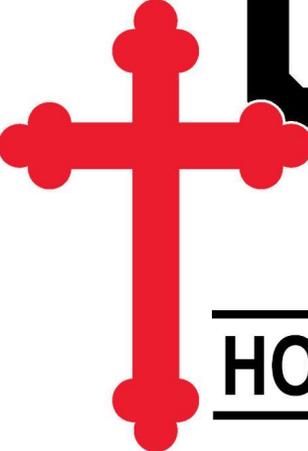




# Holy Cross Elementary School



3615 CHURCH STREET, COVINGTON, KENTUCKY 41015



**H**igh Standards  
**C**ommunity of Faith  
**E**xcellence in Education

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**HOLY CROSS ELEMENTARY**

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# PARENT AND STUDENT HANDBOOK

2022 - 2023

## A NOTE FROM THE PRINCIPAL

Welcome to Holy Cross Elementary School – a special gem of Latonia where students can flourish academically and spiritually. The rich traditions of Holy Cross Elementary School are what sets it apart from every other elementary school. The historical traditions and the values reflected in this faith-filled community foster an environment where Christian values are at the forefront and academic rigor abounds.

It is the goal of HCE to challenge every student in an academically stimulating environment and to provide a faithful foundation on which they can build their lives. All stakeholders in a child's life must be actively involved in order to meet this challenging task. The educators at HCE are the lifeblood of this school and they work tirelessly to do what is best for every student. Our staff asks that parents also accept this challenge and join in this partnership as we move forward and work to mold life-long learners who spread the faith by their actions.

We are unique in the fact that we are included in the ACUE (The Alliance for Catholic Urban Education). We are supervised by not only Father Hennigen, but also Kendra McGuire (the Diocesan Superintendent). This allows us to work in conjunction with other Catholic schools in the urban setting to make decisions and implement best practices for the needs of our population. Our finances are handled through the ACUE at the Offices of the Diocese of Covington. "Since 1997, the Alliance for Catholic Urban Education has been working with the urban community to ensure that our children within the inner-city areas of our diocese continue to have access to a Catholic education." (<http://www.covingtondiocese.org/>)

I look forward to working with you all and to an outstanding year.

Mrs. Lisa Timmerding

Holy Cross Elementary School Principal

Dear Parents and Students,

Please read this handbook thoroughly so you are familiar with the expectations, policies, and procedures at Holy Cross Elementary School. Once you have read the handbook, **please sign the "Acceptable Use Policy", and "Confirmation of Contents", that can be found in your Family Packet sent home during the first week and emailed electronically.** All completed pages should be returned to the school as soon as possible.

Thank you.

## **WELCOME**

We welcome you to Holy Cross Elementary School. Our school was founded in 1891, has been housed in the current building since 1914, and continues a long tradition of Catholic education in the Latonia area of Covington, Kentucky. **No student will be denied admission based solely upon race, religion, or national origin.** However, the policies, rules, and regulations, as described herein, are a condition of acceptance and continued enrollment. The purpose of our handbook is to acquaint you with procedures and information you will need to know to be part of our Holy Cross school family.

## **SCHOOL PHILOSOPHY**

We believe Holy Cross Elementary is a faith community, which develops Catholic ideals and beliefs in an excellent academic environment.

We believe every facet of a child's life should be respected and celebrated, developed, and cherished, in accordance with the Gospel message.

We believe our primary responsibility is to nourish our Catholic roots, and embrace a mission of stewardship and social justice.

## **MISSION**

Holy Cross Elementary is a school where fine young Christians are rooted in history and enriched by Catholic tradition. Their values reflect commitment to academic excellence and service to their faith community. At Holy Cross Elementary, we are dedicated to embracing the gospel and the message of Jesus Christ. We expect high standards as a community of faith, and excellence in all aspects of our education. At Holy Cross Elementary, individuality is celebrated, opportunity is cultivated, and respect is mutual.

## **IN PURSUIT OF OUR MISSION, A THREE-FOLD COOPERATIVE IS NECESSARY:**

- The school is expected to offer an educational environment and curriculum that will enable each child to progress spiritually, academically, socially, physically, and psychologically.
- Students are expected to put forth maximum effort and to cooperate with the school faculty and administration.
- Parents are expected to be actively involved in the education of their children and to give support to the policies and programs of the school.

## **CATHOLIC IDENTITY**

Holy Cross Elementary School is a Catholic School, first and foremost. All students at Holy Cross Elementary, both Catholic and non-Catholic, are required to take religion classes and attend Mass on a regular basis. Religion classes are taught each day by teachers who are certified catechists or are working toward this certification, which is required by the Diocese of Covington.

Students in grades K through 8 attend Mass one day each week; all school masses are offered on Wednesdays, although one class each week will attend mass on Fridays at 9. Mass is at 9:00 AM at Holy Cross Church, and parents are welcome to attend. Throughout the year students in all grade levels participate in various outreach projects for the parish, community, and worldwide missions.

Our religious theme for the year is still being developed. Each month will have a subtheme. More information to come.

## **VISIT OUR SCHOOL WEBSITE**

Our school website is updated often. Please visit it regularly at [www.holycrosselem.com](http://www.holycrosselem.com)

## **FACULTY & STAFF - 2022 - 2023**

<b>Fr. Michael Hennigen</b>	<b>Pastor of the Community of Holy Cross Church</b>					
<b>Mrs. Lisa Timmerding</b>	<b>Principal – <a href="mailto:principal@holycrosselem.com">principal@holycrosselem.com</a></b> B.A. in Elementary Education – Northern Kentucky University M.A. in Elementary Education – Northern Kentucky University M.A. in Educational Leadership – Northern Kentucky University STEM Teacher - weekly					
<b>Mrs. Leslee Hatter</b> <b>Ms. Sally Heine</b>	<b>Administrative Assistant – <a href="mailto:main@holycrosselem.com">main@holycrosselem.com</a></b> <b>Administrative Assistant - <a href="mailto:sheine@holycrosselem.com">sheine@holycrosselem.com</a></b>					
<b>Mrs. Debra Vicars</b> <b><a href="mailto:dvicars@holycrosselem.com">dvicars@holycrosselem.com</a></b>	<b>Junior</b>	<b>High</b>	<b>Soc.</b>	<b>Stud./Religion-Grade</b>	<b>8</b>	<b>Homeroom—</b>
	B.S. - Coastal Carolina University					
<b>Ms. Julie Brinkley</b>	<b>Junior High Math/Science-Grade 7 Homeroom – <a href="mailto:jbrinkley@holycrosselem.com">jbrinkley@holycrosselem.com</a></b> B.S – Northern Kentucky University					

M.A. – Xavier University

<b>Mrs. Theresa Curley</b>	<b>Junior High Language Arts-Grade 6 Homeroom – tcurley@holycrosselem.com</b> B.S. – Northern Kentucky University M.A. – Northern Kentucky University
<b>Mrs. Alex Braun</b>	<b>Teacher, Grade 5 – abraun@holycrosselem.com</b> B.A. – Northern Kentucky University
<b>Mrs. Andrea Gardner</b>	<b>Teacher, Grade 4 – agardner@holycrosselem.com</b> B.A. – Thomas More College M.A. – Northern Kentucky University
<b>Mrs. Abby Combs</b>	<b>Teacher, Grade 3 - abohman@holycrosselem.com</b> B.A. – Northern Kentucky University
<b>Ms. Jennifer Harnist</b>	<b>Teacher, Grade 2 – jharnist@holycrosselem.com</b> B.A. – Northern Kentucky University M.A. – Northern Kentucky University
<b>Mrs. Katy Murray</b>	<b>Teacher, Grade 1 – cmurray@holycrosselem.com</b> B.A. – University of Wyoming
<b>Mrs. Debra Fraley</b>	<b>Teacher, Kindergarten – dfraley@holycrosselem.com</b> B.A. – Northern Kentucky University M.A. – Northern Kentucky University
<b>Mrs. Joyce Reynolds</b>	<b>Kindergarten Teacher Assistant, Certified Catechist - joycereynolds@holycrosselem.com</b> B.A. – Northern Kentucky University A.D. – Northern Kentucky University
<b>Mr. Graeme McDonic</b>	<b>Physical Education Teacher, Grades K-8 – mcdonic@cinci.rr.com</b> HdipEd – Johannesburg College of Education
<b>Mrs. Lisa Timmerding</b>	<b>Computer Instructor and Technology Coordinator – computer@holycrosselem.com</b>
<b>Mrs. Judy Trame</b>	<b>Title 1 Instructor – title1@holycrosselem.com</b>  <b>Art Teacher - art@holycrosselem.com</b>
<b>Mrs. Lorinda Vennemann</b>	<b>Music Teacher – llcdmusic@zoomtown.com</b>
<b>Mrs. Sharon Dull</b>	<b>Volunteer Librarian</b>
<b>Ms. Summer Campbell</b>	<b>STEM Teacher and Instructional Assistant - scampbell@holycrosselem.com</b>
<b>Ms. Ales Smith</b>	<b>After School Program Director - afterschoolprogram@holycrosselem.com</b>

## **ADMISSION**

Holy Cross Roman Catholic School is a parish school that is open to all members of the parish and community and will not discriminate against applicants on the basis of sex, race, disability, nationality, or ethnic origin. Admission to the school is based upon the availability of classroom space and the following criteria:

- The family is registered as parishioners at Holy Cross Church (tuition is to be set by the administration and ACUE).
- The family is not a registered parishioner but agrees to pay the increased tuition rate for non-parishioners.

- The educational records of the child have been reviewed.

Should a family wish to enroll a child and classroom space is not available, that child may be placed on a waiting list. Various factors could impact the child's place on a waiting list. Those factors include (but are not limited to):

- The date of the enrollment inquiry / shadowing
- Registered parishioners at Holy Cross Church
- Registered parishioners at another ACUE parish
- Transferal from another ACUE school
- Previously attended HCE

#### Age for Admission

Students must be five years old by the first day of August of the current school year in order to be eligible to enter kindergarten. To enter first grade students need to be six years old by the first day of August of the current school year and must have attended a certified kindergarten or comparable five-year-old preparatory program.

#### **Requirements for Registration and Admittance**

To enroll a student, the parent or guardian must supply:

- Copy of the child's birth certificate
- Social Security card (a copy will be made for our files, and the original will be returned)
- A completed registration form for the student
- Current Immunization Certificate
- Medical Records
- A Baptismal Certificate
- Prior Academic Records
- Custodial records or other applicable legal court orders

**Transfer Criteria:** A thorough review will be required for students wishing to transfer into HCE whether in the summer or during the school year. This thorough review will include but will not be limited to: evidence of the child's academic career / history, information regarding attendance, and evidence of the child's behavior / demeanor including detailed behavior reports / discipline events. This review could result in an interview by the principal / pastor and / or the Admissions Committee to determine whether or not the students' needs can be met by Holy Cross Elementary School. All families transferring children to or from Holy Cross Elementary must be up-to-date with their tuition, fees, and cafeteria account balances.

Holy Cross Elementary adheres to the Diocesan Policies and Procedures regarding admissions and transfer policies that are not covered in the handbook.

## **TUITION/FEES**

All families must choose an option provided by FACTS, our tuition management company.

If failure to pay, the family will have 30 days to contact the Principal to make appropriate arrangements to provide for payment. If there is a failure to comply, the student is expected to withdraw.

**Within 90 days from the first missed payment, the account must be brought up to date, or the student will be withdrawn. Tuition accounts will be monitored closely.**

All other fees, including After School Program, Library fees, Cafeteria fees, etc. must be brought current by the end of the school year. Failure to do so may result in:

- The student not participating in graduation
- The student not permitted to start new term in a diocesan school
- The student not receiving their final report card

(Policy P 3.210)

Tuition for 2022- 2023 for grades K - 8

	<b>1 Child</b>	<b>2 Children</b>	<b>3 Children</b>
<b>In Parish / Diocese of Covington</b>	\$4,680	\$7,020	\$9,360
<b>Non-Parishioners</b>	\$5,890	\$8,640	\$11,340

**Financial Assistance is available for families in need.**

# **BEHAVIOR EXPECTATIONS**

## **CODES OF CONDUCT**

***Discipline is fundamental to all education. The Discipline Code of Holy Cross Elementary School is an organized and systematic program for maintaining an appropriate learning environment. It is based on Christian principles and the idea of mutual respect, and it is designed to help students understand that they are responsible for their actions. The Discipline Code is meant to assist students in attaining self-discipline. All students are representatives of Holy Cross Elementary and are expected to be so, even outside of school. Bullying of any kind may result in disciplinary issues at school.***

***Holy Cross Elementary School reserves the right to impose consequences for inappropriate behavior that takes place off premises and outside of school hours when such conduct detrimental impacts the school or the school's reputation. In addition, the use of social media while on school grounds or off of school grounds wearing clothes identifying Holy Cross Elementary will not be tolerated and violates the acceptable use policy. Serious consequences will be enforced should students publish videos on social media platforms during school hours or on school grounds after hours.***

As a Catholic School, students are expected to act in a Christ-like manner at all times following the Law of Love. (Love the Lord your God with your whole heart, mind and soul and love your neighbor as yourself.)

Sanctions for infractions of the rules and regulations are imposed with dignity, fairness, and consistency. It is assumed that parents also offer their children responsibilities and duties that foster good disciplinary habits. Together, parents and school share the goal of developing in each child a well-disciplined character.

Discipline is the fostering of self-respect and self-control. This is a shared responsibility of parents, teachers, and students. The following are expected student behaviors:

## **GENERAL BEHAVIOR**

- Students should be quiet in the halls, in the restrooms, and in moving to and from classes in consideration of students who are working and learning in the classrooms.
- Students should walk (not run) in the school building, especially in the halls and stairways. Students are to keep to the right on stairways and in the halls.
- Students may not chew gum on the school premises.
- Students should take ownership of school property and keep areas clean and organized, including desks and restrooms.
- The only phone that students may use during the day is the office telephone and it should only be used in important situations.
- *Students may not use cell phones during the school day. Students in grades 4-8 are required to turn in their cell phones to the office at the start of each day. If a student is found with or using a cell phone, it will be taken away and the parents will be required to pick it up from the school office. **It will only be released to a guardian or the students can pay \$5 to retrieve his / her phone. Further offenses will result in the device being kept for an extended period of time.***
- ***The use of smart watches will not be permitted at any time during the school day. Students may wear watches if they do NOT have text, phone, or internet capabilities.***
- ***No student may access the internet though their own internet plan (see AUP).***
- All food is to be eaten in the cafeteria at lunchtime. No food is permitted on the playground or in the classrooms except under the direct supervision or direction of the teacher. Food and drink are not permitted in the gym.
- Students may bring their own water bottles to school. The bottles must only be filled with water; no other drinks are permitted.
- Skateboards and scooters are not permitted at school.
- Students are to be respectful of themselves, other students, and administration, faculty, and staff at all times. Disrespect and talking back will not be tolerated.
- Students may not sign their parents' name to any document, even if that parent gives permission to do so.
- Students may not plagiarize, cheat, or copy other students' assignments.
- Students should deliver communications sent home from school promptly.
- Bullying of any kind will not be tolerated.

**CLASSROOM BEHAVIOR – These expectations are required of students in ALL classrooms. All teachers will be disciplining children and giving demerits when warranted.**

Students are expected to listen attentively regardless of who is speaking and be active participants in discussions, group work, independent work, etc.

Students will be expected to use their agendas to record assignments and complete them on time.

**CHURCH BEHAVIOR**

Students should recognize that they are in the house of God and enter / leave quietly and respectfully. Students are expected to take an active part in the Liturgy, sharing in prayers, and singing in a joyful manner (when we are permitted to do so).

**BEHAVIOR DURING ANNOUNCEMENTS**

Students are expected to be silent and attentive during AM and PM announcements. Whenever an announcement is being made, students are expected to stop what they are doing, listen attentively, and wait until the announcements are complete before resuming their normal activities.

**BEHAVIOR RELATED TO SCHOOL PROPERTY**

Students are expected to take pride in their school and to care for buildings and grounds, as well as the furniture, books, and personal belongings of others. It is unacceptable to vandalize school property or the personal property of others. Students will be responsible for any damage they cause and will be required to pay for the replacement or repair of the property.

**Students are required to be responsible and care for the Chromebooks. Families are responsible for paying for damages to Chromebook screens.**

**Students will be expected to act according to our Behavior Motto: PRIDE**

<b>P</b>	<b>R</b>	<b>I</b>	<b>D</b>	<b>E</b>
<b>Productive</b>	<b>Respectful</b>	<b>Involved</b>	<b>Diligent</b>	<b>Exceptional</b>

Students will be rewarded at their teacher’s discretion for exceeding expectations.

**Communications**

If you have a problem or question about something at school, the proper channel is to talk first to the person directly involved, usually the teacher. 99% of all problems are handled at this level. If you are not satisfied with the outcome of this conference, then you should contact the principal. If you are still not satisfied with the outcome, you may then contact the Pastor.

**Responsibility and Behavior Policies Grades K-3**

Each teacher may establish appropriate grade level responsibility and behavior expectations and procedures for his or her class. This will be communicated to the parents. After School detentions will be implemented for students who need to be reminded of what is expected. A detention will be assigned in cooperation with parents’ schedules for transportation purposes.

**Behavioral Consequences and Parent Notification Grades 1-3**

**Students will be issued a Behavior Card at the beginning of the year.** Each teacher will be establishing the procedure for this card and will send specific information regarding that. Most teachers will also utilize Class Dojo as a form of communication and positive reinforcement.

**Responsibility and Behavior Policies Grades 4-8**

**Students will be issued a Behavior Card at the beginning of the year. It will be stapled to the inside front cover of the student's planner. It is the responsibility of the parents to examine the card on a regular basis. A specific number of demerits will be recorded for infractions.**

- 1 demerit for gum/food, lack of cooperation, excessive talking, cell phones/iPod/electronics in class unless teacher wants them to be used for special occasions, unprepared for class, and inappropriate language/behavior,
- 2 demerits for disruptive behavior, lying/forgery, profanity, damage to property/vandalism, lost/alterd behavior card, copying/providing answers to assignments.
- 3 demerits for endangering others, blatant refusal to follow directions, misuse of the Internet, misuse of school equipment, cheating on tests, racial or orientation slurs and inappropriate behavior that disrupts class.
- 5 demerits for verbal or mental abuse, theft, fighting/physical assault, and possession of drugs/alcohol/tobacco/electronic cigarettes.
- After School detentions will be implemented for students who need to be reminded of what is expected. A detention will be assigned in cooperation with parents' schedules for transportation purposes.

### **Behavioral Consequences and Parent Notification Grades 4-8**

- At 5 demerits, a warning slip will be sent home to be signed by a parent. After school detention will be assigned for students earning 5 demerits.
- At 10 demerits, a student will be required to attend Saturday School from 9:00-11:00 AM. They will have to pay \$10 and come in their uniform. If a student does not attend Saturday school they will not be able to return to school until a parent conference is held.
- At 20 demerits, a student will be required to attend Saturday School, will serve an in-school suspension and a parent conference will be mandatory.
- At 25 demerits, a discipline committee will make a determination as to the consequences, which may include un-enrollment of that student.

**NOTE: In extreme situations, the principal may circumvent all notifications and enforce appropriate consequences. Teachers always have the right to take away privileges such as recess time, loss of lunchtime with friends, loss of field trip or loss of school special activities.**

### **SCHOOL VIOLENCE OR THREATS**

Holy Cross Elementary School will have zero tolerance for life-threatening acts. Kentucky State Law (KRS 527.070) makes possession of a weapon on school property a felony, punishable by a maximum of five years in prison and a ten thousand dollar fine.

Likewise, a person who threatens to commit any act likely to result in death or serious injury to another person, or substantial damage of a physical facility, also violates the Kentucky State Law of Terrorist Threatening (KRS 508.080). (n. b. A person can be found guilty of this Class A Misdemeanor even if he/she later claims that "I was just joking" or "I really didn't mean what I said.")

Any student or adult, who commits serious acts of violence or threatens to do so, is subject to immediate police arrest. Holy Cross Elementary students involved in such actions will be indefinitely suspended from school, and expulsion could result. Before any reinstatement could be made, a student would have to be put under the care of a licensed clinical social worker, psychologist, or psychiatrist, and be given return approval by the principal and pastor.

Weapons. Possession or use of instruments of harm (weapons) is strictly forbidden. In the case of any student found in the possession of a weapon, the parents will be called to take the student home. The child will be faced with the possibility of the following: 1) Principal, parent, student conference. 2) Suspension until a member of the administration interviews the student's parent(s). 28 3) Psychologist/psychiatrist reports on mental stability of student. 4) Withdrawal of the student's right to participate in school activities and/or serious consequences. 5) Police notification. 6) Dismissal from school.

FIREARMS AND DANGEROUS WEAPONS. A. KRS Chapter 527 reads as follows: "A person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses, or carries, whether openly or concealed, for purposes other than instructional or school-sanctioned ceremonial purposes, or the purposes permitted in subsection (3) of this section, any firearm or other deadly weapon, destructive device, or booby trap device in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field, or any other property owned, used, or operated by any board of education, school, board of trustees, regents, or directors for the administration of any public or private educational institution. The provisions of this section shall not apply to institutions of postsecondary or higher education." B. The Kentucky Penal Code, Section 500.080, states "deadly weapon" means: 1) A weapon of mass destruction 2) Any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged; or 3) Any knife other than an

ordinary pocket knife or hunting knife; or 4) Billy, nightstick, or club; or 5) Blackjack or slapjack; or 6) Nunchaku karate sticks; or 7) Shuriken or death star; or 8) Artificial knuckles made from metal, plastic or other similar material. C. While the Kentucky Penal Code Section 500.080, defines specific items as weapons, the administration reserves the right to assess any implement brought to school for the potential to pose a threat to the safety of persons or property. An item deemed to pose a threat must be surrendered to the Office Manager or Principal upon request. Surrendered items will be returned as the owner leaves the campus. Anyone refusing to surrender an item will be asked to leave and the proper authorities will be notified. While not defined by the statute as “deadly weapons,” hunting knives or pocket knives are not permitted in schools unless prior permission has been obtained from the administrator and the items are used for instructional purposes.

## **SUSPENSION / WITHDRAWAL / EXPULSION**

The administration may suspend the student from school for one or more days if a particular behavior is deemed severe, or if no improvement is made after poor behavior. This will usually be in the form of in-school suspension unless it is determined it is in the best interest of the parties involved to have it take place out of school. If poor conduct continues, students may be asked to withdraw from school. If the parents do not willingly cooperate, the student will be expelled. The final decision whether or not to expel the offender rests with the pastor and / or principal. Whenever a student is expelled from school, a report is made to the Diocese.

Suspension and / or expulsion of a student may also occur for serious offenses such as:

- Possession or use of drugs, alcohol, or tobacco on school grounds
- Possession or use of a weapon on school grounds
- Violence toward students
- Disrespect / insubordination towards teachers and staff
- Use of obscenities
- Bullying
- Vandalism
- Refusal to cooperate with school authorities

## **Right to Search**

1) While on the grounds of St. Paul Catholic School, all persons and their belongings are subject to search. The principal, may, with cause, request that any person surrender electronic devices, backpack, purse, briefcase, etc...so that the complete contents may be examined. Persons may also be asked to turn out pockets. 2) Any electronic device being used at school must be surrendered immediately upon request to any member of the school staff. The user may not make any “last second” entries or adjustments before surrendering the device. 3) Lockers are the property of St. Paul Catholic School and are subject to search. Use of a locker implies consent to search the locker and all contents of the locker. Refusal to open a lock installed on a locker will result in the lock being cut off. 5) Compliance with a search request is voluntary. However, failure to comply may result in immediate action to ensure the safety of all persons in the building and on the grounds. a. An adult who refuses to comply may be asked to leave immediately, and may be banned from the grounds either permanently or for a specified period of time. If the adult refuses to leave, the building will be placed in lockdown, and local police will be summoned immediately. The adult will be banned from the grounds. b. If a student refuses to comply with a request to search, his or her parents will be notified, and the student will be placed in monitored isolation. If the parents cannot or will not convince the student to consent to the search, the student will be indefinitely suspended. Parents will be required to report immediately to school to take the student from the grounds. The student will remain in monitored isolation until taken from the building.

## DRESS CODE 2022- 2023

### BOYS' UNIFORMS

- Pants – Black or Khaki: Dress pants only (uniform style) made of cotton or twill.  
No jeans, cargo, spandex, skinny fit, carpenter pants, elastic waist or hemmed pants. **No tight fitting pants of ANY kind. There should be no rivets or patch pockets.**
- Shorts – Black or Khaki: Dress-style (“uniform style”) Walking Shorts. Shorts should be no higher than an index card turned horizontally above the knee - approximately 4”. No cargo shorts are permitted or elastic waist or hemmed shorts. A solid black or brown belt is required.  
(Shorts will be permitted from the opening day of school until October 31 and all of April and May.)
- Shirts – White Dress or Oxford Collar shirts\*  
White, Red, Gray, or Black: Solid Color Polo Shirts.\*  
White, Red, Gray, or Black: School Logo Polo Shirts.  
White, Red, or Black: Long Sleeve Turtleneck or Mock turtleneck.\*
- Sweatshirts - Sweatshirts may be worn in class if they are Holy Cross Elementary School sweatshirts (purchased from the spirit wear shop at the Indian Hut or from a Holy Cross Elementary/High School team or club). Additionally, a solid red, black, gray, or white sweatshirt may be worn.\* Sweatshirts must be kept in good condition; **hooded sweatshirts may not be torn at the collar or the sleeves. Hoods must NOT be worn in the upward position in the building. Sweatshirts must be worn on top of a uniform shirt.**
- Sweaters – White, Red, Gray, or Black: Pullover with Crew or V-Neck or Cardigan
- Socks - White, Red, Gray, Black – only school uniform colored socks are permitted.
- Shoes – Dress shoes or gym shoes may be worn. **No open toe shoes, sandals, crocs, flip-flops, or backless shoes.** All footwear must be worn with socks, and those with shoestrings must be tied. **Gym shoes are required for Physical Education classes.**
- Gym -- A Holy Cross **gray** T-Shirt may be purchased from the Indian Hut or a **SOLID gray** t-shirt may be worn.\* Plain black sweatpants, gray sweatpants or plain black shorts are also required. Shorts should be no higher than an index card turned horizontally above the knee - approximately 4” as measured from the back crease of the knee. Leggings and tight fitting pants are not permitted. **All students may wear gym clothes ALL day on gym days.**

### GIRLS' UNIFORMS

- Jumper – Holy Cross Red Plaid Jumpers from Schoolbelles Company. Grades K-4  
Length of jumper should be no more than 4 inches above the knee.
- Skort – Holy Cross Red Plaid Skorts from Schoolbelles Company. Grs. 5-8  
Length of skort should be no more than 4 inches above the knee as measured from the back crease of the knee.  
Tights and leggings may be worn in the winter time under the jumpers or skorts.
- Pants – Black or Khaki: Dress Pants Only (“uniform style”) made of Cotton or Twill.  
No jeans, cargo, spandex elastic waist or hemmed pants. **No tight fitting pants of ANY kind.** No rivets or patch pockets. A solid black or brown belt is required.
- Shorts – Black or Khaki: Dress-style (“uniform style”) Walking Shorts. Shorts should be no higher than an index card turned horizontally above the knee - approximately 4”as measured from the back crease of the knee. No cargo shorts are permitted.  
(Shorts will be permitted from the opening day of school until October 31 and all of April and May.)
- Blouses – White: Dress Peter Pan or Tailored Collars.  
White, Red, Gray, or Black: Solid Color Polo Shirts.\*  
White, Red, Gray, or Black: School Logo Polo Shirts.  
White, Red, or Black: Long Sleeve Turtleneck or Mock turtleneck.\*
- Sweatshirts - Sweatshirts may be worn in class if they are Holy Cross Elementary School sweatshirts (purchased from the spirit wear shop at the Indian Hut or from a Holy Cross Elementary/High School team or club). Additionally, a solid red, black, gray, or white sweatshirt may be worn.\* Sweatshirts must be kept in good condition; **hooded sweatshirts may not be torn at the collar or the sleeves. Hoods must NOT be worn in the upward position in the building. Sweatshirts must be worn on top of a uniform shirt.**
- Sweaters – White, Red, Gray, or Black: Pullover with Crew or V-Neck or Cardigan
- Socks - White, red, gray, black – only school uniform colored socks are permitted.

- Shoes – Dress shoes or gym shoes may be worn. No open toe shoes, sandals, crocs, flip-flops, or backless shoes. All footwear must be worn with socks, and those with shoestrings must be tied. **Gym shoes are required for Physical Education classes.**
- Gym -- A Holy Cross **gray** T-Shirt may be purchased from the Indian Hut or a **SOLID gray** t-shirt may be worn.\* Plain black sweatpants, gray sweatpants or plain black shorts are also required. Shorts should be no higher than an index card turned horizontally above the knee - approximately 4" as measured from the back crease of the knee. Leggings and tight fitting pants are not permitted. **All students may wear gym clothes ALL day on gym days.**

\* Uniform clothing items are preferred to be **without logos** unless it is a Holy Cross item purchased from the Indian Hut or Holy Cross sports team or club. However, we recognize the difficulty that exists in finding totally solid clothing without any type of logo (Nike swoosh, etc). Therefore, a **solid color** clothing item with a **SINGLE SMALL LOGO** will be allowed **IF THE LOGO IS SMALL ENOUGH TO BE FULLY COVERED BY A STANDARD BUSINESS CARD (3.5"x2")**. Examples of this are: 1) A solid red polo shirt with a small Nike Swoosh on the top left chest area. 2) A solid pair of black gym shorts with a small Addidas logo at the bottom of the leg. Clothing with logos larger than this size are not allowed. This applies to gym shirts, gym pants/shorts, and uniform polo shirts/sweatshirts.

### **ADDITIONAL DRESS CODE REQUIREMENTS:**

- No excessive or inappropriate jewelry is permitted. Additionally, **smart watches will not be permitted at any time during the school day. Students may wear watches if they do NOT have text, phone, or internet capabilities.**
- Boys may **NOT** wear earrings or other facial piercings in school.
- Girls' earrings must be post earrings. **No dangling earrings or earrings that are larger than the earlobe will be permitted. No other piercings are permitted.**
- Hairstyles should be clean and well groomed, and must not impede vision in any way (hair should not hang in front of the eyes). Hair colors must be natural; dyes will be permitted provided the color is a natural hair color. Students are encouraged to save the dying for summer.
- **No makeup** may be worn during school hours.
- **Girls** may wear nail polish provided it is not a distraction and is up to the teacher's discretion. **Acrylic nails and fake nails of any kind (including tips) are not permitted.** A student coming to school with any type of fake nails will need to have them removed by a parent or salon professional (if they cannot be removed by the student) within two days. During that time, Uniform Violations will occur each day.
- All shirts and blouses must be **tucked into** pants, slacks, shorts, and skorts unless the shirts have a band on the bottom.
- When sweatshirts or sweaters are worn, the regular uniform shirt or blouse must be worn underneath.
- Hats, scarves, or bandanas may not be worn in any part of the school buildings.
- "Fads" deemed improper for school by the administration will not be permitted.
- **FRIDAYS will be spirit days – students may wear a Holy Cross spirit shirt (or jersey with a shirt underneath) to show their PRIDE in their school. Students must still wear their uniform bottoms.**

### **OUT OF UNIFORM GUIDELINES:**

On certain occasions, students may be out of uniform. Guidelines for dress include:

- Depending on the reason for the change in dress, the gym uniform or HC spirit wear may be the required dress for students.
- Shirts and dresses must have sleeves and must cover shoulders, stomach, and chest area
- Dresses or skirts must be an appropriate length. A rule of thumb is that they should be longer than the fingertips of the students with their arms at their sides.
- No open toed or open back shoes, such as sandals are permitted.
- **Sayings and logos on clothing must be appropriate. Students should not wear clothing with words on the backside of pants, shorts, or skirts.**
- No rips / tears in clothing.
- Shorts should be an appropriate length. A rule of thumb is that they should be longer than the fingertips of the students with their arms at their sides.
- Leggings, jeggings, and tight fitted pants/shorts are not permitted.
- Crocs (with socks and a back strap) may be worn on out of uniform days.

**Students in violation of the dress code will be given a demerit if they are in grades 4-8. They will be asked to call home for appropriate clothing to be brought to the office.**

**Middle School Students (grades 6-8) are allowed two warnings for dress code violations. Additional violations will result in lunch/recess detentions.**

**Dress code violations will be tallied and if it becomes an extensive problem, a committee will determine an appropriate consequence which may include being unenrolled.**

**Students who arrive inappropriately dressed for an out-of-uniform day may be asked to call home for a uniform or they will be given something to wear from the office.** Repeat offenders of the uniform policy will lose ALL out of uniform opportunities.

### **COMMON UNIFORM VIOLATIONS:**

- **Nike, Adidas, etc. in large print across the chest of a sweatshirt**
  - "...a solid color clothing item with a SINGLE SMALL LOGO will be allowed IF THE LOGO IS SMALL ENOUGH TO BE FULLY COVERED BY A STANDARD BUSINESS CARD (3.5"x2")."
- **Nike, Adidas, etc. in large print down the leg of gym pants/shorts**
  - "...a solid color clothing item with a SINGLE SMALL LOGO will be allowed IF THE LOGO IS SMALL ENOUGH TO BE FULLY COVERED BY A STANDARD BUSINESS CARD (3.5"x2")."
- **Solid color T-Shirts being worn instead of a polo shirt**
  - *T-Shirts are only allowed during gym days and must be gray in color. Polo shirts or collared dress shirts/blouses are required for the school uniform.*
- **Zippercrew/hooded sweatshirts that are not dress code colors being worn throughout the day.**
  - "Sweatshirts may be worn in class if they are Holy Cross Elementary School sweatshirts (purchased from the spirit wear shop at the Indian Hut or from a Holy Cross Elementary/High School team or club). Additionally, a solid red, black, gray, or white sweatshirt may be worn.\*"
- **Uniform skorts (grades 5-8) that are extremely short - This is most commonly caused by rolling up the waist of the skort.**
  - *"Length of skort must be no more than 4 inches above the knee."*
- **Wearing leggings on gym days instead of sweatpants**
  - "Leggings and tight fitting pants are not permitted."
- **Girls wearing acrylic and artificial nails**
  - "Girls may wear nail polish provided it is not a distraction and is up to the teacher's discretion. Acrylic nails and fake nails of any kind (including tips) are not permitted."
- **Regular uniform shirts not being worn under sweatshirts**
  - "When sweatshirts or sweaters are worn, the regular uniform shirt or blouse must be worn underneath"

## ATTENDANCE

**Our school day begins at 7:45 and ends at 2:40.**

The parent, in accordance with the Child Safety Act, must notify the office each day that his/her child is absent from school. **Parents must call the Office before 8:30 a.m.**

State law requires that upon return to school, the child must present a written excuse to the homeroom teacher. The excuse must state the child's name, days, dates, and reason for the absence, and be signed by a parent or guardian. **Kentucky School Law 159.150 states any child who has been absent from school without a valid excuse for three or more days, or tardy on three or more days, is truant. Any child who has been reported as truant three or more times is a habitual truant.**

***A student who is absent from school may not participate in an extracurricular activity (sports game, meet, etc.)***

**Absence** (Policy 5.000)

### **Absence - Excused**

An **excused** absence is defined as: An absence due to student illness, severe illness in the family, death of a family member or any absence accompanied by a written note from the parent.

### **Absence - Unexcused**

An **unexcused** absence is defined as an absence unaccompanied by parents' written note. The parent note should be sent in with the child upon the child's return to school, and will only be accepted up to 2 days following the absence.

Any absences above ten absences (excused and/or unexcused) must be accompanied by a written doctor's note. (KRS 159.150).

**There will be disciplinary actions if tardies and absences become excessive. A meeting may also be set up to develop a corrective action plan.**

### **Tardy**

**Students who are tardy must report to the office upon their arrival to school.**

Children more than 1 ½ hours late will be marked ½ day absent. Students should have an excuse from their parents.

Students should be in their seats ready to start the day at 7:45 AM. Please make every effort to get your child here on time. This is a disruptive situation, even for those who come in just a few minutes late. They miss the morning announcements, and teachers have to stop to make adjustments on their attendance list and repeat directions for latecomers. Therefore, students in Grades 4-8 may be given a demerit if they are tardy without a parent excuse.

### **Tardy – Excused**

An **excused tardy** is defined as being tardy and accompanied by a parent note, or a parent / guardian notifies the office of the reason for being tardy.

After 10 excused tardies, a doctor's excuse is necessary for the next tardy, or it is to be considered unexcused. (KRS 159.150).

### **Tardy – Unexcused**

An **unexcused tardy** is defined as being tardy without a parent note or without being accompanied by a parent when arriving.

Demerits may be given to students for unexcused tardies. After the third unexcused tardy, a child is considered truant. (KY School Law 159.150).

Excessive tardies will require the student to make up for missed time. Unfortunately, excessive tardiness leads to disruption in the classroom and requires the teacher to spend class teaching time to bring the tardy student up to date. Tardy Policy - a set of four tardies requires a student to serve one 30-minute make-up time. In addition, students will be required to serve detention for every 4 tardies for the remainder of the school year.

(Morning tardiness due to doctor's appointments and afternoon early dismissals are not included in these unexcused tardies.)

**There will be disciplinary actions if tardies and absences become excessive. A meeting may also be set up to develop a corrective action plan.**

When an “**excused absence**” (see T.P.E.C. Policy 5.000) occurs, make-up work and make-up tests are the responsibility of the student. He/she should arrange with the teacher(s) a mutually agreed upon date for completion of assignments or the taking of missed tests. During an absence, arrangements can be made through the office to pick up homework or to have it sent home with another student. When a child is ill, we understand that the first priority is to bring the child back to good health. It is not necessary for a child who has been sick to return to school with all his make-up work completed the day he returns. When a student is absent due to illness, the student has the number of days absent plus one additional day to make up for missing work. For example, if a student is absent for three days, he/she has 4 days after returning to school to make up for missing work. If there are extenuating circumstances, special arrangements should be made with the teacher(s) to accommodate the student, so he/she can re-enter the classroom with a smooth transition.

Please note that when a child is absent from school, the instruction for the school day continues as planned. While the curriculum for the year is planned in advance, weekly lesson plans are usually developed just in advance of the upcoming week. This makes it difficult for the teacher to have work prepared in advance for your child to take with them on their days absent. The child may be given the work upon his/her return to school. All work must be completed for the child to earn credit for the missing days' work. The teacher will inform the child as to the date in which the work must be completed in order to receive credit.

## **VOLUNTEER OPPORTUNITIES**

### **VIRTUS TRAINING**

All parents / guardians are encouraged to become involved in the school community as volunteers, however our volunteers are limited this year due to Covid19. The Diocese of Covington requires that all school or parish volunteers be VIRTUS trained and to have a signature form for the Diocesan Policies and Procedures for Addressing Sexual Misconduct, a police background check, and fingerprinting.

### **PLAY LIKE A CHAMPION**

The Diocese of Covington will now be requiring ALL coaches and parents to complete this training as well. Its focus is to renew the culture of sports for the youth by educating the coaches on ways to use athletics to build character, be responsible, and to demonstrate good sportsmanship.

The Diocese offers training sessions and materials to help all volunteers accomplish these requirements.

### **SERVICE LEARNING COMMITMENT**

Service learning is a teaching and learning method that connects meaningful community service experiences with academic learning, personal growth, and civic responsibility. Each class is required to work on one Service Learning Project each year with the guidance of their teacher. All teachers are required to be trained in Service Learning Projects.

“Tell me and I forget. Teach me and I may remember. Involve me and I will learn.” -Benjamin Franklin

### **FAMILY SERVICE PROGRAM**

We are asking that families make a commitment of volunteering for **10 service hours per family**. Single parent families will be required to perform **5 service hours**. The purpose of the Family Service Program is to increase parental involvement in the school and parish and to strengthen the educational programs for our students. These hours can be obtained through the parish or school. Each family will be required to turn in a record of their service hours. ***If a family does not meet the determined number of service hours, a parent from that family must meet with the principal before re-registering his/her child(ren) for the next school year. More information will be sent home about this***

*new requirement with opportunities to volunteer. A fee may be applied to the tuition amount should a family not fulfill the volunteer hour requirement. Forms will be sent home regarding this policy and how parents can get involved, keep track of their hours. We will also be implementing a student service requirement. One hour for K and 1<sup>st</sup> grade and an hour for each grade level thereafter – i.e. 2<sup>nd</sup> = 2 hours, 3<sup>rd</sup> = 3 hours, 4<sup>th</sup> = 4 hours, etc. Both family and students service hours will be turned in by the Monday after Easter every year.*

## **SUPPORT ORGANIZATION**

**The Parent Teacher Organization** (P.T.O.) is open to all parents and teachers of Holy Cross. They meet during the school year to discuss educational topics and other matters related to the school, and to implement fund-raising activities which provide monetary support for our school and for our students that otherwise would not be available under the regular school budget.

**2022 - 2023 PTO Officers:** New elections were not held because our school was closed due to COVID19.

## **CAFETERIA**

The school cafeteria serves hot lunch every day.

Hot Lunch– \$2.90 Drink (milk or O.J.)--\$\_\_\_\_\_ Reduced lunches are \_\_\_\_\_.

Websites for free/reduce lunchapplication.com
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All students are expected to eat lunch. If they do not eat lunch, they must bring a note informing the school they will not be eating. This prevents students from spending their lunch money for other purposes, and then either not eating or sharing lunch from classmates. An adult monitor will be present and can discipline any student who acts inappropriately.

**Students are NOT PERMITTED to bring cans or bottles of pop for their drink at lunch.** Non-carbonated drinks in boxes or plastic bottles are acceptable. **FAST FOOD is also NOT PERMITTED in the school cafeteria and on Pack a Lunch Days.** Parents choosing to occasionally eat with their child should call ahead; adult lunches can be purchased from the cafeteria for slightly more than the student pays.

Each child is given a six-digit code number to be used when purchasing lunch or milk. The website is [www.K12PaymentCenter.com](http://www.K12PaymentCenter.com) to pay online. You do not have to pay online. You can pay with cash or a check. Please put all lunch money or checks in an envelope with the child(ren)'s name(s) and grade(s), along with the amount of money enclosed and the child's code. Lunch can be paid for on a daily, weekly, or monthly basis. Checks should be made out to Holy Cross Cafeteria.

Because of our membership in the Federal Lunch Program the cafeteria can offer free or reduced-price lunches to families who qualify. Anyone on free or reduced-price lunch last year automatically receives them this year until September 15th. However, previous or new families must apply for the current school year during September. Information about the program will be sent home to all families during the first week of school. The guidelines for qualifying are very generous, and families making good salaries may be eligible.

The manager of the cafeteria is Nancy Bradford. Questions concerning the cafeteria can be directed to her at 655-2185 or to the school office.

## **HOME/SCHOOL COMMUNICATION**

Communication between the home and school is very important. To help in this regard, on Fridays the school sends home a school newsletter called "The Connection" along with any other important papers for you. This is sent home with the youngest child in the family. Please look over the weekly packets and read the newsletter carefully. Return anything requiring a response with your child on Monday. "The Connection" is sent out electronically every Friday also. If you wish to have only hard copies sent to you please notify the school office and you will be added to that list.

Direct communication with your child's teacher is important. ***If you have a question or would like some clarification, please don't hesitate to contact the teacher via email or by leaving a message with the school office.*** The office will have the teacher contact you by phone as soon as possible. Similar arrangements can be made with the principal. Do not contact faculty members at their homes. **If a concern arises, please first contact the teacher involved to try to resolve the issue.** If this discussion does not satisfactorily provide a solution or a plan for resolving the concern, then the

principal should be contacted. If the administrator cannot bring the problem to a successful conclusion, then the issue may be brought to the attention of the pastor.

Faculty members would appreciate your support, especially in the area of discipline. It is a difficult task to maintain a proper learning environment in a classroom full of enthusiastic students. If a demerit is given or other disciplinary action is taken, it is done for a good reason, with the overall benefit of the student in mind. Your support of the teacher at home will reinforce the need for proper school behavior. On occasion, the student may disagree about the reason he/she was disciplined, but before making any judgments about the issue, please contact the faculty member to hear his/her version of the incident.

Visitors to the school are always welcome, however, state law requires that all visitors to the school, including parents, must report to the school office, and sign in when entering the building. There is a Visitor Sign in Sheet in the office, which must be filled in by any visitor who enters any part of the building other than the office. Please never go directly to a classroom (before, during, or after school) or to the faculty lounge to drop something off for a child, pick them up for a doctor's appointment, etc. Any child that is picked up before dismissal must be "Signed Out" in the office by the parent or designated adult.

## **ARRIVAL & DISMISSAL**

**Teacher supervision at the elementary school playground and in the waiting areas inside of the building begins at 7:20 AM. The school cannot be responsible for students arriving before that time.**

Students in grades K through 8 will be sent to their classrooms after 7:35 AM, when teachers will be present in their classrooms. Students should proceed to their classrooms, and begin organizing themselves for the day (hanging up coats, preparing books, doing seatwork, etc.). In inclement weather, students will report directly to their classrooms or will wait in the hallway and foyer of the building upon arrival. The school day will begin promptly at 7:45 AM with prayer, the pledge, and daily announcements.

The drop off area for our school is on Church St. right in front of the church and school playground.. There is a "No Parking" sign identifying a certain area as a pull off location to drop off students. Students may also be dropped off in front of the church and can cross the street, but please make them do so safely at the crosswalk. Some children are dropped off on 36th Street right near the playground fence which is another safe alternative. Please be cautious with regard to where your child exits the car, during the winter months it is very dark and unfortunately, we are on a city road with many drivers unaware of the need for caution during our drop off time.

### **Daily/Routine Student Dismissal:**

Dismissal time for all grades is at 2:40 PM. The only exception to this is on the Early Dismissal days when students will leave at 1:40. Those dates correspond with HCDHS this year and are listed on the one page calendar that was sent home earlier in the year. On early dismissal days, the After-School Program begins operating at 1:40 PM. The dismissal of all students not going to the After-School Program students will begin at 1:40 PM.

Any student not picked up by 2:55 PM (or 1:55 PM on first Mondays) will be taken to the After-School Program. (See After School Program.)

### **Pick Up Procedure:**

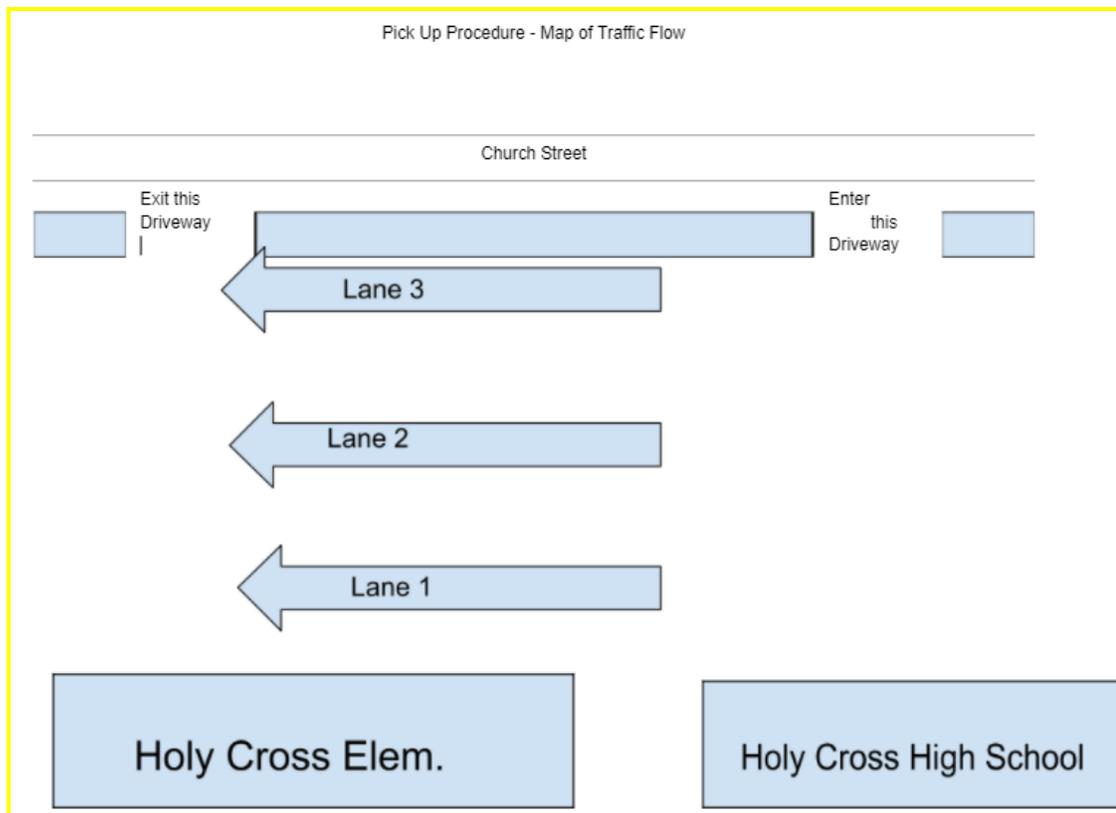
This does not impact walkers or students being picked up in designated areas - **no one may load into a car on Church St. in between 36th St. and Southern or near the intersection of Church St. and 36th St.** If your child is being picked up at a designated area, please pick an area that is away from the intersection of 36th and Church St. so that traffic may flow swiftly from our pick up line.

## Parent Pick Up (Car Rider):

The Procedure -

1. After 2:20 - cones will be moved from the highschool parking lot entrance. Cars may then enter and head north to our parking lot.
2. Once the cars reach the volleyball net on the elementary side of the parking lot, there will be three lanes (Lane 1, Lane 2 and Lane 3) - see map below.
3. Cars will need to pull into one of the designated lanes and remain parked until directed by staff to move.
4. At 2:40, the crossing guard and all walkers will be dismissed. They will walk out the north entrance.
5. After the walkers are dismissed, the car riders will be dismissed and will wait near the building by the tables on the parking lot. The holding area for students will be sectioned off to keep cars from getting too close.
6. Cars in the first spots of each Lane will have their students loaded first, then the second cars, etc. The cars will be directed to leave the parking lot by a staff member - after their child is loaded.
7. To keep traffic flowing smoothly, if you're in the first few positions in the Lanes and your child is not loading quickly into the car, you may be asked to move to a designated spot so we can move cars out of the Lanes and load more students.
8. Cars will progress through the line and students will be loaded by staff when cars are stopped and the process will continue.
9. Parents who typically park and walk up to the gate to personally pick up their students will need to remain **Parent Pick up - In person** and join the pick up line.

This will not include **Parent Pick up - In person** who walk home or have designated pick-up spots. The walkers will still be escorted safely by a crossing guard - all others will wait on the playground as we load cars in front of the school.



## **AFTER SCHOOL PROGRAM**

Structured, supervised care is available, mostly for students in the lower grades, from dismissal time up until 6:00 PM in the After-School Program. Children can attend on a daily or irregular basis. The coordinator of the program directs activities, which include time to work on homework, outside and inside play, arts & crafts, etc. Volunteer students from the high school or upper grades of the elementary school assist occasionally.

The After-School Program is held on the **first floor of the elementary school**. You need to go to the north door (not the main door) and ring the doorbell. No child will be released to any person not listed on the Identification & Emergency Form. A person authorized to pick up a student must show proper identification (driver's license, etc.). We reserve the right to refuse the release of a child if we believe the child's safety might be at risk.

Fees for the After-School Program are a reasonable \$2.50 per half hour, per student and \$5.00 per hour per student. A flat fee of \$35 is also an option if the student is full time or the parents prefer to pay the flat rate. Payment, by check made out to ACUE, is due on the first day of the week when the child is picked up for the prior week. **If payment has not been received by the following Monday, we will ask that you withdraw your child from the program until your account becomes current.**

It is imperative that students be picked up by **6:00 PM**. We recognize the fact that emergency situations may arise. If this happens, please notify the **After-School Program immediately at 581-6599**. Late charges will start accruing after 6:00. A late fee of \$5.00 will be charged for any child not picked up by 6:00, a \$10 charge after 6:15, and an a \$15 charge after 6:30

## **REPORT CARDS / CONFERENCES**

Student report cards, reflecting both academic progress and behavioral development, will be issued at the end of each trimester of the school year. **During the middle of the first grading period formal parent/teacher conferences are held, with conference times available in the afternoon and evening.** During these conferences, your child's progress during the first trimester of the school year will be discussed. No formal conferences are held at the end of the other grading periods, but individual conferences can be scheduled then or at any other time the parent or teacher feels that it is necessary.

Grades can be viewed online through Sycamore and families will receive a login in and password. Once you have set up this site you will often receive emails from teachers and the school.

Grades will be updated regularly – parents are encouraged to view the grades periodically and can contact the child's teacher for a current update. The students in the middle school will also be learning how to check their grades themselves and they will be reporting to parents and guardians regarding their progress.

## **EMERGENCY CLOSINGS OR DELAYS**

When closing or delay announcements are made on radio or TV the official designation is **HOLY CROSS – LATONIA**. Every family will receive a personal phone call from our School Messenger Program. The only options are:

### **1 or 2 HOUR DELAY or CLOSED.**

The only exception to the above procedure would be an emergency that would affect only the elementary school (e.g. heat, electrical, plumbing problems or illness). Then you would be alerted by a phone call from the School Messenger Notification system.

## **STUDENT HEALTH**

No student may be enrolled at Holy Cross Elementary without the required certificate of immunization, completed medical form, and current T.B. information. These must be on file for all students at all times. Immunization certificates/physical forms are available at your doctor's office.

Emergency forms are sent home at the beginning of each school year. Each year parents must fill out the form COMPLETELY and provide the necessary information concerning who to call and what to do in the event of an emergency. Parents are also asked to list special conditions (e.g. allergies, medications, etc.), which might impact the treatment of the child. Work numbers and cell phone numbers of both parents should be listed on the form.

## **LICE**

If a child is found to have lice/nits or a school official has been notified that a child has lice/nits, appointed volunteers will be called to come to school to perform "head checks" for the affected child's classroom and siblings. The procedure will go as follows:

- Children will report to a private area to undergo examination.
- If a child is found to have lice/nits, the child will be sent to the school office and his or her parents will be contacted for immediate pick up.
- Upon pick up, the parent / guardian will be given a handout on lice eradication.
- The child must be reexamined by an appointed volunteer after proper treatment has been administered and upon return to school the next morning at 7:40. The child must be at the office by 7:40 with a parent / guardian present for this re-examination. Volunteers will not be available for this readmission "head check" at random times throughout the school day. If not present by 7:40, the child will have to wait until the next school day at 7:40 for re-examination.
- The child will not be readmitted to class until the lice/nits are gone.

If a child is found with any other bug on them (i.e. a bed bug), they will be sent home initially and precautions will be taken to ensure that there aren't any hitchhikers transmitted to the building or to any other student.

**\*\*\*\*See "2020-2021 Covid19 Protocols and Procedures" for more information\*\*\*\***

## **WELLNESS POLICY ON NUTRITION**

The Diocese of Covington has instituted Wellness Policies for schools pertaining to nutrition and physical activity. Our policy has been refined due to our collaboration with the Northern Kentucky Health Department and the REACH grant. Please find the policy at the end of the handbook.

## **PARTIES, DANCES, ETC.**

Periodically, parties may be held in the classroom to celebrate certain holidays or to reward classes for outstanding accomplishments. These are always arranged through the school office. The school never sanctions parties in private homes. Invitations to these parties should be sent through the mail rather than distributed at school to prevent any possible disappointment or hard feelings to those not invited. If there is an invite for every student of the same gender in the classroom, then the invitations can be distributed at school.

## **STUDENT ORGANIZATIONS & ACTIVITIES**

The school has an academic **HONOR ROLL** for students in grades 5 thru 8 only. To qualify for first honors, an upper grade student must have "A's" in all of the major subjects, at least a satisfactory marking in minor subjects, and no excessive amount of demerits. For second honors, an upper grade student must have "B's" or higher in the major subjects, plus the other criteria mentioned above.

Catholic students in grades 5 thru 8, both boys and girls, are invited to train to **SERVE** at Mass.

Holy Cross Elementary School is pleased to offer several extra-curricular activities for students. These include:

**STUDENT COUNCIL**

**MUSICALS**

**TALENT SHOW**

**Yearbook Club – new this year**

**BOY SCOUTS**

**GIRL SCOUTS**

**CHURCH CHOIR**

**4-H LEADERSHIP GROUPS**

**Dance Club – new this year**

**SPORT TEAMS – Cheerleading, basketball, and girls' volleyball**

**Available through Holy Cross District High School: play/drama, football, cross country, golf, basketball and girls' softball and volleyball.**

## **EXTRA-CURRICULAR PARTICIPATION**

In order to participate in school-sponsored, extra-curricular activities, including athletics, students must be passing in all subject areas and must exhibit acceptable school conduct.

A weekly grade check will be performed on student-athletes currently in-season. A student who is failing one class will be considered at-risk. The principal or administrative assistant will notify the necessary adult (AD at the high school or the coach) to inform them of the status of the student-athlete. A student who is failing two classes will be declared ineligible

immediately. A student athlete who is declared ineligible may not practice or participate in any event. In addition, he / she may not dress for any game but may be on the sideline. The student will be ineligible for one week until the next weekly grade check. At the time, the academic progress of the student-athlete will be re-evaluated.

A student who does not meet the academic standards stated above at the end of the school year, will be declared ineligible at the beginning of the next school year. He or she will remain ineligible until they are ruled eligible by the principal and teachers.

To evaluate a student's conduct, the number of demerits received as part of the school discipline code will be the determining factor. A bi-weekly check will be performed on the student-athletes currently in-season. A student who has earned excessive demerits – 5 demerits in a two week timeframe will be suspended from school-sponsored extracurricular activities for two weeks. The appropriate faculty member(s) will evaluate the student's conduct every other week to determine reinstatement.

### **Student, Parent, and Coach Contracts**

A contract suggested through the Diocese will have to be signed by students, parents, and coaches before sporting events begin. They will be kept on file at the school.

### **Play Like a Champion**

As part of the Diocesan Safe Environment initiative, every school is required to have parents and coaches trained in the philosophies of Play Like a Champion (a youth sports initiative from the University of Notre Dame). This year, the coaches will be required to be trained (unless they have already been trained) and we will begin training parents. Parents of third, fourth, fifth, grade students who will be participating in athletics must attend a PLAC parent session. Watch the bulletin for more information regarding the dates / times of various training opportunities.

### **LOST & FOUND**

Please put name tags in your child's clothing and mark all other personal items like lunch boxes, backpacks, etc. Recent lost and found items are placed in the school's "lost and found bin". Items not claimed within two months are then sent to the St. Vincent DePaul Society.

### **ASBESTOS STATEMENT**

State and Federal Law requires each school to make a yearly statement to parents and students concerning the presence of any asbestos in school buildings. Several years ago all schools in the Covington Diocese were inspected for asbestos by an independent agency. Those buildings containing asbestos in a form that would present an immediate danger to the occupants were required to have it removed immediately. Those with asbestos in a form, which would not present any immediate danger to the occupants, were to develop a management plan for dealing with the substance. Holy Cross fell in the later classification. We have some asbestos in floor tiles and some in pipe insulation, which is covered by a protective coating. A management plan was developed to deal with these areas. The plan includes routine inspections by independent agencies and on-site personnel. At this point everything is in order, and no danger is present for building occupants. Our management plan is on file in the school office and is available for public viewing.

### **ACCEPTABLE USE POLICY – INTERNET USE**

We are pleased to offer students of the Holy Cross Elementary School access to the computer network and the Internet. To gain access to the Internet, all students must sign and return the "Acceptable Use Policy" to the School Office.

Access to the Internet will enable students to explore thousands of libraries, databases, and information throughout the world. Families should be warned that some material accessible via the Internet might contain items that are inaccurate or are inappropriate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from Internet access, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Holy Cross Elementary School supports and respects each family's right to decide whether or not to apply for access.

## **Rules and Regulations**

Students are responsible for good behavior on school computer networks just as they are in the classroom. Communications on the network are often public in nature. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required and access is a privilege – not a right.

Individual users of the school computer networks are responsible for their behavior and communications over those networks. Users must comply with school/ diocesan standards and will honor the agreements they have signed.

The following is an outline of what is not permitted or acceptable in accordance with the policy and procedures on student rights and responsibilities, copies of which are available in the school office:

- sending or displaying offensive messages or pictures
- using obscene language
- harassing, insulting, or attacking others
- damaging computer systems or computer networks
- using another's password
- trespassing in another's folder, work, or files
- using the network for commercial purposes
- using social media sites

Violations may result in loss of access as well as other disciplinary actions.

### **STUDENTS AND SOCIAL MEDIA**

To maintain a safe and productive learning environment, Holy Cross Elementary School requires all students who access or create social networking sites through school resources to abide by the following:

- If something you are about to post makes you uncomfortable, take a minute to consult with others.
- Do not bully others online.
- Be open offline about what you experience online. Report inappropriate online behavior.
- Maintain proper professional relationships with any school employee.
- All statements must be true and not misleading.
- Only comment on things about which you are well informed.
- Do not violate privacy, confidentiality, or legal guidelines.
- Protect yourself and others by not revealing private, confidential, or sensitive information.
- Ask permission before posting pictures or videos of others.
- Refrain from speaking negatively about peers, your school, or teachers on social media.
- Maintain consistent, acceptable behavior online and offline.

**PARENTS AND SOCIAL MEDIA** Parents are important partners in developing safe and appropriate use of social media and are encouraged to:

- Monitor your child's use of social media.
- Talk frankly to your child about proper online relationships and behaviors.
- Be friends with your children online in order to view your child's online posts.
- Be involved and aware.
- Report inappropriate online behavior.

Before a student can access the Internet for research materials, the student and his/ her parents must have read and signed the "Acceptable Use Policy – Internet Use Rules and Regulations" contained in the student handbook.

### **Student Pictures and Work Published in Media and on Internet (Guidelines for Policy 5356)**

Diocesan policy P5356 has been adopted to ensure the safety of our students. Schools and parish-based programs of religion should be aware of the following standard practices:

- Pictures of individual students may only be published in the printed media, school video productions and on the school Internet website with written and dated permission from the parent or guardian. Permission is not required for group pictures (6 or more persons) as long as names are not provided.
- Student work which identifies the student may only be published with parental or guardian permission.
- The currently approved diocesan permission (authorization) form may be used or a locally prepared document that meets the basic criteria spelled out in Policy P5356. A blanket permission form for the entire year is acceptable practice.

- The permission (authorization) form is to be kept on file in the school. Staff members are to check for authorization before posting any student photos, names, and work on the Internet website.
- No student information regarding phone number, address, family members or other personal information shall be published on the Internet website.
- Group picture captions should identify the activity or class, not the individual students in the photo.
- Prior to publication, parents and guardians should be advised if student photos or student work will be posted on the school Internet website

### **Anti-Bullying / Harassment Policy**

Holy Cross Elementary School will not condone any form of bullying / harassment. All students are expected to treat fellow students with dignity and respect. Holy Cross Elementary School will pursue the necessary measures to create a safe and respectful learning environment for all students and employees.

Bullying / harassment is defined as any type of action, physical, verbal, and/or nonverbal that is repeated, targeted at a student or group of students, that is unwelcome, makes someone feel uncomfortable and unsafe, and prevents students from learning and enjoying school. This includes behavior that threatens the physical, spiritual, and / or psychological well-being of another student. This behavior includes, but is not limited to the following:

- Name calling
- Put downs
- Taunting
- Baiting
- Teasing
- Imposing physical harm
- Social exclusion
- Coercion
- Internet use / blogging / social media

Harassment in any form is unacceptable and will not be tolerated. The Administration reserves the right to use discretion in determining the appropriate consequence(s) in individual situations.

Any student who makes negative or inappropriate comments about another via the internet (a social network, blogging site, etc.) will be held accountable. ***Holy Cross Elementary School reserves the right to discipline students for off-campus conduct.***

***\*This draft was updated to be placed in the student planners for grades 7 and 8. This Handbook is a live document and will be updated throughout the year - see the most updated version on the website or in an email sent home at the beginning of the school year.***