



HCCS Family Handbook 2023-24

Holy Cross Catholic School
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Gracesystem.org

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.

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PRINCIPAL WELCOME

Holy Cross Catholic School focuses intensely on the development of the whole student – mind, body and soul. It is our goal to cultivate and foster in our students the 21st-century skills of critical thinking, creativity and collaboration and effective communication. We nurture a positive culture where the dedication to educate children is integrated with our Catholic faith, living out the Gospel and dedicating ourselves to stewardship both inside and outside the classroom. Holy Cross is a committed community of parents, faculty, staff, administrators, clergy, and site advisory council passionately dedicated to the complete development of each and every student. We have tremendous hopes and dreams for each of our students, but none so great as the desire to witness them using the knowledge they have gained to answer the call to serve others with great love.

Kari Peterson
Principal
kpeterson@gracesystem.org

REQUIRED RESOURCES

This Family Handbook includes expectations and practices in place at Holy Cross Catholic School. All practices and expectations are based on Diocesan Board of Education and GRACE School System policies which are the governing authorities of Holy Cross Catholic School. Interpretation of this Handbook is ultimately the responsibility of the school Principal and system President.

- **GRACE Family Handbook 2023-24 - [\(LINK HERE\)](#)**
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 - Accreditation
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This Handbook is available on our website. The GRACE Family Handbook protocols are linked within this School Family Handbook electronically.

The School and GRACE School System retains the right to amend the Handbooks for just cause. Parents/Students will be given notification when changes are made.

As completed within the enrollment process, parent(s)/guardians(s) agree to be governed by the School Name and GRACE Family Handbooks and understand that it is my/our responsibility to read and comply with all policies contained in the Handbooks and any revisions made to them.

ABOUT GRACE

The Green Bay Area Catholic Education (GRACE) school system is a 23-parish collaborative educational ministry that operates eight preschool through eighth grade schools and one preschool through tenth grade classical school. Formed in 2008, GRACE's neighborhood schools are geographically distributed throughout the greater Green Bay area with strong connections to the area parishes and the broader community.

ABOUT OUR SCHOOL

Perched on a ledge overlooking the Bay of Green Bay, our staff and students not only have an amazing view, but a positive outlook on life and learning. We're a small school with big picture thinking that drives new initiatives and innovative programs on education and faith, making each day a hands-on and interactive experience with an emphasis on the environment.

The primary goal of the Holy Cross 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 the 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-oriented values.

The faculty/staff and administration maintain a standard of excellence through programs which provide for the spiritual, intellectual, social, emotional and physical growth of each child. We also are now accredited by the Wisconsin Religious & Independent School Association. (WRISA)

We invite you to come learn more about our wonderful school.

❖ 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.

❖ **FAMILY RESPONSIBILITIES AND EXPECTATIONS**

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 Active Parishioner Incentives towards tuition, provided however, that the family also meets the sacrificial giving levels set forth by the parish.

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 \$830 per year (approximately \$70 per month) is suggested. GRACE asks 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.

❖ **OFFICE HOURS**

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

❖ **FACULTY AND STAFF** ([link to website directory](#))

ACADEMIC CALENDAR

The academic calendar provides key dates for all GRACE schools and is posted on the GRACE system website- [LINK HERE](#).

Refer to our website, [LINK HERE](#) 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.

ACADEMIC INTEGRITY

Holy Cross Catholic School underwent the process of renewing its accreditation status during the 2018-2019 school year and was accredited in June of 2019 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.

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 forth by having daily scripture be a part of our morning announcements that pertain to our values and virtues.
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 committing to service projects 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.

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.

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 or other care 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 school 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.

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. 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.

ATHLETICS

Students at Holy Cross may participate in soccer, basketball, volleyball and/or track. Team members may 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.

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 be signed into the office by an adult and given 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. Excessive absences, whether anticipated, excused or unexcused, may make it necessary to have a conference with administration, parents/guardians and student.

❖ **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.

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.

❖ **LEAVING CAMPUS**

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.

❖ **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. The office tracks the number of times a student is tardy. A pattern of tardiness will result in parent contact. Excessive tardiness may result in the initiation of truancy procedures.

❖ **TRUANCY**

Parents/guardians have the responsibility to have their children in attendance at school. Section 118.15 of the Wisconsin Statutes defines truancy as an absence without just cause or an absence without notification of the school. Our state defines “habitually truant” as a student who has been absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school year. The same parent/guardian responsibilities apply to our school as to a public school.

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.

BEFORE, AFTER & SUMMER CARE (BASC)

Holy Cross provides an Extended Care Program for students of the school (when offered) from 6:30 a.m. until school begins and again after school until 5:30 p.m. There is NO EXTENDED CARE on early-release snow days, or mornings of weather-related delayed-start days.

Cost:

There is a yearly registration fee of \$25.00 per student or \$35.00 per family. Fees are \$5.00 per hour per child for pre-planned care and \$7.50 for drop in care. Fees will be prorated at 15 minute intervals.

Payment is due Monday each week care is needed. All families are asked to keep a positive or zero balance in their account. Prompt payment on all negative balance accounts is expected. We reserve the right to deny program attendance for families with excessively negative accounts.

Please make checks payable to GRACE.

Late Pick Up:

BASC closes promptly at 5:30 pm. In the event a child is picked up after closing time, you will be assessed a Late Pick-up fee of \$1 per minute per child per caregiver staffed. We reserve the right to deny program attendance for families with habitually late pickups.

Students who are not registered for BASC, but are not picked up from school by 2:50 PM will be sent to BASC. You will still be charged the regular hourly rate per child. After the third instance of late pick up/BASC attendance, you will also be charged the \$25.00/child registration fee.

During the day you can email at jdavister@gracesystem.org or call at **920-468-0625 x 3** with any messages.

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 with proper authorization on file. 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 others of the like, are not permissible and may not be ridden or brought to school.

BOOK/TEXTBOOK CARE

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 care.

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 (920-468-6515)

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 the bus is in motion and follow all directions of the 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 may fill out a misconduct report. This report is then to 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 canceled 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 and SwiftK-12 PowerSchool alert system. In the unusual circumstances where school must be canceled 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 in these cases.

CELL PHONES/ELECTRONIC DEVICES

All cell phones, iPad/iPods, and tablets of any kind, in addition to smart watches, are to remain in the student's backpack, locker or office and turned off between 7:40 am - 2:40 pm unless students are given permission by their teacher to use them 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 the principal will keep it in his/her office for the student to pick up at the end of the day; 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 DEMOGRAPHIC INFORMATION (ADDRESS/PHONE)

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.

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
- 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 wood chips
- 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. 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 (Spring when weather is snowy). Grades 6-8 need them to leave the blacktop during the winter months.

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 the weather is conducive to outdoor activities. As a general rule, children will remain indoors if the

air temperature of the 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 ensure 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.

COVID-19

The safety of our students and staff is a priority. Diligent work continues due to the COVID-19 pandemic to aid in the protection of our school communities. All parents/guardians are responsible to review and adhere to any important information including policies, protocols and guidance. *Please know that the contents and outlines of the protocols followed at Holy Cross School may be adjusted to keep with the ever changing needs due to the pandemic.*

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 who were 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. 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.

The following curriculum is offered:

- Art
- Band, grades 5-8
- Computer Education / Technology
- Health - Human Development
- Language Arts - An integration of reading, literature, phonics, penmanship, speaking, English, spelling, listening skills, and writing
- Math
- Music - Choir 5-8 / General music PK-4
- Physical Education
- Religion
- Science
- Social Studies
- Foreign Language - Spanish (K-8th)
- Safe Environment
- Other Programs - Junior Achievement, DARE, Student Leadership

❖ **Student Assessment - STAR Assessment**

As of fall 2023, the GRACE School System has officially transitioned all standardized testing to the STAR Assessment from the NWEA MAP Assessment in alignment with Green Bay Diocese requirements. The STAR Assessment is created and managed through the Renaissance organization, which is dedicated to producing reliable, valid, and effective data points for teachers. GRACE is excited to partner with Renaissance as we embark on a new pathway of

assessing and monitoring the progress of GRACE students from K through grade 8. All tests with the exception of the STAR CBM test will be administered 3 times each school year (fall, winter, and spring).

DISCIPLINE

Discipline with a Purpose is a developmental approach to teaching self discipline summarized into 15 skills for behavioral guidance and success. These skills are pre-taught, modeled and infused into practices to students (referring to the skill - not the behavior) to allow each child to self correct and follow the rules of respecting self, others and spaces, contributing to the learning and following classroom and school procedures.

Skills taught:

Listening
Following Instructions
Asking Questions
Sharing
Social Skills
Cooperation
Reasons For Rules
Completing A Task
Leadership
Communication
Organization
Resolving Problems
Initiating Solutions
Fact v. Feeling
Service To Others

The plan is designed to follow a sequence of steps to help a child draw attention to the behavior and direct actions towards self-discipline.

Upon identifying a negative behavior, the adult will support and assist the student to self correct to avoid consequences or referrals.

These steps include:

1. Provide a ***non-verbal cue to the student*** to such as a gentle tap on the desk or making eye contact to redirect behavior
2. Provide a ***verbal prompt or warning*** to the student
3. ***Private conference with student*** (prompting student to reflect on which skill he/she is missing to correct the problematic behavior)

4. Schedule a *conference with the student and parents* to discuss

Occasionally, removal from the group is necessary to protect a student and/or the learning environment of the school. This is essential when a student displays behaviors of danger, major disruption and disrespect:

1. Is in physical or psychological danger or puts another in danger.
2. Is irrational or unreasonable, or
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 again meet with the principal.
- 2) The student will again receive a referral form and notify parent(s) by phone or note.
- 3) A conference with the teacher, parent(s), student and principal will be scheduled and a warning prior to further disciplinary action will be issued.
- 4) A discipline plan will be drafted, reviewed with parents and signed by all parties involved.

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 a parent(s), teacher(s), student and principal prior to re-entry to class and a discipline plan may be written, 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 to class.

Note: Step Three may 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 affect change, the student will move to Step Four of the plan.

STEP FOUR: The administrator will use assistance by local law enforcement 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.

ALCOHOL/DRUGS/SMOKING

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.

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

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.

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.

CHEATING/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 an 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 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.

LOITERING

Students should leave school and school grounds promptly after classes or activities are dismissed unless supervised by a parent or guardian.

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 a 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.

DISPUTE/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.

DRESS CODE/UNIFORMS

Holy Cross Catholic School's mission centers around fostering an environment best suited to learning and faith development. The purpose of the student dress code is to create a respectful, professional learning environment with particular emphasis on neatness, modesty and cost effectiveness. Parents or guardians are expected to support the school's enforcement of the Student Dress Code, thus supporting our values and morals. Students who don't comply with these guidelines may be asked to call their parents or guardian to bring appropriate attire to school. The Dress Code for Holy Cross Catholic School (K-8) is as follows:

GENERAL GUIDELINES

- Clothing is to fit properly. Clothing may not be form-fitting, see through, too tight or oversized. Undergarments may not be visible. ****Leggings and tights may ONLY be worn under proper-length skirts or jumpers.****
- Clothing must be neat and clean. Holes or frayed clothing are not allowed.
- Clothing may not contain pictures of and/or writing referring to alcoholic beverages, tobacco products, sexual reference, profanity, violence, weapons or drugs.

- No hats or hoods are allowed to be worn in the building during school hours. (exception: Holy Cross hooded sweatshirts may be worn indoors on Spirit Tuesday dress days and hooded sweatshirts will be allowed on Choice Dress Days.)

GROOMING

- Hair must be clean and neatly groomed. Extreme hairstyles are not permitted. Hair may not obstruct the student's vision and must be worn in a manner that does not endanger the student.
- Hair color must be of natural color (no pink, purple, neon, green etc.) Temporarily colored hair for special school spirit activities is acceptable.
- Excessive makeup, jewelry and/or accessories are not allowed. Visible body piercing is not permitted except earrings. For safety reasons, no hoops or dangling earrings or excessively long or fake fingernails are permitted.
- No visible body tattoos are permitted. Drawing or writing on skin is not allowed. The exception related to this are spirit days with temporary rub-on tattoos.

UNIFORM COLORS/SPECIFICS

Shirts: (Solid only) (cotton or poly/dri-fit material) Navy blue, royal blue (Holy Cross color), light blue, red, white (Holy Cross logo is optional). Long sleeve or short sleeved with a polo or turtleneck collar.

Dresses: (Solid only) (cotton or poly/dri-fit material) Navy blue, royal blue (Holy Cross color), light blue, red, white. Long sleeve or short sleeved with a polo or turtleneck collar. Dresses may be no more than 4 inches above the knee.

Tights/Leggings: White, blue or black (**No patterns or textures**)

Bottoms: Pants/Shorts/Capris (during the correct months): Navy blue, brown, khaki, black (cotton twill, broadcloth or corduroy) Shorts may be no more than 4 inches above the knee.

Skorts/Jumpers/Skirts: Navy blue, brown, khaki, black or HCCS Plaid (Lands End) (cotton twill, broadcloth, corduroy or blended polyester) Skorts, Jumpers and Skirts may be no more than 4 inches above the knee.

- Plaid uniform-style/jumpers are allowed (see the correct Holy Cross pattern below or on Lands End website: <https://www.landsend.com/shop/school/S-ytp-xe8>)
- **No cargo or carpenter styles, frayed hems, holes in clothing or denim material will be allowed.**
- Legging-style pants are only permitted when worn under a skirt or jumper.
- Skirts/skorts, shorts, jumpers, dresses and shorts may be no more than **4 inches** above the knee.
- Capris, shorts, dresses, jumpers and skirts without tights/leggings may **ONLY** be worn in August, September, October and April, May and June.

Shirts: (see color options above) May be untucked except when attending Mass.

- Solid color collared or turtleneck style with sleeves must be worn as a part of the uniform.
- Holy Cross School logo shirts are optional (purchased from Lands End) otherwise no logo bigger than a quarter and NO other wording is allowed.
- Long-sleeved shirts may be worn under short-sleeved shirts (uniform solid colors only)

Fleece:

- Navy blue, royal blue or black fleece with Holy Cross logo only (available through Lands End or Holy Cross Spirit Wear sale). These fleece may be worn every day as part of the uniform.

Sweaters:

- Solid only: White, blue or red (no hoods) - NOT sweatshirt material

Socks/Tights/Leggings (see color options above)

- Leggings (socks required) and tights may only be worn under proper-length skirts or jumpers
- Socks must be worn and visible every day
- No patterns or textures to tights or leggings
- Dress shoes or tennis shoes **ONLY**
- No heels, wedges, open toes, open backs, light up, wheels, slippers, Croc style shoes or boots with heels. **Ugg type boots are allowed**, Snow and rain boots are not allowed to be worn inside.

Approved Plaid

The following plaid is acceptable:



Classic Navy Plaid

DRESS DOWN/CHOICE DRESS DAYS

- Casual clothing, athletic wear such as joggers and sweatpants, jeans, dresses/skirts (no more than 4 inches above the knee), sweatshirts, appropriate logos/pictures/words (hooded sweatshirts allowed)
- No tank tops or spaghetti straps
- Leggings and tight pants must be covered by skirt or dress
- Must follow all general guidelines (see above)

- **The above also pertains to Packer Dress Days during specified HOME GAMES and PLAYOFF GAMES ONLY.**

SPIRIT WEAR (EVERY TUESDAY)

- Holy Cross School Spirit Wear, NDA, or SNC shirts/sweatshirts/fleece (hooded sweatshirts are allowed)
- **Uniform bottoms are required on Spirit Wear Days.**

SCOUT UNIFORMS

- Scout uniforms are allowed on meeting days.

GYM CLOTHES

- **Gr. K-4:** A pair of non-marking tennis shoes should be left at school for indoor use only.
- **Gr. 5-8:** Students must change into loose fitting shorts or pants and an appropriate short/long sleeved t-shirt for gym class (no tank or spaghetti strap shirts or leggings are allowed)
- Shorts must be no shorter than 4" above the knee
- **Appropriate logos/pictures/words only**

DRESS CODE VIOLATION PROCEDURES:

- Parents/guardians may choose to bring a change of clothes or have Holy Cross provide a used uniform item for the day.
- A verbal reminder will be given to the student indicating the first dress code infraction.
- A written notice will be issued for any second or subsequent violations of dress code and will require parent/guardian signature.
- A parent/administrator meeting will be held with the 3rd violation in order to set up a plan of action to prevent any further issues.
- The school reserves the right to interpret and take action on violations of the Student Dress Code. In individual circumstances the school reserves the right to declare certain clothing or grooming unacceptable. Clothing with inappropriate words or pictures is never allowed. *Parents are expected to support the code as it is written.*

The Land's End Holy Cross page is available on their website and is optional to use.

Our school code is 900079476

<https://www.landsend.com/shop/school/S-ytp-xe8>

GENERAL

No emblems, no extra pockets or loops, solid colors

Top Colors:

 **White**



Bottom Colors:



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.

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
- Gingerbread House
- Guest Speakers
- NEW Shelter Meal
- Family Socials and Activities
- Teacher Christmas, Family sledding,
- 8th Grade Recognition and Family Supper

FAST dues are \$50 for families with children in Grades K-8 and 5-day 4K families (\$20 for families with children in 3-day 4K and 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.

FUNDRAISING/THIRD SOURCE FUNDING

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 which may include: Annual Auction For Education, GRACE Calendar Raffle, Golf Outing and other opportunities. Additional 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.

The cost of educating our children at Holy Cross comes from three main sources: the tuition families pay to GRACE for their child(ren), a portion provided by the parish, and our collaborative fundraising efforts referred to as Third Source Funding(TSF).

The Site Fundraising Agreement (as defined in the contract) requires participation of the indicated TSF events. If you prefer to buy out of the Site Fundraising Agreement (as defined in the contract) the fee is \$800. The deadline for the buyout will be *May 31, 2024.*

In addition, each family is required to complete 5 TSF hours as part of the Service Units Agreement. Your involvement in Holy Cross fundraising activities count towards TSF hours for your family.

- Option #1 -- Complete all 5 TSF hours
- Option #2 -- Buyout Option
- Option #3 -- Combination (complete some TSF hours and buyout the remaining hours at the end of the year)

If you prefer to buy out of the Service Units Agreement (as defined in the contract) the fee is \$250 (\$50/TSF hour). The deadline for the buyout will be *May 31, 2024 for the 2023-24 school year.*

Families are required to submit all TSF hours electronically to receive credit for their time. You can find the form on the school website and here: [HCS TSF Submission Form](#).

At the end of the school year, any outstanding requirements will be calculated by SAC and invoices will be sent to families for reconciliation. Should parents not complete or pay the remaining balance, their student(s) will not be permitted to participate in extracurricular activities or attend field trips until the balance is paid in full.

Contact SAC at SACHolycross@gmail.com with questions.

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 Cartridges Recycling
- **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 is asked to utilize a blue "SCRIP" envelope 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.

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 celebration of learning. Preschool students will have a Preschool graduation ceremony.

HEALTH CLASSES

Health classes will be taught to students in Grades 7-8 each week. The Health Curriculum follows with Diocesan guidelines and curriculum.

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/EXTRACURRICULARS/FIELD TRIPS

At the end of the school year (third trimester), if a student/family has any outstanding balances, student report cards for that school year, and/or extracurricular privileges and/or field trip participation may be withheld until balances are reconciled. Examples of unpaid balances would be lunch accounts, library fines, fundraising obligations (as noted above) 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.

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 recognized on the Honor Roll as follows:

3.00 - 3.49 - Honors

3.50 - 3.74 - High Honors

3.75 - 4.00 - High 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.

IMMUNIZATION

State law requires that all students provide written evidence of immunization against certain diseases within thirty school days of admission. These requirements are waived only if a properly signed health, religious, or personal conviction waiver is filed with the school.

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.

LIBRARY MEDIA CENTER

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.

LITURGICAL WORSHIP/MASS ATTENDANCE

Liturgy is central to our faith. Our students, faculty, and staff participate in liturgies or other prayer services 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. Holy Cross Catholic School shall provide opportunities for its students to participate in sacramental celebrations and prayer experiences, recognizing the Eucharist as the center of religious vitality.

All students will participate in 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.

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.

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.

MEDICATIONS

Written instructions for dispensing medication (prescription and over-the-counter - including cough drops) 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.

PARTIES

The faculty and staff, through consultation with administration, will schedule parties for special occasions. Parents/guardians may 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.

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 5-8 are to change into shorts and a T-shirt for classes. Please see the Dress Code for specifics as to appropriate attire.

PLAYGROUND/CAFETERIA RULES

Specific playground rules and procedures have been developed for the safety of all students at our school. 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.

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/pushing games
- violent make believe games or role playing
- crossing the cones/road to retrieve a ball
- playing on the bridge, in the creek or in the outdoor classroom space without supervisor permission
- crossing the creek any way other than using the bridge
- playing on the side of school building or out of view of the supervisors
- throwing wood chips
- 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. 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 (Spring when weather is snowy). Grades 6-8 need them to leave the blacktop during the winter months.

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

Students are to wait to open the school doors and/or exit the building for recess until a supervisor is present and prepared for duty.

Cafeteria Rules

- Students will treat all people politely and use appropriate dining room manners
- Students must remain seated while at the table
- 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
- Students will wait until they are dismissed by the supervisor to leave for recess

PRESCHOOL PROGRAM

Holy Cross Preschool Program provides children who are three and four years old with quality educational experiences in a Christian, caring environment. Holy Cross Preschool will provide each child with experiences that will encourage spiritual growth, intellectual growth, social interaction, physical growth and a positive self-image. Our outdoor learning space offers a "risk rich" environment. We commit to the safety of students and staff while encouraging learners to assess risks as we guide them through experiences showing them how to learn to deal with risks rather than avoid them. Risks are evaluated through three questions:

- What is the positive and wonderful benefit of doing this activity?
- How will we stay safe?
- What do we need to be aware and careful about?

We present reasonable challenges (not hazards) for our children to work through - while experimenting to achieve a goal or understanding.

Preschool parents/guardians are expected to participate in and support Holy Cross School activities. The birthday cut off dates are turning three before Sept 1st for the three year old half day program and four before Sept 1st for the 4K Preschool program.

PROMOTION AND RETENTION

Promotions and retention 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.

RECESS

Students in grades PK-5 are to participate in a daily morning recess. In addition, students in 4K-5 will have recess either before or after lunch. Students in 6-8 will have recess following their lunch period. Students are expected to obey and be respectful of the adult playground supervisors on the playground. Playground rules 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.

RELIGIOUS INSTRUCTION

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.

The sacraments of First Communion and First Reconciliation are scheduled and received in Second grade. If parents/guardians choose that their student receives these sacraments, these adults 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 for dates marking the end of the trimesters.

SAFETY

- School Safety Plan [LINK HERE](#)
- **DIOCESAN 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 PICTURES

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

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. 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, etc... Soda and gum will not be allowed at any time unless approved by a teacher for a special circumstance.

STUDENT SERVICE HOURS

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.

STUDENT SERVICES

The Student Services 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.

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. [\(LINK HERE\)](#)

TECHNOLOGY AND INTERNET

Students will use the internet for school-related purposes only. Students are expected to follow the technology and internet policy that is distributed at the beginning of the school year. Copies of the policy can be found on the website, www.holycrossfamily.org or in the school office. Other information regarding technology can also be found on our website.

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.

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.

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.

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.

YEARBOOKS

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.

HCCS Family Handbook Acknowledgement Form

I acknowledge that I have read and understand the entire HCCS Family Handbook.

initials

I understand that it is my responsibility to follow the expectations stipulated in this handbook.

initials

If I have questions, I will contact Holy Cross Catholic School for more information.

Parent/Staff Name (print): _____

Parent/Staff Signature: _____

Date: _____