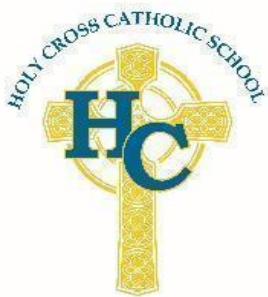


# Omaha Catholic School Consortium

## Holy Cross Catholic School Family Handbook 2024-2025



"We are a collaborative of Catholic schools, parishes, and families that provides a well-rounded education promoting the spiritual, intellectual, social and emotional growth of all students to nurture their God-given potential."

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402-551-3773



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## **I. INTRODUCTION**

Holy Cross Parish began construction of the school in the spring of 1936 with ground-breaking on March 23. The school housed a ‘temporary’ church in the basement that served the parish until 1955. In 2011-12, Holy Cross School celebrated its 75<sup>th</sup> year of quality Catholic education in the heart of Omaha. The 2013-2014 school year finds Holy Cross joining St. Bernadette, Our Lady of Lourdes, Sts. Peter and Paul and St. Thomas More as part of the Omaha Catholic Schools Consortium (OCSC).

## **MISSION STATEMENT**

We are a collaborative of Catholic schools, parishes, and families that provides a well-rounded education promoting the spiritual, intellectual, social and emotional growth of all students to nurture their God-given potential.

## **VISION STATEMENT**

We will be recognized for our strong Catholic identity, faith-based community and academic excellence. We empower students to excel and impact society positively, embracing diversity and innovation for an ever-changing world.

## **Guiding Beliefs**

**The Omaha Catholic School Consortium will....**

1. provide an excellent community of faith and learning.
2. nurture students who will develop a personal relationship with God by witnessing their faith through participation in the sacraments, community worship, and service to others.
3. develop students of character and self-discipline who model personal and social responsibility and who display a concern for others.
4. Empower our students to be critical thinkers who are fully prepared to use technology in an ethical way to further their learning.
5. provide a safe and nurturing educational environment guided by collaborative, professional administrative practices.

## **PHILOSOPHY**

Each member of the OCSC community is a person created in the image of God with infinite dignity and self-worth and each has the desire, the capacity, and the responsibility to learn. Holy Cross Catholic School admits students of any race, color, and national or ethnic origin. The faculty, parents/guardians, the parish, and the OCSC leadership share responsibility for providing learning opportunities for each child and each child has the responsibility to take advantage of those opportunities. The faculty and staff are responsible for providing a positive, affirming environment for learning that challenges every student and offers every individual the opportunity to experience success and God’s love. The parent/guardian is responsible for supporting the school program, ensuring family participation in parish life, and providing time and encouragement for home study and independent reading. The parish is responsible for providing the school with spiritual resources

and guidance and education in the faith. The OCSC is responsible for providing leadership and financial support to ensure that Catholic education is feasible for as many people as possible.

### **PURPOSE OF HANDBOOK**

This Handbook is provided for informational purposes only and does not constitute a contractual agreement between Holy Cross School and any student or any parent/guardian of any student. The information contained in this Handbook provides a general description of rules and regulations. Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement. This Handbook does not create any restrictions upon Holy Cross School's right to institute any course of disciplinary action which, in Holy Cross School's sole discretion, it believes is necessary and consistent with its Catholic educational mission.

Holy Cross School reserves the right to add, modify, or abolish any of the Handbook provisions at any time with or without notice.

## **II. ADMINISTRATION**

### **EPISCOPAL SUPERVISION**

The Archbishop of the Archdiocese of Omaha, Nebraska, as chief representative of the Church's teaching authority, is the head of the school system in the Archdiocese. Practically, the Archbishop delegates comprehensive regulatory and general supervisory authority, including policy-making, to the Archdiocesan Superintendent of Schools, Executive Director of the Consortium, and the Pastor of the Parish. The Archdiocesan Catholic Schools accept the authority of the Superintendent as delegated by the Archbishop. All Consortium schools will work in cooperation with the Catholic School's Office.

### **EXECUTIVE DIRECTOR**

The Executive Director serves as Chief Executive Officer of the OCSC and works closely with the Board of Directors in directing all internal and external activities of the Consortium. The Executive Director meets annually and works closely with the priests who are pastors of the parishes where Consortium schools are located, especially in the assurance of Catholic Faith Identity and the celebration of the liturgy and the sacraments. He/She supervises the Principals of the Consortium schools and collaborates with them in all aspects of school operations, including Catholic Faith Identity, academic excellence, school improvement procedures, personnel issues, student discipline issues, extra-curricular activities, use of facilities, scheduling, and other related school issues.

### **OCSC BOARD OF DIRECTORS**

In accordance with the policies and guidelines of the Omaha Archdiocese Catholic Schools Office, the Board of Directors is responsible for establishing uniform policies on all matters pertaining to the school sites, including matters pertaining to employees, salary scales, educational, athletic and related programs, the school calendar, development, finances, physical plans, public relations, educational standards, recruitment, and applying Catholic principles to the educational programs and all catechetical courses. The board also is responsible for establishing a formula for the financing of the school sites.

### **THE PASTOR**

The Pastor of the parish acts as the official delegate of the Archbishop in the "teaching mission" of the Roman Catholic Church. All Catholic Schools/programs and their personnel are responsible to the Archbishop and his delegates in all matters concerning the Catholic Faith. This includes serving as the officially designated spiritual leader of a Consortium School, monitoring the Catholic Faith identity and quality Religious education curricular offerings of the school, and overseeing the sacramental preparation for the students of that particular OCSC site.

### **THE PRINCIPAL**

The Principal, under the direction of the Executive Director and the Board of Directors, is the chief administrative and supervisory office of the school. The Principal is the official representative and spokesperson for the school and is the administrator primarily responsible for assuring the policies enacted by the OCSC Board of Directors and Omaha Catholic Schools Office are implemented.

### **SCHOOL IMPROVEMENT PROGRAM (SIP)**

Each school must create and maintain a School Improvement Program (SIP). The SIP team is comprised of teachers from varied grade levels, including Specials. This group is responsible for the overall School Improvement Process. This process formalizes our School Improvement Process as we analyze the whole institution—the programs, the cultural context, and the community of stakeholders—to determine how well the parts work together to meet the needs of students. The SIP teams at each site will be responsible for guiding this continued process of achieving academic excellence at each Consortium school.

### **HOME AND SCHOOL ASSOCIATIONS**

The Home and School Association is the organization at the school level that maintains good communication between the home and the school, provides a vehicle through which parents/guardians can provide service to the school, offers a mechanism for parent/guardian education, and organizes fundraising activities. Membership is open to all parents/guardians of school children. For information on your school's H&S, please contact your Principal.

### **GRIEVANCE PROCEDURES**

If a parent/guardian has a concern regarding an issue/situation in school, the following steps are recommended and expected. The steps to resolving any conflicts or concerns should be followed in the order they are presented below:

1. Contact the child's teacher to discuss any concern and a possible solution. In cases relating to specific school policies or procedures and outside their child's classroom, parents/guardians should begin with a discussion with the principal.
- 2.If the concern cannot be resolved with the teacher, the parent/guardian should then schedule a conference with the principal.
- 3.Should the principal, upon hearing the concerns of the parent/guardian, feel it is necessary, he/she may schedule a meeting that involves the parent/guardian, teacher(s) and the principal to help facilitate a solution to the concerns being addressed in the classroom.

4.If the parent/guardian still feels the problem/concern has not been resolved, the parent/guardian should contact the Executive Director. The Executive Director's decision on any grievance shall be final.

### **III. HOLY CROSS FACULTY AND STAFF**

#### **CONTACT NUMBERS**

School Office: 402-551-3773

Fax: 402-556-1896

Parish Offices: 402-553-7500

OSCS Offices: 402-590-2810

#### **OMAHA CATHOLIC SCHOOL CONSORTIUM STAFF**

Mrs. Shannan Brommer	Executive Director
Mr. Andrew Bauer	Educational Director
Mrs. Casey Wildman	Assistant Educational Director
Mrs. Ann Rasmussen	Assistant Educational Director
Mr. Mike Goetz	Financial Director
Mr. Ben Connelly	Business Manager

OSCS Offices are housed at St. Stanislaus Catholic School, 4501 S 46th St., Omaha, NE 68107

#### **SCHOOL STAFF**

##### **Administration**

Mr. James Laville	Principal
Mrs. Carrie Harbold	Administrative Assistant
Mrs. Angie O'Connor	Office Assistant

##### **Faculty**

Ms. Charmaine Antonio	MS Science
Mrs. Theresa Bland	Resource
Ms. Charlotte Ceremonia	MS Math
Mrs. Roberta Coolon	4th Grade
Mrs. Cecelia Crown	3rd Grade
Mrs. Angela Cunningham	MS ELA
Ms. Kateri Determan	Music
Mrs. Angie Dovali	Pre-Kindergarten
Mr. Kevin Dunn	PE
Mrs. Ellen Dworak	MS Spanish
Mrs. Jill Engelbert	Kindergarten
Mrs. Sarah Headlee	OPS Resource
Mrs. Susanna Henkel	MS Social Studies
Mrs. Lindsey Kreber	OPS Speech
Mrs. Jennifer Larson	OPS Title 1
Mrs. Lisa Laville	Resource
Mrs. Renee Loftus	2nd Grade
Ms. Maggie Losole	PreSchool

Mrs. Kari Mansour  
Mrs. Lisa McGill  
Mr. Kyle Pardun  
Mrs. Michelle Prokop  
Mrs. Joni Redford  
Mrs. Jennifer Ruch  
Mrs. Diane Sweetman  
Mrs. Jamie Torrison  
Mrs. Taylor Tuttle  
Mrs. Amy Wellwood  
Mrs. Theresa Wiehl

### **Support Staff**

Mrs. Jeannine Callan  
Mrs. Marlene Chelli  
Ms. Michelle Devereaux  
Mrs. Rita Fischer  
Mrs. Ashley Marlow  
Mrs. Karen Miller  
Mrs. Judy Meis  
Mrs. Jennifer Pilage  
Miss Mary Stuttle  
Mr. Carl Riganti  
Mrs. Alicia Rodriguez  
Mrs. Laura Wiggins  
Miss Isabella Wright  
Mrs. Autumn Zaracki

### **Custodial Staff**

Mr. Kirt Knierim  
Mr. James Whittaker

### **Parish Staff**

Fr. Vitalis Anyanike  
Fr. Tony Ike  
Mrs. Theresa McLaury  
Mrs. Catie Johnson  
Mrs. Karen Shrader  
Mrs. Joanie Skar  
Ms. Cecelia Jensen

## **IV. ADMISSIONS**

### **ADMISSION POLICY**

Library/Media  
Counselor  
PE  
5th Grade  
1st Grade  
MS Science  
Kindergarten  
Pre-Kindergarten  
Art  
Resource  
MS ELA

Teacher's Aide  
Teacher's Aide  
Lunch Aide  
Lunch Aide  
Teacher's Aide  
Teacher's Aide  
Club SOAR Director  
Teacher's Aide  
Teacher's Aide  
Teacher's Aide  
Teacher's Aide  
Teacher's Aide  
Teacher's Aide  
Cafeteria Manager

Maintenance Supervisor  
Maintenance Tech

Pastor  
In Residence  
Pastoral Assistant  
Religious Education/Youth Ministry  
Liturgical Director  
Development/Liaison  
Choir Director

1. Holy Cross School recognizes the unique blessings and capabilities of each child. We encourage students to give selflessly to others and to offer their time and talent for the betterment of their school, parish, and community. We ultimately recognize, however, that the best teaching approach is modeling. No one will be admitted, readmitted or be allowed to remain as a student to Holy Cross School unless that person and his/her parents/guardians subscribe to and follow the school's philosophy and agree to abide by the educational policies and regulations of the school, the entire staff, administration and the archdiocese.

2. Many school families already contribute much appreciated time, talent, and resources to the Holy Cross Community. For their giving, we are grateful. For other families, stewardship (time, talent, and treasure) has yet to become a priority. In recognition that we need to practice what we teach, the Holy Cross School holds the expectation that all families participate in stewardship opportunities through the PSP program (at home parish, HC parish, or school).

3. Holy Cross School tracks parent involvement/stewardship through a Parish Service Program (PSP). Two-parent families are expected to volunteer for a minimum of 40 hours per school year. Single parent families must volunteer 20 hours per school year. The full description of the program can be found in section XV.

### **ADMISSION GUIDELINES**

The Principal will make the decision concerning your child's acceptance and placement into our school. We will use the following criteria in descending order when we have a waiting list.

1. The family has current students attending Holy Cross School.
2. The family has siblings of accepted, new students.
3. The family is a registered and active member of Holy Cross Parish (length of registration may be a factor).
4. The family is a registered and active member of another Consortium parish.
5. The family is Catholic, non-parishioner; date of school application and availability of parish school will be considered;
6. The family has students planning to attend our K-8th grade program (this applies only to preschool and prekindergarten programs).
7. The family is non-Catholic; date of school application will be taken into account.

As a way to better acquaint them with Holy Cross School, all parents/guardians and students will be required to meet with the Principal at school as part of the enrollment process. Holy Cross School requires all parents/guardians to give the school a copy of their child(ren)'s birth certificate and baptismal certificate.

### **NONDISCRIMINATION ENROLLMENT POLICY**

All parishioners, non-parishioners, and non-Catholics are welcome to attend a Consortium school. OCSC does not discriminate and admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Since we are religiously oriented for the Catholic community, we give preference to members of the Catholic Church, but welcome members of the other denominations after the Catholic community is served.

### **ADMISSION AGE REQUIREMENTS**

Holy Cross School complies with Nebraska State age requirements for kindergarten and grade one students. Children entering kindergarten ordinarily must be five years old on or before July 31st. The Principal will make final placement and approval.

### **TRANSITIONAL KINDERGARTEN REQUIREMENTS**

Transitional Kindergarten, TK, is meant to support students who are eligible for kindergarten (already meet the cut-off date or who can test to enter kindergarten), but who may need another year of support before starting. In essence, this program creates a two-year kindergarten program. The curriculum is a mix of our PreK curriculum and our kindergarten curriculum. Students in TK will focus on reading, math, social studies and science, physical education, music, art, and socio-emotional skills.

Our TK program will be taught by a certified teacher and will be a day-long class. Students will wear our school uniform. Transitional Kindergarten is part of our K-8 tuition structure.

### **PRESCHOOL REQUIREMENTS**

To be eligible for the 4/5-year-old class, your child must be 4 on or before July 31st.

To be eligible for a 3-year-old class, your child must turn three on, or before, the first day of school. He/She must be independently toilet trained.

### **NONDISCRIMINATION ENROLLMENT POLICY**

All parishioners, non-parishioners, and non-Catholics are welcome to attend Holy Cross School. Holy Cross Catholic School does not discriminate and admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Since we are religiously oriented for the Catholic community, we give preference to members of the Catholic Church, but welcome members of the other denominations after our own community is served.

### **NEW STUDENT ADMISSIONS**

For the admission of a kindergarten student or a transfer student, the parent/guardian must follow these guidelines:

#### **1. BIRTH CERTIFICATE**

OCSC complies with Nebraska State Law requiring that a Birth Certificate with a raised seal must be on file for every student who is enrolled. The original should be brought to the office to be copied.

#### **2. HEALTH RECORD**

An up-to-date health record must be on file with the school office. Record of a physical examination by a doctor is required of any student entering kindergarten, seventh grade, and of all students who transfer in at any grade level from outside Nebraska. A dental examination is also recommended as well.

#### **3. IMMUNIZATION RECORD**

An up-to-date immunization record must accompany the health record.

#### **4. SACRAMENTAL RECORDS**

Parent/guardian is required to submit a Baptismal Certificate, regardless of religion.

## **5. CUMULATIVE RECORDS**

For students transferring into any Consortium school, a copy of student records from the previous school attended is required.

### **Enrollment**

Enrollment for students currently attending a Consortium school will begin in February for the following school year. Confirmation of enrollment is the payment of the Registration Fees, completion of paperwork or completion of on-line forms and, when needed, a meeting with the Principal. Open school enrollment is held in February/March for the upcoming school year.

### **Wait List**

If a class is full and a student is placed on a waiting list, the student fee will not be collected. To be placed on a waiting list, the parent communicates with the Principal. When an opening occurs, the parent will be notified by the school. Within three (3) days of notification, the parent must pay the student fee and tuition according to the option chosen in the FACTS program. Any special considerations to the above policy must be approved by the Principal with involvement from the Executive Director as needed.

### **Registration Fees**

All families are required to pay a **non-refundable** registration fee per child each year. For families with multiple children, OCSC will collect the fee for one student, per family, and the remaining fees will be rolled into tuition. This fee is expected even if students enroll during the school year. It will secure a position in the desired school.

### **Tuition and Student Fees**

Tuition/Student Fees will be reviewed and established annually by the OCSC Board of Directors. Parent/guardians will be advised of tuition and fees in the spring prior to the opening of the school in the fall. Tuition is to be paid either annually (due June 30), or using one of the payment options available in FACTS.

Tuition guidelines have been established in order to create a viable financial structure and process for school families and parish administration.

It shall be the policy the Omaha Catholic School Consortium that:

- Unless an exception is made by the Executive Director, no student will be allowed to re-enroll in a subsequent semester if tuition is not current.
- In addition, all fees (such as lunch, library, damaged text books service hours, etc..) from the year must be paid in full prior to re enrollment or registration being finalized.

Registration fees will be collected at the time of registration for all students. No space will be

reserved until the fees and any required paperwork are received.

*Payment plans are set up through the FACTS program.*

### **Full Payment Discounts**

Full payments made by the first day of school will be discounted. Inquire with the Principal for details.

### **WITHDRAWAL**

Should it become necessary for a student to leave a Consortium school for a reason such as moving or transferring to another school, the parent/guardian must give the Principal at least 48-hours' notice. The student must return all books, including library books, pay any fines, activity fees or lunch balance, and tuition must be paid at the time of withdrawal. Tuition will be prorated to reflect the number of days attended. Records cannot follow a student without the completion of a Transcript Request form from the child's next school.

## **V. PARENT'S ROLE IN EDUCATION**

We at Holy Cross Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life physically, mentally, spiritually, emotionally, morally and psychologically. Your choice of Holy Cross Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into partnership with us at Holy Cross Catholic School, we trust you will be loyal to this commitment. During these formative years (PreSchool - 8th grade), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical gifts. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other parents will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, you as parents must make an investigation of the complete story your first step. Evidence of mutual respect between parents and teachers/administration will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as restrictive. However, it

is

boundaries and limits which provide a young person with both guidance and security.

It is essential that a child takes responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects and any other assignments. This responsibility also extends to times of absence. Together let us support one another in helping your child to become the best person he/she is capable of becoming.

As partners in the educational process at Holy Cross Catholic School, parents are expected:

1. To set rules, times, and limits so that your child:
  - a. Gets to bed early on school nights
  - b. Arrives at school on time and is picked up on time at the end of the day
  - c. Is dressed according to the school dress code
  - d. Completes class assignments on time
  - e. Has lunch money or sack lunch everyday
2. To actively participate in school activities such as Home & School, Parent/Teacher Conferences, etc.
3. To notify the school with a written note/email when the student has been absent or tardy.
4. To notify the school office of any changes of address or important phone numbers.
5. To meet all financial obligations to the school.
6. To inform the school of any special situation regarding the student's well-being, safety and health.
7. To complete and return to school any requested information promptly.
8. To read school notes and newsletters and to show interest in the student's total education.
9. To support the Home & School Association HOPE program, the Church festival, the Annual Gala to help meet the essential building needs of the school.
10. To support the religious and educational goals of the school.
11. To support and cooperate with the discipline policy, uniform policy and all procedures in this handbook.
12. Parents/guardians are encouraged to provide input; however, they are expected to treat staff, teachers and administration with respect and courtesy. Discussion on any student or school issues should be done in a professional and respectful manner. If a parent/guardian's behavior is disrespectful, rude or disruptive to the educational program, or damages the reputation of Holy Cross, the School administration will decide whether the child(ren) will be allowed to continue education at Holy Cross School.

## **REQUIRED PARENT MEETINGS**

### **Safe Walk to School**

In early August each year, parents/guardians come to open their lunch accounts, register for Extended Care, sign-up for membership and volunteer projects with Home & School, and drop off their classroom materials as well as meet their teachers.

### **Parent/Teacher Conferences**

Parent/teacher conferences are scheduled in the fall and early spring. All parents/guardians are expected to attend these conferences. Conferences are pre-scheduled for students in grades PS – 8. Parent or teacher-initiated conferences may take place at other times throughout the year.

## **NONCUSTODIAL PARENT/GUARDIAN**

Holy Cross's policy on the rights to school information by a parent/guardian who do not have custody of their children is as follows:

1. Court Orders: At the time of registration and/or as the parent/guardian become aware, court orders must be presented to the Principal by either or both parent/guardians.
2. Records: Noncustodial parent/guardian must submit written requests for their children's records unless a court order prohibits them from doing so.
3. School personnel may assume that the noncustodial parent/guardian has a right to the student's records unless a court order to the contrary has been provided.
4. School personnel do not need permission from the custodial parent/guardian to provide records to the noncustodial parent/guardian, but it will notify the custodial parent/guardian that it intends to comply with a request from the noncustodial parent/guardian.
5. Conferences and information: Noncustodial parent/guardian may attend regular parent/guardian/teacher conferences or arrange special parent/guardian/teacher conferences unless he/she has been restricted from doing so by court order. General school information, such as lunch menus or announcements of school events, is not considered part of a student's records. The school is not required to provide such information to noncustodial parent/guardian but may comply with requests if it is feasible.
6. Other contacts: The school will not release a child to the noncustodial parent/guardian unless asked to do so in writing by the custodial parent/guardian. If custody has not been decided, the student may leave with either parent/guardian, unless a court order to the contrary has been provided. Noncustodial parent/guardian may visit the student's classes unless restricted by a court order.
7. Joint Custody Information: If parents/guardians have joint custody, each parent/guardian will have the same rights unless restricted by court order. The school may require a copy of the legal documentation of who is the custodial parent/guardian and may also require identification from the noncustodial parent/guardian.

## **VI. PRESCHOOL, PREKINDERGARTEN, LUNCH AND CLUB SOAR**

### **PRESCHOOL INFORMATION**

PreS Program-- Our Preschool program incorporates social-emotional, spiritual, academic learnings and play. We believe a positive early childhood education will shape a child's attitude toward learning in the future, and we work to ensure a nurturing environment where young children can thrive. The child must be completely and independently toilet trained and must turn 3 by August 10th. Absolutely NO pull-up diapers allowed. The PreS program will provide many opportunities for the 3-year-old to enhance his/her growth and development. Each child will learn a host of skills and acquire the confidence and self-esteem to succeed in future school readiness.

PreSchool Class: 3 Day Half Day - M, W, F Morning Session (8:05 AM - 11:15 AM)

5 Day Half Day - M-F Morning Session (8:05 AM - 11:15 AM)

5 Day All Day - M-F (8:05 AM - 3:15 PM)

PreK Program: The PreK philosophy builds on the preschool program to continue the academic growth to meet the high expectations of the kindergarten program. School readiness is at the core of the PreK program. Students entering the PreK program must turn 4 by August 10th. The PreK

program places emphasis on academics, attention span, and cognitive skills. Each PreK student will be well prepared to meet the challenges at Holy Cross.

PreKindergarten Class: M-F Morning Session (8:05 AM – 11:30 AM)

PreKindergarten Class: M-F All Day Session (8:05 AM – 3:15 PM)

The child's original birth certificate (with raised seal), immunization records, and \$150.00 non-refundable registration fee are required at the time of registration.

The Extended Care Program is available for the 3-year-old full day PreSchool class and 4 & 5-year-old full day Pre-Kindergarten classes.

### **CLUB SOAR**

Club SOAR offers faith-filled activities and supervision before and after school for students in PreSchool and PreKindergarten (full day only) through eighth grade. This is a pre-pay program that requires registration, rather than drop-in service. Registration materials including information about costs may be obtained from the school office. Care is available before school from 6:40 a.m. – 8:00 a.m. and after school from 3:15 - 4:30 p.m. or 3:15 - 5:30 p.m.

If there is an early dismissal of Holy Cross Catholic School due to severe winter weather, the Club SOAR program will also close; please make plans accordingly. The disciplinary policy of Holy Cross Catholic School applies to Club SOAR.

### **HOT LUNCH PROGRAM/BREAKFAST PROGRAM**

Our hot lunch program is a satellite operation, which means that the meals are prepared at another site and transported to our cafeteria daily. Parents are asked to deposit money into a family account. Deductions for meals are taken from this account; balance information is sent home when the account runs low.

Students are not permitted to eat at local restaurants on their own or to order food for delivery. **Fast food delivery by parents is not allowed.** Students may not bring pop/soda to drink with their lunch. Students are not permitted to leave the school for lunch with a parent/guest. Due to space limitations in the cafeteria, guests are not permitted to come and eat lunch at school.

If a student plans to bring a cold lunch and forgets it, or if a student is tardy (arrives past 9:00 a.m.), and has not made arrangements to order lunch for that day, he/she will receive lunch C and be charged accordingly.

When a late arrival (tardy) is planned please contact the school office before 8:15 a.m. at (402)551-3773. An answering machine is connected outside office hours to make calling more convenient for parents/guardians. If it is necessary to leave a message, please give the following information: Your name, student's name, homeroom teacher's name, reason for tardy, expected time of arrival, and whether or not your child(ren) will order lunch A, B, or C for that day.

Since we participate in the federal government subsidy program, free and reduced prices for lunches are available to children whose families meet the income guidelines. Applications are available at

registration or at any time in the school office. All information is confidential, and much care is taken to ensure that students receiving aid are not made to feel or appear different from any other lunch purchaser. Any family that qualifies for this assistance is encouraged to participate.

Even if you qualify, but do not wish to participate, we encourage you to apply due to the fact that the number of families in the area who qualify for free and reduced lunch determines the number of other services made available to our community schools, public and parochial, such as Title I services.

All families will be charged full price for 'extras,' including those on free and reduced lunches. Parents are encouraged to track their child (ren)'s accounts to make note of extras. Students are only permitted to choose one 'extra' per day.

### **BREAKFAST**

Breakfast will be served daily from 7:30 am - 7.55 am. Free and reduced pricing is available for the breakfast program.

### **USDA Nondiscrimination Statement**

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

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

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

Mail: USDA, Office of the Assistant Secretary for Civil Rights  
1400 Independence Ave, SW  
Washington, DC, 20250-9410  
Fax: (202) 690-7442 or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

## **VII. K-8th GRADE ACADEMICS**

### **CURRICULUM**

Holy Cross curriculum provides for the proper education of the student at each grade level. The

subjects of Religion, Language Arts, Math, Science, and Social Studies are taught in each grade. Basic instruction in the core subjects is enhanced by placing additional emphasis on the processes of learning, creativity, and the acquisition of study skills. Holy Cross offers added support to students and their families through our resource program.

## **SPECIALS**

### **Visual Art**

The visual art program at Holy Cross follows the DBAE approach, Discipline Based Art Education. The goal is to incorporate art history, art making, art aesthetics, and art criticism into most art lessons. This allows students to learn beyond the art making stage. It creates a knowledge base for why art is made, who made what art, what does art mean to us, etc. Students have art class once a week.

The art room is funded through a yearly fundraiser, Square 1 Art. This fundraiser allows the art room to be primarily self-sufficient. All proceeds go towards the purchase of both consumable and non-consumable classroom supplies.

### **Music**

PS-8 Students are scheduled to have Music class at least once a week. In addition to vocal music, students learn to play the recorder, keyboard, and guitar. Students also have the opportunity to participate in Music in Catholic school's band program. Visit <https://archomaha.org/schools/music/> for more information.

### **Physical Education**

On P.E. days, students should wear appropriate shoes (tennis shoes). If a child is unable to participate in P.E., a doctor's written note should be provided to excuse them from class. Students in grades 5-8 may dress out for PE. Shorts and t-shirts that adhere to the school's dress-down day policy are to be worn. PE grades will be based on participation, appropriate dress, and behavior.

### **Spanish**

Spanish is offered to all 6-8<sup>th</sup> grade students. Students learn vocabulary, grammar, and how to conjugate verbs. This class is intended to provide a knowledge base so they can successfully participate in High School Language.

### **Library/Media**

Students in PreSchool through 8th grade have a scheduled weekly library period. During this time, they learn library skills and have the opportunity to check out books.

Books may be checked out for one week at a time by students in kindergarten through fourth grade and for two weeks by students in fifth through eighth grade. Kindergarten and first grade students may check out one book per week; second through fourth grade students may check out two books per week; and fifth through eighth grade students may check out three books per week. Check out privileges exist as long as the books are returned on time. Parents/guardians of students with overdue books will be notified. A fine of two cents per day is charged to fifth through eighth grade students for overdue books. Lost or damaged books are paid for by the child and/or parent/guardian.

For students or families who wish to contribute money toward the purchase of a book in honor of a birthday, a Birthday Bookshare Program has been established. The birthday person's name is recorded in a new library book and it is added to the collection. Contact the library coordinator for participation or any additional information

### **CS Discoveries Course (Computer Science Discoveries):**

Students in grades 7 and 8 will participate in CS discoveries, a curriculum developed by Code.org and based on the national CSTA (Computer Science Teachers Association) standards. Computer science jobs are projected to grow at twice the rate of all other jobs, and are the number one source of new wages in the US today. This course will introduce the computer science concepts to our students at Holy Cross and prepare them to be successful in today's digital world. This course allows students to engage with computer science as a medium for creativity, communication, problem solving, and fun. Students will have this course twice a week and will receive a grade based on participation and projects (rubrics will be given to students). The first unit is unplugged and teaches students problem solving and collaboration skills. The second unit is web development, and the third unit is animation and games. After completing the seventh grade, the course will continue in eighth grade with design, data, and physical computing concepts.

### **STAFF DEVELOPMENT AND IN-SERVICES**

Holy Cross teachers spend countless hours throughout the year, especially during the summer months, preparing their classrooms, creating engaging lessons, and enhancing their teaching techniques. The week before school starts, faculty members attend meetings and ready their classrooms in anticipation of the upcoming school year. Once school starts, teachers continue to meet and communicate how best to serve the students numerous in-service opportunities. Staff serve on multiple committees related to curriculum and improving access to the latest technology.

### **RELIGIOUS FORMATION**

The traditions and teachings of the Catholic Church and the values of Christian living permeate the school day. This high priority is expressed through worship, prayer, religion class, and the general climate of the school. Catechesis on justice, mercy, and peace are an integral part of the curriculum and school because of our need to live them in our daily lives. Each student receives daily instruction in religion. The instruction follows the Archdiocesan curriculum guidelines. Content includes Doctrine, Scripture, Tradition, and Church History. Topics are taught using methods appropriate to the various age levels. Daily prayer is an integral part of the school day. Students use both formal and spontaneous forms of prayer several times daily. Prayer services are planned for special feasts and liturgical seasons, such as Advent and Lent.

### **MASS AND RELIGIOUS PRACTICES**

Holy Cross students will attend Mass on every Holy Day or at least once a week. All School Masses are planned for Holy Days of Obligation and or special occasions at least once a month and will take place on that given day at 8:30 a.m. Please note the calendar for all Mass dates and any changes/additions to the Mass schedule. All students are expected to fully participate in Mass by singing and responding in prayer. All students in 2nd grade through 8th grade will participate in

reconciliation at least twice a year. With the assistance of our 2nd grade & middle school teachers, the Religious Education program will prepare the 2nd graders for their First Reconciliation and First Holy Communion and 8th graders for Confirmation. In October, the Month of the Rosary, and May, the Month of Mary, each class will recite the Rosary. During Lent, the children will attend the Stations of the Cross. By their good example and frequent reception of the Sacraments and weekly attendance of Sunday Mass, parents/guardians can establish, in their children, habits that will remain with them forever.

### **REPORT CARDS**

Report cards are usually sent home on the first Tuesday following the end of each trimester.

Trimester grades are indicators of progress at the mid-point in the trimester and are not recorded on the student's cumulative folder.

### **GRADING SYSTEMS**

#### **A.**

<b>OCSC 3<sup>RD</sup> - 8<sup>TH</sup> Scale</b>		
<b>Letter Grade</b>	<b>Grade Scale</b>	<b>GPA</b>
<b>A+</b>	<b>≥ 98%</b>	<b>4.0</b>
<b>A</b>	<b>97-95%</b>	<b>3.85</b>
<b>A-</b>	<b>94-93%</b>	<b>3.7</b>
<b>B+</b>	<b>92-91%</b>	<b>3.5</b>
<b>B</b>	<b>90-87%</b>	<b>3.25</b>
<b>B-</b>	<b>86-85%</b>	<b>3.0</b>
<b>C+</b>	<b>84-83%</b>	<b>2.85</b>
<b>C</b>	<b>82-80%</b>	<b>2.5</b>
<b>C-</b>	<b>79-78%</b>	<b>2.0</b>
<b>D+</b>	<b>77-76%</b>	<b>1.8</b>
<b>D</b>	<b>75-72%</b>	<b>1.6</b>
<b>D-</b>	<b>71-70%</b>	<b>1.4</b>
<b>F</b>	<b>&lt; 70%</b>	<b>0</b>

<b>OCSC K-2<sup>ND</sup> / Specials (K-4<sup>TH</sup> P.E./Art/Mus./M.C./Spanish)</b>	
<b>E</b> (100%-90% equivalent)	<b>E : Exceeds Grade Level Expectations</b>
<b>S+</b> (89%-80% equivalent)	<b>S+ : Satisfies Grade Level Expectations (+=slightly exceeds)</b>
<b>S</b> (79%-70% equivalent)	<b>S : Satisfies Grade Level Expectations</b>
<b>S-</b> (69%-60% equivalent)	<b>S- : Satisfies Grade Level Expectations (- =slightly below)</b>
<b>N</b> ( $\leq$ 59% equivalent)	<b>N : Needs Improvements to meet Grade Level Expectations</b>

### **Middle School Late/ Missing Work Policy (Grades 5-8)**

Any student with a missing or late assignment may be required to attend Homework Room during Recess until the assignment has been completed and turned in. Attendance in the homework room is at the discretion of the school administration.

### **GRADUATION REQUIREMENTS**

Please be advised that it is the policy of our school that if your child has earned an F for all three trimesters in one or more subjects, he/she will not participate in the graduation ceremony. Failure for two semesters means that the student has not met the requirements in that subject. Students are given all the assistance needed to be successful, whether it be extra tutoring from a teacher(s), or from outside help, staying in the Homework Room to complete work, or redoing work to be certain students have understood the concepts taught. Failure in a class would only result from a lack of cooperation in completing assigned tasks.

Parents/guardians should be aware from first semester and then third trimester grades if their son/daughter is in jeopardy. Frequent communication between parents/guardians, teachers, and students will occur during the fourth quarter to help students achieve passing grades.

### **HONOR ROLL**

Holy Cross's curriculum challenges students to strive to become their best academically and recognizes achievement each trimester in the 7th – 8th grades through an honor roll system. Students' G.P.A.s can earn them placement on honor roll.

Consortium schools have established the following honor roll guidelines across all of the Consortium Schools, which is the following:

OCSC Honor Roll Guidelines:

<b>Summa Cum Laude</b> <i>(with highest praise/honor)</i>	4.0-3.9 Grade Point Average (GPA)
<b>Magna Cum Laude</b> <i>(with high praise/honor)</i>	3.89-3.7 Grade Point Average (GPA)
<b>Cum Laude</b> <i>(with praise/honor)</i>	3.69-3.5 Grade Point Average (GPA)

Students will only be eligible for Honor Roll if they have not earned a suspension for the quarter for missing work (two or fewer missing assignments for the quarter).

### **HOMEWORK**

Teachers may assign special projects or individual activities to engage the interest of students or to supplement assigned class work. Parents/guardians are encouraged to set aside time each evening for skill practice - approximately three to five minutes per year of age is a good rule of thumb. During skill practice time, children should read, write, draw, or do homework. The teacher holds the rights to have a child stay in during recess to complete homework, as well as requiring the child to come to Homework Room (grades 5 -8). Communication with the parents on this process is required.

### **HOMEWORK REQUESTS**

#### **Excused Absence**

If a student is absent from school, teachers will follow the guidelines noted with regard to missed schoolwork.

- Parent/guardian must notify the school office by email or phone by 8:30 am if they wish to have homework sent home with a sibling or another student. The office will then notify the classroom teacher. Homework will be available at the office after dismissal. **Teachers will not be able to make homework available during the school day.**
- When a student is absent, he/she will be expected to complete missed homework in one day's time for each day absent. Occasionally, the allotted times for homework assignments may be extended or altered by the teacher or principal.
- Each grade will have a policy for late work not returned. Please refer to the grade level expectations for specifics.
- In the event of missing school for trips, teachers will provide as much independent work as possible prior to the absence provided the request is made in a timely manner. Parents/guardians please try to do all you can to avoid taking your child(ren) out of school. Students will be given additional missed homework when they return.
- Students who miss a test/tests during this time will take the test/tests before/after school or during recess time. The time will be set up by the teacher.

### **HOMEWORK ROOM (Grades 5 – 8)**

If a student has not handed in an assigned homework assignment on the day that it is due, the student may be required to report to Homework Room and complete the missing assignment during their recess.

### **RETENTION**

A teacher may recommend retention of a student after conferring with the principal and the parent/guardian. Reasons for retention include, but are not limited to:

- 1.Low grades
- 2.Excessive absences
- 3.Immaturity/inability to interact with peers
- 4.Emotional immaturity

**After conferring with the parent/guardians and teacher(s), the principal will make the final decision as to the appropriate placement and/or retention of all PreK-8<sup>th</sup> grade children.**

### **STAR TESTING**

Holy Cross School utilizes a computer-adaptive assessment called Renaissance Star Assessments. Star Assessments are a comprehensive K – 12 assessment solution that helps to accurately measure students' reading and math achievement and growth.

Star Benchmarking Assessments can be given as often as three times a year (fall, winter, and spring). Benchmarking helps educators plan and deliver the most appropriate instruction by giving them reliable data and information about each student. Star Assessments can also be used to set and track student progress toward individual goals. Individualized goals can be measured as often as weekly and allows teachers to monitor student progress toward those goals. The Star Assessments program then provides instructional resources that teachers can assign to address individual needs. Some of these assignments may be worked at home or students may participate with others during class time. The goal is improved learning on targeted standards.

### **STUDENT ASSISTANCE TEAM (SAT)**

Recognizing that individual differences exist among students, reasonable adjustments and accommodations will be made to help students develop skills affecting academic growth.

Enrichment instruction shall be offered when possible and deemed appropriate by the teacher in consultation with the parent(s) or guardian and the Principal.

The Student Assistance Team (SAT) is composed of the resource staff members, student parents/ guardians, all relative classroom teachers, and any other professionals or individuals with vested interest or support of a student's success. Classroom teachers, parents, or administrators with concerns regarding student performance may initiate the SAT process. The classroom teacher will bring samples of work and strategies or modifications that are already being used in the classroom. The team will offer additional suggestions and strategies for classroom implementation or will recommend resource support if needed. If significant progress has not been made, the team may suggest further testing by the local public-school district.

When the diagnosis is made through the Omaha Public Schools, suggestions for helping the student will be reviewed by the school and public-school representatives. Recommendations will be made to the parent based on the information gathered through assessments, teacher recommendations and observations. Parents may be encouraged to seek tutoring or other support services offered through the Omaha Public Schools.

## **VIII. K-8<sup>th</sup> SCHOOL INFORMATION AND POLICIES**

### **ACADEMIC ELIGIBILITY FOR PARTICIPATION IN HOLY CROSS SPORTS**

Extra-curricular activities are privileges afforded to students. No student has the absolute right to an activity. Students can be denied participation if they fail to meet academic, behavioral, or Mass

participation requirements.

To emphasize the importance of academics to students participating in Holy Cross Booster Club sponsored sports, the following guidelines have been issued. These are the minimum requirements that a student must earn to be eligible to participate in sports for Holy Cross School.

- All students, grades three through eight, who participate in Holy Cross Booster Club sponsored sports (compete against other schools) during the calendar school year, are included in this policy.
- A student is ineligible if he/she receives an F on a Progress Report or Report Card, regardless of the overall grade point average for that grading period.
- The teachers and the principal reserve the right to amend this policy on an individual basis, considering the student's ability to reach these standards.
- A student may become ineligible if his/her behavior has not met the standards of Holy Cross School.
- A student may become ineligible if his/her participation in Mass is not consistent with Holy Cross School's expectations of singing out and responding in such a manner that is audible to the entire congregation.

The principal will be supplied with a list of all students who are participating in sports. When Progress Reports or Report Cards are sent home, the principal will notify the student and his/her parent/guardian of any ineligibility. The principal will also notify the coach or coaches of the number of affected students. It is the responsibility of the parent/guardian to notify the coach of their child's ineligibility within 72 hours.

During the ineligibility period (2 weeks) the student will not be allowed to practice or participate in any games. The student will remain ineligible for a period of two weeks. If at the end of that two-week period the student's grades are within the guidelines of this policy, the student may return to the team. It is the responsibility of the student to obtain written acknowledgement from the teacher and principal that the grades have improved and that he/she has met the established guidelines. However, if a student has not raised their grade point average to the minimum standard, the two-week ineligibility period starts over again. In the case of ineligibility because of behavior or lack of acceptable Mass participation, the student must obtain a written statement from the teacher or the principal indicating improvement. In each case the student will then present the written acknowledgement to the corresponding coach. *Effective January 1996; Revised October, 2002; June, 2005*

### **ASBESTOS**

The Asbestos Hazard Emergency Response Act, passed in 1987, requires all public and private schools to inventory and inspect all buildings for asbestos containing materials. This inspection was most recently completed at Holy Cross in February 2015. All asbestos areas will continue to be inspected on a regular basis as required by law, and procedures implemented to assure no health hazards are present. We have had one project (the extraction of the old boiler) that involved removing asbestos. The job was inspected and approved by the Department of Environmental Services. All materials containing asbestos are sealed and in good condition and will be kept that

way. The management plan has been filed with the Nebraska Department of Health and is on file in the office of the school's maintenance engineer/asbestos program manager. The plan is available for public inspection by contacting him (phone #553-7500). Copies of the management plan will be provided to requesting parties for the cost of reproduction.

### **ATTENDANCE**

**According to Nebraska State statute, 20 (five or more a quarter) absence in a school year are considered excessive. State statute section 79201**

**(compulsory attendance law) reads as follows:**

**“Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child who is not less than seven years of age and not more than sixteen years of age, or any child under the age of 7 who is currently enrolled in school...shall cause such child to attend regularly the public, private, denominational, or parochial day's schools...each day that such schools are open and in session, except when excused by school authorities...”**

The school calendar was provided to all families last spring and is available online through FACTS. Please use this calendar when planning vacations or other non-school related activities/events which would be considered unexcused. We also ask that you do all you can to schedule doctor/dentist appointments when school is not in session. Removing children from the learning environment is detrimental to the educational process and should be avoided if possible. Excused absences include those due to illness or family emergency (death of a family member, serious illness, etc.). All other absences will be considered unexcused. This would also include a child coming later in the morning or leaving early in the afternoon for appointments or other non-school related activities.

Unexcused Absence: a student who engages in unexcused absences may be considered truant as per state law Ne.Rev.Stat. 79201. Truancy is a violation of school rules. When a student is going to be absent or tardy, a parent/guardian is to telephone the school office (551-3773) by 8:25 a.m. This is necessary for safety reasons as well as record keeping. An answering machine is connected outside office hours to make calling more convenient for parents/guardians. When leaving a message, please give the following information: Your name, student's name, homeroom teacher's name, reason for absence or tardy, expected time of arrival, and whether or not your child(ren) will order A, B, or C lunch for that day. Each morning the lunch count is placed by 9:00 a.m. If a student is tardy, arrives past 9:00 a.m., and has not made arrangements to order lunch for that day, he/she will be unable to order hot lunch. The student must bring a sack lunch. If an absence occurs without a parent/guardian reporting it, school personnel will notify the parent/guardian or the emergency contact person as soon as possible.

### **Attendance Protocol:**

1. If a child accumulates 5 absences within a quarter, the Principal will send a letter of concern home to the parents/guardians. The letter will include a summary of all absences and/or tardies the student has accumulated to that date. A return signature, to indicate receipt of the letter, is required.
2. If a child accumulates 8 absences within a semester, a letter of concern will be sent home to the parents/guardians. This letter will include a summary of all absences and/or tardies the student has accumulated to that date. A return signature, to indicate receipt of the letter, is

required. Also, parents will be required to meet with the principal to discuss attendance problems.

3. If a child accumulates 10 absences within a semester, a letter of concern will be sent home to the parents/guardians and an attendance report will be sent to the Douglas County Attorney's office for violation of the Nebraska compulsory attendance law. **According to the Nebraska State Statute, 20 (ten or more a semester) absences during the course of a school year are considered excessive.** The parents/guardians will also be expected to contact the principal's office.
4. If the student's attendance continues to be a problem, the child's status for promotion to the next grade level will be in jeopardy. This decision will be up to the principal after she consults with the child's teacher(s) and others if necessary. Other mandatory action may include:
  - a. required summer school time and work
  - b. working with a social worker
  - c. public health nurse
  - d. a petition to family court due to educational neglect
  - e. other to be decided by principal

### **Tardy Policy**

A student is considered tardy if he/she is not in the classroom at the time the 8:05 a.m. bell rings.

1. Students are expected to receive a pass from the school office before going to their classroom if they are late for school.
2. Parents/Guardians are expected to call if their child(ren) is going to be late for school.
3. Parents/Guardians are responsible for writing a note indicating why their child(ren) is late for school, and must come into the building to sign the child(ren) in.
4. Three or more tardies for a trimester will disqualify students from receiving perfect attendance for that quarter and/or a total of eight for the total perfect attendance award at the end of the year.
5. A student who is tardy/gone for more than two hours during the day will be counted as absent for ½ day.
6. Students who are late for Mass must first check into the office, and then must be escorted into the church by their parent(s). We want to ensure that our students make it across the street and into the church safely.

### **BAND**

Music in Catholic Schools provides band opportunities for students in fifth through eighth grade. This is a service offered to families at cost and is coordinated by an employee of the Archdiocesan Department of Education. Holy Cross Catholic School provides a location for lessons and permits students to be excused from classes twice per week for 30-minute sessions. All costs, personnel, and arrangements are under the control of the Music in Catholic Schools coordinator. Students are responsible for all work missed in class due to band.

### **BICYCLES**

Students are permitted to ride bicycles to and from school. It is the responsibility of the student to

lock his/her bike to the bike rack provided. Students choosing to ride to/from school must wear a helmet and must walk their bicycle across any street crosswalk..

### **BULLYING POLICY**

Holy Cross School strives for an environment in which our children can grow academically, behaviorally, and spiritually in a compassionate and respectful environment. To thrive in this Catholic-Christian School environment, incidents of bullying, which are contrary to these values, will NOT be tolerated. Incidents of bullying or harassment during school activities or school-sponsored activities on or off campus will be addressed. The teachers and/or the principal will make all determinations on what is best for students regarding consequences for students who choose not to follow this expectation.

#### **Definition:**

Bullying is a repeated pattern of offensive behavior in an environment of an imbalance of power which includes, but is not limited to the following categories:

- Physical intimidation
- Assault
- Social intimidation
- Oral or written threats
- Forced isolation

Specific examples of bullying behavior may include, but are not limited to:

- offensive references, gestures, language, jokes, graffiti based on specific traits of an individual including gender, race, religion, disability, or age
- unwelcome physical contact, verbal, or written suggestions
- name calling or taunting

#### **Responsibility:**

It is the responsibility of every member of the Holy Cross School community, including parents, to report suspected bullying to the appropriate authorities; the appropriate authorities include:

- Teachers
- Administration

It is then the responsibility of these authorities to take the appropriate steps necessary to deal with the situation, using the guidelines listed below.

#### **Guidelines/Procedure:**

When the appropriate authority receives a first complaint of “bullying” type behavior, it will be promptly investigated and if valid, addressed using the Holy Cross PBIS Behavior Management program. Staff members directly responsible for supervision of the students involved in the bullying complaint will be notified, as well as parents of students involved. Continued repeated bullying behavior that has been identified by the appropriate authorities, will be investigated by the school. Consequences for repeated bullying behavior may include, but are limited to:

- notification of the parents of both students
- meeting with one or more of the following people: classroom teacher, principal, counselor, parents, students
- detention

- in/out of school suspension
- Expulsion
- contact with the police

Final decisions for actions taken and consequences given are at the discretion of the Principal.

### **Confidentiality:**

Reasonable efforts will be made to keep a report of bullying and the result of the investigation CONFIDENTIAL; however, student confidentiality cannot be guaranteed. All parties involved in the situation would be informed of the confidential nature of the situation and would be asked to refrain from disclosing any information about the situation to others.

Holy Cross School will not tolerate retaliation against any employee or student who complains in good faith of offensive or bullying behavior or provides, in good faith information in connection with any such complaint.

(Policy developed from Archdiocesan Policies #5032, # 5033)

### **CELEBRATIONS**

We have class parties to celebrate certain holidays. These vary by grade level. Teachers and room parents will discuss plans for these celebrations.

### **CELL PHONES**

**Students are expected to leave cell phones at home.** If a child brings a cell phone to school, he/she must observe the following:

Due to the distractions electronic devices create to the educational purposes of the school, cell phones are to be turned into the homeroom teacher upon entering the classroom. Phones will remain in a safe and secure location for the duration of the school day. If a student brings a cellphone to school, the following stipulations will be expected:

1. The school will not be responsible for lost, stolen or damaged cell phones.
2. The use of cell phones at any time during the school day is not permitted.
3. Cell Phones are to be on power-off mode upon arrival to school and remain that way until the end of the school day. Leaving a cell phone on the vibrating mode is not permitted.

Students relinquish any reasonable expectation of privacy when they use cell phones to call or send text messages at school. If a cell phone rings, buzzes, flashes, etc., the school staff has the right to confiscate the phone and search the call log to determine who has been contacting the student. In the event the call was initiated at school, appropriate disciplinary action according the discipline outlined below will be taken against everyone involved. Phones ringing or buzzing in back packs/lockers will be considered in violation of school policy.

Students will be permitted to possess and use cell phones during the school day in response to a health related emergency when a licensed physician has indicated in writing that the device is

essential for the health of the student and the student has received prior permission from the school Principal or designee to possess and use electronic devices in response to health related emergencies.

Discipline: The device will be confiscated, taken to the school office, and held by the principal until a parent or guardian comes to pick it up. If it is determined that the device has been used for cheating, harassment, or other inappropriate behavior, the device will be returned to the parent at the discretion of the principal, with the potential for additional disciplinary actions.

### **Plagiarism/Cheating**

Plagiarism is defined as representing another's work as your own, manipulation of information to gain an unfair advantage, and enabling others to use your work as their own. This includes, but is not limited to the following:

- Providing or obtaining answers to test/quiz questions or class assignments from sources other than those allowed by the instructor.
- Appear to be providing or obtaining answers to test/quiz questions or class assignments from sources other than those allowed by the instructor.
- Plagiarizing any portion of reports, essays, papers and other assignments/projects.
- Submitting information from the Internet without proper documentation.

In cases when Plagiarism has been determined, the student may receive a zero for the test, quiz, assignment or project. The parent/guardian will be notified by the teacher or the principal and additional disciplinary action may be taken.

Cheating is defined as representing another's work as your own, manipulation of information to obtain an unfair advantage, and enabling others to use your work as their own. This includes but is not limited to: providing or obtaining answers to tests, quizzes, or assignments; obtaining answers to tests or quizzes from sources other than those allowed by the teacher; plagiarism (**i.e. the unauthorized use of another's material that is represented as one's own work**); **utilizing artificial intelligence ('AI') software in a manner not explicitly authorized by the classroom teacher, including but not limited to completing an academic assignment with the assistance of 'AI' when not explicitly permitted by the classroom teacher or misrepresenting the product (in part or in whole) of artificial intelligence software as your own (i.e. plagiarism)**; or submitting information without proper documentation. If cheating occurs, the student will receive a zero on the task, the parent/guardian will be notified, and additional disciplinary action may be taken."

### **COUNSELOR**

Holy Cross has a part-time school counselor for student support. Students will receive guidance lessons in the classroom, as well as opportunities to meet with the counselor in small groups or individually by request. Parents will be informed of individual meetings between counselor and student if support is needed after an initial meeting. The counselor and admin will also work with families to identify and access additional mental health services when appropriate.

## **DROP-OFF / PICK-UP**

### **Morning Drop-Off**

No student should be dropped off before 7:50 a.m. without the permission of a staff member. All students dropped off earlier will be sent to Extended Care, and parents will be charged accordingly for this supervision.

Holy Cross School has created a drop-off zone for morning drop-off. All traffic will turn west on Woolworth from 48<sup>th</sup> Street. Those parking will stay on the North side of the Woolworth. The drop off zone will be on the south side of the street (closest to the school building).

Parents using the drop-off zone, may not park. Students will exit the car, preferably from the doors closest to the sidewalk. Cars will follow the directions of the adult safety monitor and will continue west on Woolworth.

Those parents wishing to park may secure street parking where available but may not use the handicapped parking in front of the church. Parents are asked to be respectful of the neighbors and not to block driveways, if even for a minute.

TK-8 students will gather on the parking lot, except in inclement weather when they will enter the school building. Preschool and Prekindergarten students can enter the school building, using the parking lot entrance beginning at 7:50 a.m. Preschool students and Prekindergarten students can also enter the building at the Pine Street entrance.

### **Afternoon Pick-up**

The school lot will open for parking pick up at the end of each day. Cars will be allowed to enter the lot no earlier than 2:45 pm to allow for students traveling back and forth between buildings as well as afternoon recesses.

When entering the lot from Woolworth please follow the lines indicated on the ground or by the parking lot attendant, so you are the 1<sup>st</sup> car facing south to exit into the alley. Follow the parking spots as indicated until the spots are full. These spots will exit onto Woolworth. The

The lot will then close at 3:10pm or when it is full. When the lot closes you will need to drive around until the lot empties or park along Woolworth (in lawful parking spaces). Once the lot has emptied from the first round we will again allow cars to enter the lot for the second round. You will then enter the lot and continue to park in the same manner as the first group.

At 3:15pm when the bell rings all students in all day PS - 8th grade will be dismissed to the parking lot and to your vehicles. Walkers will proceed as they normally do to the cross walks. You are welcome to exit your cars to help locate your child but please stay near your vehicle. No car will be allowed to leave until each child is in their cars and car doors are shut. Those students not finding a pickup person in the lot will head to the south end of the parking lot next to the fence with a staff person to wait for the next round of cars. Please do not move your cars and exit the lot until you are directed to do so by the designated Lot patrol person.

Cars facing south will exit through the alley onto 48<sup>th</sup> street and must turn right. Cars parked facing

north will exit onto Woolworth and must turn left.

### **EARLY DISMISSAL OR SCHOOL CLOSING**

If school closes during the day, we will follow the instructions you gave on your child's emergency card. For that reason, please be sure to notify us of any changes of address, phone numbers, and/or emergency contact persons.

Those students enrolled in the after-school Extended Care Program will report to the Extended Care facility until someone arrives to pick them up.

If there is an early dismissal of Holy Cross Catholic School due to severe winter weather, the Extended Care will also close, please make plans accordingly.

### **ELECTRONICS AT SCHOOL (Other than Cell Phone)**

Students are **not permitted** to bring any electronic devices (other than cell phones) to school. This includes, but is not limited to: PDA's, beepers, handheld games, iPods or other audio players, etc. These items are costly, distracting, and often cause problems among peers. Any such item visible during the day will be confiscated by faculty will be turned over to the principal. Devices will be released only to the student's parent/guardian. Consequences, such as detentions, will occur if this policy is continuously violated. Teachers and the principal retains the right to remove any item that could be distracting to students in the classroom.

### **EVACUATION PLAN**

An evacuation plan has been developed by our Safety Committee in the event that the entire student body needs to evacuate the school buildings and reassemble at an alternate site. The alternate site is Holy Cross Church or Mercy High School. Depending on the situation, parents/guardians will be notified either by a phone call, Parent Reach, or through the media. **1110 KFAB** is the primary station for this news. If there should ever be an occasion to utilize this plan, please be advised that students will not be released to anyone except their parents/guardians and those listed as an Emergency Contact on the student's census card. Parents/guardians or Emergency Contact persons will need to come to Holy Cross Church or Mercy High School where they will be asked to sign out their child(ren). We pray that we will never have to initiate this procedure, but we realize preparation is essential.

### **FALCON FLYER**

The Falcon Flyer is the newsletter published by Holy Cross weekly. It is intended to keep parents/guardians up-to-date and informed of all that is happening at Holy Cross. The Falcon Flyer is distributed by email each week on Friday. To request a copy in print, contact the office.

### **FIELD TRIPS**

Field trips are intended to enhance curriculum and are selected carefully by the classroom teachers. Students may be denied participation if they fail to meet academic or behavior requirements. Teachers must have a parental permission slip for each occasion. Parents may be asked to assist in chaperoning a field trip; if there is room, parents may ride on the bus at no charge to them. Please make every effort to leave siblings at home if you are chaperoning a field trip as the young children can often distract a chaperone from his/her duties. If a parent requests that he/she provide

transportation for his/her own Holy Cross student in his/her own car, no other students may ride with them. If there is a fee for the field trip, parents will be notified. The fee will include the cost of the bus per student. All adult chaperones MUST be Safe Environment trained through the Archdiocese of Omaha. f

### **HARASSMENT AND OFFENSIVE STUDENT CONDUCT**

Student offensive conduct or harassment on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, marital status, or disability is prohibited. Repeated incidents of offensive conduct directed to the same person or group of persons constitutes harassment. Offensive conduct or harassment may result in suspension or expulsion.

Examples of offensive conduct which when repeated constitute harassment include, but are not limited to, the following:

1. Explicit and offensive sexual references and gestures.
2. Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status, or disability.
3. Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of gender, sexual orientation, race, color, religion, national origin, marital status, or disability.

### **HEAT DAY DISMISSAL POLICY**

If, for some reason, the air conditioners are not working, and the temperature is predicted to be 90 degrees or higher, Holy Cross School may close at 1:00 on that day. Parents/Guardians will be notified the day before an early heat dismissal day. On early heat dismissal days, the Extended Care will remain open until 4:30 p.m. It is only available to students who are registered in the program. On early heat dismissal days, hot lunch will be served.

### **PERFECT ATTENDANCE**

Students will be recognized for perfect attendance or nearly perfect attendance at the end of each school year provided they meet these guidelines:

Perfect Attendance—Miss less than 1 day and accumulate fewer than 5 tardies

Almost Perfect Attendance—Miss less than two days and accumulate fewer than 5 tardies

### **PLAYGROUND RULES**

The preschool through 2nd grade students will have a morning recess and a noon recess. The 3rd-8th graders will have a noon recess. It is critical for teachers to attend to students' needs during recess time; teachers are *not to spend this time visiting with other recess supervisors or on their phones - texting or talking - unless it pertains to school-related business.*

Following is a list of rules for the playground, but they are not all inclusive:

- 1.No food or drink will be allowed on the playground
- 2.Only school equipment or equipment approved by the teacher will be allowed on the playground - no toys from home are allowed. Students bringing balls to school for recess assume the risk of loss/damage to their personal equipment.
- 3.Children must ask permission to enter the building during recess

- 4.Children are to change shoes if/when the weather is wet
- 5.If/when the temperature (including the wind chill factor) is at 10 degrees or lower, the principal will consider not having outdoor recess

#### Playground Equipment Area

- 1.Slide down the slides only (feet first); no climbing/walking up is allowed
- 2.Do not throw mulch at any time

#### Blacktop/Basketball Hoops

- 1.Stay on the blacktop
- 2.Stay out and off the mounds of snow.
- 3.Stay off the fences and retaining wall.

Consequences for not following the rules may be as follows:

- 1.The child will stand by the teacher and will not be allowed to talk or play for five/ten minutes. If time allows, the teacher will monitor the child as he/she rejoins the group.
- 2.The child who continues to break the rules will lose additional time/recesses. Students involved in behavior deemed harmful to themselves or others will be sent to the principal's office, given additional consequences, and their parent/guardian will be informed.

### **SCHOOL CALENDAR**

The school administrator with the cooperation of the school board and staff develops an annual calendar which:

1. Provides an optimum number of instructional days in recognition of the direct correlation between instructional time and student learning;
2. Fulfills the minimum state and applicable accrediting agency requirements;
3. Gives priority to the number of instructional days and length of each school day.

### **SCHOOL HOURS**

Holy Cross Catholic School is in session from 8:15 am until 3:15 pm. Monday through Friday. The first bell rings at 8:00 am. The tardy bell sounds at 8:05 am, and the dismissal bell rings at 3:15 pm. Families should time their arrival so that students do not arrive before 7:50 a.m. The school staff is involved in morning preparations for the day or in meetings so members cannot assume responsibility for the supervision and safety of students arriving before indicated times. If a student needs to arrive before 7:50 a.m. or cannot be picked up until after 3:25 p.m., the family must register the child for the Extended Care Program.

### **SKATEBOARDS, ROLLERSKATES/BLADES, SCOOTERS**

For safety reasons, skateboards, roller skates/blades, or scooters are not permitted on school grounds before school, during school hours, or at dismissal time. Storage of these items would be difficult at school and riding them on crowded sidewalks on the way home would pose a danger.

### **SNOW DAYS**

In the event of bad weather, please listen to Radio Station KFAB or KKAR and watch channels 3, 6, and/or 7 for closing of school, late start or early dismissal. If school is closed or dismissed early due

to inclement weather, all events or activities after school will be canceled or postponed to a later date.

In case of early dismissal, students will be sent home their usual way--walking, carpool, etc. Unless we are notified otherwise. No child will be dismissed unless proper provisions have been made. Holy Cross School will follow the recommendations of the Catholic School Office and Omaha Public

Schools regarding announcements made concerning dismissal because of weather. In the event of bad weather and no early closing, children can be released early only if a parent/guardian comes to school to pick them up. However, parents/guardians may not take children other than their own unless we have oral or written permission from the parent/guardian to take their child home.

### **STUDENT BIRTHDAYS**

A student's birthday is a special day. Each classroom honors that child in a manner that is appropriate for his/her grade. **Invitations** for student's birthday parties **must not** be distributed at school. Please refer to the student directory and mail invitations to the addresses provided. **Birthday treats** are no longer allowed to be compliant with our Wellness policy in promoting health and wellness. However, students will be given a specified dress down day in the birthday or half birthday month. We encourage you to purchase a birthday book to donate to our library in honor of your child's special day. Please refer to our wellness policy for more information.

Please be mindful of other students in the classroom that may have food allergies or a medical condition (i.e. diabetes) that may prevent them from sharing in edible treats. Some alternative birthday treats include pencils, inexpensive notepads, reading books, etc. Please discuss plans with the teacher beforehand. Please do not have **flowers or balloons** delivered to the school. These will not be delivered to the student and will remain in the office until dismissal time, when the student may pick them up.

### **SUPPLIES, EQUIPMENT, AND BOOKS**

A school supplies list is made available to parents/guardians each spring and again at August registration night. Textbooks and many classroom materials are provided with a percentage of their cost covered by the annual book/materials fee. Students and/or parents/guardians are expected to pay for lost or damaged books, supplies and equipment.

Students and/or parents/guardians will be held responsible to pay for willful damage to any school property.

Desks, lockers, or any other storage equipment remain the property of the school and as such can be opened, inspected, or cleaned at any time. The school is not responsible for items left in these storage spaces.

### **TECHNOLOGY**

Computers and other technologies provide teaching and learning opportunities for students and

staff. They are installed in the school for the benefit of all learners. In order for technology to be in working order and available to everyone, students must respect the hardware and software in the school, and classrooms. The following general policy statements and guidelines pertain to all technology usage at Holy Cross School. Failure to obey the following statements will result in loss of computer privileges and/or disciplinary actions (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the Principal, and her decision is final.

No student shall intentionally cause damage to any school equipment including hardware and software.

1. All computer use must be for educational purposes.

- a. Use the technology resources for academic purposes as directed by the teacher.
- b. Downloading or playing any non-educational games on a school computer is prohibited.
- c. Any instant messaging or chat programs is prohibited.
- d. Downloading or playing music or videos from the Internet is prohibited, unless directed by the teacher.
- e. Using any non-school email address while at school is prohibited.

2. Personal privacy must be respected.

- a. Do not give out any personal information about anyone (home address, telephone number, social security number, etc.)
- b. Do not send anyone your picture without parent or teacher permission
- c. Do not give password(s) to any other users.
- d. Use personal computer account only and don't use anyone else's login id and/or password.
- e. Do not respond to messages that make you feel uncomfortable.
- f. Never agree to get together with someone you have only 'met' online.
- g. Always represent yourself honestly online.
- h. Conduct yourself online as you would in any public place, keeping in mind that you represent your family and community to a world-wide audience.
- i. Remember the values and morals of yourself, your family, and your church; do not purposefully seek out information online that is inappropriate or immoral.
- j. Follow the rules of network etiquette, which include the use of appropriate language and polite responses.
- k. Abusive language (including name calling and swearing) and bullying is prohibited.
- l. Do not copy, change, read, or use files that belong to another user.

3. Software and ideas are protected by copyright laws.

- a. Do not copy information received from any source and submit it as your own work.
- b. List all sources of information used in projects and work.
- c. Do not make copies of any software found on Holy Cross School equipment or on the Internet.
- d. Do not copy any personal software onto any computer at school.

4. Educational technology is available for the use of all students.

- a. Do not deface, damage, or destroy the equipment.
- b. Do not waste or take supplies, such as paper, printer supplies, or disks provided by the school.
- c. Follow the school's computer use rules.

5. Follow county, state, and federal rules when using technology.

- a. Do not try to bypass the security measures of any computer equipment.
- b. Do not knowingly create or introduce any virus to Holy Cross School equipment.
- c. Do not send or distribute unethical, illegal, immoral, inappropriate or unacceptable information of any type through electronic mail or telecommunications.
- d. Follow the rules listed above or expect to lose computer privileges and face other consequences.

Computers and other technologies provide teaching and learning opportunities for students and staff. They are installed in the school for the benefit of all learners. In order for technology to be in working order and available to everyone, students must respect the hardware and software in the school computer lab, and classrooms. The following general policy statements and guidelines pertain to all technology usage at Holy Cross School.

#### **TEXTBOOK LOAN**

By enrolling my child in [name of private school], I hereby authorize the administrator of the school to act as my designated agent for purposes of requesting and borrowing textbooks, pooling per child allocations when requesting textbooks, and representing me in all other matters under 92 NAC 4 (Rule 4).

#### **INTERNET POLICY**

It is the belief of Holy Cross School that the educational benefits to students and teachers through access to various online services and the Internet far exceed any potential disadvantages. Most sites accessed can provide a wealth of knowledge if used appropriately.

#### **UNIFORM POLICY**

In adherence with the mission statement, Holy Cross School adopted a uniform policy to enhance the learning environment. Personal appearance and hygiene should reflect an attitude of self-worth and school pride on the part of the student. Any teacher(s), staff member and/or principal will determine compliance with the below dress code and necessary disciplinary actions will be given as deemed appropriate.

Only the principal may excuse students from following the uniform code. Scouting uniforms may be worn by boys and girls on days of meetings.

Uniforms, navy blue sweaters, and sweatshirts may be purchased new at the Dennis Uniform Co., or DiGiorgio's. Uniforms may be purchased used at the Used Uniform Sale sponsored by the Home and School Association every year at the August registration night. Please label your child's clothing, particularly boots, sweaters, and sweatshirts.

**Girl's Jumper/Skirt/Skort** - *Must be purchased at Dennis Uniform Co. or DiGiorgio's*

PS-PK Any brand of navy skort, navy plaid jumper or navy plaid skirt/skort

TK-4 Navy plaid jumper or skirt/skort

TK-8 Navy plaid skirt/skort

All jumpers/skirts/skorts should be worn no shorter than 3 inches above the middle of the kneecap.

**Shirts**

Any plain (no logo), white, navy, or light blue long or short sleeve polo shirt may be worn. Shirts with lace or ruffles may not be worn. Shirts are to be tucked in and undershirts, if worn, must be plain white with sleeves no longer than the outer shirt.

PS-PK White, light blue, or navy (both boys & girls)

TK- 4 White, light blue, or navy (both boys & girls)

5-8 White, light blue, or navy (both boys & girls)

**Slacks**

PS-4 Navy blue slacks (both boys & girls)

5-8 Boys - Khaki slacks

5-8 Girls - Khaki or navy blue slacks

Slacks must be of a woven fabric with no patch pockets, no flat felled seams, and no noticeable decorations. Slacks should not touch the ground. (Skinny pants, hip huggers, bell bottoms, and cargo pants are **not** considered uniform slacks.)

**Shorts**

PS-4 Navy blue walking shorts (both boys & girls)

5-8 Boys - Khaki walking shorts

5-8 Girls - Khaki or navy blue walking shorts

Shorts must not be more than 3 inches above the knee. Oversized or baggy shorts are not allowed.

Shorts may not contain cargo-type pockets.

**Belts (grades 3-8 only)**

A solid color (no embellishments/decorations) navy, black, or brown belt must be worn with slacks or walking shorts that have belt loops. Plain khaki belts may be worn with khaki pants.

**Sweatshirt/Sweater** – *Must be purchased at Dennis Uniform Co. or DiGiorgio's*

PS-4 Navy blue cardigan sweater or Holy Cross sweatshirt

5-8 Gray quarter zip Holy Cross sweatshirt

Sweatshirts and cardigans are optional and not part of the required uniform at Holy Cross Catholic School. However, if a student chooses to wear a sweatshirt or cardigan during the school day, it must be the school sweatshirt or cardigan.

**Socks/Tights/Leggings**

Solid white, navy or black socks, tights or leggings must be worn. Socks must be visible at all times. Small logos may be visible, but should not be flashy in style.

**Shoes**

Shoes must have a back or a strap covering the back of the heel and closed toed. Shoes with laces must be tied; laces may not be tucked into the shoes. Fashion boots, slides, flip flops, crocs, and Heelys are not allowed. Snow boots may be worn to school on snowy days, but they will need to be changed before the school day begins.

*Tennis shoes must be worn for physical education classes in all grades.*

### **Jewelry**

Students are discouraged from wearing jewelry to school. Small earrings may be worn, but for safety reasons, are not to hang below the student's earlobe. No hoops or dangling earrings are allowed. Very simple religious chains/crosses are acceptable. No other neckwear is allowed. Wristwatches, not Smartwatches, may be worn. Smartwatches are not allowed in school. Bracelets are not allowed (ankle or wrist). Medical Alert identification products are not considered jewelry.

### **Hair**

Student's hair must be clean, well groomed, and have no unusual color, cut, or style. No gaudy or unusual cuts, designs, artificial highlights or colors are allowed for boys. Girls may wear any tasteful hairstyle. No gaudy or extreme cuts, designs, artificial highlights or colors are allowed for girls. Girls may wear barrettes, ribbons, and headbands as long as they are not distracting and/or dangling to keep hair out of the student's face. Final interpretation of compliance will be determined by the principal.

Make-up is not allowed. Girls are permitted to wear nail polish provided it does not cause a distraction to the learning environment. Jewels and other embellishments are not permitted. Fake fingernails are not permitted. If the nail polish causes a distraction, the student will be asked to remove the polish at school.

### **Special Activity Dress Code**

On days with special activities (field trips, science fair, etc.) the teacher and the Principal will determine the proper dress code. The teacher(s) and/or principal will determine compliance with the above dress code. Students not in compliance with the dress code/uniform policy will be sent to the office and their parent/guardian will be called so the situation can be rectified as soon as possible. Necessary disciplinary actions will be given as deemed appropriate by the teacher/principal.

### **School Spirit Dress Down Days**

Occasionally Holy Cross students are given the opportunity to participate in "School Spirit Dress Down Days". Although these are considered times when the Uniform Dress Code is not being followed, "Appropriate Dress" is still required. Disregard for the "appropriate" dress code will result in the individual calling home for a change of clothes and possibly losing the privilege to participate in future dress down days. On "School Spirit Dress Down Days" students may wear a Holy Cross Shirt, T-shirt, or Sweatshirt and their choice of appropriate pants, shorts, skirt or dress. On occasion there may be a special "Dress Down Day" with a specific theme, on those "Dress Down Days" students will not be required to wear a Holy Cross T-shirt, Shirt, Sweatshirt, or Sweater and will be allowed to wear theme specific appropriate clothing.

### **Acceptable Clothing**

- Holy Cross Spirit Wear (T-shirts, Shirts, Sweatshirts or Sweaters)
- Jeans, capris, khakis (pants cannot be dragging on the floor)
- Athletic pants or sweatpants (no words on the seat of the pants)
- Shorts/Skorts \*\*Must not be shorter than 3 inches above the middle of the kneecap
- Dresses/Skirts \*\*Must not be shorter than 3 inches above the middle of the kneecap

#### Unacceptable Clothing

- Leggings worn alone (may be worn under skirts or long shirts)
- Low-cut pants, skirts, skorts, shorts
- Shirts with capped sleeves, spaghetti straps, sleeveless, or tank tops
- Low-cut tops or dresses
- Midriffs (shirts must cover the top of the pants, skirts, skorts, or shorts)
- Clothing with inappropriate slogans/logos; logos on the seat of pants
- Flip flops, open back shoes or sandals, Heelys
- Baggy/sagging pants or shorts
- Clothing with tears or holes

#### Cold Weather Wear

In addition to a winter coat or jacket, the following clothing is required for protection from the cold in snowy weather to safeguard the health of the children: Hats/scarves, mittens/gloves.

**Boots:** Boots should be labeled in order to help avoid mix-ups. If a child does not have boots, he/she should bring an extra pair of shoes for outdoor use. Any foot covering that is worn outdoors during wet or snowy weather must be taken off before entering the classroom. Boots are NOT allowed to be worn during the school day.

#### UNIFORM INFRACTIONS

Students will be issued a written uniform violation, which will be sent home and must be returned the following day, signed by the parent/guardian. Repeat offenders will be referred to the principal's office and may be asked to call home and have the violation corrected before being admitted to the classroom.

#### UNIFORM VENDORS

Dennis Uniform  
726-740 N 109<sup>th</sup> Court  
402-496-9911  
[www.dennisuniform.com](http://www.dennisuniform.com)

DiGiorgio's Sportswear  
14111 Q Street  
402-894-5627  
[www.digiorgios.com](http://www.digiorgios.com)

#### VANDALISM

Our school and school equipment is parish property. Willfully damaging or destroying this property

is vandalism and is cause for immediate suspension and possible expulsion.

In addition, it is the student and/or parent/guardian's responsibility to repair or replace any damaged property. If a student accidentally causes damage, it should be reported to a teacher immediately so that the damage is not misconstrued as vandalism. No student is to forcibly open or "jimmy" a locked door on school or church property at any time. Doors are locked for a reason. To break into a room through a locked door is considered breaking and entering and is punishable by law.

### **VISITORS**

ALL PARENT VISITORS & VOLUNTEERS MUST CALL AHEAD AND CHECK IN AT THE SCHOOL OFFICE. Everyone, with the exception of staff and students, who comes to the school during school hours (6:30 am to 6:00 pm) must check in at the school office and receive a visitor's pass. This is done to ensure the safety of all students and staff. Visitors, including parents/guardians, should come in the main entrance. Other entrances will be locked during school hours. Parents and visitors are welcome to visit Holy Cross Catholic School classrooms for special presentations.

**Drop-in visits, however, tend to be disruptive and are strongly discouraged.**

If you need to visit with your child's teacher outside of scheduled conferences, please contact the teacher directly, contact the school office, send a message, via email, or send a note in with your child to schedule a time to visit your child's teacher before or after school hours.

## **IX. SCHOOL OFFICE**

### **DRUG-FREE AND ALCOHOL-FREE LEARNING ENVIRONMENT**

**Tobacco:** State laws and school policy strictly prohibit students from carrying and/or using tobacco products on school property or at school-sponsored activities. Students who violate this policy may be suspended. Repeated violations of this rule may result in expulsion. This may include:

- Cigarettes
- E-cigarettes and vaping devices
- Chewing tobacco

The Nebraska Clean Indoor Air Act (*Nebraska Statute Sec. 71-5701 to 71-5713*) prohibits smoking in any form in any place of employment or public building. A person in violation of the Nebraska Clean Indoor Air Act is guilty of a Class V misdemeanor for the first offense and a Class IV misdemeanor for the second and any subsequent offenses.

**Alcohol:** State laws and school policy strictly prohibit student possession or use of alcoholic beverages on school property or at any school-sponsored function. Students who violate this policy may be suspended, referred to legal authorities, and/or required to participate in a counseling program at the expense of the parent/guardian. Repeated violation of this rule may result in expulsion.

**Drugs:** State laws and school policy strictly prohibit the use, evidence of use, or possession and/or transfer of narcotics, depressants, stimulants, hallucinogens, look alike pills of any type, or possession of drug-related paraphernalia anywhere on school property or at any school-sponsored activity. Students who violate this policy may be suspended, referred to the appropriate legal

authorities, and/or required to participate in a counseling program at the expense of the parent/guardian. Repeated violation of this rule may result in expulsion.

### **STUDENT RECORDS**

Holy Cross Catholic School adheres to the Family Education Rights and Privacy Act regarding access to student records.

### **OFFICE RECORDS**

Parents/Guardians are requested to notify the school in writing of any change of home telephone numbers and/or addresses, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date.

### **SCHOOL COMMUNICATIONS**

**Falcon Flyer:** With the evolving technology of communication, Holy Cross School implemented what has proved to be a very dependable means of corresponding with parents/guardians, referred to as E-communication. This communication will be received on Fridays when The Falcon Flyer is published. The E-communications email will contain a link to the Falcon Flyer and may contain other important messages pertinent to families of the school. **Our goal is to have 100% of our school families using the email.** A family can elect to receive Falcon Flyer via paper copy if they do not have an email address or are experiencing temporary computer problems. Parents are asked to call the school office prior to publication if you do not have an email address and choose to send the correspondence home with your child. If email addresses change during the year, contact the school office immediately. You can elect to have the notices sent to multiple email addresses. Any organization tied or beneficial to the families at Holy Cross School may offer **submissions to the Falcon Flyer in final draft form to the school office by Thursday at 8:00 a.m.** each week to be included in the next E-communication. These submissions are subject to approval by the Principal.

Parents are **encouraged to check their emails daily for updates that come at the last minute, such** as cold lunch days when the lunchroom is being used for a funeral luncheon. This notice, as most understand, comes with usually only 2 days warning.

### **LOST & FOUND**

Lost articles, clothing or school materials may be claimed at the Lost and Found box in the school office. Twice each year (January & May), unclaimed items are donated to charity. Parents are encouraged to label clothes and other items so that they can be properly identified and returned to the owner.

## **X. HEALTH**

### **ASTHMA PROTOCOL**

Catholic schools, both accredited and approved, should be prepared to implement an emergency treatment plan, known as a protocol, anytime a student or staff member experiences a **life-threatening asthma attack or systemic allergic reaction.**

**Emergency Protocol: (Implemented by designated, trained non-medical staff)**

- Call 911
- Epi-Pen injection is given
- Albuterol is provided through a nebulizer

The school's Epi-Pen and Albuterol do not replace a child's own prescribed medications for asthma/allergy control and management. Parents/guardians of students with known diagnoses related to asthma and allergies are expected to ensure their children continue to have medications available. Parents must provide to the school staff for students having a known allergic condition or asthma the following:

- Written medical documentation
- Instructions
- Medications as directed by a physician

### **HEALTH SCREENING**

School health screening is not diagnostic nor is it intended to replace regular preventive health care. The goal is to assist parents/guardians in the identification of potential health problems so they may seek appropriate medical evaluation. Annual health screenings are as follows: **First Grade:** Height, Weight, Blood Pressure, Vision, Color vision (if not done in kindergarten), Hearing and Oral Exam. **Second Grade:** Height, Weight, Blood Pressure, Vision, Hearing and Oral Exam. **Third Grade:** Height, Weight, Blood Pressure, Hearing and Oral Exam. **Fourth Grade:** Height, Weight, Blood Pressure, and Oral Exam. **Fifth Grade:** Height, Weight, Blood Pressure, Vision, and Oral Exam. **Sixth Grade:** Height, Weight, Blood Pressure, Vision, Hearing, Scoliosis (Girls only), and Oral Exam. **Eighth Grade:** Height, Weight, Blood Pressure, Vision, Scoliosis (Boys *and* Girls), and Oral Exam.

Annual hearing testing will be performed for students who exhibited abnormal hearing screening results during the previous year.

The “**Annual Student Health Update**” is sent home at the beginning of the school year with the registration materials. It is important that it be completed and returned to school as soon as possible so the school is aware of your child's health status. It is the parent/guardian's responsibility to notify the school office if health changes occur. A Health Record Card is on file for each student. Please help to keep this card up to date by reporting to the school any booster shots, new glasses or any other pertinent health information.

### **HEALTH UPDATES AND MEDICATIONS**

Health updates and Medication Authorization forms must be signed and on file in the school office. **If a student has a special health concern or allergies, these MUST be identified on the Health Update.**

If a student is on medication that must be administered during school hours, the medication should be brought to the school office by a parent. Do not send medication with your child in their backpack to school. Prescribed medications must be properly labeled with a legible pharmacy label. All over the counter medications must be in the original manufactures container. A Medication Authorization form must be filled out and signed by the parent/guardian for all prescription and over the counter medications.

## **IMMUNIZATION POLICY FOR SCHOOLS OF THE ARCHDIOCESE OF OMAHA**

In Nebraska, children cannot attend classes in public or private school until the school has written proof of their immunization status (Neb. Rev. Stat. 79-217—79-223)

### **General Rule**

To attend school, children in Nebraska are required to be immunized against the following diseases:

- Diphtheria, tetanus, and pertussis (DTaP, DTP or Td vaccine)
- Polio
- Measles, mumps, and rubella (MMR or MMRV)
- Chicken Pox (MMRV or Varicella)
- Tdap (7th grade)

Each school in Nebraska is required to keep the immunization history of the students enrolled on file. In addition, schools are required to report information on student's immunization status annually to the Nebraska Immunization Program. School reporting is conducted on-line via survey, and the deadline is November 15 of each year.

These statutes of the State of Nebraska, because of the religious exemptions provided and their intent to safeguard individuals and the public from harm, conform to the Church's teaching regarding the common good. The Catholic Schools of the Archdiocese of Omaha will follow these state requirements.

### **Exemptions**

Nebraska does allow for two types of exemptions: Medical and Religious.

**The Medical Exemption** requires "a statement signed by a physician, physician assistant, or an advanced practice registered nurse stating that, in the health care provider's opinion, the required immunization would be injurious to the health and well-being of the student or any member of the student's family or household." A model form for this exemption can be found in this section of the handbook. Forms signed by a health care provider which simply state the parents do not feel it is in the best interests of the child are not sufficient to satisfy the medical exemption. The health care provider must indicate on the form used that the vaccine(s) in question are "Injurious to the health and well-being of the student or any member of the student's family or household." The term "physician" means an individual licensed under the Nebraska Medicine and Surgery Practices Act to practice medicine and surgery or osteopathic medicine and surgery; the term "physician" does not include a chiropractor.

**The Religious Exemption** requires "an affidavit signed by the student, or if he or she is a minor, a legally authorized representative of the student stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that the immunization conflicts with the personal and sincerely followed religious beliefs of the student." For those who seek a religious exemption, the Catholic Schools in the Archdiocese of Omaha will require that the parents indicate the religious denomination of the student in question.

Immunizations do not conflict with the "tenets and practice recognized" by the Catholic Church.

Catholics are however obliged to avoid vaccines derived from cell lines from aborted fetuses when there are alternatives available to them. Alternatives to such vaccines are available in the United States for diphtheria, tetanus, pertussis, polio and hepatitis b. A list with the names of those alternative vaccinations is available on the Holy Cross website or can be obtained from the school office.

Unfortunately, there are no alternatives currently available in the United States for Rubella and chickenpox which have been derived from cell lines from aborted fetuses. Because of the grave harm that can be caused by these diseases and because of the lack of alternatives, it is morally licit for a Catholic to use these vaccines, and it is recommended by the Archdiocese of Omaha that students submit to these vaccinations for the sake of the common good. A statement explaining the Church's teaching regarding the common good and vaccines can be found on the Holy Cross website or can be obtained from the school office.

Nevertheless, though morally licit and despite the potential harm to the common good, a Catholic may, in good conscience, submit a religious exemption for those vaccines which contain the rubella and chickenpox vaccines (MMR, MMRV and varicella) and the Catholic Schools will honor that limited exemption request. Catholics may not submit a religious exemption for any other vaccines. A model affidavit for this exemption request is found on the Holy Cross website or can be obtained from the school office.

The Archdiocese of Omaha interprets the phrase "the personal and sincerely followed religious beliefs" to refer to conscientious objections founded on religious belief. For Catholics, religious belief comes from the teachings of the Church as transmitted and interpreted by the magisterium. Therefore, while those who object to vaccines based on medical opinion may have deeply held conscientious objections, theirs is not a "religious belief." For this reason, they may seek a medical exemption, as indicated above, if the vaccines cause harm, but they do not qualify for a religious exemption.

Students who have been granted an exemption may need to be excluded from school if there is an outbreak of a vaccine-preventable disease. The school is not required to modify services for a student who has been excluded due to an outbreak. The period of exclusion shall be no less than the minimum isolation period for that disease and when all signs or symptoms of acute illness have disappeared. The period of exclusion should extend throughout the period when acute signs of illness are present, or until the student is fever-free for 24 hours without the use of fever-reducing medication. Minimum isolation periods can be found on the Holy Cross website or be obtained from the school office.

If a student cannot provide a proper medical or religious exemption, the student may not attend any of the Catholic Schools of the Archdiocese of Omaha without proof of the required immunizations.

All Catholics are encouraged to formally object to the way the unethical vaccines are created and to the lack of alternatives. A model objection form which is mailed to the producer of these vaccines can be found on the Holy Cross website or be obtained from the school office. Catholics may never choose a vaccine derived from aborted fetal cells if there is an alternative available.

### **SCHOOL NURSE**

Creighton University nursing students oversee all the medical needs and records for Holy Cross School. The administrative assistant, along with trained volunteers, have been charged to assist the nursing students. General screening programs for vision, hearing, dental and scoliosis will be set up by the nursing students.

### **SCHOOL MEDICATION POLICY**

Sick children should not be sent to school. A child will never be sent home unless a school official contacts a parent/guardian. Please notify the school if your child has an exceptional health problem which may affect his/her daily school routine. General screening programs for vision, hearing, dental, and scoliosis will be arranged. Necessary follow-up will be done, and the parent/guardian will be notified.

In accordance with recommendations by the Douglas County Health Department, the following policy regarding prescription and non-prescription medications is effective immediately:

1. A physician must provide written orders with the name of the drug, dose, time interval when the medication is to be taken, and diagnosis or reason the medicine is needed.
2. The parent/guardian must provide a written request that the school comply with the physician's order.
3. Medication must be brought to the school office in the original container appropriately labeled by the pharmacist and/or physician.
4. Non-prescription medications including aspirin, Tylenol, cough drops or cough syrup will not be administered without the written permission of the parent/guardian. No child will take any medication without supervision of the administrative assistant, principal, or other trained personnel.

### **SELF-ADMINISTRATION OF MEDICATION**

Should a parent request that a student self-manage his/her asthma, anaphylaxis, or diabetic conditions while at school, the school will adhere to the following steps:

1. Holy Cross will require a written request from the parent/guardian that the student self-manage his/her condition.
2. Holy Cross will develop, with the help of the parent/guardian and physician, a medical management plan for the current school year. This plan must:
  - a. Identify the health care services the student may receive at school relating to such condition;
  - b. Evaluate the student's understanding of, and ability to self-manage;
  - c. Permit regular monitoring of the student's self-management by a credentialed health care professional;
  - d. Include the name, purpose, and dosage of the prescription prescribed;
  - e. Include the procedures for storage and access to backup supplies of such prescription medication; and
  - f. Be signed by the parent or guardian and the physician responsible for treatment of the student's condition.
3. The medical management plan must be kept on file at the school.
4. The student's parent/guardian must sign the Release and Indemnification form on file in the

- school office before the student is allowed to self-administer medication.
5. Once the medical management plan is in place, the student shall notify the school office when he/she has self-administered medication to be used according to the plan.
  6. Once the medical management plan is in place, the student shall be allowed to self-administer medication on school grounds, during any school-related activity, or in any private location to be specified according to the plan.

### **SCHOOL PHYSICAL AND VISION EXAMS**

The Nebraska School Law requires all students entering kindergarten, seventh grade, or transferring from an out-of-state school have a physical examination by a physician, physician assistant, or advanced practice registered nurse within six (6) months prior to school entrance. A dental examination is recommended at this time. State law also requires students entering kindergarten or transferring from an out-of-state school provide proof of a visual evaluation within six (6) months prior to school entrance. The visual evaluation performed by a physician, physician assistant, advanced practice registered nurse, or optometrist shall include testing for amblyopia (lazy eye), strabismus (cross eyes), internal and external eye health, and visual acuity.

Exception to the physical examination or visual evaluation requirement may be made if the parent/guardian submits a written statement refusing a physical examination or visual evaluation.

### **SICK CHILDREN**

When a child becomes sick at school, the school office will call the parents. If a student is too ill to return to class, he/she must be picked up by a parent/guardian or an emergency contact. **Sick children will NOT be kept at school.**

- If a child has a temperature of 100 degrees or more or flu-like symptoms. Flu symptoms include acute respiratory illness, such as fever, chills, plus cough or sore throat. Other possible flu symptoms are: runny nose, feeling very lethargic/fatigue, body aches, headache, loss of appetite and in some cases, nausea, vomiting, and diarrhea. A child should not return to school unless they have been fever free and/or free of flu like symptoms for 24 hours.
- Parents are required to notify the school office of communicable diseases such as influenza, pink eye, or head lice
- Students recovering from pink eye (conjunctivitis) must be on medication to treat the infection for at least 24 hours before returning to school.
- Students with head lice need to be picked up immediately and can return after treatment and no lice are present.
- All rashes are considered contagious unless otherwise diagnosed by a physician and parents/guardians will be contacted. Child may return to school with documentation that rash is not contagious, or the rash is resolved.
- If a child vomits or has other flu like symptoms at school, they must be picked up by a parent/guardian or emergency contact.

needs. Some of these assignments may be worked at home or students may participate with others during class time. The goal is improved learning on targeted standards.

### **STUDENTS WITH NUT ALLERGIES**

It will be the policy of Holy Cross School to do its best to minimize the risk of exposure to nuts for

our students and to have a plan in place to respond to an emergency. A parent or guardian should inform the school of any peanut or tree nut allergies of their child. Communication between the school and home is important to ensure the continued safety and welfare for all of our students. Ultimately, all students with dangerous allergies must be educated in how to protect themselves.

To minimize the risk of exposure to nuts for our students, our school will:

1. Direct the school lunch program to not offer peanut butter products and items containing other nuts.
2. Discourage students and parents from bringing treats to school that contain nuts or were processed and packaged in places where other nut products are prepared. The school encourages students who have nut allergies to bring their own supply of snacks to school to lessen the risk of exposure.
3. Promote the implementation of guidelines from the [www.attackonasthma.org](http://www.attackonasthma.org) site which directs the response to severe asthma or anaphylaxis (severe allergies) and requires any parent who has a student with severe asthma or anaphylaxis to have an Action Plan on file with the school. This plan will contain Action Plan forms completed by the physician or school nurse and by the parent or guardian.
4. If requested by a parent or guardian, provide an allergy-free computer (or more, if necessary) for use by students with nut or other life-threatening allergies.
5. In classrooms of students with life-threatening allergies, educate the other students and their parents about the allergy and ways to minimize exposure of nuts or other life-threatening foods to affected students. For example: Discourage the use of candies and other products that were processed and packaged in places where other nut products are prepared in projects or activities in school and communicate to parents that items brought for the completion of projects should be checked that they do not contain nuts and were not processed in a factory that manufactures nuts.

### **WELLNESS POLICY**

To comply with the Child Nutrition and WIC Reauthorization Act of 2004, Holy Cross School has created a Wellness Policy to address the areas of nutrition, physical activity, and health. This policy was enacted with the foundational belief that the guidelines for good nutrition, physical activities/education, and health/nutrition education is essential for our students and staff. Research shows that children who begin each day as healthy individuals are better learners. The complete policy and resource links can be found on FACTS.

### **Physical Education (PE)**

All students in grades PS-8 will receive physical education class at least once per week for the entire school year. All physical education students will be taught by a certified physical education teacher. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

### **Daily Recess**

Holy Cross School students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

### **Physical Activity Opportunities Before and After School**

To promote a healthy lifestyle, Holy Cross School students walk each morning before school starts (weather pending). Parents and staff are encouraged and invited to attend as well.

After-school Extended Care will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants.

### **Meals Served**

Meals served at Holy Cross Catholic School will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- offer a variety of fruits and vegetables;
- serve only low-fat (1%) and fat-free milk; and will
- ensure that half of served grains are whole grain.

Parents are invited and encouraged to visit

<http://westsidecs.schoolfusion.us/modules/cms/pages.phtml?pageid=66088&sessionid=140ba74801a8767eb9e1aa3c45ce2888> if you would like specific nutritional information on the lunches served at Holy Cross.

### **Mealtimes and Scheduling**

Holy Cross School will:

- will provide students with at least 20 minutes for lunch;
- schedule meal periods at appropriate times, between 11 a.m. and 1 p.m.;
- will not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities; and
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

### **Sharing of Foods and Beverages**

Holy Cross School **discourages** students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

### **Nutrition Education and Promotion**

Holy Cross School aims to teach, encourage, and support healthy eating by students by providing nutrition education that:

- is offered at each grade level designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only PE/health education classes, but also classroom instruction in subjects such as math, science, language arts, and social studies;
- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);

- links with school meal programs, other school foods, and nutrition-related community services.

### **Integrating Physical Activity into the Classroom Setting**

For students to receive the nationally recommended amount of daily physical activity (*i.e.*, at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be incorporated into other subject lessons; and
- classroom teachers may provide short physical activity breaks between lessons or classes, as appropriate.

## **XI. BEHAVIOR MANAGEMENT**

### **Positive Behavior Intervention Supports (PBIS)**

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

### **What is PBIS at our school?**

We have adopted a unified set of school rules. These rules define our expectations for behavior in our school. You will see these rules posted throughout the school and your child will be learning them during his or her first days at school. Our unified school rules, found in every classroom and non-classroom setting in the school, are as follows:

Holy Cross Falcons S.O.A.R.

S: Safe

- hands and feet to self
- seek adult assistance
- follow rules and procedures

O: Organized

- keep space clean
- keep supplies tidy
- stay in uniform

A: Accountable

- complete all tasks
- own your behavior

- practice self-control
- R: Respectful
- appropriate voice level
- encourage others
- We are all children of God.

As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students on the rules in a positive manner, we do the following when teaching academics and behavior:

- Constantly teach and refer to our school-wide expectations.
- Provide students with more praise than correction.
- Privately talk to students with respect using positive voice tone.
- Actively engage everyone in the class during instruction.
- Use pre-correcting, prompting, and redirecting as we teach.
- Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

We also have a school-wide behavior process:

Classroom teachers will address behaviors in their spaces and use the following three interventions before asking for assistance from administration.

- Intervention #1= Teacher interventions including redirection, private conversations, reteaching, and proximity.
- Intervention #2= Following teacher directed initial interventions, student agreement form is completed with teacher and discussion with parent/ guardian is needed.
- Intervention #3= Following Intervention #2, complete PLC Referral and Action Form with PLC group members.

### **Communication of KAW KAWs and Consequences**

All KAW KAWs ( Merits or positive praise rewards) and Consequences ( Demerits or the result of recurring problematic behaviors) will be communicated daily through our Student Information System (FACTS) and will be sent to Parents/ Guardians via email. This communication is vital to the successful collaboration of teachers, staff and families in support of student success.

### **Classroom Behavior Management Cycles**

Each teacher's expectations and consequences are based off of the schoolwide PBIS procedures and SOAR. Classroom expectations and school wide expectations will be posted in the classroom and explained to the students the first weeks of school. Under the PBIS model, the classroom teacher will handle most student behaviors. Consequences will vary depending upon the frequency and seriousness of the behavior.

### **Service to School**

If a student receives Service to School as a consequence for behavior, a detention log is created in FACTS and an email is sent to the family FACTS account. When a Service to School is earned, the student will be expected to notify his/her parent/guardian as soon as possible. Service to school will take place on Thursday after school from 3:15 to 4:00 pm. Skipping Service to School results in a doubling of the assigned time.

### **Intervention by Administration**

There are actions that require the immediate removal of a student from the classroom. These include, but are not limited to, major incidents where there is:

DANGEROUS behavior – physical or psychological

ABUSIVE behavior – in action, speech or gesture

UNREASONABLE behavior – out of control or unwillingness to gain self-control despite requests to do so (an example would be a student not responding to a teacher using their classroom discipline cycle).

<b>Dangerous Behavior</b>	<b>Abusive Behavior</b>	<b>Unreasonable Behavior</b>
<ul style="list-style-type: none"><li>● Fighting and rough play</li><li>● Sexual assault or attempted sexual assault</li><li>● Leaving school without permission</li><li>● Tampering with protective fire equipment, violating fire codes or emergency system</li><li>● Possession, use, sale, or distribution of alcohol, tobacco, prescription and illegal drugs and inhalants</li><li>● Gang expressions and/or affiliation</li><li>● Physical or psychological threats, intimidation, force, or injury</li><li>● Using a normal object in a dangerous way</li><li>● Bringing weapons, such as knives or guns, to school</li></ul>	<ul style="list-style-type: none"><li>● Verbal or sexual harassment</li><li>● Bullying</li><li>● Any form of obscene or vulgar language or action</li><li>● Theft</li><li>● Vandalism</li><li>● Disrespect or defiance in action, speech, or gesture after correction</li><li>● Public indecency</li></ul>	<ul style="list-style-type: none"><li>● Truancy</li><li>● Failure to follow the terms of the Internet Access Policy</li><li>● Willful misbehavior toward a teacher, school personnel or volunteer</li><li>● Unwilling to listen or follow instructions</li><li>● Repeated violations of classroom rules</li><li>● Repeatedly out of uniform</li></ul>

### **Weapons**

Students are forbidden knowingly and voluntarily to possess, handle, transmit or use any instrument in school, on school grounds, or at school events that is ordinarily or generally considered a weapon.

Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon for purposes of this code.

The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, blackjack, unauthorized tools, fireworks, lighters, matches, explosives or other chemicals.

Police will be contacted when there is a suspected violation of criminal laws concerning weapons.

A first offense in violation of the weapons policy will result in immediate suspension and may result in expulsion.

A second offense in violation of the weapons policy will result in immediate expulsion.

### **Suspension/Expulsion Policy**

On occasion, students can be suspended and/or expelled, not only for their well-being, but for the well-being of all the other students and staff at Holy Cross School. Any serious behavior infractions regarding a student, on or off school grounds during school or a school sponsored activity, can/will be grounds for suspension or expulsion. Also, serious behavioral infractions done outside of school or off of school grounds will be investigated by the principal, and if deemed as a situation that may harm any portion of the school community, then serious disciplinary action may or will follow. This decision, and all disciplinary actions, will rest with the principal.

When a student is suspended, the parents/guardians will be notified. A meeting with the parents/guardians and the principal may be scheduled in order to discuss the student's academic future at Holy Cross School. Documentation will be sent to the pastor, and one copy is placed in the student's cumulative file. This copy does not leave the school; it is for our documentation alone, and it does not follow the student when he/she leaves or graduates from eighth grade.

Suspension is a temporary exclusion of a student from school and school activities. A suspension may be for a few hours during the day or up to several days. When a student is suspended, he/she will do homework to be determined by the classroom teacher/principal. Holy Cross School personnel strive to resolve discipline problems in a Christian manner with parent/guardian and student involvement and cooperation. However, in serious situations, it may become necessary to discipline a student with an in or out of school suspension. The decision to suspend a student rests with the Principal.

Expulsion is the permanent exclusion of a student from school and school activities. Holy Cross School will use expulsion when the student's behavior is a hindrance to the welfare, learning, and progress of the school community and/or there is evidence of repeated disregard for the philosophy, policies, rules, and regulations of the school.

- The Principal will investigate the behavior problem by talking to the person(s) involved and the student involved.
- Parents/guardians will be involved in the expulsion process; including a written notice identifying the reasons for the expulsion.
- The decision to expel a student rests with the Principal and the Pastor is informed.
- The Principal will notify the Archdiocesan Superintendent of Schools and, upon request, provide a record of the evidence justifying expulsion of the student.
- The Principal will also notify the public-school authorities.

### **STUDENTS CHARGED WITH CRIMINAL OFFENSES**

In the event of criminal charges against a student, the pastor/principal will take actions deemed in the

best interest of Holy Cross School. Such actions may include suspension or expulsion. The pastor/principal will notify the Superintendent of Schools of such charges immediately.

### **USE OF PHYSICAL RESTRAINT AND SECLUSION**

Physical restraint and seclusion of students for behavior management shall be used in circumstances and under conditions that are in the best interests of students.

Physical restraint is appropriate when a student is displaying physical behavior which presents substantial imminent risk of injury to the student or others, and the student is demonstrating the intent and the ability to cause injury within a matter of seconds or minutes. The degree of physical restriction employed should be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student or others. Physical restraint does not include: (a) taking away a weapon; or (b) breaking up a fight.

Seclusion is appropriate when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others, and the threat could be diminished if the students were placed in a safe environment away from other students and staff. Seclusion should only be used as long as necessary and should be discontinued when the student is no longer a threat to himself/herself or others. Time out procedures which do not constitute seclusion are permitted in school.

Immediately after the student has restored emotional and behavioral control following the use of physical restraint and/or seclusion, a staff member not involved with the incident shall examine the student to ascertain if the student has sustained any injury. The Principal (or Head Teacher) will verbally notify the parent/guardian as soon as possible (no later than the end of the school day in which the physical restraint or seclusion occurs).

All use of physical restraint or seclusion must be documented in a memorandum within one school day of the incident. The Principal (or Head Teacher) will send a copy of the memorandum to the parent or guardian within two school days following the use of restraint or seclusion.

## **XII. SCHOOL/PARISH PROPERTY**

### **BOOKS & CLASSROOM MATERIALS**

Each child is responsible for the care and proper use of school books, equipment, and school property. Students are to care for school/parish property in a respectful manner. Students, who lose, deface or damage school/parish property or the property of others will pay a financial restitution. The parent will be billed for any lost, damaged and appropriate disciplinary measures will ensue as determined by the Principal and/or Pastor.

### **STUDENT DESKS & LOCKERS**

Lockers and desks are provided to the students by the school and are considered school property. Because they are school property, lockers and desks are subject to search by the school administration at any time.

## **III. FINANCIAL OBLIGATIONS**

## **TUITION POLICY**

**Adopted by the OCSC Board of Directors, November 19, 2013**

### **Registration Fees**

All families are required to pay a \$100 **non-refundable** registration fee per child each year. This fee is expected even if students enroll during the school year. It will secure a position in Holy Cross Catholic School.

### **Tuition/Student Fees**

The annual rate of tuition and fees of a future academic year for the schools of the Omaha Catholic Schools Consortium is determined by the Board of Directors in January for the upcoming year and communicated to school families and others in preparation for registration procedures in February and March. Tuition is to be paid either annually (due June 30), or using one of the payment options available in FACTS, unless a separate arrangement has been made with the business office of the Consortium.

### **Financial Aid**

Financial aid is available through the following sources:

- Children's Scholarship Fund
- Latino Scholarship Fund
- Parish-based Financial Aid
- Consortium-based Financial Aid

The first step in applying for financial aid is to complete the form of the Children's Scholarship Fund. Data from this form will be used to determine aid from the other sources. The award decision by the Children's Scholarship will precede any decision for the awarding of financial aid from the other sources.

Financial aid decisions from the Children's Scholarship Fund will be made by the officers of the Fund.

Financial aid decisions from Parish-based Financial Aid will be made by the Pastor or other designated individual from the particular parish.

Financial aid decisions from Consortium-based Financial Aid will be made by the Executive Director of the Omaha Catholic School Consortium.

Regular tuition payments will be processed through FACTS. In specific circumstances, payments may also be processed through the Consortium business office.

### **Holy Cross Tuition Assistance**

The purpose of Holy Cross Tuition Assistance is to give families who are in need of some financial assistance in order to provide a Catholic education to their children. To be eligible for tuition assistance from Holy Cross Parish, a family must be a registered and active family for one year.

Applicants must first apply for the Archdiocesan Children's Scholarship Fund in order to be considered for Holy Cross Tuition Assistance. Applications are to be requested from and returned to the Parish Business Manager. Tuition Assistance applications are due by June 1st for the following school year. The Tuition Committee will review all applications as soon as possible in June to determine distribution decisions. Letters will be sent to all applicants by the Parish Business Manager prior to the end of July detailing the amount of aid granted, any specific conditions (automatic withdrawal, special terms), etc. Applicants must sign their agreement and return to the Parish Business Manager within two weeks. Not all funds available will be distributed during this initial application process. Remaining funds may be used for families seeking "emergency" assistance throughout the school year. Families seeking such "emergency" assistance need to follow the same process outlined above, i.e. submit an application to the Parish Business Manager with the amount of assistance requested. A letter will inform the applicant with an agreement to be signed and returned.

Families wishing to request special payment terms for Tuition and Book Fees must submit their request in writing to the Parish Business Manager. The information will be forwarded to the Tuition Committee for review and approval. The Parish Business Manager will send a written response to the applicant with the Committee's recommendation.

### **Definition of an Active School Parent**

Holy Cross Parish, along with the other supporting parishes, makes a very significant investment in every student's education, and no active school family is asked to pay the full cost of education at the school. The parishes support the operating cost of educating each student that is enrolled by nearly 50%. All school families must participate in the PSP program (outlined in XV).

Holy Cross Parish has established the following guidelines for their parish families:

1. Parents/Guardians who are of the Catholic faith must be registered members of Holy Cross Catholic Church.
2. Parents/Guardians and Holy Cross students who are registered parishioners must attend Mass regularly at Holy Cross Catholic Church.
3. All parents/guardians must fill out the Holy Cross Stewardship Commitment support Holy Cross Church monetarily through verifiable means (A minimum of \$10 per week is suggested).
4. In addition to supporting the Church through treasure, parents/guardians are responsible for contributing their time and talent, in a sustained manner, to Holy Cross Catholic Church activities through the Parent Service Program (PSP). See section XV for details.

### **Other Information:**

Contributions designated to Tuition Assistance are accepted at any time from corporations, groups and individuals; these are legally tax deductible. Donations made which benefit a family directly without going through the above described process is considered "tuition paid" and therefore, not tax deductible.

### **FACTS**

The Omaha Catholic School Consortium partners with FACTS Management Company to help us

manage our tuition payment program. Monthly payments are to be scheduled. Automatic payments can be made from a checking or savings account or from a credit card (Master Card, American Express, and Discover are accepted and will cost you a convenience fee of 2.5%)

Enrolling in FACTS: You will receive an invite from FACTS with information necessary to enroll. Included in the invite will be the website you will need to access.

Convenience & Security: Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction. You may check your personal account or make payments online from the convenience of your home or office anytime. Automatic payment reminders will be sent.

Even with FACTS, OCSC maintains decision-making control. As always, we will continue to work with families should special circumstances or “hardship” cases arise during the school year. If questions or concerns arise, you are asked to contact the OCSC business office.

Delinquent tuition accounts will be handled as follows:

- FACTS will mail an invoice to families and request payment of the delinquent amount.
- Families may then contact the Consortium Business Office to make special arrangements for addressing the delinquent amount and future payments.
  - If no response is forthcoming from the mailing of the FACTS invoice after 20 working days, contact will be made by letter, email, telephone, or person to person.
- If no response is forthcoming from the above contacts, the tuition account will be referred to the Business office/Finance director.
- Unless an exception is made by the Finance Director, no student will be allowed to re-enroll in a subsequent semester if tuition is not current.

#### **END OF SCHOOL YEAR FINANCIAL OBLIGATIONS**

It is expected at Holy Cross Catholic School that each family has all school related financial obligations paid before the last day of school. These obligations include the following: current year registration fees, tuition, Extended Care charges, outstanding lunch balance, PSP Hours/fee, library lost book replacement charges and any other fees that are left unpaid that are not noted here. Unless special circumstances have been approved, the family will not receive report cards and if necessary, transcripts will not be released to the student’s next school. Special circumstances may be requested by documenting reason for non-payment along with a documented payment plan. This documentation will then need the signature of approval by the Principal and/or Business Manager before report cards and/or transcripts are released. We accept cash, check or credit/debit card for payments.

#### **XIV. SAFETY**

#### **CHARTER FOR THE PROTECTION OF CHILDREN TO PROTECT THE FAITHFUL IN THE FUTURE**

**ARTICLE 12:** Dioceses/eparchies will establish "safe environment" programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and

maintain a safe environment for children. Dioceses/eparchies will make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.

**ARTICLE 13:** Dioceses/eparchies will evaluate the background of all diocesan/eparchial and parish personnel who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies. In addition, they will employ adequate screening and evaluative techniques in deciding the fitness of candidates for ordination (cf. National Conference of Catholic Bishops, Program of Priestly Formation, 1993, no. 513). *The Charter for the Protection of Children and Young People was developed by the Ad Hoc Committee on Sexual Abuse of the United States Conference*

### **VISITORS**

Everyone, with the exception of staff and students, who comes to the school during school hours (6:45 am to 6:00 pm) must check in at the school office and receive a visitor's pass. This is done to ensure the safety of all students and staff. Visitors, including parents/guardians, should come in the main entrance. Other entrances will be locked during school hours.

### **EMERGENCY DRILLS**

The school regularly conducts emergency drills. Detailed escape plans and shelter areas are posted inside the door of each classroom. The purpose of these drills is to practice the safe and swift removal of all students and staff to safe areas.

#### **Fire Drills**

Holy Cross School will conduct a monthly fire drill to prepare our students in case of an emergency and to be in compliance with the State Fire Marshal.

#### **Tornado Drills**

Tornado or severe thunderstorm drills are held regularly throughout the tornado season.

#### **Emergency Crisis Drills**

Holy Cross School has a crisis management plan for emergencies. The purpose of the crisis plan is to ensure that any crisis that may affect members of our school community will be handled in an appropriate manner.

### **POLICY FOR REPORTING DANGER TO SELF OR OTHERS**

If a student knows of an abusive situation (sexual or physical), hears threatening statements of violence made, hears rumors or guns, drugs, or any other type of violence, they immediately:

1. Tell their homeroom teacher, or any teacher present, when the situation occurs. If they are not comfortable doing this, they may
2. Request to see the Principal and report the information to him.
3. If they are not comfortable with either of the above options, they may fill out our reporting form explaining in detail the information they have, including the name of the person in danger and the person causing alarm. The student may place the letter in the classroom "Worry Box" or deliver it to the office.

Upon receiving the information, the administrator will investigate the situation. We will follow the student code of conduct when deciding disciplinary action. If we are unable to obtain enough information to take action, the teacher and administrator will closely monitor the situation. Please remember that intentionally reporting false information is as severe as making a threat yourself.

If it is determined that misconduct has occurred, appropriate relief for the individual bringing the complaint, and appropriate disciplinary action against the person(s) engaging in such conduct, up to and including expulsion/ termination, will follow.

## **XV. VOLUNTEERING**

### **HOME AND SCHOOL ASSOCIATION**

The Home and School Association is the organization that maintains good communication between home and school, provides a vehicle through which parents/guardians can provide service to the school, offers a mechanism for parent/guardian education, organizes fundraising activities, and serves as a structure for political action. Membership is open to all parents/guardians of school children.

### **YOU, THE VOLUNTEER, CAN AND DO MAKE A BIG DIFFERENCE!**

You, the volunteer, can and do make a big difference! Thank you for volunteering your time Holy Cross School. In today's world, with budget constraints and working parents, the volunteer is becoming an ever-increasing important commodity. Your involvement as a parent and the work of our Home and School Association will have a tremendous positive impact on our educational program for our children.

### **CODE OF ETHICS**

Volunteers play a critical role in the operation of Holy Cross School and its activities. Through their responsibilities the volunteer receives rewards such as personal development, recognition, feedback and the personal satisfaction of helping others. In return, the volunteer must be expected to conduct their efforts in a manner that will allow the values, goals and mission of Holy Cross School to be achieved.

The purpose of the Code of Conduct is to provide a benchmark for the personal and professional behavior of the volunteers of Holy Cross School whenever they are identifiable as members. Failure to adhere to this code will represent unacceptable behavior and will undoubtedly damage the school; therefore, the volunteer may be dismissed from their volunteering opportunities.

In signing up as a volunteer of Holy Cross School you agree to the following:

**Charter for the Protection of Children & Young People:** This Charter includes the Safe Environment Training program and background checks as established by the Ad Hoc Committee on Sexual Abuse of the United States Conference carried out by the Archdiocese of Omaha. As a volunteer who has regular contact with the youth of the parish, I agree to abide and adhere to this Charter.

**Your status as a Volunteer:** In performing services in connection with Holy Cross School, you shall operate as, and have the status of, volunteer. You shall not act as or be an employee of Holy Cross School. All of your activities will be at your own expense. As a volunteer, you shall refrain from using your position to secure a special privilege, gain or benefit.

**Treatment of Confidential Information:** In reference to Holy Cross School private information, you agree not to disclose, divulge, copy or reproduce any of the proprietary or confidential information/materials regarding students, staff or curriculum unless authorized to do so by Holy Cross School.

**Representation:** As a volunteer, I do not represent the school on matters of policy, procedure, programs and personnel. When approached with concerns, I agree to refer parents to Principal and/or appropriate personnel. Volunteers should represent Holy Cross School in a helpful, friendly and professional manner at all times. Our existence and effectiveness is dependent upon the goodwill of the parish/school community. The image people form of the organization may be based on their contact with volunteers. For this reason, it is important for volunteers to always represent Holy Cross School in a positive manner and promote the beliefs and practices of the organization.

**Media Contact:** As a volunteer, I do not represent the school on inquiries and matters of the Media. I agree to refer all media contacts to the Principal.

**Attendance and Commitment:** For most of the volunteer programs, volunteers are assigned a schedule and are expected to follow that schedule. Volunteers who are unable to make a scheduled shift are expected to contact their program leader or manager as soon as possible. Volunteers should inform their program leader or manager if they need to resign their position.

**Professional Behavior:** In the performance of duty of Holy Cross School, volunteers should:

- Be polite at all times when dealing with students, staff and visitors
- Treat other volunteers, students, staff with courtesy and sensitivity to their rights and responsibilities
- Take the personal initiative to learn, respect, communicate and adhere to the rules of Holy Cross School
- Agree to a time/task commitment and fulfill that commitment in a timely manner, or else inform the program leader or manager
- Follow reasonable directions from their program leader or manager and those of the organization who have appropriate authority

**Personal Behavior:** As a Holy Cross School volunteer, to the best of my ability, I agree to:

- Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, religion, political belief, or economic status
- Consistently display high personal standards and project a favorable image of Holy Cross School
- Strive to achieve the highest quality, effectiveness and dignity in the process of volunteer work without promoting self-interests
- Refrain from public criticism of fellow volunteers, students and staff

- Be honest and trustworthy
- Respect the privacy of others
- Regularly seek ways of increasing professional development of self-awareness
- Be passionate about what you are performing and be an advocate in the parish/school community
- Respect the dignity of others; verbal or physical behaviors that constitute harassment or abuse are unacceptable

### **Lunchroom Supervision**

We want to use the lunchroom as an opportunity to teach our children appropriate table manners. We also want to try and get the children to eat what the parents expect them to eat and not give it to other children or throw it away.

### **Classroom Volunteer Duties**

There are several duties and activities that might be performed by the volunteers. It is difficult to identify all of them, however, some common duties might be:

- Assist the teacher while he/she is teaching in all subject areas.
- Read and tell stories to our children when directed by the teacher.
- Assist children in performing activities that have been initiated by the teacher.
- Assist with supplementary work for advanced and/or enrichment activities.
- Help tutor students in all subject areas.
- Work with and teach students in small group settings.
- Provide special help, such as drilling with flash cards, spelling, and play activities.
- Work on the computer as directed by the teacher or office staff.
- Assist students on the computer when needed.
- Help maintain bulletin board displays.
- Maintain individual classroom folders of the student's work.
- Assemble materials and equipment needed by teachers.

### **Volunteer Office Duties**

Often there is additional work needed to be completed in the school office. This position will prove to be very rewarding for those individuals who love to interact with both adults and children. Additional office assistance can include filing, making copies, proofreading, typing on the computer, and many more clerical related activities. All volunteers in these areas as well as all areas of the school should keep in mind the importance of confidentiality of all student records or actions.

### **Volunteering While at Home**

Our teachers and the office have extra work that can be accomplished at home. These things may include typing, making flash cards, and many other clerical duties. Contact your child's teacher and/or contact the school office for more information.

## **XVI. PARENT SERVICE PROGRAM (PSP)**

### **Overview**

To encourage involvement among all families at Holy Cross School, the School Board (Now

Principal's Advisory Committee) adopted a parent service program that began with the 2010-2011 school year. This program will reinforce those who already give a great deal of their time to our community while encouraging others to get involved in a more substantial way.

### **Hour Requirements**

40 hours for two parent households  
30 hours for new two parent households  
20 hours for single parent households  
10 hours for new single parent households  
8 hours pre-k families  
5 hours for preschool families  
\$15 per hour buy-out option

### **Administration of the Program**

Members of the Principal's Advisory Committee will oversee the administration of this program. This will include communicating with the school office regarding:

- Promoting the program to new and current families
- tracking of hours
- encouraging and reminding parents to participate
- development and maintenance of list of activities for parents

Families not meeting the required hours will be charged at the rate of \$15 per hour. Any outstanding hours will be billed in July and must be collected prior to registering for the new school year.

Families with 8<sup>th</sup> grade graduates will be billed prior to graduation.

**Hours are tracked per year from July 1-June 30.**

## **XVII. PARISH/FACILITY INFORMATION**

### **USE OF PARISH FACILITY**

All organizations and individuals must submit a calendar reservation form to the Parish office in order to utilize space in the Parish facility

### **Gum Free Facility**

Holy Cross School is a gum free facility. Gum is prohibited at school or parish sponsored events. Students who violate this policy are subject to disciplinary action.

### **Smoke Free Facility**

State law and parish policy prohibits students from carrying and/or using tobacco products on parish/school property or at parish sponsored activities. Students who violate this policy are subject to suspension. Repeated violations may result in an expulsion.

## **XVIII. HOLY CROSS ATHLETIC BOOSTER CLUB**

The Holy Cross Parish Athletic Booster Club is a volunteer parent organization whose mission is to provide athletic opportunities for all students to develop sportsmanship and encourage the growth of

physical, mental, social and spiritual qualities.

### **Responsibilities**

- Organize basketball, baseball, softball, volleyball, track, and soccer programs
- Recruit qualified coaches for teams
- Coordinate fund-raising events to maintain quality facilities and equipment
- Maintain the athletic fields at 60<sup>th</sup> and Center Streets and the regulation sized gymnasium

### **Holy Cross Booster Club Officers**

President: Zach Loneman

Vice President:

Treasurer: Chris Tripp

Secretary: RJ Dovali

### **Athletic Programs**

<b>SPORT</b>	<b>GRADES</b>	<b>CURRENT COST</b>
Basketball	3 <sup>rd</sup> -8 <sup>th</sup>	\$90
Baseball (Coed to 3 <sup>rd</sup> )	K-8 <sup>th</sup>	\$60-\$100
Softball (Girls only)	3 <sup>rd</sup> -8 <sup>th</sup>	\$60 - \$100
Volleyball (girls only)	5 <sup>th</sup> -8 <sup>th</sup>	\$75
Track	5 <sup>th</sup> -8 <sup>th</sup>	\$70
Soccer	1 <sup>st</sup> -8 <sup>th</sup>	\$75
Soccer (Micro Clinics)	Pre K-K	\$45

### **Meetings**

Athletic Booster Club meetings are held the third Thursday of the month. Meetings begin at 8:00 p.m.

### **Calendar of Activities**

#### **Late Winter/Spring Activities**

- Spring Sports Sign-ups (Baseball, Softball, Soccer and Track)
- Basketball practice and season
- Girls (7<sup>th</sup> and 8<sup>th</sup>) Basketball Tournament (Fundraiser)
- Baseball, Softball, Soccer and Track practices and season
- Coaches appreciation night

#### **Late Spring/Summer Activity**

- Fall Sports sign-ups (Volleyball and Soccer)
- Baseball and softball
- 8<sup>th</sup> Grade Sports Banquet

### **Summer**

- Okoboji Soccer Tournament for 5<sup>th</sup>-8<sup>th</sup> grades
- Baseball and softball seasons continue
- Gym floor refinished

### **Fall and Holiday Activities**

- Soccer and Volleyball seasons
- Golf Tournament (Fundraiser)
- Basketball practices and season
- Boys (6<sup>th</sup> and 7<sup>th</sup>) Basketball Tournament (Fundraiser)

## **XIX. HOLY CROSS HOME and SCHOOL ASSOCIATION**

### **Purpose**

1. To support the spiritual and educational development of the students of Holy Cross
2. To enhance the academic performance of our students
3. To facilitate communication and good will between faculty and parents
4. To support the principal and School Board of Holy Cross School
5. To lighten the financial burden when possible

### **Membership**

We ask that each family support Holy Cross School by participating in our Home & School Association. There is no fee for this association, we only ask that your time is contributed in by response to participation requests (via email) and event attendance. One hundred percent of all money collected through fundraising, events, and donations are contributed to support our children, classrooms, school and parish.

### **Officers**

President: Rebecca Duchman

Treasurer: Erin Duchman and Nicole McMillan

Secretary: Alex Daro

Room Parent Coordinator: Kari McElligott

Social Committee: Lauren Sleper and Allisa Kammerer

### **Meetings**

Home & School meetings are published in the school calendar and are noted in the Falcon Flyer. Parents will receive emails (to their provided email address) that include information and participation requests.

### **Volunteer Opportunities**

There are countless opportunities to volunteer within the Home and School Association. These

opportunities count toward your PSP hours.

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