

How the Faculty and Staff Will Meet the Needs of Holy Cross Catholic School

- ✓ The faculty and staff will work to meet the individual needs of each child.
- ✓ The faculty and staff will set a positive example for students to follow.
- ✓ The faculty and staff will maintain open lines of communication between home and school.
- ✓ The faculty and staff will operate in a professional manner.
- ✓ The faculty will meet the Michigan Non-public Schools Accreditation (MNSAA) standards, as it has since its accreditation in 1993.

How the Principal Will Meet the Needs of Holy Cross Catholic School

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

Holy Cross Catholic School will do its best to meet the needs of each student while preserving his or her dignity and strengthening his or her educational foundation.

How Parents Will Meet the Needs of Holy Cross Catholic School

Thank you for choosing a Holy Cross Catholic education for your child. In order for us to provide the highest quality education for your child, and all of the children in our school, we need our parents to do the following:

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

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

NON-DISCRIMINATION POLICY

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

WELCOME

On behalf of our school faculty and parish administration, I would like to welcome you to Holy Cross Catholic School. We are proud to be the parish school for Our Lady on the River Parish, and welcome our parishioners, members of other local parishes and our community. You are all a part of our Holy Cross Catholic School Family.

At Holy Cross Catholic School, our mission is to educate tomorrow's Christian leaders by fostering academic excellence in a Christian community. Our staff is comprised of certified educators with over 140 years of collective teaching experience. We offer numerous programs to meet both the academic and social needs of our students, and we continue to research new offerings to strengthen our students for the world of tomorrow. We call this educating the WHOLE child. We expect our students to be respectful of others and responsible for their own actions.

As a Catholic school, we have a firm foundation in faith. Our students celebrate weekly Mass and the sacraments. They also learn the fundamentals of faith. We welcome students of all faiths, as our goal is to help our students live as Jesus did, and share His Good News with others. We are proud to play a role in the formation of quality Catholic Christian leaders.

Whether you are new to our family or continuing along this journey with us, we pray that you will always be proud to be a part of Holy Cross Catholic School.

In His Service,

Mrs. Amanda Lund
Principal

MISSION STATEMENT FOR CATHOLIC SCHOOLS
IN THE ARCHDIOCESE OF DETROIT

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

CATHOLIC SCHOOLS:

proclaim the Gospel;

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

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

provide a learning environment which fosters academic excellence;

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

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

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

BACKGROUND

Since 1839 the parishioners of Holy Cross Parish have provided the children and families of the Marine City area with the opportunity for a Catholic education. Holy Cross Catholic School continues that historical mission of commitment to the Catholic education of children in partnership with the parents and parishioners.

PHILOSOPHY

Holy Cross Catholic School believes in the educational mission of the Church and the Archdiocese of Detroit as defined by the Catholic Bishops "to impart Christ's message, to build community and to serve as we are called."

We believe that we are part of the larger, Christian, Catholic community which must work together to serve the needs of society.

We believe that it is within this community that each child grows and develops through shared spiritual values, open and honest communication, and respect and reverence for each person.

We believe that the role of education is to foster a love of learning, life, family and country.

We believe that a truly Catholic education embraces the plurality of cultures and creeds as a wonder of God's creation.

We believe that a strong component of the educational process is the shared responsibility of parents, staff, administration, parishioners, community, and students working together to achieve their goals.

We believe in the creative development of each child through exposure to a variety of experiences.

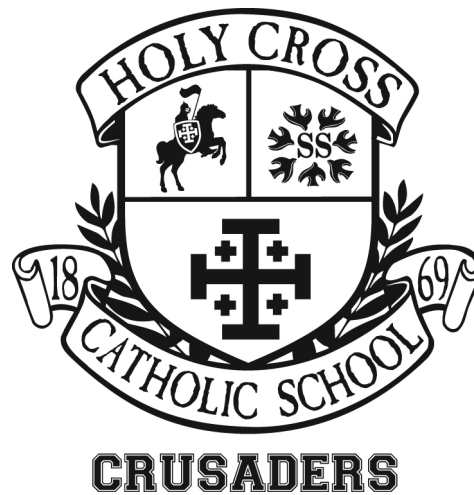
We believe in the strength of character of each child and that every child can learn.

We believe that Catholic education is an inherent right of our children and everything possible must be done to continue to provide that education in our community.

MISSION STATEMENT

HOLY CROSS CATHOLIC SCHOOL

The Mission of Holy Cross Catholic School is to Educate Tomorrow's Christian Leaders by Fostering Academic Excellence in a Christian Community.



ABOUT THIS BOOK

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

ACCREDITATION

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

All homeroom teachers hold valid teaching certificates for the State of Michigan. Several have earned Master's Degrees in Education or are working toward Master's Degrees in their fields.

All religion teachers are certified or are working toward certification as required by the Archdiocese of Detroit.

ACADEMICS

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

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

Courses of study for each grade level are available. As upgrades are completed they will be made available to all parents.

ACCEPTANCE POLICY

All students are accepted into Holy Cross on a probationary basis for two report card markings. During this time the student's academic record as well as daily behavior may be reviewed.

Students entering into the middle school (grades 6, 7, and 8) may be admitted on a probationary basis at the discretion of the principal. One month from the date of entry, an assessment of the student may be made at a conference with or by principal, teachers and parents.

Any new student must present the following:

1. Birth certificate
2. Immunization record
3. Final report card from student's last grade
4. Standardized test scores if available
5. Baptismal certificate (if applicable)
6. Medical authorization
7. Custody order, should there be one in effect regarding the student

ATTENDANCE

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

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

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

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

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

We encourage parents to arrange vacations/doctor appointments so as not to conflict with the school schedule. If, however, it is necessary to have your child excused during school hours, a written notice must be given to the office secretary prior to the date. **No homework is assigned ahead of time.** Students must keep a vacation log of their trip, which will be graded on return. (The vacation log form is available from your teacher.)

It is the student's responsibility to find out and make up all work within one week of returning unless otherwise arranged with the teacher.

TARDINESS

Being late for school is disruptive not only to the student but to the entire class. It takes time for the teacher to explain to the student what he/she has missed. Please show respect for your teachers and classmates by being punctual. The bell at 7:25 am announces the beginning of the school day.

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

Students who are tardy 5 times in a marking period will receive a warning letter. At 10 tardies, the student's parents will be required to attend a truancy meeting with the principal and homeroom teacher.

STUDENT PREPAREDNESS

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

HOMEWORK POLICY

Homework assignments are part of the school program and require parent supervision to promote neatness and accuracy. Parents need to provide a regular time and place where homework assignments can be done. Parents are not expected to help their children excessively, but parental interest goes far in encouraging the child.

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

Each student in grades 4-8 **must keep and use** an assignment book (purchased at the school office), which is monitored by teachers and parents. This responsibility is the student's and must be continued throughout the year. **Failure to produce the assignment book on the request of the teacher may result in a referral slip.** Missing Assignment notes will be issued in grades 4-8 if a student fails to turn in an assignment. The note will state consequences, and requires a parent's signature. (Failure to return a signed Missing Assignment note will result in an automatic referral slip.)

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

WRITING STANDARDS

Students in grades five through eight will be expected to meet certain standards. (These standards may also be adopted by the lower grades at the teacher's discretion.) Spelling and punctuation will be counted on all papers. Every three errors will equal one point off the percentage. All reports are to be written in blue or black pen (EraserMates are acceptable) or computer printed. Students in all grades will use pencils for math. No "gel" pens are allowed. Penmanship will be counted.

Headings are to be standard: Upper right corner
Name
Date
Subject
Page number of assignment
Upper left corner: Student number

INTERNET USE

The Internet is a wonderful resource for teachers and students. It enhances the ability to do research and to interact with people world wide. It provides students and teachers with access to new ideas and materials.

The use of the Internet also brings with it responsibilities. With access to the Internet comes the availability of materials that are not of educational value in a school setting or otherwise. Students will be carefully monitored and supervised during all uses of the Internet. **The use of the Internet is for educational purposes only. Any violations will result in consequences.** Parents and students must sign a yearly "Internet Use Agreement" form before the student will be allowed to use the Internet.

SAFETY

The safety of your child is very important to us. Students are supervised at all times during the school day. Holy Cross church and school campus buildings are not public places: please be sure that, if your student is on site outside regular school hours, he/she is here during only the legitimate after-school activities (with adult supervision) that he/she is involved with. Also, if you are here after school hours (for meetings or other adult business) please make arrangements for your children to be cared for at home: it is unfair to them as well as unsafe for them to have to wait alone in the hallway.

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

RELIGIOUS EDUCATION

The Catholic school is a faith community and the students have many opportunities to express their oneness in the Lord. Morning prayers are said over the public address system and include Bible readings, meditation, and standard Catholic prayers. Classrooms have individual prayer times as part of their religious formation, including prayers before meals.

All students attend Mass every Friday or on the Holy Day of Obligation that week. Special liturgical services are held during the seasons of Advent and Lent and in honor of Mary in October and May. In addition, students attend Adoration when able. Students also have the opportunity to receive the Sacrament of Reconciliation.

On the first Friday of each month a canned food collection is taken at Mass for the community food program of our local St. Vincent de Paul society.

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

Our sacramental program includes parent meetings as well as classroom instruction for the students. Grade 2 - Reconciliation, Eucharist; Grade 8 - Confirmation.

SCHOOL VISITORS AND TELEPHONE MESSAGES

In order to provide a safe and distraction free environment no parent may go directly to the classroom during school hours. Forgotten lunches, books, etc. are to be brought to the office and your child will be notified. Classrooms may not be disturbed! We welcome you to the school and the classroom. We ask only the courtesy of an appointment.

Students may not use school telephones without permission. Messages will be taken in the school office in case of real necessity. **After-school arrangements should be made before the child leaves for school in the morning.**

Please call before 1 pm with any emergency changes in your child's going-home plans, as the secretary's time is limited at the end of the day. If you call later, in the confusion of the moment your message may not be delivered properly.

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

DRESS CODE

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

Conformance to the required dress code is primarily the responsibility of the parents / guardians and the students. The most effective place to resolve dress issues is in the home prior to the student leaving for school in the morning. Teachers are not to be expected to use precious class time to enforce the school's dress code. Once the student arrives at school and is improperly dressed, this brings the problem to school where it then has to be resolved, taking valuable learning time away from both the student and the rest of the class. When a student is in violation of any of the dress code policies, he/she will be sent to the office. **The student will then call his/her parents/guardians to ask them to bring to school the necessary change of clothes or to inform them of the infraction.** *The student will be required to make-up any lost class work due to his/her non-compliance to the dress code while waiting for their change of clothes.* Receiving three "Dress Code Non-Compliance Notification" forms within a quarter will result in an after-school detention. At home suspension, receiving zero credit, will result if dress code non-compliance becomes a habit.

Dennis Uniform is our **official** school uniform provider; however, you may purchase uniforms from Lands End, French Toast or any other source *as long as the uniform adheres strictly to the standards set forth in this year's "Holy Cross Dress Code" publication.*

CARE OF BOOKS AND SCHOOL PROPERTY

Each student is expected to take proper care of the textbooks and workbooks given to him/her for use during the year. School desks and other property and equipment are also to be handled with great care.

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

Any books and/or property that are lost or damaged by abuse become the financial responsibility of the student and his/her family. Textbooks that cannot be found after one week will be considered lost.

MEDICATION

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

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

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

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

If your child is not to participate in gym or other specific activities as required by a doctor, please send a note to the school office.

IMMUNIZATIONS

State law demands that new school entrants provide the school with records indicating compliance with state immunization requirements. The St. Clair County Health Department requires annual updates of waivers for those students whose families do not obtain immunizations for medical, religious or philosophical reasons.

In the event of an outbreak of an infectious disease at school, all students not appropriately immunized will be excluded from classes until the end of the outbreak. All new students must show documentation of immunizations as required by the state of Michigan through the St. Clair County Health Department. The records of students entering sixth grade are reassessed for compliance by the Health Department.

CONTAGIOUS DISEASES

For the welfare of all students, **children who are sick should not be in school.** A child with a fever must remain home. It is the responsibility of the parent to notify the school immediately of any contagious diseases (such as bronchitis, pneumonia, chicken pox, measles or ringworm). The child must be kept out of school until the infectious period is over and/or cleared up. The child must be okayed by his doctor or principal before returning to classes.

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

CHILD ABUSE/NEGLECT

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

CHILD CUSTODY

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

CHANGE OF ADDRESS/PHONE

It is the family's responsibility to notify the school of any moves or telephone number changes.

LOST AND FOUND

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

WATER BOTTLES

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

BUS SERVICE

East China School District provides bus service for East China School District residents. Students are on the high school run and meet a transfer bus at Marine City High School. The transfer bus picks up students after school and takes them back to the High School. Any questions on times for morning pick-up and afternoon, bus numbers, etc. are handled through the bus garage. Any disorderly conduct on the bus will be taken up with the bus driver, parents and principal. For routes and questions, please contact the East China Transportation Office at 810.676.1100; for weather- or emergency-related updates, call 810.676.1101 or visit East China's Internet web site at www.ecsd.us.

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

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

DISMISSAL PROCEDURE

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

If you are picking your child up, **please be prompt**. Please do not park in front of the school. If you must park, **please use the lot** across the street. For the students' safety: line up, single file at the curb. Stay with your car and move ahead as the car(s) ahead of you leave. **Students may cross the street only if accompanied by an adult.** (If your child has not been picked up by 10 minutes after dismissal s/he will be sent to latchkey, and you will be responsible for the minimum one hour latchkey fee.)

FIELD TRIPS

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

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

Parents are often asked to chaperone and, in some cases, provide transportation for the field trips. Chaperons who drive must meet the Archdiocesan standards for insurance and complete a Volunteer Driver form; chaperons may not bring other non Holy Cross children. Whenever possible, a meeting with the chaperons will be held prior to the field trip to explain responsibilities.

CHAPERONS / VOLUNTEERS

Parents or other adult family members wishing to chaperone field trips or otherwise volunteer to work with children are required to complete the Archdiocese of Detroit's "Protecting God's Children" workshop and submit to a criminal background check. The workshop is offered throughout the Archdiocese of Detroit; check at aodonline.org to find a time and location that fits your schedule. The background check is carried out through the parish office; forms are available at the school office.

SOCIAL DEVELOPMENT

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

PARTIES

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

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

No invitations to personal parties may be passed out at school unless they include every child in the classroom.

SPORTS

At Holy Cross, sports are an extension of our academic program. Interest, attitude and effort are qualities that are developed along with athletic skills.

Basketball:	Junior Varsity--boys and girls: grades 5 and 6; Varsity--boys and girls: grades 7 and 8
Cheerleading:	Girls' Varsity--grades 7 and 8; girls' Junior Varsity--grades 5 and 6
Track:	Co-ed team--grades 5-8
Flag Football:	Boys grades 6-8
Volleyball:	Girls grades 7-8
Baseball:	Boys grades 7-8

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

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

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

Student spectators must remain supervised in the gym. All spectators are required to demonstrate good sportsmanship. Students who do not follow these rules may be excluded from attending.

ELIGIBILITY

All students participating in athletics must maintain, weekly, an overall "C" (2.0) average. A "B" in conduct must also be maintained. Eligibility is checked weekly. A student who fails to meet eligibility requirements for two weeks will not be allowed to participate in that sport. Students not meeting the C average in the quarter immediately preceding their sport have a one-week grace period to bring their grades up!

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

DANCES

Grades 7-8 may hold two dances: one per semester. (6th grade may be invited to the spring dance.) Only Holy Cross students may attend; or, when another Catholic school is invited, then only Holy Cross students and students from that school may attend. Once a student enters the Activity Center, he/she may not leave unless his/her parent is there to pick him/her up, or other written arrangements have been made previously with the teacher in charge. A letter will be sent home explaining these details; please read and follow the letter accurately.

The dress code is to be appropriate; teachers will be authorized to refuse entry to (or remove) any student they deem inappropriately attired. Music will be pre-approved by the teachers.

COURTESY

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

GENERAL RULES

1. Follow directions the first time they are given.
2. Use appropriate language at all times.
3. Do not fight or tease.
4. Do not litter or abuse school property.
5. Walk, don't run.
6. Show respect to fellow students, adults, and personal possessions.
7. Leave toys or electronic equipment (e.g. Ipods, CDs and CD players, "Game Boys," Ipods, MP3 players, DVD players, etc.) at home unless okayed ahead of time by your teacher for field trips or other activities. We are not responsible for lost items.
8. Respect the space of others by keeping your hands and feet to yourself.
9. Middle school students may use PDAs at school for their homework assignments. Any other use will warrant confiscation.
10. Students may have cell phones at school only if they are turned off and in their bookbags. Cell phones may not be used during the school day: any phone that is seen or heard by staff during the day will be confiscated and must be picked up by the parent or guardian. Any violation and permission will be rescinded.

CHURCH BEHAVIOR/POLICY

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

LUNCHROOM POLICY

1. Students are to sit appropriately at their assigned table.
2. Keep walking around to a minimum: raise your hand if you need something.
3. Ask supervisors for permission to leave room.
4. Do not share food, money, etc.
5. Keep your table and the area around it (including the floor) clean.
6. Wait to be dismissed before leaving the cafeteria.
7. No throwing things (lunchboxes, hats, food, etc.).
8. No intentional inappropriate noises (belching, gas, etc.).

LUNCH RECESS POLICY

1. Use equipment appropriately.
2. Choose an organized game, or sit down (or stand) to visit.
3. No profanity or put-downs.
4. No running wildly.
5. No toys or electronics.

When outdoors:

6. Do not go out into the street.
7. No pushing, shoving, tackling: keep your hands to yourself.
8. Do not run up the slide or hang on bars.
9. No "belly swinging," standing on swings or twisting swing chains.
10. No standing on benches.
11. During winter, you must have boots and snowpants to go on playground: always wear season-appropriate clothing.
12. Do not pick up or throw snow or kick snow at others.
13. No personal equipment is to be brought by students to recess.

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

CONSEQUENCES FOR DISRUPTIVE BEHAVIOR

There are times when the rules of respect and courtesy are forgotten. A **referral slip** is a notice to parents informing and explaining the infraction by the student. It **MUST** be signed and returned to the homeroom teacher by the next school day. Failure to return the signed referral slip earns an automatic detention for students in grades 3-8. It is the responsibility of the **STUDENT** to take the referral slip home and return it to school the next day.

A student receiving a referral slip for disruptive behavior will be sent to the office and remain there until the teacher sends for him/her (for students in grades K-5) or until his/her next class period begins (students in 6-8). Parents will be called to pick up any student who receives a second behavior referral in a month. Homework must be made up in accordance with school policy.

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

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

CONSEQUENCES OF MULTIPLE REFERRALS

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

If a student reaches *nine referrals*, he or she will serve a *two-day out-of-school suspension*. The student and parent will be required to meet with the DAC. The student and parent will be advised that the student may lose the privilege of participating in field trips and extra-curricular activities, at the discretion of the committee.

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

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

CRITERIA FOR A SEVERE DISRUPTION

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

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

1. Immediate parent/principal conference;
2. In-school suspension/detention;
3. Out-of-school suspension;
4. Not be permitted to attend extra-curricular events.

DISCIPLINARY ACTION

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

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

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

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

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

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

DISCIPLINE CODE

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

MINOR VIOLATIONS: *

- a. Classroom rules are established to insure the proper atmosphere for learning. These rules are to be obeyed by students.
- b. Gym, lunch hour, and playground rules are to be obeyed.
- c. All classwork and homework given to students is to be completed and turned in as assigned (see "Homework Policy").
- d. All students are to be in complete uniform on the days required, and must follow the guidelines given on days when uniforms do not have to be worn (see "Dress Code").
- e. Students are to return any letter or notice, etc., that is sent home for parent signature.
- f. Gum chewing is strictly prohibited at all times; eating in class is allowed only as instructed by teacher.

- g. There are many rules that pertain to safety of the children and these must also be obeyed. Safety rules include, but are not limited to: good behavior during fire or severe weather drills, proper bus behavior, not running in halls or on stairs, not throwing rocks or snowballs, proper use of bikes, etc.
 - h. Dishonesty and/or cheating is not allowed at any time.
 - i. If a child refuses to leave the room when asked, it is an immediate referral
 - j. Verbal abuse - name calling, cursing, racial slurs or derogatory statements addressed to others to cause disruption of the school program or incite violence.
 - k. Failure to attend assigned detentions
 - l. Making obscene gestures.
 - m. Disruptive behavior or other misconduct not listed above that disrupts or interferes with the school program in any way, including harrasment of others, is not allowed.
- * Any of these violations may result in suspension from school. Referral slips may be given for minor violations.

MAJOR VIOLATIONS

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

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

- a. **Arson**: the intentional setting of a fire.
- b. **Insubordination**: refusal to respond to or carry out reasonable and lawful directions of authorized personnel of the school.
- c. **Assault**: an attempt or threat to inflict bodily harm to another; no actual body contact is necessary.
- d. **Battery**: the unlawful intentional touching or application of force done to another person, done in a rude, insolent or angry manner.
- e. **Burglary**, theft, robbery, larceny-stealing money or property.
- f. **Possession of weapons** or other dangerous objects, or objects perceived to be a weapon: carrying, using or storing weapons or other dangerous objects (e.g. matches fireworks, explosives, laser lights, etc.) in the school building or on school grounds, or at school functions (see "Weapons"); or threatening others as if with a weapon.

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

WEAPONS

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

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

GUIDELINES:

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

ILLEGAL SUBSTANCES

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

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

SEXUAL HARASSMENT

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

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

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

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

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

DEFINITION OF SEXUAL HARRASSMENT

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

EXAMPLES OF SEXUAL HARRASSMENT

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

REPORTING SEXUAL HARRASSMENT

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

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

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

CYBER BULLYING / ONLINE HARASSMENT

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive, or abusive atmosphere, including such activity in online postings on social-networks, such as MySpace or FaceBook, will be disciplined, up to and including expulsion.

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

GUIDELINES FOR RE-ADMITTANCE

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

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

APPEALS PROCESS

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

GRIEVANCE PROCEDURE

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

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

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

EMERGENCY CARE

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

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

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

GRADING SCALES

<u>The following scale is used in grades 3-8:</u>			<u>for grade 2:</u>
A	97-100%	3.8-4.0	93-100%
A-	93-96%	3.6-3.7	90-92%
B+	90-92%	3.4-3.5	87-89%
B	87-89%	2.8-3.3	83-86%
B-	85-86%	2.6-2.7	80-82%
C+	82-84%	2.4-2.5	77-79%
C	78-81%	1.8-2.3	73-76%
C-	75-77%	1.6-1.7	70-72%
D+	72-74%	1.4-1.5	67-69%
D	68-71%	1.2-1.3	63-66%
D-	66-67%	1.0-1.1	60-62%
F	65% and below		59% and below

Kindergarten and 1st grade evaluation key:

O = Outstanding: the student consistently demonstrates understanding and/or application of the concept or skill.

S = Satisfactory: as expected—the student performs within the bounds of developmental and learning expectations.

I = Improving: the student is beginning to make progress in his/her understanding and application of the concept or skill.

N = Needs Improvement: needs more time and practice—the student's performance has not yet reached developmental learning expectations: student works below grade level.

PROGRESS REPORTS

At the midpoint of each quarter progress reports are sent home with each child highlighting strong and/or weak areas. In this way we hope to continue to encourage those doing well and give assistance to those whose reports are unsatisfactory at that point. Reports need to be signed and returned to homeroom teachers within 5 days of issuance.

Weekly progress and behavior reports are available by parents' request. These reports will be completed by each of the student's teachers and sent home on Friday; parents sign and return the form to school the next school day. A maximum of three weekly reports will be sent; parents may contact the teacher for a more detailed weekly report.

REPORT CARDS AND TEACHER APPOINTMENTS

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

Report card envelopes must be signed and returned to the homeroom teacher (within one week) after the first, second and third marking periods. If there are any unsatisfactory reports or questions, please make an appointment with the teacher.

PARENT TEACHER CONFERENCES

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

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

RETENTION

Every effort is made, working with the parents, to ensure that each child meets with educational success. If retention is recommended, the decision will be made by the teacher, parent and administration together.

HONORS

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

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

NATIONAL JUNIOR HONOR SOCIETY

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

Students in the second semester of sixth grade or grades seven and eight are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.3 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required. To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, citizenship, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

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

EMERGENCY SCHOOL CLOSINGS

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

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

CAFETERIA / MILK AND LUNCH PROGRAM

By utilizing the U.S. Government School Milk Program, white and chocolate milk are provided for student lunches at minimal cost. Our hot lunch program is provided by Chartwells Corp. A monthly menu is sent home with a different menu entree for each day. Free and reduced price lunches are available to those meeting the income requirements set by the U.S.D.A.; application forms are sent home with each student on the first day of school, and are available throughout the year in the school office. Lunch and/or milk tickets may be purchased at the school office. You may purchase tickets in quantity in advance.

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

Students are welcome to bring lunches from home. Ready-to-eat lunches are encouraged; food that requires microwaving or other preparation distracts the lunch supervisors' attention away from the students.

AUXILIARY STUDENT SERVICES

Holy Cross Catholic does not have the resources to meet the needs of those requiring special education services. However, Federal Exceptional Student Services are provided to us through East China. Available to students meeting the requirements are:

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

LIBRARY

Holy Cross has an excellent library which is available to students on a daily basis. It is staffed by a part time Librarian who presents planned classes in Library Science as well as guiding students in their reference work. It is the student's responsibility to return books borrowed or to pay for the replacement of any misplaced book.

ACCESS TO STUDENT RECORDS

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

SCHOOL PICTURES

All students need to have their pictures taken to be included in the yearbook and in their files. These will be taken in the fall. Parents/guardians may purchase a photo package if they so choose. The order must accompany the student on the day of pictures, and each student must have his own order.

CHRISTMAS PROGRAM

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

TUITION

The costs of educating a child at Holy Cross are contained primarily in tuition. A nonrefundable registration fee is required at the time of registration, along with the book and lunch supervision fees; the remainder of your tuition is divided into ten monthly payments, due on the last day of each month from May through February.

This schedule provides for tuition for each quarter to be paid prior to the beginning of the quarter. Any student whose tuition and/or other fees for the upcoming quarter are not paid by the first day of the quarter will not receive a report card and shall be excluded from class until tuition payments are up to date (unless arrangements have been made in advance, in writing, with the principal).

Tuition is rated as "In Vicariate" or "Out of Vicariate." Registered Blue Water Vicariate parish members may be considered "In Vicariate" if: 1) they are involved in their parish activities and attend Mass on a regular basis, and 2) the parish acknowledges their financial contribution to the parish as commensurate with the obligations of good

stewardship. If granted, "In Vicariate" eligibility will be subject to yearly review and may be withdrawn for lack of support.

Tuition assistance may also be available (to Catholic families with students in grades 1-12) from the Archdiocese of Detroit through its "Stewards for Tomorrow" fund; application must be made in early spring of each year. Application forms are available at your parish office: you are strongly encouraged to apply. The Fr. Bartone scholarship fund offers tuition assistance to Holy Cross parish students; applications are available in the school office. Also, funds made available through the Blue Water Vicariate support program may be available through Holy Cross parish: applications are available in the school office. Other tuition assistance programs may be available; the school office will publicize any it becomes aware of.

Reminder statements are sent out monthly, and will include a copy of your service credit record (through the end of the prior month). Any tuition payment that arrives late will be subject to a \$25 late charge. All fees incurred by any payment to the school not being honored by a bank (due to closed account, insufficient funds, etc.) will be the responsibility of the family.

If a family's tuition account falls two months behind, the student(s) may be excluded from class until one of the following occurs: 1) the account is brought up to date; 2) the family has submitted to the principal, IN WRITING, a satisfactory plan to bring the account up to date; or 3) a plan to bring the account up to date is formulated at a meeting with the parent(s), principal and pastor.

All tuition must be paid in full before records, report cards or other information is released to the parents. If all accounts are not up to date, records will not be released to another school.

FUND RAISING

Because tuition does not finance the entire cost of educating each child, each family is responsible to fulfill service credits at various fundraising activities throughout the school year. A sign-up book is available in the school office. It is the parents' responsibility to sign up. The fundraising requirements are outlined in the annual Service Contract. Being delinquent in service credits will have the same consequences as being delinquent in payment of tuition or any other fees.

PAYMENT OF FEES

All library fees, payment of tuition, replacement of misused books, or any other financial obligations must be paid or the student may be removed from class until all obligations are met.

SENDING MONEY TO SCHOOL

The school, individual classes, and organizations sponsor many fundraising activities. You may choose, also, to send payments for tuition, lunch tickets, assignment books, or other fees to school with your child. For your security, it is advisable to make all such payments sent into school (especially larger sums) by check or money order made out to "Holy Cross" (unless otherwise noted in the specific fundraising solicitation).

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

COMMUNICATIONS

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

1. A weekly newsletter is sent home every Thursday with the oldest child in the family. **PLEASE READ IT!** Every effort is made to include items of interest and upcoming events. Parents are also encouraged to send in articles for the newsletter. (An edited version of the most current newsletter is also posted on the school's website-- www.holycrossonline.net: from the home page, click "Grades PreK-8," then click on "Crusader News and Views" for current and archived newsletters.)
2. A weekly column is inserted in the parish bulletin highlighting school news and events.
3. Teachers may, also, send occasional letters home.
4. A monthly calendar with important events is attached to the last newsletter of the preceding month; a monthly menu for the entrees available in the cafeteria is also sent home as provided by Chartwell's.
5. Room parents play an important role in setting up phone communications.

"TAKE YOUR CHILD TO WORK" DAY

This event takes place on the fourth Thursday in April. If you plan to take your child to work with you that day, you must first complete and return an application form to excuse your child's school absence: ask your child's teacher for the form. A student excused ahead of time to attend "Take Your Child to Work" day with a parent is NOT considered absent from school for that day. After the visit, the student must submit a report on what he/she did that day, along with photos (unless prohibited); failure to do so results in zero grades for the day.

COPIES

Because of the costs of copying and paper, permission slips, newsletters, assignments, etc. will be passed out once. \$0.25 will be asked for each additional page copied.

LATCHKEY

A state-regulated after school latchkey program is available for school children. The program begins immediately after school and is in session until 5:30 pm unless other arrangements have been made with the latchkey supervisor; however, a minimum number of students must be registered each hour to maintain this service. You may contact the supervisor during latchkey hours at 810.765.9074.

The program consists of 1) snack time, 2) study time and 3) activity time. All school rules and consequences apply to latchkey.

Emergencies may happen! It is strongly encouraged that all students be registered for latchkey. There is NO charge to register. Students who have not been picked up by 2:25 will be sent to latchkey and you will be billed. This policy has been implemented to assure a safe environment for your children.

Teachers supervise a study hall until 2:55 pm ONLY for students in grades 5-8 who are waiting for CMC siblings or a CMC bus. (There is NO study hall on days when CMC does not have afternoon classes.)

PARENT-TEACHER ORGANIZATION

The Parent Teacher Organization at Holy Cross is a vital avenue of communication between parents and teachers. Through their coordinated efforts the welfare of the children is enhanced.

A monetary incentive is given each month to the classroom with the largest parent representation present at the meeting. The meetings are held regularly and announced ahead of time in the newsletter and school calendars. Membership is open to all parents/guardians of Holy Cross students and other interested persons.

The P.T.O. has funded many school projects: textbooks, curriculum materials, classroom fans, window blinds replacement, new P.A. system, computer lab and many more.

SCHOOL COMMITTEE

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

Membership shall be for a two year term and comprises a cross section of the parish and school community. Membership is open to any interested person.

BOOSTER CLUB

The Holy Cross Booster Club has continually supported many of the school's needs in addition to taking care of the entire expense of operating our sports program. It is through their generous donation of time, talent and money that we are able to pay our coaches, league officials and fees, and provide students' uniforms.

It is imperative, therefore, that we have the help of every parent with a child participating in our sports program: football, basketball, cheerleading, track, baseball or volleyball.

Every parent is asked to help with the concessions, hall monitor at games and fundraising activities sponsored by the Booster Club.

The meetings are generally held the third Tuesday of each month. Membership is open to any interested person.

SUBSIDY COMMITTEE

This group includes the principal, general fundraising chairperson, chairpersons of all fundraising events and other interested persons. The committee plans and coordinates fundraising activities and supervises the service credit system. The subsidy committee meets monthly; its meetings are publicized in the weekly newsletter. Questions and concerns about fundraisers or service credits can be addressed to the subsidy committee. Meetings are held monthly at a time determined by the members.

MARKETING COMMITTEE

A group of parents and interested persons meets periodically to discuss ways to publicize Holy Cross School and its events. This committee has produced a brochure, ads and flyers. The group is always looking for creative public relations ideas-- membership is open to any interested person.

Student Supplies Needed 2009-10

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

PLEASE LABEL EVERYTHING!!

	K	1st	2nd	3rd
Pencil case (cigar box size)	1	1	1	1 zipping bag
Set of crayons	2(8 only)	1	1(8-16)	1(no more than 24)
Set of washable markers	--	1	1	1
# glue sticks *	4	3	3	3
# bottles of glue (8 ounce)	1	1	1	--
Fiskars scissors, short blade	1	1	1	1
# boxes #2 pencils*	4pencils	1	1	2 *
# pink erasers *	--	2	2	1
# packages pencil top erasers*	--	--	--	2
# red marking pens or pencils	--	--	2	3 *
# highlighters	--	--	1	1
# boxes tissues	2	2	2	3
# rolls paper towels	2	2	2	2
# pocket folders (bottom pockets)	1	1	2	2
1 ruler (12 inches, and centimeters)	--	--	1	1
# packages white lined paper (not spirals) *	--	--	--	2 (wide rule)
rolls Scotch tape *	--	--	1	2
Spiral notebook for journal	--	--	--	2
Pkgs antibacterial wipes for desks	2	2	2	2
Sketch pad	--	1	--	--
(for rest mat:)	\$6	--	--	--
White board marker	--	1	--	--

In addition, ALL STUDENTS NEED:

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

Also--**NO students need binders or "Trapper Keepers"**

	4 th	5 th	6 th	7 th	8 th
Pencil case (zipping bag)	1	1	1	1	--
Set of crayons (no more than 24)	1	1	--	--	--
Set of colored pencils	1	1	1	1	1
Set of washable markers	1 (fine)	1	1	1	1 *
# glue sticks *	2 *	2*	1 *	1 *	1 *
Fiskars scissors, short blade	1	1	1	1	1
# boxes #2 pencils *	2 *	2*	2*	2 *	2 *
# pink erasers *	1 *	--	--	--	--
# packages erasers *	--	--	--	--	2 *
# packages pencil top erasers*	2 *	2 *	--	--	--
# red marking pens or pencils	2 *	2 *	2 *	2 *	2*
# highlighters	1	1	1	1	1
# boxes tissues	3	3	3	2	3
# rolls paper towels	1:A-M	1:A-M	2	3	2
# pocket folders	2	2	4	4	4
1 ruler (inches and centimeters)	1	1	1	1	1
# packages white lined paper (not spirals) *	2 *	2 *	2 *	2 *	2 *
1 roll Scotch tape *	1 *	1 *	1 *	1 *	
Spiral notebook for journal	1	1	1	--	--
Spiral notebook for math	--	--	1	1	1
Spiral notebook for language	1	1	--	1	1
Spiral notebook for religion	1	1	--	1	1
Spiral notebook for science	--	--	1	1	1
Spiral notebook for history	--	--	1	1	1
Pkg (lemon) Clorox wipes for desks	1:N-Z	1:N-Z	2	1	1
Pkg snack-size zip-lock baggies	1	1	--	--	--
Assignment book (purchase at school: \$3)	1	1	1	1	1
# black "Sharpie" fine point markers	--	--	2	3	3
# pkgs. blue or black erasable pens*	--	1 *	2 *	2 *	2 *
Dictionary, optional					
Thesaurus, optional					
Standard graph paper	--	--	--	--	1

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

SCHOOL HOURS

The school office hours are from 7:00 am to 3:00 pm.
 School begins at 7:25 and ends at 2:15 pm.

TUITION AND FEES

A non-refundable \$25/child registration fee is required at the time of registration.

The tuition and fees scale for the 2008-09 school year is:

	<u>Registration</u> <u>Fee</u>	<u>Book/Technology</u> <u>Fee</u>	<u>In Vicariate</u> <u>Tuition</u>	<u>Out Of Vicariate</u> <u>Tuition</u>
1 child	\$25	\$200	\$3280	4220
2 children	50	325	5310	6970
3 children	75	450	7260	9690
4 children	100	575	9210	12,440

LATCHKEY fee: 1 student--\$4.75/hour; additional children in same family: additional \$3.25/hour per child. (A minimum number of students must be registered each hour to maintain this service.) Latchkey phone: 810.765.9074 (during latchkey hours).

SCHOOL LUNCH PROGRAM: Milk (white or chocolate) 40¢.
 Daily lunch: \$1.70.

OFFICERS OF SCHOOL ORGANIZATIONS

	<u>PTO</u>	<u>Booster Club</u>	<u>School</u>
<u>Committee</u>			
Pres.:	Jennifer Laster	Jeff May	
	TBA		
V.P.:	Rachel Ward	Mary Ruemenapp	TBA
Sec.:	Gretchen Rogus	Kim Chaltron	TBA
Treas.:	Teresa Templeton	Laurie Hopton	

Subsidy Committee: Chairperson, Margie Smith

STAFF

Pastor: -Fr. James Lopez
Principal: -Mrs. Amanda Lund

Teachers are:

Preschool	-Mrs. Carolyn Krum	
Kindergarten	-Ms. Rachel Ward	
Grade One	-Ms. Lena Morelli	
Grade Two	-Mrs. Susan Senger	
Grade Three	-Mrs. Julia Rock	
Grades Four and Five	-Mrs. Linda Hanna	
Middle School	-Mrs. Marie Love	Homeroom grade 6 Social Studies grades 6-8 Language Arts grade 6 Homeroom grade 7 Science and Math grades 6-8
	-Mrs. Anna Wade	Language Arts grade 7-8 Homeroom grade 8 Religion grades 7 and 8
	-Mrs. Kathy Sweet	Grades K-5
Library	-Mrs. Margaret Smith	Grade K
Computer/ Media	-Mr. Ralph Knotts	Grades 1-8
Spanish	-Mr. Michael Oberski	Grades 1-8
Music	-Ms. Cristine Ciarlo	Kindergarten
	-Mrs. Madonna Knotts	Grades 1-8
Art	-Ms. Alison White	Kindergarten
	-Mrs. Kathy Sweet	Grades 1-8
Phys. Ed.	-Mr. Michael Bladow	Kindergarten
	-Mrs. Kathy Sweet	Grades 1-8
	-Mr. Dave DuBois	
Latchkey	-Mrs. Margaret Nicaise	