacation requires a student's absence from school, the matter should be discussed with the administrator and the teacher well in advance of the vacation.
2. A pre-excused absence form must be completed.
3. A written note of the vacation should be sent to the school office, as well as a letter to the bus driver (when appropriate) to inform the office and bus company of the upcoming absences for the student(s).

4. Because of our emphasis on hands-on work and cooperative learning, and the role of class discussion in the learning process, it is not always possible for homework to be gathered ahead of time for a student who will be missing school for any length of time. Homework that will need to be made up should be determined through discussion with the classroom teacher(s). Students are responsible for making up all missed coursework.

FAMILIES AND SCHOOL TOGETHER (FAST)

All parents/guardians are members of FAST. FAST is a way of integrating the goals of home and school for the benefit of the students. All parents/guardians, interested grandparents, and parishioners are strongly encouraged to attend and participate in the meetings and activities.

FAST sponsors several activities throughout the year. Members are notified of these activities and provided opportunities to participate and attend. Some examples include:

- Teacher Appreciation Week
- Teacher Welcome Lunch
- Gingerbread House
- Room at the Inn
- Family Socials and Activities
- Teacher Christmas, Family sledding, Hayride
- 8th Grade Recognition and Family Supper

FAST dues are \$50 for families with children in Grades K-8 and 5-day 4K, \$30 for families with children in 3-day 4K only, and \$20 for the 2-day 3EC families. FAST dues are charged in lieu of fundraising.

FAST provides Holy Cross students with wonderful educational and social opportunities that would not otherwise be available. The support of *all* school families is vital to the success of our school.

FIELD TRIPS

Field trips broaden the educational experience of the students. Through field trips, students will experience learning unavailable to them within their classroom, yet highly supportive of the curriculum.

Field trips and school related activities conducted under the supervision of the school are part of the school day and an extension of the classroom activity. All such activities must have approval of the school administrator before any preparations are made. In order to participate in a field trip, a student must submit a permission slip prepared by the school and signed by the student's parent/guardian. The teacher is to arrange for an adequate number of adult chaperons. There should be at least one chaperone for every ten students. Adult chaperones must have their background check and VIRTUS completed.

FIREARMS, WEAPONS, AND DANGEROUS OBJECTS

Firearms, weapons, and other dangerous objects are not permitted in schools or religious education buildings. The possession or use of such by employees, volunteers, or students is not permitted in the aforementioned buildings or on the grounds or property owned, used, or operated by the parish, school, or religious education program. Diocesan Policy #D/B code 4604.

FIRE DRILLS AND TORNADO DRILLS

Each month, during the school year, unless the weather is inclement, we will conduct a fire drill to practice emergency dismissal should a fire occur. Students will be instructed by their teachers where and how this exit is to take place. During the month of April, students will also be instructed as to what they should do in the event a tornado warning is issued.

FUND RAISING

Fundraising is absolutely essential to the existence of our school. All school families are required to participate in fundraising for Holy Cross Catholic School by contributing their time, talents and/or resources to the school's major fundraisers: Auction, Fall Fest, and Football Mania. Volunteer opportunities are available to accommodate all schedules (e.g., full-time working parents, stay at home parents, etc.). Each family is required to participate in these MANDATORY fundraisers, or choose the buy-out option.

In addition, school families are strongly encouraged to participate in other fundraising efforts, including but not limited to:

- General Mills Box Tops for Education
- Inkjet Cartridge and Cell Phone Recycling
- Campbell's Labels for Education

GRADING SCALES

The academic grading scales are as follows:

Kindergarten: S+ Exceeds basic requirements

S Satisfactory Progress; consistent with ability

S- Having difficulty meeting basic requirements

P Makes sufficient progress for student's aptitude but below grade level

U Unsatisfactory

Grades 1 & 2: S+ (90-100) Exceeds basic requirements

S (80-89) Satisfactory progress

S- (70-79) Having difficulty meeting basic requirements

P (0-69) Progress shown, but below grade level

Grades 3- 8: A 93-100

B 85-92

C 77-84

D 70-76

F 0-69

GRADUATION

Students completing Eighth grade will be recognized in a graduation ceremony, usually in the context of a liturgy, followed by a graduation reception. Students in Kindergarten will have a graduation ceremony.

HALLMARKS OF CATHOLIC EDUCATION

A special emphasis will be placed on incorporating the hallmarks of Catholic Education into all instruction taught at Holy Cross Catholic School. Our activities for Catholic Schools Week, as well as our Catholic Virtue/Value Education Program, will emphasize these four hallmarks.

1. *Message.* The Message will be brought out by having daily scripture be a part of our morning announcements that pertain to our Character Education theme of the month.
2. *Community.* Community will be worked on as we reach out to the shut ins of the parish and the people in area nursing homes.
3. *Prayer/Worship.* Prayer/Worship is done at the start of each day, and as we close our day, through Morning and Closing Prayer. We will also have weekly liturgies and other prayer services.
4. *Service.* We will be doing Service on a regular basis as part of the middle school Religion classes, but also in other grades as part of their activities throughout the year.

HARASSMENT AND SEXUAL HARASSMENT

It is the policy of the educational programs governed by the Diocesan Board of Total Catholic Education to maintain a learning and working environment that is free from harassment and /or sexual harassment. No employees, volunteers, or students associated with these programs shall be subject to harassment or sexual harassment.

It shall be a violation of these policies for any employee, volunteer, or student to harass another employee, volunteer, or student.

Violations of these policies and procedures will be cause for disciplinary action.

HEALTH CLASSES

Health classes will be taught to students in Grades 6-8 once each week. The Health Curriculum will incorporate the following content:

- Personal health (physical, mental, emotional, social)
- Nutrition
- Physical Activity
- Growth and Development
- Communicable and Noncommunicable Disease
- Disease Prevention
- Tobacco, Alcohol and Other Drugs
- Personal Safety and Injury Prevention
- Consumer and Community Health
- Environmental Health
- Family Living
- Relationships
- Conflict Resolution
- Body Image

- Body Systems

HEALTH PROGRAMS

Vision and hearing tests are conducted annually for specific grades under the supervision of the Green Bay Health Department. Vision is tested in kindergarten, first, third, fifth and seventh grades. Hearing is tested in kindergarten and first grade.

Students in grades four through eight will have the opportunity to participate in Human Growth and Development talks/videos.

HOLDING REPORT CARDS

At the end of the school year (third trimester), if a student/family has any outstanding balances, their report cards will be held in the office until balances are reconciled. Example of unpaid balances would be lunch accounts, library fines, and extended care payments.

HOMEWORK

Homework is an important extension of the teaching/learning that takes place in school. It can contribute to practice and drill that reinforces learning and can provide opportunities for study, research, and creativity. Parents/guardians can assist their children by providing a quiet place for the students to work and checking that the assignments are completed.

A student has the responsibility to complete assignments and prepare for classes to the best of his/her ability. An average amount of homework to be expected each day is:

- 10 to 30 minutes for primary students (Gr. K-2)
- 30 minutes to 1 hour for intermediate students (Gr. 3-5)
- 1 to 2 hours for middle level students (Gr. 6-8)

Depending on the student's own study habits, and/or special projects due, the amount of time required may be more or less. We strongly recommend setting aside a regular time and place each night for homework and study. If a child consistently has more than this amount of homework each evening, the teacher should be contacted immediately.

HOMEWORK ABSENCE FORM

When a student is absent, a homework absence form will be completed by the teacher listing work missed in each subject area due to the absence. Necessary textbooks and materials will be gathered with the form, and placed on the student's desk. Parents/guardians may collect these items at the end of the school day.

HONOR ROLL AND HIGH HONOR ROLL (Grades 6-8)

Students achieving a 3.00—4.0 average for a trimester, including all co-curricular classes, will have their names published on the Honor Roll as follows:

3.00-3.49-Honors

3.50-3.74-High Honors

ILLNESS AND INJURY

In case of illness or injury, a member of the school faculty and staff will care for a student temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, and parents/guardians or emergency contacts cannot be reached, the school office will call 911.

KINDERGARTEN

Students entering Kindergarten are required to be five years old on or before September 1 for the school year in which they are enrolling. Registration for Kindergarten takes place in spring, along with our enrollment of other students.

LEAVING SCHOOL

Students are not allowed to leave school grounds during school hours for any reason without written consent of their parents/guardians and without being signed out through the school office by an adult.

LIBRARY

The library is available to all our students on a regularly scheduled basis. Students are encouraged to use the library during regular library hours with the permission of their classroom teacher. They may use the library to read, check out books, return books, do reference work, or to work on special projects.

Students are financially responsible for fines for lost and/or damaged books and materials. The school will be reimbursed for the cost of any lost library book or materials or those returned in unusable condition. Books and materials damaged, but usable, will be assessed a fee depending upon the condition of the item.

LITURGIES

Liturgy is central to our faith. Our students, faculty, and staff participate in liturgies or other prayer service once weekly. Liturgies are celebrated at 8:00 a.m. on Friday mornings and/or Holy Days of Obligation or other major feasts. Students will have the opportunity to help plan and/or participate in liturgies throughout the school year. Parents are welcomed and encouraged to attend our school liturgies.

LOCKERS/DESKS/STORAGE

Students are expected to keep their lockers and desks orderly. Students are considered co-tenants of their lockers and desks; therefore, the school reserves the right to search this property when an occasion to do so becomes necessary. The school cannot be responsible for valuables left in the lockers and desks. Locks are not permitted on the lockers.

LOITERING

Students should leave school and school grounds promptly after classes or activities are dismissed.

LOST AND FOUND

The school will not be held accountable for items lost or stolen. We encourage students to leave valuable or breakable items at home, since accidents occasionally happen.

Clothing items should be labeled with the student's name (on the inside only). Items found will be placed in the designated Lost and Found area near the school office. Unclaimed clothing, after a reasonable amount of time, will be donated to St. Vincent de Paul.

LUNCH DUTY

Early Childhood : Families that have student(s) only in the Early Childhood Program (EC3 and 4K) will not be required to perform lunchroom duty.

K-8: Families that have student(s) in K-8 will be required to work three (3) lunchroom duties. These duties are approximately two (2) hours each. The number of lunchroom duties has been reduced this year from five to three.

Buyout: In the event that families elect not to perform or cannot perform the lunchroom duty, families still have the option of buying out. The buyout is \$15/hour, which is \$30/duty. Checks for the lunchroom buyout should be made to Holy Cross Parish.

Being a chair or co-chair of one of the fundraisers eliminates the requirement of lunchroom duty or buyout.

MEDICATION

Written instructions for dispensing medication (prescription and over-the-counter) are required before school personnel can administer medication to any student. A Medication Authorization Form is to be obtained from the school office to be used by a parent/guardian and/or physician to grant authorization to school personnel to give medication in the dosage prescribed.

The administrative assistant is designated to administer medication. In her absence, the Principal/Teacher will administer medication. We do not administer medication that does not have the drug store label or over the counter label on the container.

MEMORY BOOKS

Memory books are made each year and include the individual student pictures, faculty and staff pictures, and various group pictures. Memory Books will be available for purchase at the end of the school year.

NON-CUSTODIAL PARENT

Holy Cross abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, the school will provide the non-custodial parent access to academic records and to other school related information regarding the child. If there is a court order specifying that no information be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

NUTRITION PROGRAM—HOT LUNCH

Holy Cross lunches are prepared daily on site by our school nutrition staff. Lunches include fresh fruits and vegetables, whole grain breads, and milk. Students may choose on a daily basis whether or not they want lunch, or milk only. There is no microwave use/available for students.

The cost of lunch per day varies. See daily or monthly prices on the pink envelopes that are sent home to each family. Milk can be purchased for \$.40 per carton by students eating cold lunch, or students eating school lunch who would like more milk.

Each student will need to have a prepaid account to make their lunch, and milk payments. The nutrition staff will notify you when the account needs to be replenished.

Parents/guardians are welcomed and encouraged to join their children for lunch. Parents/guardians who wish to purchase a school lunch should notify the school kitchen by 9:00 a.m. on day the lunch is to be purchased.

OFFICE HOURS

School office hours are from 7:20 a.m. until 3:20 p.m. each day school is in session.

PARENTS/GUARDIANS AT SCHOOL

Parents/guardians are encouraged to visit school anytime and are also encouraged to attend FAST-sponsored activities and special programs presented by the students.

All school doors will be locked during the school day. This is to ensure the safety and protection of you, our students and our school. Any parent/guardian entering the school building during school hours must be “buzzed” in at the front door near the school office. After entry is granted, the parent/guardian must report to the office, sign in, and receive a visitor’s badge before entering any other area of the building. Upon leaving the building, he or she must sign out and return the visitor’s badge.

If anyone other than a parent/guardian is to meet a student at school, inform the school office. This, too, is for the protection of your child(ren). If a student is to be picked up during school hours due to illness or an appointment, the students will need to wait in the school office. The parent/guardian or other designated person will need to sign the student out before the student may leave the building.

PARENT/GUARDIAN KITCHEN DUTY

- One parent/guardian is assigned to kitchen duty each day.
- The parent/guardian should arrive no later than 11:00 am to check in with the office and obtain a visitor’s badge.
- A hairnet will be provided. After its first use, it will be kept in a sealed bag with the name of the parent/guardian for future use. A hat may be worn instead.
- The parent/guardian assigned to kitchen duty will help set up the dining tables, salad bar and serving table and then clean them.
- The parent/guardian assigned to kitchen duty will help set out and serve the meal.
- The parent/guardian assigned to kitchen duty will wash trays at the dishwasher.
- The parent/guardian assigned to kitchen duty will assist school lunch personnel with putting the dining tables, salad bar and serving table away.
- After the parent/guardian assigned to kitchen duty has finished all assigned chores, he or she should return to the office to sign out and return the visitor’s badge.

PARISH MEMBERSHIP

All families with children in the school are welcome to become registered members of Holy Cross Parish. As registered members of any parish that supports the GRACE system, all school children in the family are eligible for In-parish Tuition, provided however, that the family also meets the sacrificial giving levels set forth on page 40.

PARTIES

The faculty and staff, through consultation with administration, will schedule parties for special occasions. Room parents/guardians will be asked to assist at these parties. Nutritional snacks are encouraged whenever treats are sent to school. When students bring in birthday treats, they are only to do so for their classroom and siblings. Invitations to individual parties should not be distributed at school unless all students in the classroom/grade level are included. Please refer to the school wellness policy regarding snacks.

PETS

Pets of any kind are ordinarily not allowed in school. Teachers may give special permission for pets to be brought to school as part of a special program or activity, provided no students' health will be endangered by the presence of the pet (allergies or the like). Dangerous pets may not be brought to school.

PHYSICAL EDUCATION

Physical education is taught to students twice a week. Students, grades 4-8 are to change into shorts and a T-shirt for classes.

PICTURES

Individual pictures will be taken during the fall of the school year by a professional studio.

PLAYGROUND/PLAYGROUND RULES

Specific playground rules and procedures have been developed for the safety of all students at our school. The playground rules can be found on pages 18-20.

Injuries on the playground should be reported to the school office and/or the homeroom teacher. When the injury is serious, the procedure outlined by the parents/guardians on the student's Emergency Form will be followed. A report will be filed for each serious injury and maintained in the school office.

PROMOTIONS AND RETENTIONS

Promotions and retentions are based on each student's academic, physical, social, and emotional growth and involve consultation of the parents/guardians, the teacher(s), the school administrator, and other personnel involved with the student.

PRAYER AND LITURGICAL CELEBRATIONS

Holy Cross School shall provide opportunities for its students to participate in sacramental celebrations and prayer experiences, recognizing the Eucharist as the center of religious vitality.

A student from each Holy Cross Family (Grades 1-8) will present an afternoon prayer to the students and staff of Holy Cross School on one or more dates designated by the school administrator on the monthly school calendar. All students will participate in a prayer in the morning, before lunch and at the end of the school day.

Students will attend a weekly liturgy and will have opportunities to help plan and/or participate in those liturgies. See LITURGIES on page 33.

RECESS

Students in grades 4K-5 are to participate in a daily morning recess. In addition, students in 4K-5 will have recess either before or after lunch. Students are expected to obey and be respectful of the adult playground supervisors on the playground. Playground rules, found on pages 18-19, are to be observed while engaged in recess activities.

Students are expected to leave and enter the building in a quiet, orderly manner for recess periods. In case of inclement weather, students will engage in quiet activities in their respective classrooms.

Students with health problems are expected to have a written note from their parents/guardians excusing them from outside recess. They will remain in the classroom or may go to the office area, wherever there is an adult to supervise them.

RECORDS

A student's official file is kept in the school office. This file contains the student's registration form, diocesan progress reports and /or public school report cards, attendance records, kindergarten screening information, and standardized achievement test results. A parent/guardian wishing to review this file may do so upon 24 hours written notice to the school administrator to request an appointment to review the file.

Holy Cross School abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents/guardians. In the absence of a court order, the school will provide the non-custodial parent/guardian with access to academic records and to other school related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the court order.

REGISTRATION

Registration for Holy Cross Catholic School students and all GRACE students for the following school year begins in January. All registrations are done online through the GRACE website.

RELIGIOUS INSTRUCTION

Sacramental Guidelines

Religion is taught in each classroom. Students plan and participate in the liturgy. Sacrament preparation is a parish responsibility and is coordinated by the Faith Formation Administrator, through a cooperative spirit with the administrator and the pastor.

First Communion and First Reconciliation are scheduled and received in Second grade. Parents/guardians of a student receiving these sacraments are expected to attend the parent/guardian meetings scheduled as preparation for each sacrament.

REPORT CARDS

Report Cards are issued three times a year at the end of each trimester. See the School Calendar on pages 6 and 7 for dates marking the end of the trimesters.

SACRIFICIAL GIVING

Each registered parish family with children in the day school is expected to support the parish through sacrificial giving, in addition to their child(ren)'s tuition/education fees. To help meet the needs of the parish, a donation of \$780 per year (\$65 per month) is suggested. GRACE ask for an update each year to ensure families are in good standing and you may be billed non-parish tuition for the following year if you are not on pace to support the parish through sacrificial giving. Sacrificial giving is tax deductible, tuition is not.

SAFE ENVIRONMENT CURRICULUM

As part of our VIRTUS training, which each faculty and staff member participates in as well as each parent volunteer, we also teach once each year a curriculum issued by our diocese that teaches our students how to be safe. It helps our students recognize which places they are in that are not safe for them, and to recognize the need to have safe adults to speak to when they are not comfortable in a situation. This and many other things we do, help us protect children from sexual and other abuse.

SCHOOL SUPPLIES

A school supply list is provided at the end of the school year for the following school year. These supplies are modestly priced and easy to obtain. Supplies should be replenished throughout the year as needed.

SCRIP PROGRAM - TUITION REDUCTION

The Scrip Program offers families the opportunity to raise funds to help pay for a portion of their child(ren)'s educational fees simply by buying gift cards/certificates purchased through the Scrip Program. It costs nothing to participate and a percentage of the proceeds raised is automatically calculated and applied towards any outstanding educational fees.

Gift cards/certificates are available for purchase by the Scrip Program from numerous retailers, restaurants, and service providers at a discounted rate. When a family purchases them at face value through the Scrip Program, the difference in price (i.e., the face value minus the discounted rate) is credited to the Scrip Program. A percentage of the credited proceeds is then applied to the family's outstanding educational fees.

On purchases made by day school families, 59% of the proceeds credited to the Scrip Program is applied to your child(ren)'s outstanding educational fees and 41% of the proceeds is credited to the parish. If your tuition has been paid in full, the credit can be applied to your tuition bill for next year.

Scrip order forms will be sent home occasionally in the family packet and are always available on our school website and blogspot. Additional order forms are sent home with filled orders. Orders can be sent to school during the week and will be filled with available inventory and sent home on Wednesdays and Fridays. In most cases, items not available in inventory will be ordered on Monday and sent home by Friday. Scrip will also be available for purchase after most weekend masses.

Each participating family must purchase a blue envelope (cost is \$1 each) to send in their Scrip order forms and receive their Scrip purchases if sending them via the students.

Tuition-reducing purchases can be made year round. We will tabulate your credits earned and GRACE will periodically credit them to your tuition account.

SERVICE HOURS—STUDENTS

Students in all grades will be involved in service on a regular basis. The students will have an opportunity to help others locally, nationally, and globally.

Students in grades 6-8 are required to perform 10 hours of service per school year. The completion of at least 10 hours of community service will be 10% of the student's final Religion grade of the 3rd trimester. Please see the community service timesheet for more information.

SEXUAL HARASSMENT POLICY

GRACE is committed to creating learning environments where all people treat each other with dignity, charity and respect. GRACE follows the Diocesan Sexual Harassment policy. The GRACE administration will comply with all laws regarding the protection of children, employees and individuals at risk from harm. Sexual harassment and/or sexual abuse shall be reported to a school administrator. GRACE administrators will comply with all laws regarding the reporting of allegations of sexual abuse to proper civil authorities for investigation. Each allegation needs to be reported to the GRACE President and to the Diocese. Each complaint will be investigated. Disciplinary action may include suspension, expulsion, termination, and/or notification of legal authorities.

SITE ADVISORY COUNCIL (SAC)

The Holy Cross Site Advisory Council (SAC), formerly called the Board of Education, is responsible for site-based programs of the school. Their responsibilities include:

- Educate parents and students on school and GRACE matters
- Support efforts for marketing, enrollment, and retention of school families
- Promote community among all school and GRACE families
- Have responsibility for all site-based fundraising requirements, including raising the GRACE Budget Contribution: as the Site Advisory Council's top fundraising priority
- Consult with the GRACE President on issues related to school policy, the administration of school policy, school program needs and site-based fundraising
- Make recommendations to and/or support the Principal on matters related to policy, operations, budgets, and programming of the school
- Will not direct day-to-day operations or make school or GRACE policy

The SAC meets the third Tuesday of each month, in the Library beginning at 6:00pm. All meetings of the SAC are "open" except those sessions designated as Executive Sessions.

SNACKS

Students are permitted to bring healthy snacks for morning recess/break. In keeping with the development of good nutritional habits, snacks should be nutritious. Fruit, vegetables, yogurt, cheese, and crackers make good snacks. Soda will not be allowed at any time. Please refer to the HCCS Wellness Policy when planning your child's snacks.

STANDARDIZED TESTING

Holy Cross students in Grades K-8 will participate in MAP (Measures of Academic Progress) Assessments in the fall, winter and spring. Our school uses the results of these tests in evaluating and planning curriculum. The teachers use individual student results to determine individual student strengths and weaknesses. Specialized testing is available through our school personnel for students with special needs.

SUMMER CHILD CARE PROGRAM

Summer Care is offered throughout the summer months, June-August, for 12 weeks, for children age 4 and up. The program runs from 6:30 am -6:00 pm.

The cost of the program is as follows:

	<u>Full Days</u>	<u>Half Days</u>	<u>Drop In</u>
1st child	\$32/day \$155/wk.	\$17/day \$80/wk	\$6.50/hr.
2nd child	\$29/day \$140/wk.	\$15/day \$70/wk.	\$4.50/hr.
3rd+ child	\$25/day \$120/wk	\$12.50/day \$60/wk	\$4.50/hr

Program costs are subject to change. Information and registration forms will be sent home in early Spring.

SUPERVISION

Students enter the building with the first bell at 7:30 a.m. Our school assumes responsibility for the students who ride buses from the time they arrive in the morning until they leave on the bus at the close of the school day.

Students for whom other transportation is provided or who walk to school are not to arrive at school before 7:30 a.m. unless the students are participating in the Before School Program. They are to leave the school grounds when school is dismissed, unless the students are part of the After School Program. Parents and guardians are responsible for students who arrive and leave before and after these stated times.

SUPPORTIVE CONSULTANT PROGRAM

This program is an outreach program designed to assist our faculty in identifying learners with challenges, identifying learners who are advanced, and utilizing various strategies to address specific learning styles for all students.

The Supportive Consultants assist our classroom teachers by developing a support plan for students in their classrooms who may have special needs.

Our Supportive Consultants have received the training and materials necessary to administer diagnostic assessments and to interpret the results of the assessments. As a result of these assessments, accommodations, modifications, interventions, remediation and/or differentiation strategies may be implemented for our students.

Holy Cross students may no longer have to be referred to the Green Bay Public School System for these types of diagnostics and assessments.

SUSPENSION/EXPULSION

In 1972, the American Catholic Bishops stated that Catholic schools are communities of faith. This means that the students and the teachers of that community recognize the presence of Jesus in them and in every other member of the community. This undertaking challenges us to model respect, justice and responsibility to one another in our discovery of God's creation.

In general, GRACE schools' discipline programs will follow the philosophy of the National Catholic Education Association guidelines, "Discipline in the Catholic School." The principal, teachers and staff realize that students learn best in an environment that promotes positive and trusted interactions. Therefore the discipline process is one that recognizes the worth and respect of every individual.

In-School Suspension:

The student will spend the entire day or days (no more than two) separated from the rest of the class in a designated area under supervision of the administrator; assigned work to be completed by the end of the day; and the student will be expected to make up missed tests or class work. The purpose of an in-school suspension is to place disruptive students for periods of time, in an appropriate, supervised, in-school environment where student learning can continue. Parents/Guardians will be notified by the administrator of an in-school suspension and a parent/guardian conference will be scheduled.

Out-of-School Suspension:

Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the administrator at each GRACE school. Suspensions may be recommended by teachers, but may be implemented only by the administrator after conference with teacher(s).

There are two general situations that may lead to an out-of-school suspension:

1. When the moral or physical well-being of the student body or staff, or personal or school property, is endangered.
2. When there is a prolonged and open disregard for school authority.

If the administrator determines that a suspension is justified due to a serious violation of school rules, the student may be suspended for no more than five consecutive school days unless the suspension is pending expulsion, in which case it may be for no more than 15 days. The student and parents/guardians must be given notice. The parents/guardians are entitled to be given an explanation of the evidence that the school administrator(s) possesses. A conference must be scheduled between the student, parents/guardians and administrator within five (5) school days following the beginning of the suspension.

Students who receive out-of-school suspension will not be allowed on campus during the time of their suspension or allowed to participate in or attend any school related activity including all extra-curricular

activities. Students will complete a packet of work and must make up all missed classwork, homework, tests and quizzes.

After an out-of-school suspension and prior to the student returning to school, the student may be placed on probation with a behavior contract which is for a limited time during which a student must fulfill the terms of the behavior contract or the student faces expulsion.

Expulsion:

Expulsion is the permanent exclusion of a student from a school. Full credit will be given for all work accomplished by the student up to the date of expulsion.

Various situations may lead to expulsion of a student from school. These include but are not limited to the following offenses:

- Acts which, in the judgment of the school, endanger the moral, academic, or physical well-being of the student body;
- Where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons;
- Prolonged and open disregard for school authority;
- Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

Expulsion from GRACE schools begins with suspension by the administrator. This removes the student from school until the proposed expulsion can be reviewed. The administrator notifies in writing the student and parent/guardian of the suspension with the possibility for expulsion and the specific charges. The administrator informs the GRACE President and the Chairman of the GRACE Board of Trustees.

A record shall be kept of previous measures of remediation, counseling, probation, conferences, and/or suspension. This documentation shall include written communication between the school and family. In the case of serious circumstances, as described in “a” or “b” above, the student shall be immediately suspended until the process can be completed.

Following the decision of the administrator for expulsion, the student and parent/guardian are notified in writing of their right to appeal to the Executive Committee of the GRACE Board of Trustees within five (5) school days of the expulsion. The request for appeal must be in writing.

If the student or parent/guardian files a petition for a hearing within the prescribed five days, the hearing according to Diocesan policy shall be set as soon as practical. The Executive Committee of the GRACE Board of Trustees shall conduct the hearing. The student and parent/guardian are informed of the date, time, and place of the hearing.

Hearing procedures: The administrator states the reason for expulsion and provides documentation. The student or parent/guardian presents his/her case. The hearing panel then asks whatever questions are

necessary for their understanding of the facts and circumstances. Cross-examination is allowed. All expulsion hearings shall be closed hearings.

Decision process: When the hearing panel decides it has enough information to make a determination, the panel will go into executive session. The student, parent/guardian and the administrator will be informed of the panel's decision in writing.

The administrator shall properly document all expulsion cases including grounds, evidence, record of conferences and final notice. Such documentation shall be maintained in a separate file and apart from the student's permanent record. The student's permanent record shall indicate that the reason for transfer was expulsion. Expulsion must be reported to the GRACE President and the school to which the student transfers.

Expulsion from GRACE schools may be permanent, or the building administrator or the Executive Committee of the GRACE Board of Trustees may set conditions for re-admittance on a case-by-case basis.

TARDINESS

Any student who arrives at school after 7:40 a.m. is considered tardy. If a student leaves school before 9:00 a.m., the student will be marked absent for the day. A student who leaves school after 11:00 a.m. will be marked absent for 1/2 day.

TELEPHONE CALLS TO SCHOOL

During school hours, calls should be made to students and faculty/staff members only when urgent. Parents/guardians wishing to contact a teacher may call school anytime, and the teacher will return the call as soon as possible.

THIRD SOURCE FUNDRAISING (TSF) REQUIREMENTS

The cost of educating our children at Holy Cross comes from three sources. The first, and most obvious, is the tuition that we pay to GRACE. The second is an amount that is provided by our parish, which is why it is so crucial that we financially support our parish as well with the sacrificial offering we make.

The third source of the revenue needed to provide the top notch Catholic education that our children receive is called Third Source Funding (TSF).

TSF (Third Source Funding) Hours:

As we continue to work on building community while striving to meet our financial goals, however, all focus will be on our four main fundraisers: Fall Fest, Football Mania, the Auction, and Magazine Sale.

The number of TSF hours required of each family has been reduced to five (5) hours.

Football Mania: ALL families will be required to buy and/or sell ten (10) Football Mania tickets at \$20/ticket. This year, to encourage more participation, every Football Mania ticket bought/sold in excess of the required

ten (10) fulfills 30 minutes of TSF hours. Again, chairing this program eliminates the requirement for lunchroom duty.

Magazine Sale: The base goal remains at \$25 per family. However this year, for every \$25 of PROFIT generated in excess of the initial \$25, one (1) TSF Hour is fulfilled. We will not be considering fractions of profit for TSF Hours.

Fall Fest: ALL families are required to buy two (2) tickets to the Fall Fest event. The co-chairs for Fall Fest from last year volunteered to co-chair again for this school year. The co-chairs will again have ample opportunity for families to perform TSF Hours by volunteering to help make this a fun event and a financial success. Sign-up sheets will be available.

Auction: ALL families are required to buy two (2) tickets to the Auction. We still are in need of auction (co)chair(s). Keep in mind that being a (co)chair alleviates the need to perform lunchroom duty. Also, with this year's structure there should be more participation. Please contact a SAC committee member if you are willing to be a chair.

TRANSFER

When transferring to another school, records will be issued upon receipt of a written request from the new school.

TRANSFER STUDENTS

The GRACE Schools welcome students who transfer from another school based on availability of space. Parents/Guardians who wish to transfer their student(s) into a GRACE School begin the process by setting up an appointment with the School Principal. Parents are asked to provide the School with records for the purpose of placement only. The Principal will work with the Parents/Guardians to place the student, recognizing the satisfactory completion of previous coursework. Coursework completed through another school, satisfactory completion of coursework through home-schooling and online coursework are acceptable.

TRUANCY

Section 118.15 of the Wisconsin Statutes defines truancy as an absence without just cause or an absence without notification of the school. The same parent/guardian responsibilities apply to our school as to a public school. All cases of truancy must be reported to the local public school attendance officer.

VANDALISM

Willful damage or destruction of school property is cause for immediate suspension or possible expulsion. Our school policy requires restitution be made by the student(s) according to the terms determined by the school administrator.

VIRTUS TRAINING

VIRTUS Training is a program the faculty, staff, and administration is involved in to create a safe environment for our students. Each employee and/or volunteer of Holy Cross Parish who spends time with our students on a regular on-going basis must be trained in VIRTUS. The purpose of VIRTUS training is to educate attendees

about situations and circumstances where sexual abuse could occur. In addition to the training session, employees are also required to complete online training.

Before parents/guardians can participate in school activities with students and/or chaperone field trips, they must also be VIRTUS trained and eApps approved. Please contact the school administrator for more information.

VISITORS

All visitors to the school must check in and out at the school office. Parents are welcome to visit the school during the school day. If a parent wishes to visit a classroom for any period of time, the parent should inform the school office.

Policy Handbook Agreement Form

Please read over the entirety of the policy handbook carefully. Each family is required to sign the provided form stating they have read the handbook and agree to abide by its contents.

No policy handbook can cover everything that might happen throughout the year. The administration looks at each issue and makes decisions based on the information provided. Please note that the administration reserves the right to change or add policies as necessary.

ACCREDITATION STATUS

Holy Cross School received accreditation
in 2012 through the
Wisconsin Religious and Independent Schools.
This Accreditation will be renewed in 2020-2021.

Holy Cross Parish Mission Statement

Holy Cross Parish Family, with the Eucharist as our center,
welcomes all God's people through our open doors.

By working together as a strong faith community,
we live what we believe. Our Catholic heritage and
solid educational tradition provide the foundation
upon which we build for the future.

Adopted by the Pastoral Council March 31, 2009

