



PARENT & STUDENT
HANDBOOK

Revised 2022-2023

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Welcome to Holy Cross School!



This handbook will give you critical information about our school or tell you where to get it. We look forward to collaborating with you and your child. We invite your questions, comments, and suggestions concerning our program, plans, and procedures.

Please review this handbook with your child/children. The better information and expectations are understood, the more successful your child will be at school.

After reviewing the handbook with your child, take some time to discuss the information, sign the Holy Cross Family Covenant, and return it to school the following day. The teachers will also review this covenant with your child and discuss their classroom expectations for the coming year.

Many blessings,

Shelley Henn

Principal

VISION

We aspire to be a vibrant & vital Catholic community, forming all students to be faith-filled disciples in the modern world. Teaching for Life.

MISSION STATEMENT

The Mission of Holy Cross School is to provide a supportive, Catholic, Christ-centered environment with a rigorous, comprehensive academic curriculum for all.

CONTACT INFORMATION

School Office

816-231-8874

School Fax:

816-231-7258

Website: www.hcskcmo.org

Email: HCS@hcskcmo.org

se habla español

A Bright Futures School-www.brightfuturesfund.org



HISTORY OF HOLY CROSS SCHOOL

On Easter Monday in 1902, the parish of Holy Cross was established. In October 1902, the Reverend John J. Hogan became the first pastor of Holy Cross Parish.

In 1904, Father Hogan purchased the land for Holy Cross for \$1,600, and in May of that year, excavation for a church began. The first Mass was celebrated in the new church building in April 1905. By this time, the parish had grown to about seventy-five families.



In July 1907, with the Reverend John P. Prendergast, a new rectory was built. The rectory was completed the following year at the cost of \$5,000. The rectory stayed as constructed until 1987, when the extensive renovation took place.

In August 1916, the work of completing the church building began. Also, in 1916, land adjoining the rectory was purchased for a school. However, the construction of the school started in 1923. The school opened in September of 1923, with seven Sisters of Mercy as the faculty. On October 22, 1961, groundbreaking ceremonies were held for the new Holy Cross School, located at our current location at 121 N Quincy Avenue. The land was dedicated on September 9, 1962.

In 1991, St. John the Baptist School was closed and combined with Holy Cross. In 2007, Holy Cross School and the Bishop Sullivan Pre-School, formerly located on the grounds of St. Anthony Parish, consolidated, and became the Holy Cross Early Childhood Center.

In 2010, Bishop Robert Finn recommended consolidating Holy Cross School and St. Stephen Academy, with the school remaining at 121 N. Quincy.

DIOCESE OF KANSAS CITY-ST. JOSEPH MISSION STATEMENT

Vital to the mission of the Catholic Church, the Kansas City-St. Joseph Catholic School System works in partnership with our communities and parents, who are the primary educators of our children, to educate the whole person through individual attention to academic and spiritual formation based on the Gospel of Jesus Christ.

OUR PROFILE

Holy Cross School is a Catholic elementary school recognized by the Diocese of Kansas City-St. Joseph is accredited by the Missouri Non-Public Schools Accrediting Association and nationally accredited by AdvancED. Holy Cross School serves the people of the Historic Northeast area of Kansas City, Missouri, including the parishes of Holy Cross, St. Anthony, Holy Rosary, and Our Lady of Peace.

The School Advisory Council and the Principal develop school objectives and policy. The Bishop and the Diocesan School Board, the Diocesan School Office, sets the direction for Christian Education in the Diocese. A lay principal and teachers staff the school. The State of Missouri and the Diocese of Kansas City-St certified the school faculty. Joseph.

The curriculum stresses academic achievement within a Christian community where the child feels loved and respected by their peers and the teacher. Vatican II texts are used, so our theology complies with the United States Council of Catholic Bishops. United with each other in meaningful liturgy and prayer, the students can further understand the Christian life.

The Diocesan curriculum guidelines, consistent with the policies of the State of Missouri, are followed for teaching all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. The program uses many sources and updated technology where appropriate for the best education.

PHILOSOPHY OF HOLY CROSS SCHOOL

We, the faculty, staff, and administration of Holy Cross School believe parents have the obligation and the right to educate their children. (*Canon Law 793*). Parents are their children's first teachers and must be recognized as such.

Christian values are the framework from which a successful education program flows. This includes a strong emphasis on spirituality by offering experiences of Christ, Church, and Christian service. Our school will develop a child's academic, spiritual, emotional, and physical potential in striving for excellence in education.

Holy Cross School shall provide equal access to God-centered education for every child, regardless of race, color, creed, or financial status. That education will focus on the whole child's spiritual, academic, social, and emotional needs in a clean, safe, caring environment.

In the tradition of the Catholic Diocese of Kansas City-St. Joseph, the Holy Cross School Community, strives to live Jesus' message of respect, love, and concern for one another in our diverse and multicultural neighborhood. Our commitment is to build a community centered on Catholic moral values that promote intellectual, social, cultural, and physical growth.

THE FAMILY'S COVENANT with THE DIOCESE OF KANSAS CITY-ST. JOSEPH

This Covenant agreement represents our commitment to collaborate with the Catholic school's work in forming our children. As the first teachers of our children in faith, we hereby accept responsibility to support Church teaching in the school, participate in church services every week, and see that our children attend church every week.

For Catholics, this Covenant is an agreement to participate in the Holy Sacrifice of the Mass on all Sundays (weekends) and Holy Days.

For non-Catholics, this Covenant is an agreement to attend weekly church services in your denomination.

We acknowledge that the teachers also pledge to the Catholic/Christian commitment. Because this partnership of parents and teachers in the formation of children is so important, we accept the family covenant for church attendance as a way of honoring the third commandment, as an extension of our baptismal vows, and as essential for the spiritual formation of our children.

THE FAMILY'S COVENANT with HOLY CROSS SCHOOL

Because our school strives to be a Catholic faith community, parent cooperation and good parent-teacher relations are essential. As members of a faith community, our first instinct is to know that all teachers, administrators, parents, guardians, and other caregivers, have the child's best interest when making decisions.

To support my child's learning and ensure a safe and supportive classroom environment for all learners:

I will read and follow the guidelines set out in the Parent and Student Handbook and support the teachers and administration by ensuring that my child follows the student code of conduct.

While our school is excellent in many ways, no one within our community is perfect, and problems and misunderstandings will occur. We will contact you to clarify the situation when a problem or disagreement arises when a problem or disagreement arises. Parents or guardians are asked to show similar respect by a) striving first to learn the reasons behind a policy; b) inquiring about the teacher's or school's understanding or decision before judging or forming an opinion. Those unsatisfied with what they have learned are asked to approach the administration to investigate the matter.

Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

1. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, then the parent is asked to **contact the teacher first**. The best way to do this is through class Dojo or a phone call to the school. Teachers will return the phone call within 24 hours. For various reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.
2. If the problem is more serious, the parent or guardian should inform the principal in writing or by phone. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the principal may not be available immediately; therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may also require our immediate attention at the time.
3. All staff members of our school promise to give prompt attention to problems, privacy in discussing matters, professional courtesy, respect when problems are presented, and resolve problems in a Christian manner. That is, we promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically, and physically, and the welfare of their fellow students.
4. Parents, and guardians are expected to show the same concern and respect for the staff of our school, as well as the other children and families of our community. The following behaviors, therefore, are unacceptable within our community: We will not tolerate assaults or harassment of a staff member, student, parent, guardian, or family member. Nor will we tolerate intimidating or verbally abusing any member of the community – in person or in writing.
5. Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian, or family member may lead to a warning or one of the following actions: a) limiting or refusing permission to enter or use school grounds or facilities; b) asking that someone other than the person exhibiting poor behavior represent the child's interest in school matters; c) refusing to allow the child to re-register; in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

We rely on the good faith and the sincere efforts of everyone in the school community to keep the spirit of this covenant so that we may become the genuine faith community we strive to be.

SCHOOL ADVISORY COUNCIL

The school committee is consultative in the following sense: the members cannot act apart from the Principal. They cannot make decisions binding for the School without the Principal's approval. The School Advisory Committee does not deal with individual student/family/staff issues.

Membership of Local Elementary School or Early Childhood Center Boards

The administrator should approve a selection method for the local elementary school, or the administrator should approve the early childhood centerboard. The membership should include representatives of parents of students in the school or center and the parish/parishes that support the school. Consideration should be given to the areas of expertise needed for the board's work.

Characteristics of Effective Board Members

Characteristics of effective elementary school, early childhood center, and high school board members include

- An active practicing Catholic or a person of deep faith and prayer who is committed to serving the Church and school,
- Commitment to the support of Catholic schools/early childhood centers,
- Readiness to give time, talent and share wisdom,
- Understanding of and commitment to a shared decision-making process and the principles of consensus-building,
- Understanding and respect of Church structure and accountability,
- Openness to change and creativity,
- Commitment to maintaining confidentiality in relevant matters,
- Commitment to avoid conflicts of interest, and
- Willingness to recommend or donate services rather than profit from service on the board.

Although a member must possess talents and secular experiences, it is far more important the member is in tune with the doctrinal teachings and moral life of the Catholic Church. All board activities of diocesan schools and early childhood centers should model the Gospel values of love and justice toward one another, and anyone affected by the action recommended by the board.

Catholic schools and early childhood centers are called upon to evangelize effectively and make the faith real. They must be a living Catholic faith community, witnessing the presence and reality of Christ our Lord in the Holy Eucharist to and for the culture in which they exist. Speaking to this mission, the NCCB pastoral document *To Teach as Jesus Did* states:

Community is at the heart of Catholic Christian education not simply as a concept to be taught, but as a reality to be lived . . . In this community, one person's problem is everyone's problem, and one person's victory is everyone's victory . . . Through education, people must be moved to build community in all areas of life; they can do this best if they have learned the meaning of community by experiencing it. (Paragraphs 22-23).

PARENTS ARE FIRST TEACHERS

The primary responsibility for children's education belongs to parents. Even though the responsibility is shared with the school, the parents' responsibility remains paramount. Our philosophy of education respects parents as the first educators of their children.

In addition to the example, parents are responsible:

1. To provide a proper diet and balance of sleep and exercise.
2. To provide proper home study facilities and encourage conscientious completion of assignments.
3. To support your child in following good behavior, manners, regulations, and principles.
4. To encourage the development of your child's talents and interests.
5. To build religious traditions and family prayer into your lifestyle.
6. To keep the school informed about your child's unique needs and carefully read all communications sent home from the school.
7. To attend PTO meetings, participate in Student/Parent/Teacher conferences, and request additional discussions as needed.
8. To read and support the regulations of *this Handbook*.

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

SCHOOLWIDE LEARNING EXPECTATIONS

It is the goal of Holy Cross School to introduce and promote all the facets of the Catholic Diocese of Kansas City-St. Joseph to every student at every grade level. Students should practice these with their families in their homes. All students should attend school daily to learn what is presented in the classroom, guided by the Common Core Standards of Education in the United States of America.

ADMISSION

Age at Entrance:

A child entering Kindergarten must be five (5) years of age by July 31. A child entering grade one must be six (6) years of age by July 31 or have completed Kindergarten

Exceptions to the Age of Entrance:

Exceptions to the Age of Entrance are granted rarely and only after considerable deliberation. Schools will comply with Missouri state law as provided in Section 160.051 of the Revised Statutes of Missouri. In the case of early admission, the acceptance is always conditional, subject to review, and dependent upon the child's needs and performance. In any case, the principal makes the final determination of grade placement once all criteria are applied.

Criteria for Early Entrance:

Even though a child may not meet the age requirement, the school may permit entrance into Kindergarten or grade one if the student can objectively demonstrate sufficient maturity. The following criteria will be applied on an individual, case-by-case basis at the school:

1. The child has demonstrated superior performance on readiness tests which indicate cognitive, emotional, and psychomotor maturity.
 - a. The child shows no evidence of concerns on the Age 5 ASQ3 and ASQ-SE screening inventories with the parent and teacher input,
 - b. A minimum of four (4) hours shadowing in the Kindergarten classroom during both academic (reading/math) and unstructured activities (recess/lunch).
2. The Preschool or Kindergarten teacher recommends early entrance to the next level.
3. Observation of the child in a learning situation indicates readiness for early entrance; and
4. There is sufficient room in the appropriate grade for the child.

Kindergarten Screening will be given in the Spring or Summer to all incoming Kindergarten students to assist the teacher in ordering materials and planning for the year's program. The teacher will observe the child in a group where there is a question about readiness. After the screening and observation, the teacher observes that the child's developmental readiness is such that waiting a year would benefit the child's educational progress; the parents will be notified and counseled.

RECORDS REQUIRED FOR ADMISSION

Immunization Records on an official form must be on file at the school for all students. By state law, no student can stay in school unless they receive all required immunizations. Students may be excluded from school if appropriate documentation is not provided before the first day of school.

An official birth certificate is required for each student entering Holy Cross School.

Catholic children are requested to present a **baptismal certificate**.

Prior School Records: New students must provide official records from their former school. Enrollment will not be finalized until the Principal has had an opportunity to review documents from the previous school. Sometimes, an interview with the parent and child will be scheduled.

All students wanting to attend Holy Cross School must meet the following guidelines:

- Parents of applicants are willing to keep current with tuition.
- The student meets reasonable academic requirements and can function in the regular classroom.
- A student is willing and able to abide by school regulations and obey school officials.

ENROLLMENT

All families are required to re-enroll every school year. Contracts for each family and enrollment forms for each student are required. Holy Cross School must have current enrollment information for each child with a legal guardian's signature. All applications must be current and kept confidential.

SCHOOL HOURS

Grades Pre-K-8	7:55 AM to 3:25 PM
Early Dismissal	12:00 PM
Extended Hours	6:30 AM to 6:00 PM

EXTENDED CARE

Before School/Morning: Extended care is available for students PK -8th grade beginning at 6:30 AM. There is an additional fee for this service.

After School/Afternoon: Holy Cross School has a partnership with the Upper Room Program to provide tutoring and educational programs after the regular school day has ended. This program is provided at Holy Cross School. There is a minimal cost to participate in the program based on income. The Upper Room organization sets the fee.

Enrollment in Holy Cross School does not automatically include enrollment in the Upper Room after-school program. Additional information and enrollment forms are available in the school office.

Summer: Upper Room offers a full-day seven-week academic program at no cost to families. This program is offered at Holy Cross School and includes academic instruction, field trips, and cultural activities. Priority is given to students attending Holy Cross School.

ABSENCES

We are concerned for our students' well-being. If a child is absent, parents must call the School Office (816-231-8874) before 8:30 AM and explain the reason for their child's absence. There is a recording device on the phone, and messages may be left for the attendant to record the absence and the excuse. ***The parent will be called if no phone call or note is received.*** Teachers will make arrangements with the student to make up the schoolwork missed for all excused absences.

Students with a fever of 100° or higher should remain at home until fever-free for 24 hours without medication. Regardless of absence reason(s), if a student misses more than five (5) days in one quarter or more than ten (10) days in a school year, his or her absences are subject to review. A conference may be requested between the student, parent or guardian, Principal, and homeroom teacher. Absences for extended illnesses will be taken into account.

Depending on the outcome of the conference, it may result in:

- A note from the doctor being required for each absence.
- Retention in the same grade or another academic arrangement.

Parents are encouraged to schedule dental or medical appointments during non-school hours whenever possible. ***If a student must be absent from school for a doctor or dentist appointment, the parent or guardian must provide a note signed by the doctor when the student returns to school.*** If a student attends school for at least four (4) instructional hours on a given day, the withdrawal is not counted as an absence. If the student attends school for a least two (2) but less than four (4) instructional hours, the withdrawal is counted as a half-day absence.

Students needing medical appointments during school hours require a written note from the parent. Parents are required to sign out their child in the office.

If the child returns to school during the same school day, he/she must be signed back into school.

Parents are discouraged from taking their children on extended vacations during the school term. Even though some written work may be completed, there is no way to make up class discussions, presentations, etc. ***If a family trip is planned, please contact the teacher and the Principal.***

Eighth Grade "Shadow Day": Members of the Eighth Grade are permitted to visit a Catholic high school to "shadow" a student. Any day an Eighth Grader wishes to visit a Catholic high school, the Eighth-Grade homeroom teacher and the Principal must approve the request. The student is limited to two (2) visits per school year unless approved by the Principal.

Schoolwork Missed Due to Absence: Students are expected to contact teachers for assignments and to complete these within a reasonable time. The teacher must determine what task should be completed to demonstrate knowledge of the content taught to earn grade-level credit. Refusal to comply may result in no credit being given for the assignment.

Ordinarily, students absent only one day will pick up homework when they return to school. Students will have adequate time to make up the work assigned during their absence.

For short absences, students should make arrangements with their teacher regarding missed assignments. Students may also receive missed assignments from their homeroom teacher when

they return to school. Parents may email the teacher through the school website and classroom email.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers.

Excessive absences of thirty (30) days or the equivalent of 30 days could cause a student to be retained in the current grade for another year.

The Principal reserves the right to adjust, amend or change these policies for the welfare of the student and/or the other students attending Holy Cross School.

ARRIVAL

Children who have arrangements for before-school care may arrive as early as 6:30 AM. Children arriving for the regular school day may arrive no earlier than 7:45 AM. Children not enrolled in the early care program will be charged for early drop-off. We offer breakfast for all children attending Holy Cross School. If your child/children arrive after 8:00 AM, they may miss breakfast. Breakfast bars and milk will be available to students who arrive after the breakfast service has ended.

Arrival Procedures:

All students will enter the building through the playground doors (parking lot).

- Students will go to their homeroom, and the teacher will take them to the cafeteria for breakfast.
- All students arriving after 8:00 AM must report to the office using the Gold Doors.

All Pre-K parents must sign their children in and out of the Early Childhood Center daily. Please do not send school-aged siblings to sign in or out younger siblings or extended family members in the Early Childhood Center.

The parking lot is also the school playground area. No cars are allowed on the lot during the day for the students' safety.

Tardiness: The school day starts at 8:00 AM. A student will be considered tardy if they arrive after 8:00 AM and must report to the School Office to receive an admittance slip for their classroom. Tardiness should be rare. Parents will be contacted about any excessive tardiness.

DISMISSAL

On regular school days, students will be dismissed at 3:30 PM. Students must be picked up no later than 3:35 PM. On early dismissal days, the students get out of school at noon students must be picked up no later than 12:10 PM. Parents of students who have not been picked up as of 3:35 PM or 12:10 PM are charged a late pick-up fee of \$1.00 per family per minute.

Parent pick-up:

The gate on Denver Street will be opened at 3:00 PM. All drivers are to enter the parking lot from Denver Street. Cars drive north on Quincy, right on Scarritt, and right on Denver to enter the gate. All parents are to remain in their cars. The students will be walked to vehicles by the teachers. **ONLY STUDENTS IDENTIFIED AS "WALKERS" WILL BE PERMITTED TO EXIT ONTO QUINCY.**

PreK / KDG dismissal:

Families with children in Pre-K or Kindergarten, and their older siblings, will be dismissed from the Green Doors to Quincy Ave. Pre-K students must be signed out by their parents at the exit.

Walkers:

Students whose parents identify as “walkers” will be dismissed through the front doors onto Quincy Avenue. **All Walkers must have a signed release in the office to walk.** Walkers are to leave school premises immediately after dismissal.

When a student must leave school before the time of dismissal:

Please send a note to the office so that the staff is aware that a student will be leaving before regular dismissal time. The student will be called to the office and signed out by the parent. Students will not be dismissed to anyone other than the parent without specific written instructions. **Beginning at 3:00 PM, no student will be dismissed from the office. If your child has an afternoon appointment, you must pick them up before 3:00 PM.**

PARENTS/VISITORS ARE NOT TO GO DIRECTLY TO THE CLASSROOM. Building security for all children is most important.

PLEASE COME TO THE OFFICE IMMEDIATELY UPON ENTERING THE BUILDING.

Parents who are not living together should make clear to the School Office who has permission to pick up the child and when. If there are specific instructions about not releasing a student to a non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

INCLEMENT WEATHER

Should school be closed for the day because of weather conditions that cause hazardous road conditions, you will be contacted by phone and/or email using the School Messenger system. The announcement will also be made on local television and radio stations. Listen or watch for “Holy Cross Catholic School-KCMO. In addition, updates regarding school closures will be posted on Class Dojo.

If school is in session but you, as a parent, feel that weather conditions are unsafe for your child/children to attend school, the students will be marked as **absent** but **excused**. Please contact the office to confirm that your child/ren will not attend that day. Students will have the opportunity to make up all work missed for the day.

If school is in session when severe weather (heavy snow/ice, etc.) occurs, the students will remain in class until regular dismissal unless parents come to the office to request their child be dismissed early.

Parents are asked to become familiar with daily weather forecasts so their children will be properly dressed and prepared for weather changes. We will go outside for regular recess, and children should be dressed for the weather. Recreation and play are part of health education practices. Should your child have special medical conditions regarding the weather, please send a doctor’s order to the office.

BREAKFAST/LUNCH PROGRAM

Holy Cross School participates in the USDA’s National School Lunch and Breakfast Programs. Free and reduced breakfast and lunch are available to students of families that qualify. Applications are available to all families. We urge parents to take advantage of this Federal Program. Participation in this program lets us keep tuition costs down and provide additional educational services to our students.

Meals:

Holy Cross School contracts with American Dining Creations, a Food Service Management Company, to plan, prepare, and serve all meals. Holy Cross and American Dining Creations encourage input and feedback from staff, parents, and students on the menu and item selection.

Food Allergies/Restrictions:

If your student has a medically restricted diet and/or food-based allergy, please alert the office immediately. Alternate meal or meal component options are available to students with a food restriction form completed by a medical professional on file in the office.

Beverages:

All students can purchase a milk or juice carton at Breakfast or a milk carton at Lunch.

Breakfast:

Breakfast is served daily from 7:30 to 7:45 AM. There is a limited quantity of breakfast prepared. Students arriving after 7:45 AM will be offered breakfast to be taken to the classroom.

Lunch:

Lunch is served daily in our school cafeteria. Meals must be ordered each morning. Students will choose that day's main entree item as posted on the month's calendar or an alternate, vegetarian entree item. All students ordering lunch will receive the same side dish items.

- Parents bringing lunches for students should bring them directly to the office.
- Fast food restaurant lunches, including any soft drinks, may NOT be brought into the school cafeteria (Pizza Hut, McDonald's, etc.)
- Parents are welcome to come to eat lunch with their child(ren). Please notify the office by 8:30 AM if you will join your child for lunch.
Parents are encouraged to only come to lunch occasionally. Coming to lunch every day can disrupt the student's adjustment to school.

Early Dismissal:

Breakfast will be served on early dismissal days. **No Lunch** will be served on early dismissal days.

Cost: For the 2021-2022 school year, the full cost for each Breakfast is \$2.25 and for each Lunch is \$3.50. The reduced cost for each Breakfast is \$0.30 and for each Lunch is \$0.40. Student meal charges are deducted from the family's Cafeteria account daily. Families can pay toward this account balance at any time. The Adult price for each Breakfast is \$3.75 and for each Lunch is \$4.18, which is expected to be paid for in the office before an adult meal is served.

Unpaid lunch policy:

Lunch account balances are expected to be paid by the end of the school year following the Diocesan Schools Policy. All students will receive a lunch whether their account has a balance. All families will receive cafeteria account balance notifications monthly throughout the year.

Anti-discrimination policy:

Under Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

CREATING A SAFE ENVIRONMENT AT HOLY CROSS SCHOOL

All clergy, school staff, and volunteers at Holy Cross School are required to participate in the *VIRTUS: Protecting God's Children* training program for adults, profess a commitment to the Diocesan Code of Ethics, *Ethics, and Integrity in Ministry (EIM)*, and consent to a background check every five (5) years. All employees and certain adults must complete online adult continuing education based on individual roles within the School. VIRTUS is a national program that teaches adults how to create and maintain safe environments for children and vulnerable youth.

In addition, our students in grades PreK-8 receive instruction in the *Circle of Grace* curriculum as a requirement of the Diocese of Kansas City-St. Joseph. This curriculum consists of developmentally appropriate lessons designed to educate and empower children and young people. It teaches divine sacredness, healthy vs. unhealthy boundaries, and an action plan for seeking help. Parents will receive a letter from the child's teacher before beginning instruction in the *Circle of Grace*. This letter is specific to your child's grade level and the topics/content that will be addressed in the classroom. We encourage parents to support us in protecting their children by reviewing the lessons with their children at home. Although students are highly recommended to participate, parents may opt-out of this program. Please contact your child's teacher for more information.

Finally, ALL clergy, faculty, and staff, as well as some volunteers, are **required** by Missouri law to report *suspicions* of abuse or neglect to the Missouri Department of Social Services (DSS)-Children's Division and local law enforcement. Regardless of the legal requirement, all of our clergy, employees, and volunteers are **encouraged** to report suspicions of abuse or neglect both to the Children's Division Child Abuse Hotline and their local law enforcement agency, as it is our moral and ethical obligation to protect children.

HEALTH AND SAFETY

A child who has been ill during the night or has a temperature of 99.9 degrees or above should be kept home until fever-free for 24 hours without medication to avoid infecting other students.

Public Health authorities recommend that children receive medical examinations upon entrance into Kindergarten and Sixth Grade. Children should have a tuberculin test at about one year of age and again when entering First Grade.

It is also recommended that children entering school for the first time have a dental examination and obtain subsequent exams as often as indicated by the family dentist.

Please make sure you fill out the student health survey and consent to medication **yearly**. If your child has a physical condition such as near-sightedness, hearing loss, allergy, or other health condition that may interfere with schoolwork, please include it on your survey and notify the office staff. The office staff should always be informed when a child is on medication of any kind, including over-the-counter medications for cold or fever.

SCHOOL OFFICIALS ARE ALLOWED TO ADMINISTER MEDICATION, INCLUDING IBRUPROPHIN, TYLENOL, COUGH DROPS, AND THROAT LOZENGES only if we have the permission form signed by both a parent. If your child has medication during the school day, you must send a ***DOCTOR'S NOTE OR PRESCRIPTION*** indicating the child's name and the time it is to be given. Your pharmacist can provide you with an extra labeled bottle for medicine to be sent to school. ***ALL MEDICATIONS*** (including inhalers, unless directed by the physician) ***ARE KEPT IN THE HEALTH ROOM.***

Usually, if a child is too sick to go outdoors during recess, she/he is too ill to be in school. In such cases, when a child must stay in, contact the school office and have it approved by the Principal. If such requests are frequent or long-term, a note from the doctor will be required.

Parents of students with certain communicable diseases (pink eye, impetigo, ringworm, etc.) must obtain a doctor's note stating that the student is under treatment. The student must present a doctor's release to the office upon returning to school.

Students who are diagnosed with head lice will be sent home for treatment. The child may not return to school until proof of treatment is provided to the office. We will check the student upon return. Please notify the School Office if you have treated your child for head lice so we can be proactive in preventing a broader outbreak. All health-related information is treated with the highest privacy.

IF A CHILD BECOMES ILL AT SCHOOL:

The School Office will notify the parents. If the parents cannot be reached, we will inform the person authorized or the doctor you have specified on the emergency information. Sickness or accidents often occur around lunch breaks; be sure we have someone to contact if you are not available. **Please alert us if you have a change of telephone number, address, place of employment or family statistics, etc.**

If a child cannot participate in physical education for any period, he/she must present a written note signed by a medical doctor. This excuse should be given to the teacher and will be kept on file.

FIRE DRILLS are held regularly following state law. Teachers try to impress upon students the seriousness of the fire drill and the necessity of obeying rules during these drills.

TORNADO DRILLS are conducted for the protection of the students. Should a tornado warning occur at dismissal time, children will be kept in school until parents report to the office for pick up or, in the case of walkers, until the all-clear signal is given. If we are under a Tornado Warning, we encourage your child to remain in the school building until the "all clear" is given by the authorities.

CRISIS DRILLS will be conducted in preparation for any emergency that may occur during the school day.

COMMUNICATION

For Holy Cross School to be strong, staff and parents need to be in regular communication. The school will frequently communicate with all parents through ClassDojo, emails, and the school website (hcskcmo.org). Special events such as Open House and regular PTO meetings are designed to enhance communications among those involved in the student's education. Parents are expected to participate in a Catholic School's community-building activities.

Parent/Teacher/Student conferences are scheduled two times a year. It is expected that all parents **and** students attend these conferences. As noted in the calendar, assessment reports will be given at the end of each quarter.

Other times, appointments with teachers will be necessary or desirable. Either a parent or teacher may initiate a meeting. Messages for teachers may be contacted via ClassDojo, or by phone through the school office. **Teachers do not respond to phone calls during instructional time.** Teachers will be available for conferences by appointment.

The school secretary handles and delivers all telephone messages. Ordinarily, students will not be called to the phone while school is in session, nor will they be allowed to use the office phones during this time. Students are not allowed to use personal communication devices during school.

Teachers will not be called out of class to take phone calls. They will be notified of the call and asked to return calls during their planning time or after school. Please call first and make a personal appointment to ensure time is available.

Parents are encouraged to visit the classrooms. Please notify the teacher and the School Office before any planned visit. All doors are locked during the school day. Visitors are asked to ring the bell at Door #1 (YELLOW).

Non-routine and Urgent Communication:

Holy Cross School uses the School Messenger system to notify parents of severe weather and other non-routine events that are not on the school calendar. It is critical that we have current telephone and email addresses so that you can stay informed of these events.

Visitors:

ALL VISITORS, INCLUDING PARENTS, MUST REPORT TO THE SCHOOL OFFICE AND SIGN IN.

Security for all demands that we know who is visiting the building at all times. Please comply with this request without exception. ***Anyone not signing into the office during the school day will be considered an intruder for security purposes.*** The authorities may be called if there is any confusion concerning an uninvited intrusion. The safety of our children is of the utmost importance.

TUITION AND FEES

Holy Cross School is the work of a community of people. The generous support of many parents, parishioners, and members of the Diocese makes our existence possible. To provide a Catholic education for every child, we must have the full support of each family.

Financial responsibility for the education of students at Holy Cross School has been set by the Holy Cross Finance Council and approved by the Kansas City-St. Joseph Diocese. Each parent must seriously consider the obligation to fulfill their commitment.

Fees are updated yearly based on the budgeted cost per pupil. Tuition is based on a ten-month schedule, beginning July 1 through April 1. Families with eighth-grade students must have their tuition and fees paid in full by April 30th.

Should families fall significantly behind in tuition payments (***MORE THAN ONE MONTH***), the child/children may not be allowed to attend Holy Cross until tuition is current.

Registration & Book Fees

Fees are per child, are non-refundable, and are payable at the time of enrollment.

Tuition:

Following Diocesan Schools Office policy, all families must be current with financial obligations to the school to be eligible to continue in school, participate in graduation or athletic activities, to have records sent to other schools, receive final report cards, to re-enroll for the next year, and to receive room assignments.

Scholarships and Financial Aid:

Holy Cross School and the Bright Futures Fund wish to ensure that any family wishing to provide a Catholic Education for their child should be provided with appropriate financial assistance. Scholarship aid is available through the Bright Futures Fund. Applications are available in the School Office at Holy Cross School. Parents are required to complete the application and submit verification of income yearly.

Fundraising Commitment:

The Fundraising Fee is per family, and the final payment is due by April 30th. Families can participate in activities that may earn credits to be used toward the fees. Fundraisers and dates will be published in the newsletter and calendar.

Stewardship:

Realizing that our tuition payments do not respond to all the needs of our children's education, Holy Cross families accept stewardship responsibilities to provide service to the school community. The Crusaders Association and the Holy Cross School community recognize that as parents become more deeply involved with the Catholic School community, the value of our children's education is enhanced.

MAKING PAYMENTS

Tuition:

All PreK-8th grade families must be enrolled with Smart Tuition Management. All tuition payments must be made TO SMART TUITION. Tuition payments will not be accepted in the school office. Smart Tuition offers several different payment options as well as automatic payments. Contact the office for further information about utilizing and contacting Smart Tuition.

Fees:

Payment of registration fees, cafeteria charges, extended care fees, and other non-tuition charges **will** be accepted in the school office. Payments can be made by cash, check, or money order in the office or by credit card through PayPal. An additional fee is charged for PayPal payments. Please make sure you always receive and retain receipts for any payments made.

FAMILY REFERRALS

Families may earn credit toward their registration fees by recruiting new families to Holy Cross. To receive this credit: (1) the referring family name must be written on the contract at the time of

registration; (2) the new family must complete all enrollment forms and pay registrations by July 1st before the coming year.

ACADEMIC PROGRAM

The Pre-Kindergarten through Eighth Grade program at Holy Cross School is maintained in a sequential form to prepare students for high school and life. The Diocesan curriculum guidelines, consistent with the State of Missouri guidelines, are followed for teaching all secular subjects.

The Pre-Kindergarten through Sixth Grade elementary curriculum focuses on basic skills. At the same time, the Junior High (Seventh and Eighth Grade) program extends the basics with a priority on high school preparedness.

Careful attention is given to placement and pacing, depending upon the student's readiness.

Materials are constantly updated after careful study by the Principal and teaching staff. Emphasis is given to study skills at all grade levels. Students in specific grade levels participate in the standardized test program approved by the Diocese.

Art, Music, Physical Education, Spanish, and Technology are taught at all grade levels. The program *Circle of Grace* is the part of our curriculum that reinforces respect for our bodies and personal space. This program is a requirement of the Diocese of Kansas City-St. Joseph. Although students are highly recommended to participate, parents may opt-out of this program. Permission letters will be sent at the beginning of the school year.

Religion Curriculum:

The teaching of Religion or the Catholic faith and the development of appropriate Christian values and attitudes are why Holy Cross School exists. Our program includes utilizing materials and methodologies approved by the Bishop of Kansas City St. Joseph Diocese and is traditional. Children are taught that they are called into a loving relationship with God which leads to a faith response through prayer and service to family, peers, community, and the world.

Children are allowed to attend Mass every Wednesday at 8:30 AM. Additional opportunities to attend Mass and other traditional Catholic prayer services during the school day, such as during the season of Advent or Lent, will be determined by the Pastor of Holy Cross Parish. Pre-Kindergarten students will also attend Mass as their readiness develops and their teachers observe them.

Any non-Catholic enrolled as a student will participate in all phases of the school program, including prayer, Mass, and Religion classes. There will be no distinction made because of religion. This does not include participation in the reception of the sacraments.

Penance Services are offered periodically throughout the school year for all students who have made the Sacrament of Reconciliation. Parents are encouraged to see that children form a habit of receiving this sacrament at times outside school.

Preparations for the Sacraments of First Reconciliation and First Eucharist will occur during Second Grade. Your child must be baptized into the Catholic faith before he/she can prepare for these sacraments.

Students in the fifth and eighth grades will take the ACRE (Assessment of Catechesis of Religious Education) test in the First Quarter of each school year.

FIELD TRIPS

Field trips and guest speakers enhance the academic program at Holy Cross School. Parents may be asked to help pay the partial or total cost of field trip transportation and/or admission fees. Permission slips are always needed for field trips.

NO STUDENT WILL BE ALLOWED TO ATTEND A FIELD TRIP WITHOUT A SIGNED PERMISSION FORM.

HOMework

Homework, if used effectively, can benefit students in many ways. With a stated purpose, homework can reinforce new skills, teach responsibility, and involve parents in the learning process. Homework should not be the basis for measurement but a way to monitor each student's understanding of a specific concept or subject area or expand a child's knowledge of what is taught in class.

Students are assigned homework, including classwork not completed during school hours, long-term projects, drill/review work, outside reading, or specified television programs. Because students manage their homework/study time in different ways, Holy Cross School attempts to stay within the following guidelines:

Grades K, 1, and 2	20 – 40 minutes daily
Grades 3, 4, and 5	40 – 60 minutes daily
Grades 6, 7 and 8	60 – 90 minutes daily

READING TIME:

Primary (K, 1 and 2)	20 Minutes
Intermediate and Junior High School	30 Minutes

- As much as possible, teachers will attempt to coordinate homework/testing so as not to overburden the individual student or class. Homework may be given over extended holidays.
- Students are responsible for contacting the teacher concerning missed assignments. Any work missed and not made up by the required date will be recorded as a zero.
- ***Parents are asked to check that assignments are written down and completed in the evening. Some teachers will require that you, as the parent sign an assignment notebook. A loss of grade will result from the failure to complete assignments promptly. In the case of repeated instances of late work, a conference with the parent and behavior modifications may be taken to assist the child in completing work in a timely fashion. Frequent communication with the teacher is encouraged, especially concerning homework expectations.***

PROGRESS REPORTING

Progress reports are issued each quarter. Parents are asked to especially notice the growth of desirable habits and attitudes. Steady and consistent growth in these areas helps to promote better academic progress.

THE GRADING SCALE used for students in grades 3 through 8:

100%	A+
94-99	A
93	A-
92	B+
85-91	B

84	B-
83	C+
75-82	C
74	C-
73	D+
70-72	D
68-71	D-
67 and below	U (Unsatisfactory completion of course work)

Students who receive an unsatisfactory grade in a subject may be asked to do supplementary work over the summer to be eligible for the promotion to the next grade. Summer school requirements are as follows:

- A certified teacher must teach classes.
- The student will receive a letter from the classroom teacher specifying skills or content lacking.
- The student must obtain a "C" average in summer school.
- A detailed report from the tutor must be given to the Principal.
- The Principal makes the final determination about the student's placement.

Students in grades 5-8 may qualify for the Honor Roll. The criteria for the Honor Roll are based on a 4.3-grade point average:

Second Honors	3.0 to 3.68 (No grade lower than a "C")
First Honors	3.69 to 3.99 average (No grade lower than a "B")
Principal's Honor Roll	4.0, or above (No grade lower than a "B")

COMPUTERS AND TECHNOLOGY

Students are provided access to technology devices so long as acceptable use guidelines are followed. Before your child uses technology devices or the Internet, the rules will be discussed. The school network is provided for students to conduct research and gain experience with technology. All students who use the school network must have a *User Agreement and Parent Permission Form* signed and on file to participate. Students who do not comply with the signed agreement may lose their technology privileges.

Students will be supervised at all times and work on a specific learning goal. We use technology in our classrooms to

- Teach students how to be good digital citizens and be safe while online.
- Teach students how to take care of their devices.
- Teach students how to use technology in a meaningful way.
- Support learning in classroom environments through GAFE (google apps for education) and other programs.

We believe that the benefits to students with access to the Internet, in the form of information, resources, and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards your children should follow when using media and information sources. To that end, we support and respect each family's right to decide whether or not to permit electronic access by their children.

Holy Cross School attempts to provide a safe environment for all individuals. Cyber Bullying, including verbal or written threats of any kind, including insults, or negative statements about students, staff, or school, will not be tolerated. Violation of internet guidelines may result in the loss of internet access at school and associated disciplinary actions. Serious violations may result in suspension, expulsion, and/or legal action.

As outlined in Diocesan policy and procedures, the following are not permitted:

- Damaging an electronic device (computer, tablet, etc.), computer systems, or networks. **Any damage to a device will cost a minimum of \$50.00 plus any additional cost for parts and labor if needed.**
- Changing settings on any device without teacher permission
- Sending or displaying offensive messages or pictures
- Accessing E-mail
- Using obscene language or creating offensive pictures
- Threatening, insulting, or attacking others
- Violating copyright laws
- Trespassing in another's folder or work saved on the device
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Libelous language
- File sharing

Student and Parent Technology/Internet Acceptable Use Agreement:

Dear Parent/Guardian:

We are pleased to offer students at Holy Cross School access to the Internet and technology devices. The internet and the devices used to access it are an important part of modern education, allowing students to learn and experience things that we would not be able to provide without it.

While the internet is important in our learning environment, it must be made clear, however, that although your child's use of the Internet will be supervised, we cannot guarantee that a student will not be able to access information that you might consider to be objectionable. Therefore, students and parents must know each student's responsibility for ethical and appropriate Internet use. Just as students are expected to behave properly in the classroom and school hallways, they will also be required to behave responsibly while using school computers and networks. We teach students these responsibilities and our other curriculum throughout the year, starting at kindergarten.

We believe that this will not become an issue. Technology is a privilege at HCS. It is permitted only on the condition that a student agrees to act in a responsible manner. If a student breaks the internet policies, they risk losing their privilege to technology use.

Please review the attached Student Guidelines for Acceptable Internet Use agreement that your child must read and sign before being granted Internet access. We encourage you to take advantage of this opportunity to discuss your family's values with your child and how they should affect Internet use. Please feel free to contact _____ if you have any questions about Internet use or Internet policies at _____s. You are not required to grant permission for your child to access the Internet. Still, Internet use in an approved educational setting, with specific educational objectives, and under appropriate supervision will be a positive learning experience for your child.

Student Internet Use Guidelines:

1. Students must be kind and polite when using the Internet.
2. Students must use Internet equipment only for school-related activities.
3. Students may use the Internet only when they have permission from a teacher.
4. Students should not damage or mistreat computer equipment under any circumstances. This includes trying to "fix" plugs, cables, or other equipment parts. Leave that to your teacher.
5. Students should not access files that do not belong to them.
6. Students should not copy, download, or install software or programs to or from school computers.
7. Students must not write, send, download, or display obscene, threatening, harassing, or otherwise harmful messages or pictures.
8. Students must not share their address, phone number, or other contact information over the Internet. They must not share information about other people, including friends, fellow students, or teachers.

9. Students should be aware that email and Internet use can and will be monitored and therefore is not private.
10. Students must obey all rules that normally govern their behavior at school when using the Internet.

Along with correctly using the internet, we also expect students to respect the devices with which they access the internet. Below are the care expectations for students while using any device.

Care Expectations:

1. Students will not purposely cause damage to devices.
2. Students will report damage to the teacher immediately.
3. Students will follow all classroom procedures to correctly care for, take out, and put away the devices.
4. Students will only use the device assigned to them.

Any student that breaks these expectations will be subject to appropriate disciplinary action, including but not limited to suspension of technology access, loss of technology access, or payment for loss if damage has been accorded.

Any damage to a device will cost a minimum of \$50.00 plus any additional cost for parts and labor if needed.

Parent/Guardian:

Parent/Guardian Signature: _____
Printed Name: _____ Date: ___/___/___

Student: "I have read or been read the Student Guidelines for Acceptable Internet Use as attached and agree to use the Internet in a way that is consistent with these policies. I understand that failing to abide by these policies will result in losing my Internet privileges and/or other disciplinary action deemed appropriate by school officials."

Student Signature: _____
Printed Name: _____ Date: ___/___/___

PERSONAL TECHNOLOGY DEVICES

Students are not permitted to have cell phones in their possession while school is in session. If it is necessary for your student to bring a cell phone to school, it must be silenced and stored in the student's locker/backpack from entering the building to leaving at 3:30. Violation of these guidelines will result in confiscation of the equipment until a parent recovers it. Repeated violation of this policy may result in a \$25 fine and/or further disciplinary. iPod and music devices are not permitted during school hours. E-Readers and Kindles are subject to the teacher's discretion and require permission in advance. The school is not responsible for the theft, loss, or damage of personal electronic equipment.

CLASSROOM PARTIES AND BIRTHDAYS

Classroom parties are planned by the teachers and room parents to celebrate special occasions. Parent help is needed with refreshment and supervision.

The Diocese of Kansas City St. Joseph and Holy Cross School has adopted a "Wellness Plan" that meets federal guidelines for healthy lunches and snacks. **All classroom parties may include only foods that are on the healthy snack list.**

Classroom parties to celebrate student birthdays will be held once a month. All students with birthdays that month will be recognized. No parties/snacks are to be brought to the classroom on individual birthdays. Students may dress casually (out of uniform) on their personal birthday.

ATHLETIC PROGRAM

To assist in the education of our children, Holy Cross School follows the Diocesan Eligibility Guidelines for students involved in athletics and other extracurricular programs. The Principal of the school shall be responsible for the athletic program subject to diocesan policies and procedures. The focus of school-related athletic programs is the individual student, her/his growth and self-esteem, and participation in a worthwhile learning experience.

Athletics are an extracurricular activity at Holy Cross. Athletics are a privilege of the program, not a right. The athletic program is administered by the Principal and the Athletic Director. The Athletic Director establishes policy for each sport, recruits coaches, provides equipment and uniforms, registers teams in the appropriate leagues, and assists the Principal in scheduling activities. Holy Cross School follows the Kansas City Parochial League Rules and Regulations for all athletic sports.

Sign-ups and Registrations for sports:

Sign-ups for each sport have a deadline and registrations will not be accepted after the deadline date. The deadline dates will be published on the Registration forms and will be noted in the newsletter. Registration forms and participation fees are required to be paid before the first scheduled game or the student will be ineligible to play. It is essential to have everything returned by the specific due dates so that the number of teams and coaches needed can be coordinated for a successful season.

Student-Athlete Responsibilities:

While the athletics program is for the benefit of the student-athletes, student-athletes have their responsibilities to make the program work. These responsibilities are owed to the Crusader Club, coaches, parents, and teammates:

- **Maintain Academic Performance:** we expect all student-athletes to try their best in the classroom. Parochial League rules call for at least a C-average in all courses.

- Maintain regular attendance at practices and games.
- Treat coaches with respect always. Follow all coaching instructions at practices and games. Challenging coaching decisions, arguing with coaches, and other forms of disrespectful behavior are forbidden.
- Be a team player, support other team members and provide positive encouragement. Taunting, teasing, or bullying of teammates, or fighting between teammates is forbidden.
- Take pride in Holy Cross School, when a student-athlete wears an HCS uniform, they become a representative of the school. Act accordingly to show those who see you what makes HCS special.
- Demonstrate Sportsmanship and be a role model both on and off the field/court.

Expectations:

Christian attitudes, academic achievement, and good sportsmanship are necessary for participation in HCS sponsored sports. When a student fails to live up to the required expectations, the student is ineligible. The Principal informs the Athletic Coordinator, and a notice is sent home to parents. A Student's ineligibility notice is final and non-negotiable. The Athletic Coordinator notifies the coaches and Parochial League Rules and Regulations are followed.

Parents, coaches, and fans are expected to follow and uphold the same guidelines and model Christian sportsmanship for Holy Cross students. We teach by our own behavior.

Eligibility for Athletics:

Academic eligibility is used to ensure that every child is working to his/her ability during sports seasons. Eligibility determination is a weekly check of academic performance and not arbitrary disciplinary action. When inappropriate behavior or poor academic performance is a result of or related to sports, then the student's eligibility should be considered. Consequences should be logical, natural, or instructional. For example, if a student is doing poorly academically because his/her primary focus is sports, then he/she should be declared ineligible for a week. Athletic eligibility should be a tool that helps each child learn to budget and use his/her time and talent constructively.

For athletic eligibility, the minimum grade average in each class, each week, should be no less than a C-. If the weekly grade average for any class is below a C-, the student will be warned but made eligible for the first such week his/her average for any class is below a C-. If the weekly average is below a C- for the second week in the same class, then the student is ineligible for that week. However, if the teacher feels that the student is working to the best of his/her ability and the weekly average for any class is still below a C-, then the Principal should allow that student to participate in athletic competition.

It is a check of that student's work for that week only, not the preceding weeks. If the child has no grade for a particular week, then he/she is eligible. The previous week's grades are not carried over.

A student must be in school and/or healthy the day of the game to be eligible to play.

Any student suspended from school (ISS/OSS) will be INELIGIBLE for extra-curricular activities for the weekend following the suspension.

In addition, unsportsmanlike conduct may make the student ineligible.

Eligibility runs from Tuesday to Tuesday. Teachers should notify the Principal and Athletic Coordinator of ineligibilities on Mondays. The Athletic Director should notify coaches Monday

regarding which students will not be eligible to play that week. This should give each coach sufficient time to plan for the week's competition.

CODE OF CONDUCT

The goal of the Holy Cross School code of conduct is to develop each child's capacity for making positive choices and the ability to manage his/her own behavior.

A Holy Cross Student:

- Makes healthy choices for him/herself
- Respects those with whom he/she lives and works
- Respects the property of others, including the appropriate use of school property
- Is accountable for his/her actions

We believe that each person is unique yet born in the image of Jesus Christ. We will strive to create a school environment that builds the moral development of each child. We will keep in mind the different developmental stages through which all children must pass physical, psychological, intellectual, and moral.

Realizing that different age levels and different developmental levels predicate the specific treatment each child deserves, the following general behavioral expectations are given:

- Each student will respect the right of every student to learn and of every teacher to teach.
- Each student will follow the school uniform regulations, except for special occasions designated by the school.
- Each student will behave in a way that will not cause a problem for themselves or anyone else.
- Each student will be respectful, obedient, use appropriate language, take care of school property, and care about the physical and emotional well-being of others, as well as themselves.

CLASSROOM MANAGEMENT

Classroom management refers to the procedures and strategies that teachers implement in order to create a classroom environment that promotes learning for ALL students.

Minor violations of classroom and school rules are most appropriately addressed by the classroom teacher and provide an opportunity to teach appropriate choices. Classroom rules are reflective of the school rules and teachers will clearly and consistently communicate classroom expectations for all students. Parent conferences with the teacher and administrator will be held for students who do not respond to routine classroom management strategies and a plan will be developed to address the misbehavior.

Teachers will strive to commend positive behavior through notes and phone calls to parents as well as recognition throughout the school year.

If an occasion should arise when these behavioral objectives are not met, each teacher will exercise great care to take appropriate action to teach the student responsible, moral, decision-making skills. Again, the age and the development of each student will guide the action taken.

There are three general situations that may lead to suspension and/or expulsion:

1. When the school authority feels it is not in the best interest of the child or student body to have this child remain in school.
2. When the moral and/or physical well-being of the student body is endangered.
3. When there is prolonged and open disregard for a school authority.

Ordinarily, before any expulsion is invoked:

1. The Principal warns the student.
2. The parents are informed of the seriousness of the matter.
3. The Principal shall inform the Diocesan School Office of the situation and surrounding circumstances.
4. The student and their family shall be formally informed of the expulsion.

Unacceptable Behaviors: may include but are not limited to the following:

- Being in possession of pocketknives, weapons, or other dangerous items at school. These will be taken and held in the Principal's office until a parent collects them.
- Bringing items not appropriate for school: I-pods and other game/music devices, unacceptable reading materials, expensive toys, games, collector cards, large amounts of money, or anything that is disruptive or dangerous. Such items will be collected by the teacher and may be sent to the Principal.
- Fighting before, during, or after school is forbidden. Parents may be contacted to pick up the students involved, and long-term suspension/expulsion would be in order for repeated fighting.
- Gang-related dress, activities, affiliations, or behaviors are not allowed and may be considered grounds for suspension or expulsion.
- Use or possession of illegal drugs, alcohol, or cigarettes on Holy Cross property or at a social activity may be considered grounds for suspension or expulsion.

In the event that a law has been broken, such as the buying or selling of drugs, possession of a weapon, or making threats to persons or property, the student may be referred to the proper authorities in addition to school disciplinary actions.

BULLYING AND HARASSMENT

The administration and staff of Holy Cross School are working together to provide a safe learning environment for all our students. We understand that bullying and harassment is a severe problem and will not be tolerated in our community. Students who engage in bullying or harassing behavior will be subject to disciplinary action.

Sexual harassment is a serious violation of our human dignity. Our school community will not tolerate sexual harassment in any form. Sexual harassment may be physical, verbal, or nonverbal.

- Physical harassment may include any unwanted physical contact, such as:
 - Grabbing or touching someone, especially his or her private parts.
 - Tearing or pulling at a person's clothing.
 - Purposely bumping or rubbing against a person.
 - Kissing or holding a person against his or her will.
 - Impeding a person's movements or preventing a person from moving freely.
 - Verbal sexual harassment means offensive words or comments spoken privately to a person or in front of others. For example:
 - Comments about body parts or rating people's bodies
 - Sexual suggestions or threats,
 - Questions about personal life,
 - Spreading sexual rumors or stories,
 - Sexual jokes,
 - Using sexual orientation as an insult, or
 - Using sexist, derogatory language.
 - Non-verbal sexual harassment includes:
 - Staring or pointing at a person's body or body parts.
 - Making obscene gestures, mooning, simulating masturbation or intercourse.

- Displaying obscene sexual material or placing it in someone's locker, desk, or on someone's computer, among someone's personal effects, etc.
- Writing people's names along with sexual remarks, suggestions, or drawings.

These harassment and bullying policies also apply to social networking and internet sites. (Cyberbullying)

Students and parents who wish to report a concern are encouraged to speak directly to the principal. However, those who wish to submit an online concern may also report it through the TIPS line on the Holy Cross School website.

OFF-CAMPUS CONDUCT

Students who attend field trips, retreats, participate as an athlete or visitor at another school, etc. are always expected to display appropriate behavior off-campus. Students' behavior during extracurricular activities reflects on Holy Cross School. Students who violate the HCS Code of Conduct while participating in school-related events off-campus will be subject to disciplinary action.

LOCKERS

Each Junior High student is assigned a locker with a built-in combination lock. Students are expected to store their backpacks and coat inside the locker during the day. Students will have scheduled breaks available to store and/or retrieve items from their lockers.

1. Students are not to reveal their combination to any other student.
2. Combination locks must be used correctly, and students may not tamper with the locks in any way.
3. The student must use only his/her assigned locker.
4. Items of extraordinary value (iPods, cell phones, E-Readers, etc.) are to remain in lockers during the school day.
5. Holy Cross School is not responsible for any items lost or stolen from lockers.
6. Writing in or on lockers will result in disciplinary action and reimbursement for the cost of repairs.
7. Tape may not be used to affix items to locker interiors.
8. School lockers are the property of the school and are provided for the convenience of our Junior High students. As such, the lockers are subject to periodic inspection without notice. On occasion, the administration of the school will have unannounced searches of lockers by the Principal and/or Law Enforcement Professionals.

UNIFORMS

Our students wear uniforms to assist in creating an atmosphere of learning, to promote a sense of discipline, to instill a habit of personal pride and neatness, and to reinforce that each of us is important for who we are and not for what we have or wear. No undergarments should be visible at any time. No bare midriffs are allowed, even when students raise their hands above their heads. Please ensure that all students are properly attired for the weather conditions. The uniform code is in effect from the time a student arrives on campus until the student leaves the campus at the end of the day.

All students in grades Pre-K through eight will be in uniform beginning the first day of school. The administration may designate special non-uniform days. Parents and students will be notified of these days through announcements and newsletters. Students will be sent home when out of

uniform. The Principal reserves the right to make the determination for day-to-day order and decorum.

The Principal reserves the right to adjust or amend this policy to maintain a safe and orderly school environment.

Uniforms may be ordered from Dennis Uniform Company, 6322 College Boulevard, Leawood, Kansas, 66204. Telephone: 913-381-6500. Polo shirts with logos may be ordered through the school office. There are many other outlets for basic uniform clothing.

DRESS CODE

- All students are expected to be well-groomed and present a neat appearance. Shirts must be the correct size and tucked into pants or skirts. Oversized or snug-fitting shirts and pants are not permitted.
- **No facial hair is permitted.**
- **No artificial hair color is allowed. No extreme haircuts or styles (ex: Mohawks) are allowed.** Boys' hair is to be above the collar and the ears. No designs cut into the hair.
- No tank tops, spaghetti straps, bare stomachs, or tight-fitting clothing may be worn to school
- **No piercing is allowed for male students.** Female students may wear small earrings and one pair only. No dangling earrings or hoops are allowed.
- Natural colored nail polish (pale pink/beige or clear) may be worn. No artificial nails.
- No makeup.
- No extreme jewelry. Single small medals/chains may be worn.
- No tattoos are allowed. (Not even the semi-permanent type - these should be removed before coming to school.)
- No colored t-shirts may be visible through the uniform shirt.
- Design or lettered t-shirts are not allowed, except on special non-uniform days.

SHOES

- Tennis shoes are **recommended**. **THEY ARE MANDATORY FOR PHYSICAL EDUCATION CLASSES.** Dress/casual shoes with soft soles are permitted.
- Sandals, boots, and open-backed shoes are NOT permitted. Snow boots are acceptable when weather requires.
- Heels are to be one inch high or less.
- **SOCKS MUST BE WORN AT ALL TIMES AND BE AT LEAST ANKLE LENGTH.**

GIRLS' UNIFORMS AND DRESS CODE

Uniform Plaid Jumper / Skirt:

- **Pre-K through 2nd grade** wears a Holy Cross plaid uniform jumper. **All jumpers must be knee-length.** Holy Cross plaid jumpers may only be ordered through Dennis Uniform Co.
- Students **MUST** wear solid color navy, black or white shorts, or leggings (that reach the ankle) under all jumpers. No mid-calf or Capri leggings are allowed.
- Students **MAY NOT** wear solid color skirts or jumpers. Official Uniform Plaid only.
- **3rd through 5th grade** wear a Holy Cross plaid uniform jumper or skirt. **All jumpers and skirts must be knee-length.** Holy Cross plaid jumpers and skirts may only be ordered through Dennis Uniform Co.
- Students **MUST** wear solid color navy, black or white shorts, or leggings (that reach the ankle) under all jumpers and skirts. No mid-calf or Capri leggings are allowed.
- Students **MAY NOT** wear solid color skirts or jumpers. Official Uniform Plaid only.
- **6th through 8th Grade** wear a Holy Cross plaid uniform skirt. **All skirts must be knee length.** Holy Cross plaid skirts may only be ordered through Dennis Uniform Co.

- Students **MUST** wear solid color navy, black or white shorts, or leggings (that reach the ankle) under all skirts. No mid-calf or Capri leggings are allowed.
- Students **MAY NOT** wear solid color skirts or jumpers. Official Uniform Plaid only.

Girls Other Uniform Pieces:

- Girls may wear a white or navy polo-style shirt or button-down blouse, long or short-sleeved. A white turtleneck may also be worn.
- A hunter green polo shirt, with the Holy Cross logo, may be worn. These are ordered through the office.
- A cardigan or V-neck sweater in solid white or navy, with no logos or design, may be worn over a uniform shirt.
- One green Holy Cross School crew-neck sweatshirt, with the school logo, is included in your registration fee for each student and may be worn over a uniform shirt.
- Slacks are to be navy blue, black, or khaki dress pants, worn with a black, brown, or navy belt. Corduroy is acceptable.
- Navy blue or khaki uniform shorts may be worn during the first and fourth quarters. The length of the shorts must extend **TO THE TOP OF THE KNEE when standing**.
- No mid-calf or Capri pants are allowed. No jeans, jeans type, warm-up type of stretchy fabric pants, or shorts may be worn. All pants must fit the waist. No over-large clothes or extremes in trend will be tolerated. Modesty is expected. Sagging pants are unacceptable. No underwear should be visible.
- Tight-fitting shirts or pants are unacceptable.
- Socks are to be to the anklets in solid white, navy, or black. Knee socks and tights of the same solid white, navy, or black may be worn. No logos, design, or patterned socks are allowed.
- A navy, black or brown belt must be always worn with shorts or pants.

BOYS' UNIFORMS AND DRESS CODE

PK through 8th Grade

- Boys may wear a white or navy polo style shirt or oxford button-down shirt, long or short-sleeved. A white turtleneck may also be worn.
- A hunter green polo shirt, with the Holy Cross logo, may be worn. These are ordered through the office.
- A cardigan or V-neck sweater in solid white or navy, with no logos or design, may be worn over a uniform shirt.
- One green Holy Cross School crew-neck sweatshirt, with the school logo, is included in your registration fee for each student and may be worn over a uniform shirt.
- Trousers are to be navy blue, black, or khaki dress pants, worn with a black, brown, or navy belt. Corduroy is acceptable.
- Navy blue or khaki uniform shorts may be worn during the first and fourth quarters. The length of the shorts must extend **TO THE TOP OF THE KNEE when standing**.
- No jeans, jeans type, warm-up type, or calf-length pants or shorts may be worn. All pants must fit the waist. No over-large clothing or extremes in trend will be tolerated. Modesty is expected.
- Sagging pants are unacceptable. No underwear should be visible.
- Tight-fitting shirts or pants are unacceptable.
- Socks are to be to at least the ankles in solid white, navy, or black. No logos, design or patterned socks are allowed.

DRESS DOWN DAYS

Holy Cross School occasionally designates dress-down days for events and special celebrations. Some of these days will have special guidelines such as sports shirts and jeans, or colored shirts.

Students may wear jeans that fit appropriately without frays, patches, or wholes. Tanks tops, bare midriffs, and extremely tight or short clothing are not permitted. Guidelines for specific dress-down days will be posted on ClassDojo.

SHOULD AN EMERGENCY MAKE IT NECESSARY FOR YOUR STUDENT/STUDENTS TO COME TO SCHOOL OUT OF UNIFORM FOR ANY REASON, PLEASE SEND THEIR TEACHER A WRITTEN EXCUSE EXPLAINING WHY THE STUDENT IS OUT OF UNIFORM. EVERY CONSIDERATION WILL BE MADE TO RECOGNIZE REASONABLE EXCEPTIONS.

ADDITIONAL STUDENT SERVICES

The following services are available at Holy Cross School:

TITLE I:

Support in reading and math is provided for students needing such help. This is determined through test results and teacher recommendations. Parents are notified of a child's eligibility. **Kansas City, Missouri School District** administers this support through NESI (Non-Public Educational Services, Inc.) that provides teachers for the program for students residing in the Kansas City, Missouri School District.

SPECIAL EDUCATION TESTING/SERVICES:

Parents may request educational testing through the School District they reside in to see if a student qualifies for speech or learning disability classes or other therapy. Parents should contact the School Office for information.

FOUNDATION FOR INCLUSIVE RELIGIOUS EDUCATION (FIRE):

Holy Cross School has partnered with the FIRE Foundation to support students and staff in furthering the education of students.



STUDENT ACCIDENT COVERAGE:

All students attending an Early Childhood Center, Elementary School, or High School in the Diocese of Kansas City-St Joseph are covered by the Guarantee Trust Life Insurance Company's School Time Accident Coverage which is administered by First Agency. This includes supervised school activities such as sports, field trips, parties, and travel to and from school. Benefits are paid on a full excess basis for expenses not covered from another plan providing medical expense benefits. **In case of an accident**, notify the school office immediately to secure claim forms. Claims must be filed within 90 days from the date of injury or loss.

PARENT VOLUNTEER GROUPS

All volunteers interacting with children must register in Virtus to complete a background check, code of ethics, and register for a Protecting Gods Children class before working with students. This includes field trip chaperones, field day volunteers, coaches, and general classroom help.

SCHOOL ADVISORY COMMITTEE (SAC):

SAC is an advisory group of Holy Cross parents, community members, and business leaders who serve for three years and meet regularly to advise on school policy and review the school's activities and programs. Parents are encouraged to attend open SAC meetings.

The School Advisory Committee provides an ongoing opportunity for parent leadership. Those interested in serving on the SAC should contact the Principal for additional information.

PARENT-TEACHER ORGANIZATION (PTO):

Membership is made up of parents, teachers & staff members. This organization helps coordinate volunteers, programs, and activities for students, teachers, and families. The PTO's other goals are:

- Support the Teachers and the Principal in the implementation of the mission of Holy Cross School.
- Support and sponsor activities, events, and functions that benefit the students and staff of Holy Cross School.
- Acknowledge the accomplishments of our students and recognize the dedication of our teachers and staff.
- Raise and distribute funds needed to support educational programs and school social activities under the direction of the Principal.
- Support and promote Holy Cross School Community.
- Foster a greater appreciation of Catholic Education.

All families are expected to support the officers in these tasks, as all parents/guardians of students are members. You are encouraged to attend meetings and become active in the school.

ATHLETIC PROGRAM/COACHES - Parochial League and Intramurals:

The purpose of the Athletic Program at Holy Cross School is to:

- Supplement the spiritual, academic, and physical growth of the students.
- Enhance the development of the students and promote a sense of school pride, spirit, and unity.
- Provide a variety of sports for both boys and girls of the Holy Cross community.
- Emphasize sportsmanship, teamwork, leadership, and Christian values.
- Promote participation among all students of the community.

The Athletic Program coaches and parent volunteers organize teams sponsored by the Parochial League of Kansas City-St. Joseph grades three through eight.

Each family with a child who participates in a sport must volunteer 4 hours per sport.

At the beginning of each sport season, the Athletic Director will post a variety of volunteer opportunities for the individual sport being played at that time.

AMENDMENTS TO THE HANDBOOK

Holy Cross School reserves the right to amend the school Calendar and Handbook at any time for just cause. These changes shall be communicated to the school community promptly.

Thank you to the Parishes of the Northeast
for their support of Holy Cross School:

Holy Cross Parish
5106 St. John Ave
816-231-4845

Holy Rosary Parish

911 E. Missouri Ave
816-842-5440

Our Lady of Peace Parish
1029 Bennington Ave
816-231-0953

St. Anthony's Parish
318 Benton Blvd
816-231-5445