

**HANDBOOK OF POLICIES**

**2017-2018**



**HOLY CROSS CATHOLIC SCHOOL**

**2633 INDEPENDENCE ROAD  
HUTCHINSON, KANSAS 67502  
620-665-6168**

**[www.holycross-hutch.com](http://www.holycross-hutch.com)**

**Father Aaron Spexarth, Pastor  
Ms. Amy Wagoner, Principal  
Mrs. Donna Ohl, School Secretary**

**HOLY CROSS CATHOLIC SCHOOL MISSION STATEMENT**

**Holy Cross Catholic School is a Catholic Learning Community Building Disciples of Christ**

***Catholic** – provide a love of our faith, molding students into caring and committed Disciples of Christ.*

***Learning** – assist each student to acquire the tools of learning enabling them to become lifelong learners.*

***Community** – involve students in cooperative activities creating respectful, resourceful members of the community.*

***Disciples of Christ** – assist students in learning to keep the Catholic faith, live it, profess it, bear witness to it, and spread it.*

**CORE VALUES**

***Unity** - united as one family with our bishop and in service to our families and parishes, we honor the dignity of every human person with respect for all life*

***Faithfulness** - loyal to the teachings of Jesus Christ as taught in our Catholic faith, we believe the formation of disciples is our first purpose*

***Stewardship** - the grateful response of a Christian disciple who recognizes and receives God's gifts and shares these gifts in love of God and neighbor*

***Scholarship** – as disciples, we infuse virtue into instruction so that our students will be respectful and courageous scholars who use their gifts for the glory of God*

## **HOLY CROSS CATHOLIC SCHOOL PHILOSOPHY STATEMENT**

Holy Cross Catholic School is committed to the development of the whole child—spiritual, moral, intellectual, physical, and social—a position that springs from the fundamental purpose of all Catholic education: namely, to prepare the child for the life here and hereafter. In seeking to develop the whole child in all his/her capacities, Holy Cross Catholic School endeavors to include in the curriculum all types of experiences. These experiences are calculated to develop the ideas, attitudes, and habits that are demanded for Christian living in modern, global society.

## **CATHOLIC DIOCESE OF WICHITA MISSION STATEMENT**

Together with the family, the parish, and each other, we will form each student into a disciple of Jesus Christ, who seeks the truth, grows to love it, and learns to live it.

## **CATHOLIC DIOCESE OF WICHITA STEWARDSHIP**

Stewardship is the grateful response of A Christian disciple who recognizes and receives God’s gifts and share these gifts in love of God and neighbor.

## **ACCEPTANCE OF ACCOUNTABILITY**

The school and parents/guardians work in a partnership to achieve the purposes and goals of the mission statements, core values, and school philosophy statement. Pastors, diocesan and school administrators, certified and classified personnel, school councils, and parents/guardians accept responsibility for providing opportunities and experiences for the Catholic education students receive. Students, with the aid of the school and parents/guardians, will be held accountable for taking advantage of the educational opportunities and experiences provided by the school and the parish community.

## **DIOCESAN AND SCHOOL HANDBOOK**

Holy Cross Catholic School is bound by the Catholic Diocese of Wichita Handbook of School Policies. Holy Cross Catholic School, its employees, and school families will adhere to policies contained in the Diocesan Handbook. Employees and school families shall also abide by the policies set forth in Holy Cross Catholic School student and family handbook of policies. The Diocesan Handbook can be accessed at the Catholic Diocese of Wichita’s website at [www.cdowk.org](http://www.cdowk.org), then by clicking on Education/Forms/Downloads/Handbook and Policies/Policy Handbook.

## **CATHOLIC SCHOOL STANDARDS**

Catholic schools seek, with God’s grace, to form the total person in the image of Christ. This goal cannot be confined to the classroom but will only be achieved through the totality of the student’s activities, experiences, lessons, and relationships. Accordingly, the school’s resources must be directed to fulfillment of the following standards.

Elementary Catholic School – Students are expected to...

- Know Church teaching, practice Christian virtue, and participate in their parish faithfully; moreover receive the sacraments all of which were instituted by Christ and each of which has its own vital place in Christian living
- Demonstrate a reverence for life and respect for self, family, authority and all cultures
- Have an informed conscience, distinguish right from wrong, and know how to make choices based on Catholic/Christian values

- Be respectful and responsible, compassionate and just toward others
- Demonstrate the knowledge, skills, and desire to continue to learn successfully in middle school or high school
- Be independent, responsible, and self-disciplined decision-makers who set priorities and boundaries, lead, and work on teams, make sacrifices to achieve goals, monitor progress, and apply creative and critical thinking skills
- Have the reading, writing, listening and speaking skills needed to communicate effectively
- Read at or above grade level unless there is a handicapping disability
- Master basic knowledge of religion, language arts, mathematics, geography, history, civics, science, and fine arts
- Utilize appropriate technology to access and communicate information.

### GENERAL SCHOOL INFORMATION

School Office Hours	7:30-4:00
Teacher Hours	7:30-3:40
School Hours	8:00-3:20

For the security of the children, all doors will remain locked during the school day 8:00am-3:20pm. All visitors must check in at the office first.

### **Daily Schedule**

\*Students eating breakfast may be dropped off at 7:15, but no later than 7:45 to have enough time to eat before school begins.

7:15-7:45	Breakfast in cafeteria
7:30	Student drop off begins – Students report to gym
7:45	Students dismissed from gym to the classrooms
8:00	Class begins
8:00	Mass (Tuesday K-3, Thursday 4-6, and Friday K-6)
11:00	PK Lunch
11:10	Lunch for Kindergarten
11:45	Lunch for First, Second and Third Grade
12:25	Lunch for Fourth, Fifth, and Sixth Grade
3:20	School dismissal – After School Program begins
3:35	After School Program for students without rides home
6:00	After School Program closes

## **1. ABSENCES FOR TRIPS OR VACATIONS**

Missing school for family trips is discouraged. Families are encouraged to schedule trips or vacations during school breaks. A travel packet of homework is not an entirely adequate substitute for in-class lessons, discussions and hands-on activities that occur daily in the classroom. In the event that a family determines their child must travel with them when school is in session, a written note from parents should be sent a minimum of one week in advance if a trip is anticipated. Parents should not expect from teachers lessons for students in advance, as this may not be a possible provision in all circumstances. Teachers need advanced notice and opportunity to prepare lessons. If any lesson is provided by the teacher in advance, learning objectives will be due as assigned by the teacher. When a student has missed more than five sessions of any class in a semester, the student may be required to make up work after school, on Saturdays, or in an approved summer school program before credit is awarded. When a student has missed ten sessions of any class in a semester or twenty sessions of any class in a year, the school will require the time to be made up, at parent cost, in a program approved by the school, and may retain the student in the same grade if lack of progress so indicates. Perfect Attendance shall be defined as having NO tardies or absences regardless of whether these are excused or not.

## **2. ATTENDANCE POLICY**

Punctual attendance is an act of responsible stewardship by parents and students for their parish's gift of Catholic education. Regular attendance is essential for student growth and progress. There is a high correlation between successful academic achievement and faithful attendance. Illness will be the main reason why a student does not attend classes, which is understood and excused. Funerals are also approved absences. Excused absences are when a student is unable to attend class due to an illness, death in the family, or other unavoidable situations.

The school day begins at 8:am. A student is counted absent if not participating in classroom activities during school hours. If a student is absent from 1.5 up to 3.5 hours, the student will be counted as a half-day absence. Absences more than 3.5 hours will be counted as a whole day absence.

Parents are advised to schedule doctor appointments and other appointments in the afternoon (as core classes are generally taught in the mornings). Appointments that run longer than 1.5 hours are at risk to be counted absent which would affect perfect attendance. A doctor's note for a one-time appointment may excuse their absence for perfect attendance purposes; however, recurring appointments will count against such reasonable judgement calls.

Parents should contact the school prior to an absence or tardy and request that their child be excused that day. The school, however, retains the right to determine which absences and tardiness will be excused, which will not, and appropriate consequences for unexcused absences. Perfect Attendance shall be defined as having NO tardies or absences regardless of whether these are excused or not.

Parents/guardians are responsible for notifying the school office (665-6168) by 8:00 a.m. if their child will be absent or late. **STUDENTS MUST SIGN IN AT THE OFFICE IF THEY ARE LATE FOR ANY REASON.** A student who has been absent is required to present a written excuse to the office upon their return, signed by the parent/guardian, citing the reason for and date(s) of the absence(s). Students remain responsible for lessons assigned by teachers.

Parents are to be reminded that the compulsory education law of Kansas requires students between the ages of 7 and 18 to be in school. Being absent for such reasons as vacations, sporting events, school activities where the student is not a participant, shopping, babysitting, or travel is not acceptable, and parents should not ask for their children to be excused for such reasons.

### **3. BAND**

Participation in Fine Arts is encouraged. Band at Holy Cross Catholic School is an elective class and is open to all students in the 5th and 6th grade. Arrangements for rental or purchase of band instruments may be made directly through the band instructor. All band students are expected and required to attend school band events (such as concerts), as these are part of the band grading.

### **4. BASIC BEHAVIOR EXPECTATIONS FOR STUDENTS**

Follow directions given by authority.

No running in the halls.

No talking in the halls.

Keep hands, feet, and objects to self.

Ask before you borrow.

Must wear appropriate uniform.

Must turn in homework on time.

Must clean up after themselves.

Using the telephone, cell or landline only with permission of the adult supervisor

Speak with respect to all authority and peers.

Walk quietly to and from church.

Display reverence to Christ who is present in the tabernacle.

Share equipment.

Respect other student's games and activities on playground.

No hats may be worn in the building by students except during special activities.

### **5. BREAKFAST AND LUNCH SERVICES**

Holy Cross Catholic School offers a breakfast and hot lunch program for its students. Breakfast and lunch programs have been designed to meet the state requirements in regard to proper nutrition and dietary practices. Students are encouraged to sample each of the foods being served. Children are not required to eat foods to which they have an allergy (a doctor's note is required for verification).

State regulations require that milk be taken with each tray served to the children. If an exception must be made (for health reasons only), the school must have a statement indicating the health concern on file in the office for the current year. According to lunchroom guidelines, no pop is allowed.

Meals for students in grades K-6 may be purchased in advance. Parents may deposit any amount into their child's account. Breakfast and Lunches should be paid for in advance. Students will be reminded with a note for the parents/guardians when money is due. Extra milk may also be purchased. Prices for lunches and milk will be set at the beginning of each school year and posted in the newsletter. Parents are welcome to eat lunch with their children. Please notify the school by 9:00 AM if you would like to join your child. Please do not bring lunches for your children from restaurants or fast food places.

The government program for free and reduced priced meals is available to those who qualify. Information on this program and application forms are in the school office.

The School Food Authority (SFA) will send out weekly emails or notices to students who are low in lunch funds. If a student reaches a negative \$20.00 balance, the SFA will contact parents to let them know that a payment needs to be made to them a positive lunch balance. The student will need to bring a sack lunch from home until the negative balance is paid.

## **6. BULLYING/HARASSING BEHAVIOR**

In Catholic schools, the faith community of students and adults should respect, protect, and share the God-given life and worth and dignity of every person, regardless of ability, gender, appearance, cultural background, or interests. More particularly, the Diocese, through its administrators, faculty, and staff, in effecting an environment that encourages and supports learning, expresses a heightened concern for the student who may be isolated, bullied, harassed, alienated, or the target of inappropriate conduct.

### **BULLYING BY STUDENTS**

Policy 408A of the Diocesan policy handbook states that bullying by students is not acceptable. This need not occur on the school premises or at a school-sponsored event to come within the jurisdiction of the Diocese. Students who are determined to have engaged in bullying will be subject to progressive discipline ranging from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions up to and including expulsion, as laid out in each school's handbook.

### **HARASSMENT BY ADULTS**

Harassing behavior by adults cannot be tolerated in Catholic Schools whether it is persistent conduct or a single egregious act (see Diocesan Policy # 313). Behavior is harassment when it has the purpose of creating an intimidating, abusive or offensive environment or unreasonably interferes with an individual's performance or behavior. Conduct targeted under this policy need not occur on the school premises or at a school-sponsored event to come under this policy. Third party persons who come in contact with diocesan employees or students are subject to this policy, whether they are volunteers, clients, family members or the public (including siblings, contractors, vendors and others).

Employees who engage in harassment will be disciplined from verbal or written reprimand to suspension and termination as is appropriate. Third-party persons who violate this policy shall be subject to sanctions up to and including termination of the individual's relationship to the Catholic school system.

## **7. CHAIN OF COMMAND**

1. All parental concerns/issues regarding a child or a child's teacher MUST first be discussed with the child's teacher. Parents must make arrangements with the teacher in advance to discuss the concern.
2. If a parent feels that a problem hasn't been resolved with the teacher, then the parent should make an appointment with the principal in effort to resolve the differences.
3. If the parent has not satisfied the problem or concern after meeting with the principal, a meeting with the Pastor and the Principal may be requested. The result of this meeting will be the final decision.
4. If a parent has a concern or complaint about the principal, he or she should contact the principal first. If the concern is not satisfied, follow step three.

## **8. CLASS SIZE**

Class size will be limited to 30 students. In grades Kindergarten and First, the class size will be limited to 25 students. In the event of low class sizes at a grade level, the Pastor may choose to consolidate a

class in order to remain committed to fiscal responsibility. A waiting list for students meeting the above criteria will be kept for future openings when the number of students exceeds the class limit.

## **9. CLASSROOM CELEBRATIONS**

During the course of the school year, all classes will have celebrations for All Saints Day, Christmas, Valentine's Day, and Easter. Parties will begin at 2:30 p.m. unless otherwise stated. It is necessary for room parents of Home and School to contact the teachers in advance to make arrangements and plans for each party. Home and School (PTO) will organize parties in classrooms for Christmas and Easter. Teachers will plan and organize for All Saints and Valentine's Day.

For student birthdays, parents/guardians may provide healthy treats in accordance with our Diocesan Wellness Policy. Healthy treats include a wide selection of juices, Popsicles, Teddy Grahams and other crackers, yogurt, and a wide variety of healthy fruits (limited 1 per person) for the members of the student's class. Treats may be brought to the school at the beginning of the school day so that the teacher may plan time for the celebration. Please contact your child's teacher in advance of the day to make arrangements. No balloons, flowers, noisemakers, clowns, etc., will be permitted in the classroom. Please check with your child's teacher before bringing treats to be sure no allergies are present. Out of School Party invitations are not to be delivered through the school unless every child in the class will receive an invitation and the teacher's permission has been given to pass them out.

An alternative to traditional birthday treats is a donation of a book to the Holy Cross library in the birthday child's name. The book should be approved by the librarian in advance of the presentation and then, once approved, the birthday boy/girl may present the book to the school. The book will have a sticker placed in it stating the occasion and the date of the presentation. In this way, your child's birthday would be celebrated every time students read this "birthday book"! Arrangements for this can be made with the school librarian.

## **10. CRISIS POLICY AND THREATS OF VIOLENCE**

A crisis plan is in place to deal with fires, tornadoes/bad weather, intruders, and bomb threats. In the event that Holy Cross Catholic School needs to be evacuated for any of the above reasons, the Hutchinson Police Department will assist with the evacuation and provide a safe relocation.

### **THREATS OF VIOLENCE**

All threats of violence will be taken very seriously. This includes homicidal threats, terroristic threats, threats of hate crimes, verbal assault, and/or possession of any weapon on or off school property. Any student who makes a serious threat of violence shall be suspended from the school or activity and required to receive psychological assessment and counseling at a center selected by the school. The students may return only if he/she presents a written recommendation from the psychologist/psychiatrist and if the administration is willing to have the student back on campus. If the student returns, his/her parents will be notified in writing that a second offense will result in automatic expulsion.

Holy Cross Catholic School will comply with the terms of the Kansas School Safety and Security Act which requires schools to expel a student from school for not less than one year for possession of a weapon at school, on school property, or at a school supervised activity.

## **11. DISCIPLINE**

Discipline at Holy Cross Catholic School is designed to help students grow in self-respect and in the

respect for others, always in the spirit of Christian charity. We teach students to grow in their understanding and practice of the following character traits: Trustworthiness, Fairness, Respect, Responsibility, Caring, and Citizenship.

Well behaved students can learn more proficiently than those who are disruptive. All students must be "in control". This will positively affect the learning environment that is desired at Holy Cross Catholic School. All discipline standards and procedures are based on respect. Positive and respectful expectations will be established as guides for church, classrooms, cafeteria, playground, and all other areas of the school. Students must follow these guidelines at all times.

Students must learn to accept responsibility for their actions. Consequences will be used to eliminate inappropriate actions. Rewards will be given for positive behavior. Each classroom has in place a system of discipline appropriate to the student's age, maturity level, size of the class, and dynamics of the class. In addition, each classroom has, as a major component of the overall discipline plan, a system of positive discipline which recognizes that a student learns how to be self-disciplined when given an opportunity to reflect on the action, make amends and plan for the future. Parents are encouraged to partner with teachers in establishing a specific framework at home and at school in order to help aid a student who needs strategic improvement with decision making and accepting responsibility for his/her actions.

The following is a basic framework teachers practice when addressing student discipline, followed by a basic framework students practice when working with teachers.

Teacher's Basic Framework
---------------------------

- |  |
|--|
| <ol style="list-style-type: none"><li>1. Statement of being on student's side.</li><li>2. Describe how the child did not meet the teacher's expectation.</li><li>3. Describe your expectation.</li><li>4. Give a reason why.</li><li>5. Check for understanding. If needed give a consequence.</li></ol> |
|--|

Student's Basic Framework
---------------------------

- |  |
|--|
| <ol style="list-style-type: none"><li>1. Make eye contact with the teacher.</li><li>2. Request a moment of his/her time.</li><li>3. State an apology.</li><li>4. Express future plans for success.</li><li>5. Ask for acceptance of the apology.</li><li>6. Ask for permission to return to the activity.</li><li>7. Thank the teacher for his/her time.</li></ol> |
|--|

### DISCIPLINE FOR SEVERE INFRACTIONS

Since there are times when an individual student finds it difficult to take personal responsibility for good conduct, it becomes necessary for the school to indicate specific acts for which there may be severe consequences. The following items are considered severe and inappropriate behavior for a student at Holy Cross Catholic School and may result in detention, probation, suspension, or expulsion:

- Cheating on classroom work, assignments, or homework.
- Controlled substance use, possession, or distribution; smoking materials, narcotics, alcohol, or dangerous/illegal drug or use
- Disrespect of fellow students or staff including but not limited to bullying and harassing behavior.

- Fighting, provoking a fight between other individuals, or participating in activities which result in physical violence.
- Indecent or obscene conduct or language while at school or at a school-sponsored event.
- Leaving the school ground during the day without written parental permission.
- Possession of any kind of weapon.
- Theft of or damage to property of the school or of another student, visitor, or school personnel.
- Threats of violence including homicidal, terroristic, hate crimes, verbal assault, and/or possession of any weapon on or off school property.

#### DISCIPLINE MEASURE - DETENTIONS

Detentions will be given for repeatedly breaking school or classroom rules, or for serious infractions. Parents will be informed of a detention by a note or phone call from the teacher stating the infraction and the time the detention will be served. Detentions will be teacher directed.

#### DISCIPLINE MEASURE - STUDENT PROBATION

Students may be placed on probation as a disciplinary measure. Such probation shall be for a specific period of time or until certain conditions have been met by the students.

#### DISCIPLINE MEASURE - IN-SCHOOL SUSPENSIONS

Severe infractions may result in an in-school suspension up to the maximum of three (3) days. Parents will be informed of an in-school suspension by a note or phone call from the teacher or principal stating the infraction and the time that the suspension is to be served. Three (3) in-school suspensions in the course of a nine week period may result in an out-of-school suspension or permanent expulsion.

#### DISCIPLINE MEASURE - EXPULSIONS

A student may be expelled from school if all other means of discipline have failed or for involvement in a single act that presents a serious threat to the school community. The student involved shall be suspended from school while information is being gathered. A meeting will be held with the pastor, principal, teacher, and parents/guardians to gather all the facts in the situation. Prior to expulsion, the principal will confer with the pastor and Diocesan Superintendent. Within 48 hours of this meeting, the principal will notify the parents/guardians in writing regarding the decision.

### **12. DRESS CODE**

Dress is an important element of the educational environment. At Holy Cross Catholic School, it is believed that personal appearance affects behavior and attitudes. Parents/Guardians are responsible to see that their children are dressed according to established guidelines.

Uniforms are expected to be worn the first day of school and every day thereafter. Exceptions to this rule include: scout uniforms (worn only on meeting days), dress-up days (announced in advance) or special events or occasion days. Students should show pride in their school by taking the time to wear a uniform that is clean with no holes, rips or tears of any kind. Clothing should not be faded or worn-out. Parents should not allow students to come dressed in clothing that is not within uniform code.

Any student not adhering to the uniform code will be provided communication to share with parents/guardians explaining the correction that needs to be made with the uniform. The student will be expected to come to school, from then on, wearing the correct uniform. Repeated violations of the

uniform code will result in parents/guardians being called to bring the correct uniform item(s) to school, the student being sent home to change into proper attire or may result in disciplinary measures if several infractions occur.

All Uniforms items can be purchased at Parker Uniforms in Wichita or ordered online at [www.parkersu.com](http://www.parkersu.com) or by calling 1-800-500-4634. Their store is located at 650 North Carriage Pkwy # 85 in Wichita. Our school ID code is WI100450.

### Uniform Code: Girls

Jumper - Parker's red and navy plaid

Skirt - Parker's red and navy plaid (3rd - 6th grade only) Skirts must fit at waist and not at the hips.

Culottes – Parker's red and navy plaid (all grades). Culottes may be worn year-round.

Shirts -White or red polo knit shirts (short-sleeved or long-sleeved)

Turtleneck shirts (white or red)

No emblem or design or lace edgings

No pocket

Must have banded sleeve

Prefer polyester/cotton blend

Must be tucked-in

Parker's uniform shirts are highly recommended for their durability

Undershirts- must be Red or White and may not contain any writing on them. Undershirts should not have sleeves that are longer than the uniform shirt sleeve. No long sleeve undershirts with a short sleeve polo shirt.

Pants - Parker style navy blue with belt. No Capri or navy jeans. No cargo pants, hip huggers, or flared pants. Pants should be a poly-cotton blend and fade resistant  
Pants must rest at the waist and may not be baggy or rest at the hips or below.

Belts - Belts must be worn with pants in Grades 2-6 and are suggested for Grades K-1. Belts may be black, brown, or navy.

Leggings – Navy, blue or black can be worn under jumpers or skirts when weather is cold.  
Leggings should be straight legged, not bell-bottomed or flared.

Shorts - Parker style navy blue, walking shorts length. Shorts may be worn during the months of August, September, and May. Shorts may not be worn to Mass. Students will be allowed to change sometime after Mass and before morning recess if they wish to bring shorts to change into after Mass.

GIRLS MODESTY SHORTS should be worn under the jumper at all times. Stretch bike shorts in solid black, white or navy are recommended.

Shoes – All shoes must be athletic in style. Shoes with lights or wheels are not allowed. All shoes

must be tied completely and large tongued shoes must be worn with the tongue discretely inside the pant leg. Shoes must be kept clean and repaired. No sandals, open toe/heel shoes, or boots. Socks must be worn and must be solid white, black or navy blue and match in color.

Socks – White, black or navy blue plain (no emblem) socks, or knee socks. Socks are mandatory. Solid navy or white tights may be worn for warmth.

Sweaters – Parker navy blue cardigan Parker style.

Sweater Vest – Parker navy blue issue only.

Sweatshirts - Red Holy Cross with emblem, available for order through the school

Hair accessories - Shall be limited to headbands, bows, and barrettes that are uniform colors.

Earrings/Jewelry - Only one earring per ear is allowed. Necklaces are discouraged unless they are a crucifix/cross or scapular. Bracelets are limited to one per wrist.

Make-Up/Hair color Make-up should not be worn to school.  
Hair color should only be natural in color.

#### Uniform Code: Boys

Shirts - White or red polo knit shirts (short-sleeved or long-sleeved)

Turtleneck shirts (white or red)

No emblem or design

No pocket

Must have banded sleeve

Prefer polyester/cotton blend

Must be tucked in

Parker's uniform shirts are highly recommended for their durability

Undershirts - Must be Red or White and may not contain any writing on them. Undershirts should not have sleeves that are longer than the uniform shirt sleeve. No long sleeve undershirt with a short sleeve polo shirt.

Pants – Parker style navy blue slacks with belt. No cargo pants or navy jeans. No flared pants. Pants should be a poly-cotton blend and fade resistant. Pants must rest at the waist and may not be baggy or rest at the hips or below.

Belts - Belts must be worn with pants in Grades 2-6 and are suggested for Grades K-1. Belts may be black, brown or navy.

Shorts - Parker style navy blue, walking shorts length. Shorts may be worn during the months of August, September, and May. Shorts may not be worn to Mass. Students will be allowed to change sometime after Mass and before morning recess if they wish to bring shorts to change into after Mass.

Shoes – All shoes must be athletic in style. Shoes with lights or wheels are not allowed. All shoes

must be tied completely and large tongued shoes must be worn with the tongue discretely inside the pant leg. Shoes must be kept clean and repaired. No sandals, open toe/heel shoes, or boots. Socks must be worn and must be solid white, black or navy blue and match in color.

Socks – White, black or navy blue are mandatory. Socks must not contain an emblem.

Sweaters – Parker Navy blue cardigan Parker style.

Sweatshirts - Red Holy Cross with emblem, available for order through the school.

Hair – “Extreme” boy’s hairstyles, such as shaved lines, tails, mohawks, etc. are not within the spirit of the school. Hair length for boys must be cut above the eyebrows, ears, and shirt collars. No faddish haircuts or color-treated hair will be permitted.

Earrings – Boys are not allowed to wear earrings during school hours or activities. Jewelry is limited to one bracelet per wrist and necklaces are discouraged unless they are a crucifix/cross or scapular.

### **13. DROPPING OFF STUDENTS / PICKING UP STUDENTS**

#### **Dropping Off - From PLUM STREET**

Morning drop off should take place on the north side of the church parking lot off Plum. Cars may slowly circle around the parking lot and safely drop students off by the grass island on the east side of this parking lot. Families may also park but are encouraged to park along the curbs by the sidewalks so students have a safe path to the school.

#### **No Drop Off From INDEPENDENCE ROAD**

Students may be dropped off in the south parking lot by the rectory and church. Students may follow the sidewalks leading up to the front doors.

\*Please avoid dropping off students in Father’s driveway. This is not a pick-up or drop-off spot.

#### **Picking Up - North parking lot**

Upon entering the parking lot from Plum street, parents should park in the outside stalls and meet their child(ren) on the south or north sidewalks. No vehicles will be allowed to circle through the parking lot. Students will be directed to the sidewalks; student should not walk in the parking lot without the attendance of their parent/guardian. Students should load into their vehicles, immediately. If you must park in the center stalls, please exit your vehicle and pick up your child(ren) at the sidewalk and return to your vehicle. Teachers on dismissal duty are present to supervise the dismissal of students to parents. *Avoid playground use during dismissal time.*

#### **Picking Up - South parking lot (south of the church)**

Students will be directed to the parking lot islands for pickup. Parents should pick up their student from the islands or sidewalks. Students should not walk in the parking lot without the attendance of their parent/guardian. Students should load vehicles immediately.

#### **14. EARLY PICK-UP FROM SCHOOL**

Students who must leave the grounds during school hours must have a written request signed by the parent/guardian. This note should not only be given to the classroom teacher but also to the front office in the morning before class begins or the day before if possible. *Every effort should be made to schedule medical or other appointments for students after school hours. They should not be made during Mass or regular class time.*

Parents are highly encouraged to plan ahead and call the school at the beginning of the school day to make arrangements with the school office when they are picking up their child for an appointment. Every effort should be made to avoid last minute notices/arrivals to pick up children for appointments. This interrupts a student's learning of measured academic standards, and it doesn't allow any time for the teacher to prepare the student in advance.

When a student is to be picked up during the school day, the parent/guardian must first come to the office and sign the student out. Student will then be called to the office. Upon returning to school, parents must sign the student back in at the office. It is imperative that Holy Cross Catholic School be notified if anyone other than the parent/guardian will be picking up a child during or after school hours. If there is any question regarding an individual calling for a student, a parent/guardian will be contacted for verbal permission and identification may be verified for the school to release the child. The safety of your children is our primary concern!

#### **15. EMERGENCY SAFETY INTERVENTION (ESI) POLICY**

The Catholic Diocese of Wichita is committed to limiting the use of Emergency Safety Intervention ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The CSO encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies. This policy is made available on the school's website with links to the policy available on any individual school pages.

Emergency safety intervention means the use of seclusion or physical restraint.

Seclusion means placement of a student in a location where all of the following conditions are met: 1) The student is placed in an enclosed area by school personnel; 2) the student is purposefully isolated from adults and peers; and 3) the student is prevented from leaving, or the student reasonably believes that such student will be prevented from leaving, the enclosed area.

Physical restraint means bodily force used to substantially limit a student's movement, except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

**Notification:** When a student is subjected to an emergency safety intervention, the school shall notify the parent on the same day of the emergency safety intervention was used. The school shall attempt to contact the parent using at least two methods of contact. A parent may designate a preferred method of contact to receive the same day notification. The school must complete the diocesan incident report and turn it in to the Catholic School Office within 24 hours of the incident.

**Dispute Resolution:** If a parent feels the school has violated this policy they may file a complaint in writing to the pastor within 30 days of the date on which the parent was informed of the use of the use of emergency safety intervention. The pastor may choose to delegate the investigation to Diocesan Superintendent. The pastor, or his designee, will report their findings to the parent within 30 days of the pastor's receipt of the complaint.

### **16. END OF SCHOOL DAY**

Dismissal time for students will be at 3:20 p.m. Students are expected to leave the school grounds promptly. If a student remains at school beyond 3:35 p.m., they will be sent to the After-School program and parents will be charged for the time they are there. This is for the SAFETY of the student.

### **17. ENROLLMENT POLICY**

The following criteria will be evaluated when considering children for enrollment in Holy Cross Catholic School:

- \*Parish Member
- \*Date of parish registration
- \*Participation in parish stewardship or a tuition plan
- \*Annual Approval from parish Priest
- \*Enrolled last year
- \*Siblings currently enrolled in Catholic Schools
- \*Date of application
- \*History of acceptable grades, behavior, and attendance
- \*Education requirements
- \*Intent to educate children in Catholic Schools through High School
- \*Previous Catholic school support
- \* All fees paid from previous school year

### **18. FEES**

#### **Registration Fees**

The registration fee is to be paid in order to finalize enrollment. Fee for preschool students is \$30.00 for the 3 year old program. The fee for the four year old ½ day program is \$55.00 and the fee for the four year old full day program is \$78.00. The fee for kindergarten through sixth grade students is \$170.00. Technology fees for students in grades kindergarten through sixth are \$85.00.

#### **Payment of Fees**

All School fees, including Breakfast, Lunch, Pre-School, and After School Program must be paid in full by NOON on the Last Day of School each school year. Quarterly and monthly payment schedules are prepared by the office to help families make regular payments of fees. Enrollment for the following school year is subject to review by the Principal and Pastor if fees are not paid in full by the last day of school.

All School fees (Breakfast, Lunch, Preschool, and After School Program) shall be paid on a regular basis. Fees are to be paid on the due dates as prepared on the quarterly or monthly payment schedule.

Failure to pay fees may result in discontinuation until payments have been made. Families may request a conference with school officials if there is a need to discuss financial circumstances. It is imperative that breakfast, lunch, and after school program fees are paid on a regular basis, as each school program is self-supporting and depends on these fees in order to meet their financial responsibilities.

\*Money brought to school by students (lunch money, picture money, field trip money, etc.) will be collected by the classroom teacher and then sent to the office. Payments may also be directly given to the office before school starts. When sending money with your student to school, please put it in an envelope clearly marked with his/her name, class, amount sent, and reason for sending. We strongly encourage parents/guardians to send checks, as opposed to cash, whenever possible, as checks can be more readily replaced than cash. Children should not bring money to school on a daily basis, but only when they have a specific purpose and the approval of parents/guardians. When sending money to school, please write a separate check for different purposes. For example, checks written for lunches, after school program, enrollment or pictures should be separate from any other fees.

### **19. FIRE AND TORNADO DRILLS**

Fire drills are practiced once a month during school hours, as required by the state regulations. Holy Cross Catholic School also has in place a tornado/storm plan which is practiced on a regular basis. During any such emergency as a fire or tornado, students are assigned to a safe area and are closely supervised by classroom teachers. Emergency drill exits are clearly posted in all rooms of the school.

### **20. GRADING SYSTEM**

The academic year is divided into four quarters of nine weeks each. The first two quarters represent the first semester of the school year. The first semester will end upon completion of the second quarter. The last two quarters represent the second semester, which will end upon completion of the fourth quarter.

Diocesan approved report cards will be sent home with students following each nine-week period. Students will be graded on their written work, tests, completed projects, classroom activities, participation and behavior. The grading scale for 3<sup>rd</sup> – 6<sup>th</sup> grade used in the Diocese of Wichita is as follows:

A+	100 – 99	C+	82 – 81
A	98 – 94	C	80 – 76
A-	93 – 92	C-	75 – 74
B+	91 – 90	D+	73 – 72
B	89 – 85	D	71 – 67
B-	84 – 83	D-	66 – 65
		F	Below 65

## Kindergarten through 2<sup>nd</sup> grade uses a standards based report card

ES – Exceeding Standards	Exceeds grade level expectations; shows consistent understanding; demonstrates mastery of grade level standards. (It is not possible to earn ES on every standard. For example, “Recites the OUR FATHER” cannot be exceeded. Similarly, “Distinguishes short vowel sounds” cannot be exceeded, since there are a finite number of short vowel sounds. The lack of ES’s on a K-2 report card is not a cause for concern.)
MS – Meeting Standards	Meets grade level expectations; has progressed in demonstrating grade level performance.
AS – Approaching Standards	Approaching standards means your child is making progress toward meeting the standard but just has not arrived yet. It is appropriate to ask you child’s teacher what you can do at home to help your child meet the standard in a learning area.
AW – Academic Warning	Academic Warning indicates that your child’s teacher feels the student is not making adequate progress. The student will need strategic support to meet standard by the end of the year

Mid-quarter reports will be available each nine week period. These reports are an effort to keep parents informed of their child’s progress between regular reporting periods.

Parents of 3<sup>rd</sup> – 6<sup>th</sup> graders may access their grades at anytime through Powerschool. Teachers in grades 3-6 will enter scores for assignments and projects on a weekly basis. Teachers in K-2 will make entries in Powerschool near the end of each nine week grading period. Parents are encouraged to communicate with teachers about student progress often. Parent-Teacher conferences will be scheduled during the first quarter. Mid-nine week progress reports will be provided by teachers. Additional conferences may be arranged as needed and requested by the teacher or parent. The link to Powerschool may be found at our school’s website at [www.holycross-hutch.com](http://www.holycross-hutch.com).

### **21. HEALTH SERVICES**

Holy Cross Catholic School is provided health services by a visiting registered nurse from USD 308. This nurse works in close cooperation with the principal and teachers. If parents/guardians have any questions or concerns regarding the health of their child(ren), an appointment may be set up with the nurse by contacting the school office. Parents/guardians are expected to inform the principal and the classroom teacher(s) of any health problems their child may have.

If a child becomes ill or is injured while at school, every effort will be made to care for him/her until a parent/guardian or designated emergency contact arrives for the child. It is imperative that the school be kept informed of who is to be contacted in case of an emergency or illness and where they may be reached. No student will be released until such a contact is made. In an extreme emergency, a student will be taken to his/her family physician (or emergency room, if physician is unavailable) if

parents/guardians or emergency contact cannot be reached. First aid treatment will be administered to injured students as needed. First aid and CPR training renewal will be given to faculty and staff as needed.

A child who has been absent due to a contagious disease or condition must check with the school office before being admitted back to class. These may include but are not limited to strep, chicken pox or head lice. The child will be excluded from school for the period of time recommended by the Kansas State Board of Health or until the condition no longer presents a risk to anyone else. Any students exposed to a contagious disease will be given a note to take home to parent/guardians explaining the exposure. **Students who run a fever with these diseases must remain out of school for a full period of 24 hours after their temperature has returned to normal without medication.**

## **22. INCLEMENT WEATHER INSTRUCTIONS**

Parents/Guardians may tune to KWCH Channel 12, KSKU (94.7 FM), or KWBW (1450 AM) before 7:00 a.m. to find out about school cancellations because of the weather. In the event of weather related school closure, Holy Cross Catholic School will close if USD 308 does not have school. Please do not call the school for information about cancellations.

## **23. INTERNET USE**

Holy Cross Catholic School provides Internet access in the classrooms. Students will be allowed on the Internet only if it is teacher directed. Before any student can use the Internet, a signed Acceptable Use of Technology agreement must be on file with the teacher. Every student is responsible for his or her behavior on technology devices and computer networks with Internet access. Use of the Internet on school computers must be in accord with the teachings of the Catholic Church the mission and philosophy of Holy Cross Catholic School and the Catholic Diocese of Wichita. The school does not guarantee the protection of privacy. Holy Cross Catholic School reserves the right (and the responsibility) to monitor computer use. The following are not acceptable Internet or computer behaviors:

- Accessing web sites that are inappropriate and/or are not part of an assigned lesson
- Any actions deemed inappropriate by staff or administration
- Cyber-Bullying, harassing or insulting another person
- Damaging computer or the network, including loading viruses
- Sending or displaying obscene or offensive messages or pictures
- Trespassing in another student's or teacher's file
- Using another student's or a teacher's password and/or account
- Using obscene or offensive language
- Violation of copyright laws

## **24. JEAN DAYS**

Once a month, we will have a "Jean" Day. On these days, students may dress out of uniform in exchange for a donation to a selected charity. Students may wear jeans or capris only. During the months of August, September and May, students may wear athletic shorts. Shirts with writing may be worn only if they are in agreement with the teachings of the Catholic Church. No Biking Shorts or Tights. Shorts must be at least the same length as uniform shorts. Tennis shoes should be worn on "Out of Uniform" days.

## **25. LIBRARY BOOKS OVERDUE**

Students in grades K-6 visit the library twice a week to check out books and to supplement their language arts curriculum by learning research and study skills. Books are checked out for two weeks and can be renewed as needed. Pre Kindergarten students visit once a week for story time and to check out books. Students are responsible for bringing their library books with them on each visit so that they can improve their reading skills after the lesson is taught. Overdue notices for books not returned are sent out each Friday. After the third notice, the book will be considered lost. The parent and students will sign a library IOU form that will permit the student to continue checking out books during the rest of the school year.

## **26. LOST AND FOUND**

Parents/Guardians and students are encouraged to contact the office and/or classroom teacher as soon as an item is discovered to be missing. Uniform items, outer garments, books, and any other personal items should be clearly marked with the owner's names to assist in ease of identification in case of loss. Students are not permitted to bring toys, games, CD players, etc. to school.

## **27. MAKE-UP WORK**

Students who have been absent for any reason are required to make up the work missed in regular classroom instruction. Students learn to grow in responsibility when they communicate effectively with their teacher, obtain assignments from their teacher, complete assignments to the best of their ability, and return assignments to their teacher. When a student has been absent, he or she will have two days for each day absent to make up the work unless other arrangements have been made with the teacher. If work is not turned into the teacher, partial credit or no credit will be given for the work missed which will be reflected in the student's grade. Under normal circumstances, when an absence exceeds five days, the student will be expected to have all make-up work completed on the fifth day back. A student will be expected to take any pre-announced test on the day of his/her return unless excused by the teacher. Make-up work cannot completely satisfy a day missed. Classroom instruction and the cooperative learning are difficult to recover. Parents and students should not expect to receive make-up work in advance. In most cases the work will be available at the end of the school day if a parent calls and requests it.

## **28. MASS ATTENDANCE**

Students in grades K-3 will attend Mass on Tuesday and Friday.  
Students in grades 4<sup>th</sup>-6<sup>th</sup> will attend Mass on Thursday and Friday.

Students should be in their classrooms and ready to leave for church by 7:55 a.m. If a student should arrive after this time, he/she should go directly and immediately to the church. *Attendance at Mass is not an option, but a vital part of our school day.* Parents should allow their child enough time to arrive at Mass on time. The Masses are planned so that the students will have the opportunity to actively participate. To receive Communion, there is a one-hour fast.

## **29. MEDICATION**

Diagnosis and treatment of illness and the prescription of medication, including over the counter drugs are not the responsibility of the school and shall not be practiced by any school personnel including the school nurse without proper authorization; "proper authorization" means a written request from a physician for in school administration of medicine including over the counter drugs.

Parents must request that the medication be given at school, but no school employee shall be required to administer any medication. In most cases, medication can be taken care of before or after school hours. If medication must be administered during the school day, parents will need to make arrangements to come to the school to administer the medication to their child. Individual Health Plan forms are available at enrollment or from the school office at any time during the school year. Completed forms will be kept in the individual student's health record for one school year. All medication must be in the original container clearly marked with the student's name on it.

State law allows students in grades 6-12 to carry and self-administer emergency medications such as inhalers or Epipens for asthma or allergies when under the supervision of school personnel.

### **30. PARENT/STUDENT/TEACHER CONFERENCES**

Parent/Student/Teacher Conferences will be scheduled at the end of the first and third quarters. Third quarter conferences will be for those students whom the teacher feels is in need of a conference or at the request of the parent/guardian. We strongly urge both parents/guardians to attend these conferences with their children. The purpose of conferences is to discuss the student's progress, attitudes, and other items of mutual concern of both the parents/guardians and teachers. Holy Cross Catholic School recognizes the value of this means of supplementing the grade card information and makes parent/student/teacher conferences an official part of the reporting process. Other conferences may be scheduled during the year at the discretion of the principal, teacher, or parents/guardians.

### **31. PROMOTION POLICY**

In alignment with our goal of all students reaching academic potential, students who do not pass a core sixth grade class or do not meet standard on a state or diocesan assessment, will be required to successfully complete remediation (i.e., documented progress on ILP; a minimum of 30 hours per course of after-school classes; summer school; Saturday school, etc.) before official promotion and enrollment at a Catholic Jr./Sr. High School in the diocese.

### **32. RECESS**

Children attend recess on a daily basis, and go outside whenever weather permits. Please make sure children are dressed appropriately for all types of weather. All children are required to play outside unless they bring a written request signed by parent/guardian. If a child must stay in from recess for more than 2 days, a note from the doctor is required. Children should stay inside only when absolutely necessary.

### **34. REGISTERED SEX OFFENDERS IN CATHOLIC SCHOOLS (POLICY #416)**

If you, your spouse or any other person living in your home is listed on the National Sex Offender Public Registry, you are required to disclose that fact to the principal, parish pastor, (and in the case of a high school, the president) prior to the offender being allowed on school property or attending any school events, no matter the event's location. Until the offender has met with the school principal, parish pastor,(and in the case of a high school, the president), the offender is not allowed on school property and is not allowed to attend school events, whether or not that event takes place on school property.

### **35. RETENTION POLICY**

Students may be retained in the same grade for a variety of reasons. Teachers will consult with the principal when retention is being considered. The school will consult with the parents/guardians as soon as possible. A written record of this conference will be filed. Follow-up conferences shall be held prior to the final decision. The school reserves the right to determine appropriate grade placement, and all diocesan schools shall respect that placement if a transfer occurs.

### **36. SPECIAL EDUCATION SERVICES**

Special education services are provided through USD 308. The services offered to students include speech and language services, hearing conservation services, learning disability services, occupational and physical therapy as well as personal and social adjustment services. If you feel your child is in need of special assistance, please contact your child's teacher and the principal.

ILPs (Individual Learning Plans) are written as learning interventions for students in need of continued strategic support in their learning. Teachers, support staff, principal and parents work together continuously to determine the strategic support options. Included in the ILP are strategies for the student to assist them with their learning in classroom instruction or small group instruction. If determined that intensified support is needed for the student, assistance from the local school district will be requested. A review of the ILP and interventions will be conducted to determine if the student may be eligible for special education screening.

### **37. STEWARDSHIP**

Students at Holy Cross Catholic School are instructed in the importance of giving of their time, talent, and treasure for the support of their school and parish. Children are encouraged to give of their treasure by putting money into the collection at the Mass on Fridays. This money is contributed to mission and parish projects supported by the Diocese.

Students are also asked to contribute their time and talent as part of their stewardship to the school. Each class is responsible for the basic care of its classroom. Students in the upper grades (3rd-6th) are also asked to contribute to the care of the school as a whole by adopting an all-school job to perform on a weekly or daily basis. Through stewardship activities such as these, students can develop responsibility, a sense of pride, and a real-life sense of stewardship to their school and parish.

### **38. STEWARDSHIP RENEWAL FOR FAMILIES**

It is each parent/guardian's responsibility to be registered with a parish and renew their stewardship commitment to the parish each year. Gifts to the church from all parishioners make it possible for pastors to provide a Catholic education to all families free of tuition. Parish stewardship makes it possible. School families are encouraged to visit with their parish priest to arrange a stewardship commitment that is suitable for the family. Financial commitment to the parish can be established with the parish rectory on a weekly, bi-weekly, or monthly basis. All families will participate in stewardship renewal each November in their parish for time, talent and treasure. Annual stewardship renewal is reviewed by the pastor, and the pastor approves families for enrollment for the next school year. Those not tithing nor registered in any Catholic parish and non-Catholics will need to visit with the parish priest for approval and to complete a tuition plan.

### **39. STUDENT GROWTH MEASURES**

Student learning progress is measured throughout the school year. Progress monitoring is conducted at the beginning, middle, and end of year for all students in reading and math. Strategic support for students in smaller groups is provided to help students with their learning progress.

### **40. STUDENT PREGNANCY**

Acts of premarital sex or abortion are serious sins and therefore occasions of grave scandal. When sexual misconduct results in pregnancy, the school's response must first reaffirm our respect for the sanctity of all human life. While the charity of Christ moves us to forgive and help a young man and a young woman when a pregnancy results, in no way should our commitment to respond to the priority of life be interpreted as ignoring, treating lightly, or condoning sexual misconduct. Any student pregnancy requires a careful analysis of a student's status and presents the possibility of unique circumstances which requires specific interpretation and application. The administrators of the local schools have the responsibility for making such interpretation and decisions.

### **41. TARDY POLICY**

If students are late to school, they must report to the office and sign in with the secretary. Students are expected to arrive on time in the morning so that they may participate in classroom activities or Mass at 8:00 AM. When a student has missed more than five sessions of any class in a semester, the student may be required to make up work after school, on Saturdays, or in an approved summer school program before credit is awarded. When a student has missed ten sessions of any class in a semester or twenty sessions of any class in a year, the school will require the time to be made up, at parent cost, in a program approved by the school, and may retain the student in the same grade if lack of progress so indicates. Perfect Attendance shall be defined as having NO tardies or absences regardless of whether these are excused or not.

### **42. TELEPHONES**

The school telephone is a business instrument and should be used for business calls only. Children will be permitted to use the telephone in case of an emergency. Except for emergencies, students will not be called from the classroom to take telephone calls. Students may not use the phone to make after school plans.

#### **Cell Phones**

Students are NOT allowed to carry cell phones on their person during school hours or after school program for any reason. Cell phones will be turned in to the teacher. Repeat offenses will be referred to the principal.

### **43. TESTING**

Students in grades 3-6 will be administered the state-mandated Kansas Assessment Tests in math, reading, writing, science, and social studies. Students in grades 3-6 will be administered the Diocesan Religion Assessment. Students in 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grade will be administered the Diocesan P.E. Assessment. Students in 2<sup>nd</sup>, 4<sup>th</sup>, and 6<sup>th</sup> grade will be administered the Diocesan Music Assessment.

### **44. TEXTBOOK USE**

To help minimize replacement of these textbooks, we ask that families be cognizant of the following guidelines concerning use of textbooks. Any book that is lost or damaged will be replaced by the student. Students are to report any damaged books to their classroom teacher who will then report it to

the office. Textbooks are not to be marked in by students except under directions from the teacher.

#### **45. TRUANCY POLICY**

In accordance with state law 72-113, a student shall be considered truant if the child is inexcusably absent on either three (3) consecutive school days, five (5) or more days in any semester, or seven (7) days in a school year.

The principal will notify DCF or the County Attorney in writing of a student(s) who has been determined to be truant from school, the number of days of truancy, and the name and address of the parents/guardians.

#### **46. WITHDRAWALS AND TRANSFERS**

Parents/guardians who have a student(s) transferring to another school during the year are asked to notify the principal and classroom teacher(s) as soon as possible. All paperwork and procedural business can then be taken care of in a timely manner so that the school will have everything ready for the departure of the student(s). Students who wish to withdraw from Hutchinson Catholic Schools for any reason should notify the teacher and principal.