

Thank you for choosing a Holy Cross Catholic education for your child. Holy Cross Catholic School will do its best to meet the needs of each student while preserving his or her dignity and strengthening his or her educational foundation. In order for us to provide the highest quality education for your child, we must all do our part.

How the Principal Will Meet the Needs of Your Child

- ✓ The principal will work with the entire school community to provide a safe and secure learning environment for all students.
- ✓ The principal will work with the faculty and staff to ensure that the needs of each student are being met to our fullest potential.
- ✓ The principal will maintain open lines of communication between the office and faculty, parents, and students.
- ✓ The principal will ensure that the policies and procedures of Holy Cross Catholic School are carried out in a clear, concise, consistent manner.
- ✓ The principal will set a positive example for the faculty, staff, parents, and students to follow.

How the Faculty and Staff Will Meet the Needs of Your Child

- ✓ The faculty and staff will work to meet the individual needs of each child.
- ✓ The faculty and staff will set a positive example for students to follow.
- ✓ The faculty and staff will maintain open lines of communication between home and school.
- ✓ The faculty and staff will operate in a professional manner.
- ✓ The faculty will meet the Michigan Non-public Schools Accreditation (MNSAA) standards, as it has since its accreditation in 1991.

How Parents Will Meet the Needs of Their Children

- ✓ Support the values, teachings and procedures of Holy Cross Catholic School in both word and deed.
- ✓ Set an example of support for others to follow.
- ✓ Uphold the honor of the school and all of the members of the school community.
- ✓ Support the school personnel in doing their jobs.
- ✓ Have your child at school, in uniform, on time, every day.
- ✓ Be sure that your child is prepared with his or her completed homework and school supplies each day.
- ✓ Communicate honestly, openly, and fairly with YOUR child's teacher in matters that concern YOUR child.
- ✓ Support school fundraising and volunteer activities.
- ✓ Pay your tuition on time and make written arrangements with the principal should you have unforeseen difficulties.
- ✓ Set a positive spiritual example for your child by taking him or her to Sunday (or Saturday) Mass.

By committing to the above in both word and deed, you are doing your part to ensure the integrity of Holy Cross Catholic School.

How Students Will Meet Their Needs and Those of Other Students and of the School

- ✓ Be in school every day.
- ✓ Be on time every day.
- ✓ Be in uniform every day.
- ✓ Complete all of your assignments.
- ✓ Have all assignments turned in on time
- ✓ Ask questions.
- ✓ Use class time to learn.

WELCOME!

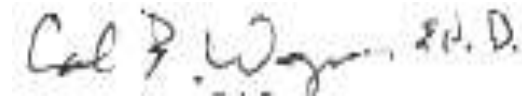
The staff, teachers, and parish administration here at Holy Cross School and Our Lady on the River Parish welcome you to our school family! It is our desire to provide your children with an outstanding learning experience in a Catholic school community which shares a common drive to seek truth and love and faith together for all of our students.

Our mission as a parish school in Our Lady on the River parish is *to educate tomorrow's Christian leaders by fostering academic excellence in a Catholic community*. During 2016-17, we implemented our one-to-one computer technology, providing each student in grades two through eight with a Chromebook and Google-for-Education apps, and our Kindergarten and first grade students with iPads. We have been gradually implementing the "personalized learning" model in alignment with the Archdiocese of Detroit standards using inquiry-based, collaborative learning strategies adapted to the particular "learner profiles" of our students exploring how each child learns best. Over the coming school year of 2017-18, we expect to move purposefully toward aligning our standards and curriculum plans with the six themes recognized internationally: who we are, where we are in place and time, how we express ourselves, how the world works, how we organize ourselves, and sharing the planet. These six units at each grade level—over time—will constitute our school's "programs of inquiry."

As a Catholic school in support of the Archbishop's leadership for Synod 16, we plan to move forward with a religion integration of evangelizations of "joyful missionary disciples" exploring how children now only learn Catholic teachings, but more broadly exploring how each child can literally LIVE the LIFE of a follower of Jesus Christ.

Our policies, procedures, curriculum and approaches to learning are guided by professionally certified teachers who work to facilitate the learning needed for each child as an individual. This handbook serves as our guidebook for those efforts to provide a quality learning opportunity appropriate to every single child in our care.

In His Service,

A handwritten signature in black ink that reads "Carl B. Wagner, Ed. D." The signature is written in a cursive style.

Dr. Carl B. Wagner, Ed. D.

**MISSION STATEMENT FOR CATHOLIC SCHOOLS
IN THE ARCHDIOCESE OF DETROIT**

The Archdiocese of Detroit holds that Catholic schools serve as an integral extension of the educational ministry of the Church, which continues the teaching mission of Jesus.

CATHOLIC SCHOOLS:

proclaim the Gospel;

develop a faith community in which Gospel values are formed, experienced and lived;

preserve and teach the doctrines and traditions of the Catholic faith;

provide a learning environment which fosters academic excellence;

respect and value the racial and cultural diversity that is unique to the Archdiocese of Detroit.

"Catholic schools will continue to involve students more fully in the mission of the Church. This will be accomplished through the building of community rooted in the life of the Holy Spirit, a commitment of service to others and a response to the call for justice and peace in our world."

**HOLY CROSS CATHOLIC SCHOOL
"EDUCATING TOMORROW'S CHRISTIAN LEADERS"**

BACKGROUND

Beginning with the parish's inception in 1869 the parishioners of Holy Cross parish provided the children and families of the Marine City area with the opportunity for a Catholic education. Since the merger of Holy Cross, St. Catherine (Algonac) and St. Mark (Harsens Island) into Our Lady on the River parish, Holy Cross Catholic School continues that historical mission of commitment to the Catholic education of children in partnership with the parents and parishioners.

PHILOSOPHY

Holy Cross Catholic School

We believe that the parents are the primary educators of their children.

We believe that Catholic school education is the shared responsibility of parents, staff, administration, parishioners, community and students working together to achieve the goals of academic, intellectual, spiritual, and character development for children to the best of their ability with the gifts and talents given to them by God, leading to academic excellence.

We believe that the Catholic School, as a ministry of the Catholic Church, assists parents in carrying out the baptismal promises they made to "impart Christ's message, to build community and to serve as we are called."

We believe that members of the Catholic church and school community must work in harmony to serve the needs of society and that, within this community, each child grows through shared spiritual values, open and honest communication, and respect and reverence for each person.

We believe that the role of Catholic school education is to foster love of learning, life, family and country while embracing the plurality of cultures, creeds and abilities as a wonder of God's creation.

We believe that the Catholic Church of today, as the steward entrusted with the message of Jesus Christ, can provide the best vehicle for catechesis of the young by educating them in the Catholic School.

MISSION STATEMENT OF HOLY CROSS CATHOLIC SCHOOL

The mission of Holy Cross Catholic School is to partner with its families in the education of tomorrow's Christian leaders by fostering academic excellence in a Catholic community.



ABOUT THIS BOOK

This Handbook was prepared to explain policies and procedures developed and implemented by Holy Cross Catholic School administration and faculty. The School reserves the right to interpret rules and policies as individual situations and needs arise, and to waive and/or deviate from any and all disciplinary rules, practices or procedures as deemed by the principal and/or pastor in his/her discretion in the best interest of the school.

NON-DISCRIMINATION POLICY

Holy Cross Catholic School admits students of any race, nationality or ethnic origin to all rights and privileges, programs and activities generally accorded students at this school. It does not discriminate on the basis of race, nationality or ethnic origin, or unrelated handicap in administration of its educational policies, admissions policies, scholarship, athletics and other school-administered programs as required by the terms of Title IX of the Education Act of 1972, Public Law 92-318 (as amended by Public Law 93-568).

ACADEMICS

Holy Cross Catholic School provides a complete value-based educational program for children from preschool through grade eight. Cardinal Mooney Catholic College Preparatory High School, adjacent to Holy Cross, provides the opportunity to complete a Catholic education through grade 12.

A well-rounded education is vitally important at Holy Cross. Basic skills are creatively presented and reinforced daily, making attendance imperative. All basic elementary subjects pertinent to primary, elementary and middle school levels are taught meeting the contact hours recommended under the Michigan Department of Education. Music, art, computer science / media, Spanish, and P.E. are taught weekly by certified school teachers.

Because we have become a 21st century school accessing one-to-one computers, our students are also able to use many resources available online such as www.memrise.com to explore options such as a more intensive study of Spanish or even a different language choice.

Seventh and eighth graders may be assessed for placement in dual enrollment classes at Cardinal Mooney High School in order to earn high school credit in math and/or a foreign language.

Courses of study for each grade level are available. As upgrades are completed they are published both on paper and on the school's website.

ACCEPTANCE POLICY

All students are accepted into Holy Cross on a probationary basis for the first year. During this time the student's academic record and daily behavior will be reviewed. Students will achieve full status following acceptable academic and behavioral performance. However, there is no guarantee of re-admission.

Students with disabilities will be evaluated for admission on an individual basis. Admission will be based upon the student's needs and the school's ability to accommodate those needs. The final decision will be made by the pastor and principal.

ACCREDITATION

Holy Cross has been accredited by the Michigan Nonpublic Schools Accrediting Association since the fall of 1991, having met or exceeded the standards prescribed.

All teachers comply with State of Michigan and Archdiocese of Detroit certification requirements. Several have earned Master's degrees. All religion teachers are certified or are working toward certification as required by the Archdiocese of Detroit.

ATTENDANCE

There is a positive correlation between school attendance and student achievement. Attendance at school and being on time for classes provide good preparation for job fulfillment in later years. An absence from school is always detrimental to the student. We take seriously student absences or tardiness and place the responsibility on both parents and students to be on time, be present, and make up work that is missed.

When a student is absent, the parent must call the school office before 8:30 am on the first day and every day of the absence. If parent does not call, the absence will be considered unexcused. Students must arrive before 10:30 am on full days (before 9:00 am on half days) to be counted present ½ of that day.

When you know that your child will be absent for a length of time, please notify the office in advance in writing of the specific days the student will be absent. (You will not need to notify the office each day unless there is a change in plans.)

Students are responsible for getting assignments from teachers and completing them in a timely manner. If you would like these assignments on the day of the absence, please let the office know in the morning when you call in the absence. Teachers will do their best to accommodate these requests and have assignments sent home with a sibling/another student or at the office by dismissal time for you to pick up. (If you do request assignments please make sure they are picked up.)

If a student is absent more than 10 days in a marking period, the school is justified in not assigning a grade for that quarter (unless the work is completed satisfactorily in a timely manner). If a student is absent 7-9 days in a marking period, a review may be conducted among parent, teacher and principal.

We encourage parents to arrange vacations/doctor appointments so as not to conflict with the school schedule. If, however, it is necessary to have your child excused during school hours, a written notice must be given to the office secretary prior to the date. **No homework is assigned ahead of time.** Students must keep a vacation log of their trip, which will be graded on return. (The vacation log form is available from your teacher.) It is the student's responsibility to find out and make up all work within one week of returning unless otherwise arranged with the teacher.

DIRECTORY INFORMATION

Directory information—parents' and children's names, addresses and phone numbers) may be shared with the Archdiocese of Detroit. If you prefer to opt out, please send your written request to the school office.

DRESS CODE

We believe the way a child dresses affects his/her attitude and behavior. Students are expected to dress in the proper school attire and be neatly groomed at all times. Students are to wear the designated uniform of the day unless otherwise instructed by the principal.

Conformance to the required dress code is primarily the responsibility of the parents / guardians and the students. The most effective place to resolve dress issues is in the home prior to the student leaving for school in the morning. Teachers are not to be expected to use precious class time to enforce the school's dress code. Once the student arrives at school improperly dressed, this brings the problem to school where it then has to be resolved, taking valuable learning time away from both the student and the rest of the class. When a student arrives at school dressed inappropriately he/she will not be permitted to call home for an adult to have to come to school to "solve the problem." Instead, the student will be assigned used clothing from "The Blue Room" or spend the day separated from his/her peers doing extra assigned learning work. Students who do not follow the dress code will not be allowed the privilege on days when the rest of the school's students are allowed a "dress down day." Receiving three "Dress Code Non-Compliance Notification" forms within a quarter will result in an after-school detention, as will every infraction after the third.

Dress down passes will not be sold as part of any fundraising activity.

You may purchase school clothing from any source *as long as the uniform adheres strictly to the standards set forth in this year's "Holy Cross Dress Code" publication.* (Please note that the girls' plaid clothing is available only through Connie's Children's Shop in St. Clair Shores or Grosse Pointe.)

TARDINESS

Being late for school is disruptive not only to the student but to the entire class. It takes time for the teacher to explain to the student what he/she has missed. Please show respect for your teachers and classmates by being punctual. The bell at 7:28 am announces the beginning of the school day.

Students who are not in their classrooms before the second bell rings at 7:30 am are late and must report to the office for a pass to enter the classroom. The tardy student should stop at the classroom door and wait quietly for prayer and announcements to be finished before entering the room. (Students late because of documented appointments must still stop at the office for a classroom entry pass.)

Students who are tardy to school three times in a single marking period will be expected to meet with the principal, who will inform the parents that the youngster will have an assigned task to complete outside of school relevant to his or her academic goals, which the parent will proofread, sign and return to the principal. Each assigned task will be assessed for grammatical accuracy and clarity and returned for revision if needed. At the tenth tardy in a marking period, the parents will be required to attend a truancy meeting with the principal. **Each unexcused tardy offense tallies as 1/10 of 1 day's absence.**

HOMEWORK POLICY

Students' grades and assessments will be predominantly based on academic mastery of the knowledge, skills and dispositions appropriate to the needs of each individual learner. The assessment of such learning is done at school and in the classroom; however, homework is assigned to practice skills and prepare projects that are extended into time outside of school. Parents should supervise the efforts and growth of their child; however, parents should not "do the work" for their child. It is expected that parents can distinguish between showing interest and guiding responsible choices about work done outside of school and actually doing the thinking or the work for the child.

Students will use their Chromebooks to record on a calendar their assignments. However, it is crucial that every youngster include reflection on his/her learning or accomplishments. Parents are strongly encouraged to help support their child in "taking ownership of his/her learning" by not merely completing assigned work in a timely manner, but even more importantly becoming clearly focused on each day's growth and progress and retention in mastering the LEARNING. Parents are asked to consistently focus on LEARNING more than merely DOING assignments.

Students are expected to turn in assignments when due. If the student was absent one day, homework is due the day after he returns to class. If the absence is for more than one day, the due date is set by the teacher.

Students are to use standard three hole looseleaf paper (no spirals) for homework.

STUDENT PREPAREDNESS / RESPONSIBILITY

Students must be prepared for class with the necessary supplies and textbooks (see "Supply Lists"). Supplies must be replenished as necessary throughout the year. Consequences for unpreparedness are at the teacher's discretion. **Please note: students may not call home for forgotten homework, lunches, etc.**

Children learn responsibility by being held responsible for choices or lack of choices. If a youngster forgets to bring a lunch, rather than calling home for someone to come to his/her rescue, the child should be allowed to learn from the "natural consequence" of going hungry or having to eat something that is provided by the school. If a child does not do his or her work, the natural consequence becomes failure or a lower grade. By holding the child responsible for poor decisions, the youngster learns lessons much more powerfully than by merely being given a "punishment."

WRITING STANDARDS

Students begin in the early grades with basic speaking, listening, reading and writing skills, often using "invented spelling" while they are learning to master the rules of phonics and conventions of standard written English. As students move up from grade to grade, they are encouraged to use their Chromebooks to create their written compositions, using online group collaborations along with apps and their teachers' input to assist them in guiding revisions which comport with the Modern Language Association format.

ACCESS TO STUDENT RECORDS

Parents have the right to inspect and review any and all official records, files and other information about their child (The Family Educational Rights and Privacy Act, 1974). Requests must be made in writing. Files may not leave the office.

WATER BOTTLES

Research has shown that students do better in school when they are well hydrated. Each student is allowed to keep a water bottle at his desk. The bottles must be clear and spillproof, and may have no covering on them. They should not exceed 18 ounces and may contain only water: no flavorings. (Abuse of this privilege will result in its being rescinded.)

INTERNET USE

Students at Holy Cross have access to computer devices: Kindergarten students have classroom iPads and students in grades 1-8 each have a Chromebook loaded with age-appropriate apps monitored by our tech services. If a parent discovers that students are able to access an inappropriate website, the parent should notify the child's teacher and our tech support will be advised to add that website to our blocked list of sites that students are not allowed to access. Students should be reminded that teachers and tech support are able to monitor the sites they visit, and appropriate interventions will be applied if a student abuses the use of the Internet for purposes that are not consistent with mastery learning. The Chromebooks should ordinarily not be used for playing games unless relevant to academics and approved by parents or teachers.

Parents and students must sign a yearly "Electronic Information Access and Use" form before the student will be allowed to use the Internet. (This is a contract between the school and parents, and must be verified prior to students having access to computers in school.)

CARE OF BOOKS AND SCHOOL PROPERTY

All supplies provided for student use by Holy Cross are parish property. Each student is expected to take proper care of the Chromebooks, textbooks, workbooks, library books, electronic devices and any other school property given to him/her for use during the year. School desks and other property and equipment are also to be handled with care.

Chromebooks and school books should be carried in a school bag. To prevent damage, books must be covered and must not be written in. Workbooks may, with the approval of the teachers, be written in and kept by the pupils. Registration fees include insurance on Chromebooks.

Any electronics, books and/or property that are lost or damaged by abuse become the financial responsibility of the student and his/her family. Textbooks that cannot be found after one week will be considered lost, and the costs for their replacement will be the family's responsibility. Similarly Chromebooks and/or chargers that are lost will be the family's responsibility, and the family will be charged for their replacement.

CHANGE OF ADDRESS / PHONE

It is the family's responsibility to notify the school of any moves or telephone number changes. The school will contact you using the most recent information given by you.

CHRISTMAS PROGRAM

All students are expected to participate in the annual Christmas program, which will be held on an evening in December.

RELIGIOUS EDUCATION

The Catholic school is a faith community and the students have many opportunities to express their oneness in the Lord. The student body gathers every morning for prayers and reflections, including Bible readings, meditation, and standard Catholic prayers. Classrooms have individual prayer times as part of their religious formation, including prayers before meals.

K-8 students attend Mass every Friday (and/or on a Holy Day of Obligation that falls during that week). Special liturgical services are held during the seasons of Advent and Lent and in honor of Mary in October and May. In addition, students attend Adoration on the second Friday of the month. Students also have the opportunity to celebrate the Sacrament of Reconciliation.

On the second Friday of each month a canned food collection is taken at Mass to support the parish's food pantry.

We hope that parents encourage their children to participate fully in the activities provided at school as well as in the other spiritual opportunities which are provided by the Parish or their own church. Classes are encouraged to do service projects.

Our sacramental program includes parent meetings as well as classroom instruction for the students in grade 2 for Reconciliation and Eucharist. Confirmation of 9th graders is handled through the parish.

SAFETY

The general safety of your child is very important to us. Exterior doors are locked during the school day. Students are supervised at all times during the school day. Your child may be on site outside regular school hours only during the legitimate after-school activities (with adult supervision) that he/she is involved with. If you are here after school hours (for meetings or other adult business) please make arrangements for your children to be cared for at home: it is unfair to them as well as unsafe for them to have to wait unsupervised in the hallway. Remember: you are responsible for your child's actions.

In the event of extreme dangers, administration and staff have prepared and are familiar with the school's Safety and Crisis Response Plan.

EMERGENCY CARE

Emergency cards are provided by the school and must be returned to the school office before the first day of school. This card provides information for the care of your child in case of accident or illness and you cannot be reached. Information on the card is also used in the event of emergency dismissal. It is the parents' responsibility to keep that information up to date—please include your cell phone numbers. A copy of the card may be provided to East China School District or Merritt Academy as a condition of receiving "shared time" services from them.

Basic first aid will be applied as necessary in the case of injury to the child while help is being obtained. Be aware that there is no school nurse on staff (although appropriate staff members are Red Cross First Aid and CPR certified).

To help ensure appropriate emergency medical care for their children, parents/guardians are strongly encouraged to fill out the "Medical Treatment Release Form" included with the registration packet. This form must be signed annually.

MEDICATION / OTHER MEDICAL NEEDS

It is the responsibility of the parent/guardian to inform the principal and appropriate teachers if a student is subject to any medical needs that require regular or periodic attention while at school.

If it is absolutely necessary for a student to take medication of any kind (whether prescription or "over-the-counter" remedies including cough drops, cold or cough medicines or pain relievers) during the school day, the medication must be sent directly to the office. It must be in its original container and accompanied by a written permission letter dated and signed by the parent **as well as by the doctor** (mandated by the Archdiocese of Detroit). Please be sure to state in your permission letter the type of medication, dosage, and the time(s) to take it. The school office will administer the medication and record its dispensing.

A student who needs an inhaler during the school day may carry it on his person as long as his parents and doctor have completed and delivered to school the required medication permission form (available at the school office).

Students who routinely take prescription medication at school are expected to continue taking it while at camp (or any other away-from-campus school activity).

If your child is not to participate in gym or other specific activities as required by a doctor, a note so stating must be delivered to the school office beforehand.

IMMUNIZATIONS

All new students must show documentation of immunizations required by the state of Michigan. Families who do not immunize for medical, religious or philosophical reasons must contact the county Health Department before enrolling to obtain a certified waiver. The records of all students entering seventh grade are reassessed for compliance by the Health Department. In the event of an outbreak of an infectious disease at school, all students not appropriately immunized will be excluded from classes until the end of the outbreak.

CONTAGIOUS DISEASES

School is NOT daycare for sick children! For the welfare of all students, **children who are sick must not be in school**. A child with a fever must remain home until the fever has been gone (without fever-reducing medication) for 24 hours. It is the responsibility of the parent to notify the school immediately of any contagious diseases (such as influenza, chicken pox, or measles). The child must be kept out of school until the infectious period is over and/or cleared up. The child must be okayed by his doctor or principal before returning to classes.

Head lice must be treated until there are no nits (eggs) remaining in the hair before the child may return to school. The child's head must be checked by the principal (or designee) before returning to classes.

CHILD ABUSE / NEGLECT

Holy Cross follows state guidelines on child abuse/neglect. State law requires designated persons in a supervisory role having reason to believe that a child under the age of eighteen years has had physical injury or injuries inflicted upon him or her by other than accidental means, where the injury appears to have been caused as a result of physical abuse or neglect, must report the matter promptly to the Department of Social Services in the county where the suspect injury occurred. (Archdiocesan Policy #5142.3.)

SCHOOL VISITORS AND TELEPHONE MESSAGES

In order to provide a safe and distraction free environment no parent may go directly to the classroom during school hours. Forgotten lunches, books, etc. should become the child's responsibility, with increasing focus as the child moves upward from grade to grade. The goal should be to support each child in developing personal responsibility for choices. Forgetting one's lunch (for a child who is not medically impaired) should lead to the very "natural consequence" of feeling very hungry at the end of the day or eating what the school provides. If the child knows a mere call home will result in a parent or baby sitter coming to his/her rescue, the child does not develop personal responsibility.

Other areas of safety and care for young children will, of course, require adult interventions. If a child does not have a ride home after a game, school personnel or representatives will call the parents, or in some cases notify someone on the child's emergency card or, if necessary, contact the local police. Children cannot be left on their own to find their own transportation home.

Students may not use school or personal telephones or cell phones without permission. **After-school arrangements must be made before the child leaves for school in the morning.**

If you must make an emergency change to your child's after school plans and need to relay that message to him/her, please call before 2 pm and the office will pass that message on to your child. If you call later than that, it can become more possible that your message is not delivered properly or in time.

School and classroom visits may be made by appointment prearranged with the teacher.

All visitors to the school must use the front door and report to the office. A sign out log is located in the office: **students who are picked up early must be signed out in the log before leaving.**

CHILD CUSTODY

In the absence of a valid court order to the contrary, it is presumed that the parents named on a student's birth certificate have equal custodial rights. In the event unequal custodial rights are claimed, it is the parent/guardian's responsibility to present a copy of the most current custody order entered on behalf of the child to the school.

COMMUNICATIONS

Because parent involvement is integral to the success of our program, we offer many avenues of communication:

1. A weekly newsletter is published electronically every Thursday and emailed to each family. **PLEASE READ IT!** Every effort is made to include items of interest and upcoming events. Parents are also encouraged to send in articles for the newsletter. (An edited version of the most current newsletter is also posted and archived on the school's website--www.holycrossonline.net.) To request printed copies, contact the school office.
2. A weekly column is inserted in the parish bulletin highlighting school news and events.
3. Teachers may, also, send occasional letters or other classroom updates home.
4. A monthly calendar with important events is attached to the last newsletter of the preceding month; a monthly menu for the entrees available in the cafeteria is also sent home as provided by Chartwell's. (Calendars and menus are available on the school website: www.holycrossonline.net under "Info," "forms and publications.")

EMERGENCY SCHOOL CLOSINGS

Occasionally school is unexpectedly canceled (e.g. severe weather, ice/snow). Listen to radio stations WPHM, WJR, WHLS or TV channel 4 or 7: **whenever East China School District closes its schools due to bad weather, Holy Cross is also closed.**

In rare emergencies (for example, severe weather) school may be closed during the day; we are given 10 minutes to load the buses. Obviously, we cannot phone each family first. In such an event, we will attempt to contact you (at the emergency phone number you have provided on your emergency card) to let you know your child is on his way home. Your child will be sent home as usual during such an emergency unless otherwise noted on the emergency card.

Now that students have been assigned one-to-one Chromebooks which can be taken home (provided parents have signed the agreements and submitted the annual insurance), we will implement a new alternative to "school closing:"

During any above "school closing," rather than a NO SCHOOL DAY we will designate such a day as an "ONLINE LEARNING DAY." Teachers will be expected to use Google Classroom or emails to inform students of the online assigned learning to be done from home on the school Chromebook or family computer. In case of closings for power outages, the default alternative assignment will be work on the student's religion portfolio (or other plans set up in advance by the student's teacher). This will enable the school to count every scheduled day as a school day rather than having to add days at the end of the year to compensate for "school closings." Students who fail to do the learning expectations for these days will be marked as absent.

CAFETERIA / MILK AND LUNCH PROGRAM

Students are welcome to bring lunches from home or may purchase hot lunch. Ready-to-eat lunches are encouraged: food requiring preparation must be handled by the lunch supervisors and distracts their attention away from supervising the students.

By utilizing the U.S. Government School Milk Program, white and chocolate milk are provided for student lunches at minimal cost. Our hot lunch program is provided by Chartwells. A monthly menu is sent home with 2 different menu entrees for each day. Free and reduced price lunches are available to those meeting the income requirements set by the U.S.D.A.; application forms are sent home with each student on the first day of school, and are available throughout the year in the school office (or on East China School District's website: www.ecsd.us; choose "food service" from "departments").

Lunch and/or milk tickets may be purchased at the school office. You may purchase tickets in quantity in advance, and you may pay by check (made out to "**East China Food Service**"). If you choose to do this, please understand that it is not the teachers' responsibility to count and guard students' tickets; they will be sent home with your child.

Students are responsible for cleaning their eating area. Food is not to be taken out of the cafeteria or shared except with the approval of the lunchroom supervisors.

BUS SERVICE

East China School District provides bus service for East China School District residents. Any questions on times for morning pick-up and afternoon bus numbers, bus rules, etc. are handled through the East China Transportation Department. Any disorderly conduct on the bus will be taken up with the bus driver, parents and principal. For routes and questions, please contact the East China Transportation Office at 810.676.1100; for weather- or emergency-related updates, call 810.676.1101 or visit East China's Internet web site at www.ecsd.us.

Cardinal Mooney High School offers bus service (at a cost) to Holy Cross students in some other areas. Contact CMC at 810.765.8825 for information.

For their own safety and that of other riders, students who ride the buses are expected to behave in an orderly, Christian manner. Riders are requested not to eat or drink on the buses, and to avoid carrying large items, noisemakers, or balloons on buses.

DISMISSAL PROCEDURE

Students who ride East China buses will be dismissed from the South Main Street school door. All other students will be dismissed from the front door on South Water Street.

If you are picking your child up, **please be prompt**. Please remain in your vehicle. (If you must park, **please use the lot** across Water Street from the school.) For the students' safety: line up, single file at the curb. Stay with your car and move ahead as the car(s) ahead of you leave. **Students may cross the street only if accompanied by an adult.**

COPIES

Because of the costs of copying and paper, permission slips, newsletters, assignments, etc. will be passed out once. 25¢ will be asked for each additional page copied.

LIBRARY

Holy Cross has an excellent library which is available to students on a daily basis. It is staffed by volunteers and instruction in computer/media use is provided through Merritt Academy. It is the student's responsibility to return books borrowed or to pay for the replacement of any misplaced book.

LOST AND FOUND

Lost and found articles are kept in a container in the school office. Please feel free to ask to check the container at any time. Periodically, all unclaimed articles will be displayed in the hallways for students to claim; articles not claimed will be donated to charity.

FIELD TRIPS

Educational field trips are an important part of the curriculum of Holy Cross Catholic and, as such, attendance is mandatory. However, students who are unable or not allowed to attend must do a report relative to the theme of the trip. Failure to complete assignments related to the educational field trip results in failing grades for the day.

Information and permission slips are sent home prior to the planned trip and must be returned to the child's teacher by the date designated by the teacher. A phone call or hand written note may not be accepted as permission for a trip: we must have your signature on the original trip permission form. As the school must frequently order and pay for all tickets well in advance of trips, students not notifying the school in advance that they will not be attending a scheduled field trip will be required to pay for their reserved ticket.

Parents are often asked to chaperone and, in some cases, provide transportation for the field trips. Chaperons who drive must have the Archdiocese of Detroit's "Protecting God's Children" certification; in addition, they must meet the Archdiocesan standards for insurance and complete a Volunteer Driver form. Drivers are not to text or talk on cell phones while their vehicles are in motion, and all drivers and riders are to use seatbelts (and booster seats, when required). Chaperons may not bring other non Holy Cross children. Whenever possible, a meeting with the chaperons will be held prior to the field trip to explain responsibilities.

CHAPERONS / VOLUNTEERS

Parents or other adult family members wishing to chaperone field trips or otherwise volunteer to work with children in school are required to complete the Archdiocese of Detroit's "Protecting God's Children" workshop and submit to a criminal background check. The workshop is offered throughout the Archdiocese of Detroit; check at aodonline.org to find a time and location that fits your schedule. The background check is carried out through the parish office; forms are available at the school office. There is no cost to you for either the workshop or the background check, They are done for the safety of the children.

SOCIAL DEVELOPMENT

Many opportunities for the student's social development are provided. These include participation in extra-curricular athletic programs and class field trips. Students in grades 5-8 attend a school-week-long camp. Students in grades 7-8 have periodic dances (see "Dances"). Eighth graders may be given the privilege of a monthly lunch away from campus and a class trip. Additionally, older and younger grades occasionally work together on different activities.

SCHOOL PICTURES / "CRUSADER DAY"

All students must have their pictures taken so as to be included in the yearbook and in their student record files. These will be taken in on "Crusader Day" just before school begins in the fall. (Parents/guardians may purchase a photo package if they so choose.)

SPORTS

Sports are an extension of our academic program. Teamwork, attitude and effort are qualities that are developed along with athletic skills. Sports offered this year are:

Basketball: Junior Varsity--boys and girls: grades 5 and 6;
Varsity--boys and girls: grades 7 and 8
Cheerleading: Girls' Varsity--grades 7 and 8; girls' Junior Varsity--grades 5 and 6
Track: Co-ed team--grades 5-8
Volleyball: Girls grades 7-8
Cross Country: Co-ed team—grades 5-8

Physicals: before participating in practice for any sport, each athlete is required to have a recent physical (performed after May 15 of the prior school year) and to have the completed and current physical/permission-to-play form on file at school.

Parental involvement: parents must support their athlete by: 1) picking their child up from games/practices ON TIME, AS SPECIFIED BY THE COACHING STAFF; and 2) working at least two shifts per sport their child participates in, to assist with the Booster Club's admissions/ticket selling, concessions and supervision during home games. Also, when dropping students off for practice, parents must **not** leave until the coach has arrived. (Students who are not members of a team **may not** be at team practices unless arrangements have been made in advance with the coach.)

Families' financial and other accounts must be in good standing for their children to be eligible to participate in extracurricular sports.

Uniforms are the property of the school and the responsibility of students and parents. Lost or damaged uniforms must be replaced or paid for. Uniforms must be turned in at the end of the last game of the season or a replacement charge will be automatically assessed. No student will be issued a new uniform for another sport unless all materials from the previous sport are returned. Additionally, each coach may issue specific rules to his team members, and a student may be asked to leave the team for lack of respect or cooperation. Student athletes may wear their jersey over their school uniform shirt on game days.

Student spectators must remain supervised by an adult at the event. All spectators are required to demonstrate good sportsmanship. **A student who is not following these rules will be ejected from the event he/she is attending and may be excluded from attending future events.**

ELIGIBILITY

All students participating in athletics must maintain, weekly, grades no lower than a "C" (2.0) average. A "B" in conduct must also be maintained. Eligibility is checked weekly. A student who fails to meet eligibility requirements for two weeks will not be allowed to participate in that sport. Students not meeting the C average in the quarter immediately preceding their sport have a one-week grace period to bring their grades up.

Student athletes must be in school on the day of a game to be able to play that evening. The same is true for practice. Team work means working as a team. In order to remain on a team, you must attend practice regularly.

DANCES

Blue Water Catholic schools periodically sponsor dances for 7th and 8th graders. Only students from those schools may attend. Once a student enters the dance site, he/she may not leave unless his/her parent is there to pick him/her up, or other written arrangements have been made previously with the teacher in charge. A letter will be sent home explaining these details; please read and follow the instructions in the letter accurately.

Students' dress and behavior are expected to be appropriate; teachers will be authorized to refuse entry to (or remove) any student whose actions or attire they deem inappropriate. Music will be pre-approved by the teachers.

PARTIES

Parents may acknowledge their child's birthday with a class treat. This must be something which the child can pass out during the school day and which requires no preparation, cutting, etc. (e.g., candies, cupcakes, ice cream bars, etc.). Please check with your child's teacher to be sure there are no food allergies in the class.

No balloons, party favors, etc. will be allowed in the classroom.

The school may not be used as a venue for distributing personal party invitations unless everyone in the class receives an invitation.

COURTESY

Respect and courtesy should be shown by students to all priests, sisters, lay teachers, and all who hold any office or authority (including lunch supervisors, aides, substitute teachers and all visitors to the building), as well as to each other. Students are expected to conduct themselves in a courteous and Christian manner at all times, in and out of school. Students may be disciplined, up to and including expulsion, for conduct inside or outside school that is deemed by the principal or pastor detrimental to the school community.

GENERAL RULES

During this school year, teachers and PTO and Student Leadership Organization members will review this handbook specifically charged with the fostering of commitment to the use of reflection on 'choices' and logical, natural consequences for such choices. Choices for how one conducts oneself in a Catholic school must amount to more than our traditional list of rules about what not to do versus what must be done. Guidelines to employ peer mediation and adult counseling along with the mission of working in partnership with families should foster the development of a student culture where young people make good choices, considering the effects of good choices versus poor choices. While a list of rules might help guide wise choices, the Scripture and especially the Sermon on the Mount in which Jesus gives us the Beatitudes is a more profound guide to choices for conduct than a mere list that mandates statements of obedience.

While moving to implement a program of stakeholder choices, the following list of rules will continue to be the resource for guidance now:

1. Follow directions the first time they are given.
2. Use respectful language at all times.
3. Do not fight or tease.
4. Do not litter or abuse school property.
5. Walk inside the building.
6. Show respect to fellow students, adults, and personal possessions.
7. Leave toys or hand held electronic equipment (e.g. iPads, iPods, tablets, electronic readers, etc.) at home unless okayed ahead of time by your teacher for field trips or other activities. (Holy Cross School and Our Lady on the River parish and employees are not responsible for lost items.)
8. Respect the space of others by keeping your hands and feet to yourself.
9. Students may have cell phones at school only if they are turned off and in their bookbags. Cell phones may not be used during the school day: any phone that is seen or heard by staff during the day will be confiscated and must be picked up by the parent or guardian. Any violation and permission will be rescinded.

CHURCH BEHAVIOR / POLICY

1. Be very reverent and respectful at all times before, during and after mass.
2. Participate fully in the liturgy.
3. Parents are not to sit with their children at the Friday morning mass.
4. Students are to comply with the dress code in regard to mass days.

LUNCHROOM POLICY

1. Students are to sit appropriately at their assigned table.
2. Keep walking around to a minimum: raise your hand if you need something.
3. Ask supervisors for permission to leave room.
4. Do not share food, money, etc.

5. Keep your table and the area around it (including the floor) clean.
6. Wait to be dismissed before leaving the cafeteria.
7. No throwing things (lunchboxes, hats, food, etc.).
8. No intentional inappropriate rude noises (belching, gas, etc.).

LUNCH RECESS POLICY

1. Use equipment appropriately.
2. Choose an organized game, or sit down (or stand) to visit.
3. No profanity or put-downs.
4. No running wildly so as to threaten the safety of another.
5. No toys or electronics.
When outdoors:
6. Do not go out into the street.
7. No pushing, shoving, tackling: keep your hands to yourself.
8. Do not run up the slide or hang on bars.
9. No "belly swinging," standing on swings or twisting swing chains.
10. No standing on benches.
11. During winter, you must have boots and snowpants to go on playground: always wear season-appropriate clothing.
12. Do not pick up or throw snow or kick snow at others.
13. Any personal equipment brought by students to recess (e.g. football) must be approved by the principal before being used.
14. Holy Cross School is not responsible for lost or damaged personal equipment brought to school.

Repeated reprimands for unacceptable behavior in the lunchroom or on the playground will result in lunch detention and/or loss of playground privileges. Referral slips will be given by teachers per recommendation of lunch supervisors.

CONSEQUENCES FOR DISRUPTIVE BEHAVIOR

When a child forgets to follow the rules, a referral slip is issued. A referral slip is a notice to parents informing and explaining the infraction by the student. It **MUST** be signed and returned to the homeroom teacher by the next school day. Failure to return the signed referral slip earns an automatic detention for students in grades 3-8. It is the responsibility of the **STUDENT** to take the referral slip home and return it to school the next day.

A student receiving a referral slip for disruptive behavior will be sent to the office and remain there until the teacher sends for him/her (for students in grades K-4) or until his/her next class period begins (students in 5-8). Parents may be called to pick up any student who receives a second behavior referral in a month. Homework must be made up in accordance with school policy.

When a student has accumulated three referral slips, or if he/she fails to return a signed referral slip, he/she will serve a detention. Detentions will be held as scheduled by the principal. If a detention is not served, the parents will be contacted and the student will serve a one day, at home suspension.

Parents will receive written notification that their child is to serve detention. This notification is carried home by the student. In some cases, parents may receive a telephone call. It is the responsibility of the parent to arrange transportation. The detention form that the student brings home must be signed and returned.

CONSEQUENCES OF MULTIPLE REFERRALS

Referrals accumulate over the course of the school year. Students will receive a detention for their first three referrals. If a student reaches *six referrals*, he/she will serve a *one-day out-of-school suspension*. The student and parent/guardian will also be required to meet with the Holy Cross Disciplinary Action Committee (DAC). This committee is composed of the principal, pastor, faculty representative, and the classroom teachers of the student. The goal of the DAC is to help the student find the correct path to follow in a positive and supportive manner.

If a student reaches *nine referrals*, he or she will serve a *two-day out-of-school suspension*. The student and parent will be required to meet with the DAC. The student and parent will be advised that the student may lose the privilege of participating in field trips and extra-curricular activities for the remainder of the school year. This decision is made by the DAC.

A student who has received four behavior referrals will not be permitted to go to camp; an eighth grader who has received 9 behavior referrals will not be permitted to attend the eighth grade class trip.

Reaching *twelve referrals* will also result in a *two-day out-of-school suspension*. The student will forfeit all extra curricular activities and may be asked to attend another school. In the event that a child is asked to attend another school, the parents may appeal as stated in the section entitled "Appeals Process."

CRITERIA FOR A SEVERE DISRUPTION

1. A child willfully inflicts physical harm on another child or to him/herself.
2. A child willfully destroys property.
3. A child overtly refuses to do what he/she is told.
4. A child willfully shows disruptive and rude behavior.

The principal will deal with severe disruption in one or more of the following ways:

1. Immediate parent/principal conference;
2. In-school suspension/detention;
3. Out-of-school suspension;
4. Exclusion from extra-curricular events.

DISCIPLINARY ACTION

The following definitions are from the Archdiocesan Policies and Rules (1995), #5114:

Disciplinary probation is a specified period of time in which a student is given the opportunity to prove that s/he will comply with school rules and regulations. During the period, the student is in attendance at regular classes and school activities.

Exclusion is a temporary removal of a student from a class or classes. In-school suspension is included in this category.

Suspension is the temporary dismissal of a student from the school. Decisions to suspend shall follow only after other means of motivation have failed and/or attendant circumstances necessitate this extreme disciplinary action.

Expulsion is the permanent dismissal of a student from the school. It shall be implemented either after repeated attempts (including suspension) to correct serious violations to the school code of conduct have failed and/or when the offense is such a grievous matter of crime, scandal, morality or disruption that immediate expulsion is appropriate.

If a student is to be suspended/expelled, the administrator will notify the parent/guardian immediately of the reason for the suspension/expulsion. A student will not be asked to leave the school building until parents/guardian call or come to authorize dismissal. Written notification to the parents/guardian indicating the reason for the suspension/expulsion will be sent home with the child, or given to the family within twenty four hours. In case of suspension, the steps necessary to terminate the suspension and initiate the student's return will be included in the notification. The pastor will be notified regarding any suspension of five (5) days and of all expulsions.

LEGALLY REQUIRED STUDENT MANDATES

The following are the MINOR and MAJOR violations of the Discipline Code:

MINOR VIOLATIONS: *

- a. Disobeying school rules (including playground, lunchroom, classroom, etc.).
- b. Repeated disregard for homework and classwork completion and deadlines (see "Homework Policy" and rules sections).
- c. Non-compliance with dress code.
- d. Chewing gum or consuming food/drink without prior authorization..
- e. Disregard for safety rules involving self or others including (but not limited to) throwing snowballs or rocks, reckless use of bicycles, poor behavior during fire or severe weather drills, poor behavior on buses, running in halls, etc.
- f. Dishonesty and/or cheating.
- g. Defiance of the person in authority, e.g. refusal to leave the room when asked.
- h. Verbal abuse - name calling, cursing, racial slurs or derogatory statements addressed to others to cause disruption of the school program or incite violence.

- i. Failure to attend assigned detentions
- j. Making obscene gestures.
- k. Disruptive behavior or other misconduct not listed above that disrupts or interferes with the school program in any way, including harrasment of others.

* Any of these violations may result in suspension from school. Referral slips may be given for minor violations.

MAJOR VIOLATIONS

The following conduct violations may result in automatic suspension and/or expulsion from school and all school sponsored activities. Should this occur, parents/guardians will be notified immediately.

A first offense from this category may warrant a one (1) day (or longer) suspension. A second offense will result in a two (2) day (or longer) suspension. If a third offense should occur, the parent/guardian will be advised to enroll the child in another school. An out-of-school suspension is considered to be an unexcused absence from school. Re-admittance procedures for the child will be explained to the parents at the time of suspension.

- a. **Arson**: the intentional setting of a fire.
- b. **Insubordination**: refusal to respond to or carry out reasonable and lawful directions of authorized personnel of the school.
- c. **Assault**: an attempt or threat to inflict serious bodily harm to another; no actual body contact is necessary.
- d. **Battery**: the unlawful intentional touching or application of force done to another person, done in a rude, insolent or angry manner.
- e. **Burglary**, theft, robbery, larceny-stealing money or property.
- f. **Possession of weapons** or other dangerous objects, or objects perceived to be a weapon: carrying, using or storing weapons or other dangerous objects (e.g. matches fireworks, explosives, laser lights, etc.) in the school building or on school grounds, or at school functions (see "Weapons"); or threatening others as if with a weapon.
- g. **Possession of pornographic materials**.
- h. **Sale, use, possession, distribution or acceptance of narcotics, illegal drugs, materials or substances, performance-enhancing drugs, alcoholic beverages or tobacco products in school, on school property or at school functions**. This includes bringing such items into school for another person, having such items on one's person, or placing them in a hiding place.

- i. **Destruction of or defacing of property** belonging to the school or church, or to persons employed by the school or church, or in attendance at these places.
- j. **Touching** of another student in inappropriate and unacceptable ways.
- k. **Forging** signature(s) on any document or paper.
- l. **Leaving** a class or school building without permission: skipping class; truancy.
- m. **Initiation** of a false alarm or bomb threat.
- n. **Trespassing**: being present in an unauthorized place or refusing to leave when ordered to do so by authorized personnel.
- o. **Unlawful interference** with school authorities and programs; interfering with administrator, teachers and/or school personnel by force, violence, intimidating, boycott, riot or extortion.
- p. **Sexual harassment** (see "Sexual Harassment").
- q. **Photographing or otherwise capturing or recording** a visual image for distribution, dissemination or transmission or recording a photograph or visual image of an individual having reasonable expectation of privacy. Public Act 155 makes such an act a felony as of September 1, 2004, and includes photographing with cellular phones and PDAs equipped with digital cameras.
- r. **Online harassment / "cyber bullying"**: engagement or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social networks, such as FaceBook (see "Cyber Bullying").
- s. **Unlawful behavior**: engagement in any action that is illegal will be handled with and prosecuted with and by civil authorities.

WEAPONS

This policy is adapted from Policy #5114.2 of the Archdiocese of Detroit School Policies and Guidelines. A weapon is any object which can be used to threaten or injure another. It includes but is not limited to "dangerous weapons" as defined by state law.

School premises include the school building and the adjacent grounds including, but not limited to, parking lot, playground, student lockers, buses. The immediate vicinity of the school means a 1-block radius of the school.

GUIDELINES:

- a. Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes pending investigation.

- b. A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of a student's person, pockets (the student empties his/her own pockets), book bags, purse, lunch box, locker, automobile, etc. Questioning of the same purposes may include questioning by the principal, a member of the administrative team, a school teacher, the pastor or a person acting in the place of any of these.
- c. When a body search is conducted it shall be in the principal's or pastor's office or other appropriate place. Another person of the same sex will conduct the search of the student and a witness will be present.
- d. If a student refuses to cooperate or interferes with a search of a person or possessions or premises: s/he should be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion (permanent dismissal) from school.
- e. Depending on the nature of the weapon, the local police department shall be notified immediately and if possible, the student detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises.
- f. Any student found to be in violation of the school's policy is subject to disciplinary action, up to and including expulsion.
- g. Parents will be notified of any actions taken.

ILLEGAL SUBSTANCES

All school rules and regulations and state and federal laws regarding illegal substances will be enforced by school officials. The possession, use, manufacture, sale or distribution of alcoholic beverages, controlled substances, paraphernalia, or tobacco by students in school or at school sponsored events is expressly forbidden and subject to consequences as outlined in the Major Violations section. These banned substances expressly include any performance-enhancing drug; possession or use of any performance-enhancing drug shall subject the student to those same consequences.

The student is held accountable for his/her behavior. Every effort will be made to work with family in obtaining appropriate help.

SEXUAL HARASSMENT

It is the policy of the Archdiocese of Detroit and Holy Cross Catholic School to make every effort to provide an educational environment, as well as a work environment, free from all forms of harassment. This policy applies to the actions of all faculty, staff and students at Holy Cross, as well as others who may be in a working relationship with the school. The Archdiocese of Detroit and Holy Cross Catholic School are open to and respect the complaints brought under this policy.

Respect for the dignity and worth of each individual is a basic tenet at Holy Cross. Each individual faculty, staff member, student, or others who are in a working relationship with the school are entitled to work/attend school in an environment free from discriminatory practices, including sexual and other forms of illegal harassment. All will be held to standards of conduct which ensure that the school is free from sexual and other forms of illegal harassment.

Holy Cross Catholic School will neither tolerate sexual harassment nor will it tolerate reprisals against any employee, student or other person who makes a sexual harassment complaint.

Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff or other students will not be tolerated.

Sexually harassing behavior will earn a student offender up to a 3-day suspension; a second offense will result in up to a 6-day suspension.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some, and fails to respect the rights of others. Harassment can be in conduct, written or oral communication or by Internet. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures, and language of a sexual nature directed at faculty, staff or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile or offensive education environment.

EXAMPLES OF SEXUAL HARASSMENT

- sexual innuendos
- jokes of a sexual nature
- sexual propositions
- sexually suggestive pictures or cartoons
- foul and obscene language, jokes or gestures
- unwanted and unnecessary physical contact
- unwelcome comments about appearance

REPORTING SEXUAL HARRASSMENT

The principal will answer questions and disseminate information about the policy, investigate complaints and take appropriate corrective action. Any student or other person in a working relationship with Holy Cross who feels that he or she has been a victim of sexual or other forms of illegal harrassment should bring the matter to the immediate attention of the principal.

The school will investigate all complaints of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any student or other person in a working relationship with the school who is determined to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including exclusion from school.

Retaliation in any form against a person who exercises his or her right to make a complaint under this policy is strictly prohibited and will result in appropriate disciplinary action, up to and including termination of employment or exclusion from school.

CYBER BULLYING / ONLINE HARASSMENT

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students and families using social media are requested NOT to publish photos of members of other families. Members of the community who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, threatening, offensive, or abusive atmosphere, including such activity in online postings on social networks, such as FaceBook, will be disciplined, up to and including expulsion.

Retaliation in any form, such as harassment, name-calling, ostracizing, intimidation, threats, etc. against an individual including all parish and school employees, volunteers, parents and students, for reporting or cooperating, in good faith, in a parish or school-sponsored or –sanctioned investigation will not be tolerated. Anyone found to have engaged in retaliation will be subject to sanctions, up to and including termination from employment and/or exclusion from school.

GUIDELINES FOR RE-ADMITTANCE

The following guidelines will be followed before a student who has been suspended is re-admitted to school:

1. The student may not be re-admitted without a Student/Parent/Teacher/Principal conference. This conference date will be set by the school.
2. Student will not be re-admitted until principal and staff are satisfied that the student's re-admittance will not be injurious to other students or to the student him/herself.
3. School officials may require further professional opinions before arriving at the decision relative to re-admittance (e.g. counseling for student and/or family, psychiatric evaluation, medical evaluation, etc.).
4. The final decision must be based on what is best for the school, community and the individual involved.

APPEALS PROCESS

The school administrator has the authority to take immediate disciplinary/corrective action. A statement of an appeals procedure will be presented for parties who feel they have been wronged by MAJOR administrative decisions. Such a policy is required by a Christian sense of justice as well as the legal requirements of accepted school law. (See "Grievance Procedure.")

GRIEVANCE PROCEDURE

Disagreements can occasionally arise and every effort on the part of the staff and administration will be made to deal with them in a Christian manner.

The following "ladder" should be followed when/where possible:

1. The matter is discussed between the teacher and parent. If not satisfied,
2. A meeting with principal, parent and teacher is held. If not satisfied,
3. A meeting will be scheduled with the principal, parent, teacher and pastor.

ACCOUNTING PRACTICES

As fiduciary agent for the school, Our Lady on the River Parish determines policies for all money handling occurring during the course of school events (including but not limited to tuition / service credit payments, fundraising events, field trips and other activities).

GRADING SCALES

All schools in the Archdiocese of Detroit have adopted these scales:

For grades 3-8:

A	95-100%
A-	93-94%
B+	91-92%
B	87-90%
B-	85-86%
C+	83-84%
C	76-82%
C-	74-75%
D+	72-73%
D	68-71%
D-	65-67%
F	64% and below

For grades K-2:

- O = Outstanding:** the student consistently exhibits mastery of material above grade level.
- S = Satisfactory:** as expected—the student's mastery of material is at grade level.
- N = Needs Improvement:** needs more time and practice—the student's mastery of the material is below developmental learning expectations of grade level.
- I = Improving:** the student's mastery of material is at or below grade level but is improving.

E PORTFOLIOS

Students at each grade level will be required to keep a portfolio of evidence that is aligned with the learning expectations for his or her grade level for religion, reading, writing, mathematics, science, and social studies. In grades K-3, these portfolios will consist of a file for each of the subjects maintained in a hanging folder in the classroom portfolio case. The folder for each subject will have a list of learning expectations appropriate for the grade level for each subject. As students collect work that gives proof or evidence of the mastery of the learning expectations, these documents or evidence of mastery will be maintained in the portfolio file. At the spring "student-led parent conferences," the student will be prepared with the teacher's help to share with the parent the evidence of academic growth toward mastery using the file of evidence collected in his or her portfolio.

In grades 4-8, the students will keep an ePortfolio using an electronic system such as Livebinder.com developed in the technology class with help from the technology specials teacher. The ePortfolio will be an electronic version of the file for keeping proof of learning mastery aligned to expectations and learning outcomes for each of the academic subjects of religions, reeading, writing, mathematics, science and social studies.

Note that the religion portfolio is a new Archdiocese expectation called "All About Me" which gives the children the opportunity to provide evidence of developing in their faith and love of God with reflections on growth and development in making progress in living a life informed by spiritual growth. It will allow students to learn more about their faith while collecting evidence of actually LIVING that faith.

GRADE EIGHT EXHIBITION

In the last quarter of grade eight, students are required to make a public presentation of their learning portfolio for their parents, teachers and guest at a student-led parent conference. This presentation will first be prepared and videotaped and reviewed with annual updates in preparation for the eighth grade "exhibition" of learning evidence and growth. Graduation from middle school will be contingent upon the successful presentation of evidence of significant patterns of growth for the reading, writing, mathematics, science and social studies learning objectives. Students should be able to exhibit evidence that proves that each year has led to growth in academic mastery of required learning standards.

ONLINE PROGRESS REPORTS

Each child and family will be given a unique login and password to the online grading program. Parents are expected to take advantage of this convenient method of monitoring their children's work.

QUARTERLY REPORT CARDS AND TEACHER APPOINTMENTS

Report cards are sent home with the students each quarter (November, January, March and June). The purpose of the report card is to inform you of your child's progress or lack of progress. It is the responsibility of the custodial parent to provide copies of report cards for the noncustodial parent; or you may provide the school with stamped and addressed envelopes and we will mail them.

Report card envelopes must be signed and returned to the homeroom teacher (within one week) after the first, second and third marking periods. If you **ever** have questions or concerns, **please make an appointment with the teacher.**

HONORS

To be considered for the Honor Roll students must meet the following qualifications: students in grades 3-5 must receive all As or As and Bs in all core subjects and conduct ("specials" are not included); students in grades 6-8 must receive all As or As and Bs in all subjects, "specials," and conduct.

The Honor Roll will be compiled each marking period and eligible students will receive honor roll certificates for all As or all As and Bs. Special certificates will be given at the final assembly in June to those students who have been on the honor roll for the first three quarters as well as to those with excellent attendance records. (Please note that having more than 10 tardies will result in a student's not receiving awards for otherwise good attendance.)

RETENTION

Every effort is made, working with the parents as partners, to ensure that each child meets with educational success. If retention is recommended, the teacher must notify the principal and parents by February and arrange for a consultation meeting with the principal, teacher and parents to address interventions to avoid retention. Communication between the family and the school are essential to ensuring student success. If the parents and teacher recommend retention at the end of the year, the principal will determine whether or not the retention is justified

PARENT TEACHER CONFERENCES

The parents are the child's primary educators. Success in the educational program depends on the extent that parents are involved. We encourage you to meet with your child's teachers often. We are part of a team working together in a positive, Christian manner.

Parent-teacher conferences will be scheduled. Dates will be published in the school calendar and weekly newsletter. We encourage parents to attend those sessions and to make arrangements throughout the rest of the year to meet with the teachers when questions or problems arise. Teachers are available to meet with you before and after school, **but by appointment only**.

NATIONAL JUNIOR HONOR SOCIETY

The Our Lady on the River chapter of the National Junior Honor Society, sponsored by Holy Cross Catholic School, is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a 5-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each April.

Students in the second semester of sixth grade or grades seven and eight are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.0 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required. To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, citizenship, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the

Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, and participation in the chapter service projects(s). Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser.

AUXILIARY STUDENT SERVICES

Holy Cross Catholic School is a Catholic elementary school designed to educate a general student population, and does not have the resources to meet the needs of those requiring special education services. However, Federal Exceptional Student Services are provided to us through East China. Available to students meeting the requirements are:

- Teacher Consultant Services
- Speech
- Testings
- Occupation and Physical Therapy
- Title I

STUDENT LEADERSHIP ORGANIZATION

Each year in September, students wishing to join the school advisory and leadership cohort will be elected by their classmates at grades levels from grade three through eight to serve on the "Student Leadership Organization." Members of this body will be provided training on their role in student leadership and decision making. Each leader-student will represent his or her class at meetings with the faculty advisor and principal in expressing concerns, suggestions, contributions and improvements to school life that can be discussed and voted on by the students leaders for final approval by the principal.

A faculty member will be selected to serve as the advisor for the Student Leadership Organization. Training for student leaders on peer mediation and conflict resolution will be provided to the leadership team leading to a role in resolving peer conflicts peacefully and systematically.

TUITION

It costs over \$7000.00 to educate a child for one year. As you can see, the tuition that you pay does not cover the full cost of educating your child at Holy Cross Catholic School: the tuition a family pays covers only about half of that amount. The rest comes from Our Lady on the River parish's support and from school fundraising. However, paying your tuition debt on a timely basis is critical for smooth, uninterrupted educational service to your

child; the expected payment schedule is printed in the "Tuition Contract" signed by all families at registration.

A family's tuition is rated as either *In Vicariate* or *Out of Vicariate*. Parishioners at any of the Blue Water Vicariate parishes may request the *In Vicariate* discounted rate by completing the "Active Parishioner Verification" form (which is included in the registration packet) and returning the form to their parish office. To qualify for the lower *In Vicariate* rate, you must be registered parishioners actively participating in the life of your Blue Water Vicariate Catholic parish. Your pastor will determine your status based on your meeting those criteria. The *In Vicariate* and *Out of Vicariate* status is reviewed annually to reflect your level of membership and participation.

School fees are due at the time of registration. The standard tuition payment plan calls for 10 equal monthly payments with one due each month from May through February. (If you wish to request a different payment plan you must send your **written** plan to the principal. S/he will review your plan and contact you to let you know if your plan is approved.) You are expected to honor your commitment to Holy Cross as faithfully as you want Holy Cross to honor its commitment to your child.

The Archdiocese of Detroit requires schools which offer payment plans to employ a tuition management company. Holy Cross has contracted with FACTS Tuition Management Company for this service. After you return your tuition contract to the school office for the first time, you will be sent directions on creating an account with FACTS, where you will select your payment plan. (Your "service credit record" will be mailed to you periodically, independently of any FACTS notifications.) Late payments will incur late fees. Any form of payment that is not honored by the bank (closed account, insufficient funds, etc.) is the full responsibility of the family.

By following the tuition payment schedule, each quarter of the school year is paid in advance of the child's attending class. Failure to adhere to the schedule will result in late fees being added to the tuition balance owed. Other consequences of delinquency in tuition and / or service credit accounts include the withholding of report cards and other records and / or exclusion from class.

TUITION ASSISTANCE

Many people work hard to help you afford a Catholic school education for your child. Various funds/scholarships have been established to which you may apply to help you provide a Holy Cross education for your child. Here is a listing of K-8 tuition assistance available to Holy Cross school families:

"Stewards for Tomorrow" tuition assistance is provided by the Archdiocese of Detroit. Your child must be entering grades K-12 and you must be a registered active Catholic parishioner. **Application must be made online:** go to AoD.org, choose "schools," then "tuition assistance and scholarships." The deadline for applying is usually early April.

The Fr. Bartone Scholarship Fund offers tuition assistance to Our Lady on the River members who have applied for the Stewards for Tomorrow grants and demonstrate a need for additional tuition assistance. First round applications (forms will be in the school office in late spring) are due in late spring, with the date published on the current year's form.

The Fr. Sadler Scholarship Fund was created to assist new families entering Holy Cross Catholic School as well as to help with special needs of the school.

In addition, ALL families can help themselves through the use of SCRIP. Friends and other family members can also use SCRIP and designate a school family to receive the credit. Contact the school office at any time for more information.

FUND RAISING / SERVICE CREDITS

Your child's education at Holy Cross Catholic School is funded in three ways--tuition and grants/scholarships, parish support and fundraising—as tuition does not pay the entire cost of educating your child at Holy Cross. Each family is responsible to do its part with fundraising as addressed in the annual Service Contract. Parents must sign up and work the events they committed to at the time of registration. Not honoring the commitments in the Service Contract has financial ramifications: families not working their credits will be charged for not doing their part and the debt will be added to their tuition bill.

RELEASE OF RECORDS

All tuition and service credit accounts and all other debts (such as library fees, replacement of lost or damaged textbooks, or other financial obligations incurred) must be paid in full/satisfied before records, report cards etc. will be released. If a family leaves Holy Cross Catholic School with outstanding debt, records will be retained and the unaddressed debt will be submitted to collection, small claims court, or other legal remedy for satisfaction.

OTHER MISCELLANEOUS YET IMPORTANT INFORMATION **SENDING MONEY TO SCHOOL**

The School, individual classes, and organizations sponsor many fundraising activities for student projects. You may choose, also, to send payments for tuition, assignment books, or other fees to school with your child. For your security, it is advisable to make all such payments sent into school (especially larger sums) by check or money order made out to "OLR" (unless otherwise noted in the specific fundraising solicitation). (A notable exception is that checks for lunch or milk tickets are to be made out to "East China Food Service.")

When you make payments by check, please be sure to make each check out to the appropriate entity and to **send each payment separately**: often, the different groups sponsoring the activities/fundraisers have accounts at different banks, and it can be very difficult to divide one check among the various groups. Also, please do not staple cash or checks. If you do send money with your child, please put it in a labelled, sealed envelope.

GETTING INVOLVED

PARENT-TEACHER ORGANIZATION (PTO)

The Parent Teacher Organization at Holy Cross is a vital avenue of communication and community building between parents and teachers. They achieve their goal through supplemental fundraising, parenting education speakers and fun activities for the greater community. The meetings are held on a regular basis with the dates and time publicized ahead of time through the school newsletter. Membership is open to all parents/guardians of children enrolled at Holy Cross as well as people who have a sincere interest in building community and enhancing the educational welfare of Holy Cross students.

SCHOOL COMMITTEE

The School Committee is an advisory group for the pastor and principal of Holy Cross Catholic School. It functions under the Education Commission of the Parish Council, with responsibility for all those policy areas which are strictly school related. It makes recommendations for the consideration of the Educational Commission in those areas which go beyond the school alone and involve the educational needs of the whole parish.

Sub-committees of the School Committee include the Marketing, Finance and Budget, Grants and Scholarships and Fundraising Committees.

Membership shall be for a two year term and comprises a cross section of the parish and school community.

BOOSTER CLUB

Holy Cross Booster Club is an organization of parents and other people of good will who want to support the sports program for students at Holy Cross. The Booster Club, through fundraising and handling all aspects of the sports schedule, fully funds the sports programs for Holy Cross athletes.

Every parent whose child is on a sports team is asked and expected to help the Booster Club with the sports program. You will help by taking gate receipts, selling concessions, monitoring student behavior in the halls and supporting Booster fundraising efforts.

Membership is open to parents of Holy Cross student athletes and other people who want to support the sports program at Holy Cross.

HOLY CROSS CATHOLIC SCHOOL
618 SOUTH WATER STREET
MARINE CITY, MI 48039
810.765.3591
fax: 810.765.9074
website: www.holycrossonline.net
email: school@holycrossonline.net

SCHOOL HOURS

The school office hours are from 7:00 am to 3:00 pm; school begins at 7:30am and ends at 2:50 pm.

TUITION AND FEES

A non-refundable \$100/child registration fee is required at the time of registration. The tuition and fees scale for the 2017-18 school year is as follows:

<u># of students in family</u>	<u>Cost of tuition</u>	<u>less multi-student family discount</u>	<u>Actual tuition cost to family</u>
1	\$3,950.00	n/a	\$3,950.00
2	7,900.00	\$1,185.00	6,715.00
3	11,850.00	2,962.50	8,887.50
4	15,800.00	4,740.00	11,060.00
5	19,750.00	6,912.50	12,837.50
6	23,700.00	9,480.00	14,220.00
<u>Out --of--Vicariate</u>			
1	\$5,100.00	n/a	\$5,100.00
2	10,200.00	\$1,530.00	8,670.00
3	15,300.00	3,060.00	12,240.00
4	20,400.00	4,080.00	16,320.00
5	25,500.00	5,100.00	20,400.00
6	30,600.00	6,120.00	24,480.00

CHROMEBOOK INSURANCE FEE: \$25/year for each student issued a Chromebook (students in grades 1-8).

SCHOOL LUNCH PROGRAM: Milk (white or chocolate) 50¢
Daily lunch: \$2.40

OFFICERS OF SCHOOL ORGANIZATIONS

	<u>PTO</u>	<u>Booster Club</u>	<u>School Committee</u>
Pres.:	Suzy DeVeny	(open)	Jamie Guyor
V.P.:	Betsy Davenport		TBA
Sec.:	Amanda Smalley	(open)	TBA
Treas.:	Laura Bailey	Kari Steinmetz	(none)
		AD: Jim Bellow	

Student Supplies Needed 2017-18

* **Replenish** as needed *(you may wish to buy extra now to replenish throughout the year)*

PLEASE LABEL EVERYTHING!!

	K	Grade 1	Grade 2
ZIPPING pencil bag (no boxes, please)	--	2: 1 w / holes	1
Set of crayons	24 pk	24 pack Crayola	1(8-16)
Set of washable markers	1 (8/pk)	1	1
Color pencils, set of 12	--	1 set	--
# glue sticks *	4-6*	4 *	4 *
# bottles of glue (8 ounce)	1	1	1
Fiskars scissors, short blade	1	1	1
# boxes #2 pencils *	3 boxes *	3 boxes *	4 boxes*
# pink erasers *	2 *	3 *	1 *
# red marking pens or pencils	--	--	2
Pencil tip erasers*	--	--	1 pkg *
# highlighters (different colors) *	--	4 *	4 *
# dry erase markers	--	3	3
# boxes tissues	2	3	3
# rolls paper towels	2	2	3
# pocket folders (bottom pockets)	4 (solid color)	2: 1 w/holes	2
1 ruler (12 inches, and centimeters)	--	--	1
Pkgs antibacterial wipes for desks	2	3	4
Gym shoes (white w / non marking soles)	1 pr (labeled)	1 pr	1 pr
Composition notebook for writing	--	1 *	1
Spiral notebook for science	--	1 *	
3-ring binder w/clear view pockets	1: 2" thick	1: 1.5" thick	1: 2" thick
Plastic page protectors, pkg of 50	--	1	1

In addition, ALL STUDENTS NEED:

- Book bag no larger than 15"x16"x8" **(no rolling bags, please!)**
- Water bottle, if desired **(18 ounces or smaller, clear only with no cover)**

	Grades 3&4	Grades 5-8
ZIPPING pencil bag (no boxes, please)	1	1
Set of colored pencils	1	1
Set of washable markers	1 (fine tips)	1
# glue sticks *	2 *	3 *
Fiskars scissors, short blade, pointed	1	1
# boxes #2 pencils * (no foil-wrapped or mechanical pencils, please)	2 *	3 *
# pink erasers *	1 *	--
# red marking pens or pencils *	2 *	2 *
Highlighters, different colors: *	4 *	4 *
Black "Sharpie" marker, fine point *	--	1 *
# pkgs. blue or black erasable pens *	--	1 *
Dry erase markers (any color)	--	1 pkg
# rolls paper towels	2	2
Pocket folders	2	3
# packages white wide-rule lined paper (not spiral bound) *	2 *	3 *
Spiral notebook for journal (1 subject) ELA	1 NOT spiral	1
Graph paper, 1/4" grid (for math)	--	1 pkg
Spiral notebook for math (3 subject)	--	1
Spiral notebook for science (3 subject)	--	1
Spiral notebook for social studies (1 subject)	--	1
Composition notebook for religion	--	1
Pkg (lemon) Clorox wipes for desks	2	2
3-ring binder (2" thick) with dividers	1	1
3-ring binder (3" thick) w/5 dividers and paper for LA	--	1
3-ring binder (1" thick) : student led conferences	--	1
Package of 25 plastic sheet protectors	--	1
Flash drive (2GB is fine)	--	1
Post it notes	--	1pkg
Hand sanitizer	--	1 bottle
Boxes of tissues	3	4
For gym: dark shorts, white T shirt, white gym shoes w / non-marking soles	shoes only	1 set

STAFF

Pastor:	Rev. Stephen Rooney
Associate Pastor:	Rev. David Bechill
Principal:	Dr. Carl B. Wagner

Teachers:

Mrs. Betsy Davenport
Ms. Cindy Jondron
Mrs. Ashley Gryzkiewicz
Mrs. Julia Rock
Mrs. Leslie DeMeulenaere
Mrs. Anna Wade
Mr. R. Brian Cherry
Ms. Carrie Johnson