

# Parent and Student Handbook | 2017-2018

## Policies and Procedures

8874 Pardee Road | Saint Louis, MO 63123  
HCA Phone: 314-475-3436 | Fax: 314-270-8233  
www.hca-stl.org

### *Annunciation Campus*

Phone: 314-961-7712  
Fax: 314-961-2157  
Parochial Administrator: Fr. Mike Esswein  
Parish Office: 314-962-5955

### *Our Lady of Providence Campus*

Phone: 314-842-2073  
Fax: 314-270-8233  
Our Lady of Providence Pastor: Fr. Rick Schilli  
Parish Office: 314-843-3570

### *St. Dominic Savio Campus*

Phone: 314-832-4161  
Fax: 314-352-6331  
St. Dominic Savio Pastor: Fr. Paul Rothschild  
Parish Office: 314-351-1268

### *St. Michael the Archangel Campus*

Phone: 314-647-7159  
Fax: 314-644-1433  
St. Michael the Archangel Pastor: Fr. Michael Grosch  
Parish Office: 314-647-5611

### *Seven Holy Founders Campus*

Seven Holy Founders Pastor: Fr. John Brennell  
Parish Office: 314-638-3938

Holy Cross Academy is accredited by the Missouri Chapter of the National Federation of Nonpublic School State Accrediting Associations. Holy Cross Academy is open to students of any race, color, national, and ethnic origin.

## Safe Environment Program (SEP)

All volunteers and employees who work with children at Holy Cross Academy must be in full compliance with the Safe Environment Program (SEP). This includes attending a Protecting God's Children workshop, undergoing a background check updated in even-numbered years, having an FBI fingerprint check if you have lived outside of Missouri within the past five years, and signing the Code of Ethical Conduct. These requirements are mandated by the United States Council of Catholic Bishops and are followed by every diocese in the country. The policies are the Church's attempt to ensure the suitability of all adults who work or volunteer around your children. If you have any questions about your compliance please contact the academy child safety coordinator, Coleta Schwartz at 314-842-2073 or email at [cschwartz@hca-stl.org](mailto:cschwartz@hca-stl.org)

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## Forward

For the Academy to function successfully, staff, parents, and students must work together in a spirit of mutual respect and trust. Basic to this spirit is common agreement regarding the standards, policies, and procedures flowing from the Archdiocesan Policy and Procedure Handbook under which the school operates.

This Student/Parent Handbook contains established policies and procedures for the 2017-2018 school year. Since it is not possible for a handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in the handbook at any time as circumstances may require. When changes are made to the handbook, parents and students will be informed of the change and its effective date in writing in a timely manner.

While the Pastors are available to provide guidance to parish families, questions or concerns regarding school matters are most efficiently handled when the following order of contact is adhered to: Teacher, Principal, President, and Pastor. The following policies are issued for your information and reference.

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## Mission Statement

The Mission of Holy Cross Academy is to provide the highest-quality academic program where each student develops spiritually, intellectually, and socially. Rooted in the message of Jesus Christ and in the Catholic tradition, we strive to prepare our students to live a faith-filled life.

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## Core Values

### *Faith Formation*

Catholicism is an evangelizing faith, nurtured and lived through prayer and in deed. Catholic schools, in all that they do and for every member of the school community, are expected to be purposeful in providing opportunities for this formative process.

### *Academic Excellence*

Every child in every Catholic school is to be given the opportunity to experience academic success. Resources and methodology are combined to provide students with a classroom environment that is challenging, yet nurturing.

### *Community*

Catholic schools are communities of learners, ministers, and servants. Mindful of the task of developing within each community member a personal relationship with Christ, doctrinal instruction, meaningful liturgies, and service opportunities come together in the everyday life of the school community.

### *Social Justice*

Catholic schools can never disregard the Church's special regard for the poor, the ostracized, and the weak. School curriculums will incorporate this mission into both service opportunities and academic instruction.

### *Stewardship*

Only by helping students understand what true stewardship means—a voluntary giving of time, talent, and treasure—can a child grow into adulthood that fully grasps the meaning of “stewards of the earth and of each other.”

## Board of Directors

Holy Cross Academy is governed using a four-tiered system. The final authority is Archbishop Carlson, then the Pastors of the four supporting parishes, the Board of Directors which has limited jurisdiction, and then the president. The pastors select one member among them to serve as the Designated Pastor. This Pastor works directly with the President to ensure the effective management of the academy. All five pastors meet regularly with the President to collaborate on leadership. The Board of Directors consists of people from the four parishes as well as the greater St. Louis area who are committed to the success of Catholic education and Holy Cross Academy. This board is an executive board that deals primarily with strategic planning, general policy making, and finance. Different than a school board, it does not deal with specific curriculum, instruction, or personnel issues. The board meets regularly and has limited jurisdiction in the area of finance. Members of the Board of Directors are nominated by their pastors and once approved by the Archbishop, they serve three-year terms.

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## Faculty and Staff

Information regarding administration, teachers and staff may be found on the Holy Cross Academy website at <http://www.holycross-stl.org/>. Holy Cross Academy personnel may be contacted through A2Z ware or by the email information found on the HCA website.

## Holy Cross Parents Association

Holy Cross Parents Association (HCPA) is a partnership of parents and teachers working together to enhance the learning environment by providing opportunities to enrich the curriculum and learning experience of the students while also providing spiritual, cultural, educational and social opportunities for the entire school community. Information regarding the HCPA and HCPA sponsored events may be found on the Holy Cross Academy website at <http://www.holycross-stl.org/> and on the A2Z ware newsfeed.

## Admission/Registration K-8/Campus Assignments

Registration for children of parishioners will take place after the budget for the coming school year has been approved by the Pastors of Holy Cross Academy supporting parishes. A non-refundable annual registration fee of \$200 per family is due at time of registration. (Early discount reduces fee to \$75.00 if paid by early due date)

Tuition payments are handled through Smart Tuition. Smart Tuition charges a fee for the school year of \$45 per family. Monthly payments are made July through April with the choice of either the 5th or 20th of the month. Families who are able to pay the tuition in full by July 1 will receive a 2 percent discount and will not be required to pay the fee to Smart Tuition. Full payment of the instructional fee (\$150 per student K-8) is due on June 1st of the said school year.

Holy Cross Academy has an out-of-parish fee for K-8 students to reflect the investment our parishes are making in Holy Cross Academy. The actual cost of education is significantly more than our cost of tuition – roughly \$6,500 per child – and our parishes make up the difference. Since the parishes of out-of-parish families are not making this investment, those families will be asked to pay an additional \$500 per child. Any families currently within the Holy Cross Academy system will be grandfathered in at the in-parish rate.

Preschool will also use SMART tuition. If you have grade school child and a preschooler, please list the children on the same SMART tuition registration form. A non-refundable annual registration fee of \$100 per preschool family, unless family has paid the \$200 K-8 family fee is due at registration.

When the number of students exceeds the number of available places, the following priority guidelines are applied for accepting new students:

1. Siblings of current students who are parishioners.
2. Children without siblings in the school who are parishioners.
3. Siblings of current students not registered in parish.
4. Children of parents not registered in the parish.

Requirements for registration for K-8 students are as follows:

1. Birth certificate
2. Baptismal certificate
3. Health records with current immunization information
4. Readiness testing for kindergarten students
5. Copies of all records (health/academic/psychological, etc.) for all transferring students must be examined by the principal and, if necessary, discussed with the parents prior to final acceptance.)
6. Anyone enrolling/entering Holy Cross Academy after the first quarter will pay pro-rated fees for tuition.

A three-month probationary period is in place for all new students.

#### CUSTODY ARRANGEMENTS

In cases in which the parents of the student are divorced or have shared custody, a copy of the portion of the divorce decree or custody agreements, which verifies custody assignments and financial arrangements for tuition payment must be provided at the time of registration and updated throughout the year. Parents who have legal custody are entitled to receive communication, report cards and parent conferences.

## CAMPUS ASSIGNMENTS

**Purpose:** For the continued viability of Holy Cross Academy, it is important to have multiple Grade School Campuses, each of which is vibrant and strong with sufficient numbers of overall students in the Preschool (two year olds and up) through 5th grade levels. This policy addresses the issue of what campus Holy Cross Academy students should be attending. There are multiple goals for this policy, including: (1) to provide that Kindergarten through 5th grade students who are parishioners of a Member Parish with a Grade School Campus can attend school at their Member Parish's Grade School Campus, (2) to have students attend a campus reasonably convenient for them and their families, (3) to establish boundaries for the Grade School Campuses, (4) to provide, in certain instances, for flexibility for students to attend school at a Grade School Campus other than the one they would be assigned to under this policy.

An assumption is made that families who are registered members of a Member Parish will enroll their children for the coming academic school year promptly after enrollment begins in order to assure priority for their children to attend school at the Grade School Campus of the Member Parish to which they belong. Holy Cross Academy will not force a child enrolled at a Grade School Campus of a Member Parish to transfer to a different Grade School Campus in order to accommodate a registered family of the Member Parish.

**Applicability:** All students.

**Certain Terms:** "Member Parish" means the from time to time member parishes of Holy Cross Academy, presently: Annunciation, Our Lady of Providence, St. Dominic Savio, St. Michael the Archangel, and Seven Holy Founders. "Grade School Campus" means a Holy Cross Academy campus located at a Member Parish for provision of education for Pre-K (three year olds and up) through 5th grades. As used in this policy, "registered" means registered with a parish as parishioners of that parish.

**Grade School Campus Boundaries:** means the boundaries of the respective Grade School Campuses. See the drawing attached to this policy (Exhibit 1) for the boundaries.

**Campus Assignments:**

1. **Middle School (6th grade through 8th grade):** So long as there is only one campus for middle school, all middle school students will be assigned to, and attend school at, the Annunciation middle school campus.
2. **Two Year Old Preschool Room:** All two year old preschool students will be assigned to attend the two year old preschool room at St. Michael the Archangel or St. Dominic Savio. Holy Cross Academy will use reasonable efforts to try to assign a child to the two year old Pre-K room closest to the child's residence, but assignments will be made based on availability.
3. **Preschool Students (Three Year Olds and Up):** Subject to availability, all Pre-K students three years old and older will attend Pre-K at the Grade School Campus they would attend if they were new students at Holy Cross Academy attending kindergarten regardless of whether they were previously in a two year old Pre-K room at St. Dominic Savio or St. Michael the Archangel. If there is no availability at the Grade School Campus they would normally attend, Holy Cross Academy will use reasonable efforts to assign a child to the closest Grade School Campus with availability.

- *Examples: Tina Toddler attended St. Dominic Savio as a two year old in St. Dominic Savio's two year old Pre-K room. Tina and her family are registered parishioners of Our Lady of Providence. Tina is to attend the three year old Pre-K at the Our Lady of Providence Grade School Campus.*
- *Tommy Tike attended St. Michael the Archangel as a two year old in St. Michael the Archangel's two year old Pre-K room. Tommy and his family are registered parishioners of Annunciation and according to the Grade School Campus Boundaries, Tommy would attend kindergarten at the Our Lady of Providence Grade School Campus. Tommy is to attend three year old Pre-K at the Our Lady of Providence Grade School Campus as long as there is room for him.*
- *Tammy Tot is five years old and will be a kindergartener next year. She and her family live in the parish boundaries of St. Michael the Archangel and are registered parishioners of St. Michael the Archangel. Because the five year old Pre-K class at St. Michael the Archangel was full, she is attending the five year old Pre-K class at St. Dominic Savio. Next year, in kindergarten, Tammy is to attend kindergarten at the St. Michael the Archangel Grade School Campus.*

4. Grade School Campuses: Presently, there are three Grade School Campuses, one located at Our Lady of Providence, one located at St. Dominic Savio, and one located at St. Michael the Archangel. The following rules shall apply to students attending school at Grade School Campuses.

A. Students and Families Registered with a Member Parish that has a Grade School Campus: All families and students registered with a Member Parish that has a Grade School Campus are to be assigned to attend school at the Grade School Campus at the Member Parish where they are registered parishioners.

- *Examples: Kenny Kindergartener is a kindergartener. He and his family are registered parishioners with St. Michael the Archangel and also live within St. Michael the Archangel parish boundaries. St. Michael the Archangel has a Grade School Campus. Kenny is to attend school at the St. Michael the Archangel Grade School Campus.*
- *Frances First is a first grader. She and her family are registered parishioners with Our Lady of Providence but live within the parish boundaries of St. Elizabeth of Hungary. Our Lady of Providence has a Grade School Campus. Frances is to attend school at the Our Lady of Providence Grade School Campus.*

B. Students and Families Not Registered with a Member Parish but Residing in the Parish Boundaries of a Member Parish that has a Grade School Campus: All families and students who are not registered with a Member Parish but reside within the parish boundaries of a Member Parish that has a Grade School Campus are to be assigned to attend school at the Grade School Campus at the Member Parish whose parish boundaries they reside in.

- *Example: Sue Smith is a second grader. She and her family live within the parish boundaries of St. Michael the Archangel, but are not registered there or at any other Member Parish. St. Michael the Archangel has a Grade School Campus. Sue is to attend school at the St. Michael the Archangel Grade School Campus.*

C. Students and Families Registered with a Member Parish that does not have a Grade School Campus: All families and students registered with a Member Parish that does not have a Grade School Campus will be assigned to a Grade School Campus based upon where the family residence is located in relation to the Grade School Campus Boundaries.

- *Examples: Teddy Thompson is a third grader. He and his family are members of Seven Holy Founders parish. Their residence is on Mackenzie Avenue, which,*

*according to the Grade School Campus Boundaries is within the area of the St. Dominic Savio Grade School Campus. Teddy is to attend school at the St. Dominic Savio Grade School Campus.*

D. Students and Families Not Registered with a Member Parish and Not Residing within the Parish Boundaries of a Member Parish with a Grade School Campus: Subject to the provisions of the paragraph titled “Assignment by Holy Cross Academy of New Students and Families” below, all families and students not registered with a Member Parish and not residing within the parish boundaries of a Member Parish will be assigned to a Grade School Campus based on where the family residence is in relation to the Grade School Campus Boundaries.

- *Example: Fanny Forth is a fourth grader. She and her family live in St. George’s parish boundaries and are members of St. George parish. The Grade School Campus Boundaries provide that students residing in St. George Parish should attend the Grade School Campus at St. Dominic Savio. Fanny is to attend school at the St. Dominic Savio Grade School Campus.*

4. Current Students and Families: The provisions of this paragraph #4 apply notwithstanding any of the rules set forth above. All current students of Holy Cross Academy who will be in Pre-K (four years old and up) through 5th Grade in the 2016-17 academic year are expected to, and will remain, at the Grade School Campus they are currently attending until such student completes 5th Grade. Subject to the rules regarding Pre-K children above in paragraphs #2 and #3, all children to be enrolled with Holy Cross Academy shall be enrolled at the Grade School Campus at which any current sibling is a student for the 2015-16 academic year.

5. Requests to Transfer to a Different Grade School Campus: A family of a student may submit a written request to have their child attend a different Grade School Campus. The written request should be addressed to the principal of the Grade School Campus they are currently assigned to, the principal of the Grade School Campus they desire to attend, and the President of Holy Cross Academy. The written request shall specify the name of the child or children affected, the grade or grades, and shall state the reasons why a transfer to a different Grade School Campus is being requested. The affected principals and the President shall notify the family of their decision, which is final, within 30 days of the receipt of the written request. In deciding on the request, the principals and the President shall consider what is in the best interest of Holy Cross Academy, including class sizes, maintaining a viable number of overall students at the affected Grade School Campuses, having students attend school at a Grade School Campus near their residence, and having students attend school at a Grade School Campus at a Member Parish which they are registered with or within whose boundaries they reside. Absent extraordinary circumstances, no transfers will be permitted during the school year.

6. Assignment by Holy Cross Academy of New Students and Families: Except as otherwise provided in paragraph #4 above, with respect to new students or families enrolling children with Holy Cross Academy who do not reside within the parish boundaries of a Member Parish and who are not registered parishioners of a Member Parish, Holy Cross Academy may require such children to attend a Grade School Campus of Holy Cross Academy’s choice after taking into consideration what is best for Holy Cross Academy, including class sizes, maintaining a viable number of overall students at the Grade School Campus to which they are assigned, which Grade School Campus they would ordinarily attend based on the Grade School Campus Boundaries, and having students attend school at a Grade School Campus near their residence. Holy Cross Academy’s decision is final in this regard. The Grade School Campus selected by Holy Cross

Academy may not necessarily be the closest Grade School Campus in relation to the family's residence.

## FINANCIAL INFORMATION

Tuition payments are an investment in the student's education and religious formation. Tuition payments are also a financial reality necessary to keep the school in business. The Holy Cross Academy Board of Directors and Finance Committee are involved in the setting of tuition and fees each year.

All families are expected to make tuition payments in one of two ways:

- Full Payment - the entire tuition amount is paid on or before July 1st for the upcoming school year. Full payments are to be made directly to the school.
- Monthly Payments - the entire tuition amount is paid in ten (10) monthly installments (July -April). This method requires the family to enroll with a tuition collection service chosen by the school and that the payments will be collected through automatic bank drafts. Payment dates of either the 5th or 20th of the month may be selected by the family. The tuition collection service may charge families a fee for the privilege of paying in monthly installments and this fee is non-refundable to a family in all circumstances (the "Tuition Services Fee").

The tuition for students enrolled after the first class day will be prorated according to the number of school days they expect to be enrolled. Payment may be made in full upon enrollment or using the monthly payment plan however the number of monthly payments may be less than ten depending on the date of enrollment.

Preschool tuition is based on the age of the child and total number of attendance days and full day or morning only. Preschool fees are calculated on a monthly basis. If parents change the number of weekly attendance days, the monthly fee will be recalculated and updated on the next SMART tuition fee. Preschool students are NOT included in the K-8 multi-child discount. Preschool students may qualify for an HCA or parish scholarship. Financial assistance application must be filled out through the SMART program. Preschool tuition payments are made July through April. Families with multiple children in the preschool program will receive at 10% discount off the 2nd child's tuition rate.

Late payments - It is the responsibility of the family to inform the president or business manager of situations which arise which may affect their ability to meet their tuition payments or payment schedule.

- If full tuition is not made by the first day of classes, the family will be required to enroll in the monthly payment plan as outlined above.
- Monthly payments which are missed will incur a \$40.00 missed payment fee, collected by the tuition collection company and may also incur a fee from the family's banking institution. Holy Cross Academy may, in its sole discretion, suspend any student from school attendance if such student's family misses two monthly payments without making acceptable arrangements with the president or business manager of Holy Cross Academy within fourteen (14) calendar days of the second missed payment.

Additional consequences for tuition delinquency will be:

- If tuition is delinquent at the close of the semester, parents will not have access to view student report cards.
- If tuition payments are substantially delinquent at the close of the semester in December and the president or business manager have not been contacted, students will not be admitted to beginning the first day in January.
- All tuition from the previous years must be paid in full by August 1<sup>st</sup> for the student to be readmitted for the next school year.
- If a student's account is delinquent, unless otherwise required by law, the student's records/transcripts will not be released to another school/high school until such time that the delinquency is resolved. Families should be up to date on all financial obligations prior to re-enrolling in February for the next school year. Re-enrollment can be withheld if payment agreements haven't been set-up with the business manager.

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition paid for that school year (minus any monies owed if applicable). After the first day of school, tuition refunds shall be prorated based upon the number of school days the student was enrolled. No refunds of the Tuition Services Fee will be made.

### **FEES/SERVICE FEES**

The following fees are due on or before the date noted and are paid directly to the school:

Registration Fee – Due with registration documents in the spring prior to the year for which the student will be attending Holy Cross Academy. Registration fees will increase after the deadline date. Date set for the early bird deadline will be determined each year.

Instructional Fee K-8: Due by June 1st. If the fee is not paid by June 1 it will be automatically rolled into the amount owed for monthly payments with an additional \$25 fee.

Chromebook Fee (6<sup>th</sup>-8<sup>th</sup>) – Due on or before August 1<sup>st</sup>. Students who have not paid the fee will not be issued a Chromebook for use.

Fees will not be refunded due to student withdrawal.

School property, including Chromebooks, will not be issued to students for whom the Registration, Instructional, or Chromebook Fees have not been paid.

Preschool will offer extended afternoons(drop-in spots) from 11:45-3:00 for an additional \$17.00 per day. Afternoon drop -in spots are limited due to the number of children already enrolled in the full day program. Parents will need to make a request 5 days before the date needed to the preschool director by email and ask the school secretary to add it to the preschool extended day calendar. The date will need to be approved before the child can stay. Parents should drop of the \$17.00 in the school office prior to staying. Parents should not make request to the classroom teacher or by text message.

Lunch Fees- lunch fees are accrued in A2ZWare each day as the lunches are booked. Families are expected to make regular lunch payments keeping their balances below \$100 unless arrangements have been made with the business manager. Anyone owing in excess of \$500 for

lunches will not be allowed to order lunches the following month. Lunch fees are to be paid in full by May 1<sup>st</sup>.

### AFTER SCHOOL PROGRAM

Fees accrued for use of the After School Program will be posted to A2Zware weekly. Families are expected to make regular payments keeping their balances below \$250 unless arrangements have been made with the business manager. All After School Program Fees must be paid in full at the close of semester in December or students will not be admitted to the After School Program in January. All After School Program account balances must be current by May 1<sup>st</sup>, for students to attend the program during the month of May. Families arriving after 6:00p.m. will be charged a \$10 late fee, per child. Families should make every effort to contact the ASP staff to inform of a later than 6:00 p.m. arrival.

Returned Checks – For payments made to the school there will be a \$25.00 returned check fee for all returned checks. After two (2) returned checks form a family, personal checks for future payments may not be accepted and Holy Cross Academy may require payment by cashier's check, wire transfer or in cash. Families with outstanding balances at the close of the school year will not be able to register for summer camp or other extra curricular activities.

If Holy Cross Academy cannot reach an agreement concerning overdue payments with a family, Holy Cross Academy reserves the right to use the services of an attorney or a collection agency to secure payment for such overdue payments. If Holy Cross Academy employs an attorney or a collection agency to collect such overdue payments, the family responsible for such payments shall also be responsible for the fees of such attorney or collection agency incurred in collecting the overdue payments.

## Home Schooling

Prior to accepting a student who has been home-schooled, parents/guardians must provide evidence that the student has been receiving regular instruction.

The student's placement shall be determined by a review of submitted materials and student work samples. If the student's records are not sufficient to determine placement, the student will be given appropriate end-of grade assessments.

Simultaneous enrollment in Holy Cross Academy and participation in a home school is not permitted.

## After School Program-ASP

The After School Program is available at all primary campuses from 3:00 pm until 6:00 pm daily. ASP is available at Annunciation from 2:40-6:00 pm. Families will need to complete a registration form with emergency contacts. If your circumstances should change and you require aftercare during the year, please contact the office at your campus and every effort will be made to accommodate your family schedule. The current fee is \$4.00 per hour per child. The fee is charged for any portion of an hour. Each child needs to have all necessary paperwork

prior to attendance. More information on this program is available through the school office at each campus.

Students may use their cell phone to briefly text or call a parent regarding pick-up during the after school program. Students in the after school program will not be allowed to play games on their phone or talk/text for extended periods of time. Students in the after school program may listen to music with earbuds with volume on a low level. Students are expected to stay in their daily uniform or gym uniform during the after school program.

### **AFTER SCHOOL PROGRAM PAYMENT POLICIES**

ASP fees are separate and not associated with the school tuition. ASP payment will be billed weekly through A2Zware. ASP payment for each month is due on the 10th of each following month for a monthly period beginning September 10 through May 29, being the final payment of the said school year. An ASP payment not received by the 10th of each month will be considered late. If a family carries an outstanding balance for more than 2 months, they will not be allowed to continue using ASP unless a payment plan has been arranged with the Business Manager. Progress Reports and/or Report Cards will also be withheld for students with outstanding balances.

### **AFTER SCHOOL CLASSES**

Through the ASP program, specialty classes and clubs will be available to HCA students. Classes may vary from campus to campus depending on schedules and personnel. Parents will need to enroll their children and pay an additional fee for these classes. Fees and class size are determined by the class sponsor. HCA will send home registration forms and put class information on the website. Students that are disruptive or unable to participate in a positive manner may be asked to leave the class without a refund. Parents will need to be in contact with the teacher or independent company sponsoring the class in regards to supplies and class expectations.

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## **Attendance**

### *Absence*

Appointments and vacations are discouraged during school hours. Because we wish to ensure the safety and responsibility of the children, please call school by 8 a.m. to report that your child or children will be absent. Students will be marked accordingly for tardy, absent full day, absent half day, early out, or short absence. Students are considered absent whenever they are away from school during school hours except for school sponsored sanctioned co-curricular activities (e.g. field trips, enrichment, and remedial programs, etc.). Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

Once present on school property, either before classes begin or during the school day prior to dismissal, students may not leave the school campus without a parent or guardian following the regular “sign out” procedure.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. Each student is allowed nine Parent excused absences in a school year. When a student has accumulated 9 absences in a year, the parent will be asked to meet with the site principal. Future absences may require official documentation (Doctor's note) for every additional absence.

When a student has been absent 10 days or more, consecutively or otherwise, during a grading period, the grade of Incomplete (I) is reported until the student has fulfilled the required work for that grading period.

Absences include:

**Sickness** - All tests and assignments that occur during the student's absence must be completed within three school days of returning to school. Extensions may be granted by the teacher.

**Appointments** - (i.e. medical, dental, or other reasons) Parents are to pick up students at the school office. Upon their return, parents and students need to report back to the office. In the case of absence due to appointments and high school visits, it is the responsibility of the parent to notify the school office and teacher(s). It is also the responsibility of the student to obtain missed schoolwork/assignments and to reschedule any missed tests. The student will be expected to complete the schoolwork/assignments within the same timeframe set by the teacher for the entire class (i.e. when missing a class on a Monday afternoon due to an appointment, the student should obtain assignments from a classmate that evening and complete the assignment in the same time as the rest of the class). Missed tests should be rescheduled for the day following the absence. Extensions may be granted at the discretion of the teacher.

**Field trips** - Unless ill or excused for a verifiable and reasonable situation, students who do not attend scheduled school sponsored field trips are required to attend school on that day and will be assigned academic tasks by the appropriate classroom teachers.

At the discretion of the school administration, permission may be granted for a child to be excused from a field trip. Requests for permission to be excused must be submitted in writing to the school administration at least five days prior to the date of the trip. A doctor's slip may be required of a student absent from school on the day of the field trip if the child has been reported by the parent or guardian as absent due to illness.

**Truancy** - A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials. Students found to be truant will serve a three day in-school suspension, beginning the day of their return to school. Repeated trancies could lead to withdrawal for cause.

**Vacation** - Holy Cross Academy respects the right of parents to remove children from school during the academic term for family vacations. However, teachers are not required to give a list of all assignments prior to the student's departure. All tests and assignments that occur during the student's absence must be completed the day following the student's return to school. Extensions may be granted at the discretion of the teacher. Make-up work and test scheduling

are the responsibility of the student. Students, with teacher approval, may submit in advance long-term assignments or projects that are due during their absence. Students who are present part of a school day and then leave for vacation will be expected, prior to departure, to take any tests or turn in any assignments that were scheduled for that day. Excessive absenteeism will result in a conference with the parents and principal.

### *Dual Enrollment*

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

Holy Cross Academy permits dual enrollment of its students only in other accredited schools. As the primary education provider, Holy Cross Academy is responsible for instructing the student in the core curriculum.

When determining if dual enrollment is a viable option for meeting a student's educational needs, consideration should be given to the educational impact of the student's absence.

A student is not considered absent from Holy Cross Academy when in attendance at the other school. Whenever dual enrollment is established, a written plan is developed and placed in the student's cumulative file. This plan will include specific information regarding:

- The education purpose the dual enrollment arrangement is intended to achieve;
- The amount of time the student will be away from Holy Cross Academy;
- The mechanism by which Holy Cross Academy will receive information from and provide information to the supplemental program, including attendance/absences;
- Transportation to and from Holy Cross Academy.

### *Student Release From School*

Holy Cross Academy students are permitted to leave the school for reasons of illness only after the parent/guardian has been contacted by phone. Only contacted/authorized parents/guardians may pick up a child from school for early release. Parents/Guardians must utilize the "sign out" procedure when picking up students for early release.

Preschool students must be walked into their classroom by an adult and picked up in the designated dismissal area by an adult. Parent/Adult will sign in daily sheet at drop-off and pick-up. Preschool students will not be dismissed to younger siblings.

### *Tardiness*

A child is marked tardy when they are not in the classroom when the bell rings at 7:50 a.m. on each Primary Campus and 7:30 a.m. at the Middle School. When a student is tardy, they must report to the office before entering the classroom. They will be checked in at the office through A2Zware and asked if they need lunch for that day. Students are marked tardy for the first two hours after the students campus day begins. After two hours, students are marked, "Absent Half Day" Preschool students are tardy after 8:00 for the 3-5 year old classrooms and 8:30 for 2 year old classrooms.

Habitual tardiness is unacceptable and unfair to all students because they feel disorganized and instruction is interrupted every time a student arrives (late to the classroom). Please note that 15 tardies in a school quarter will result in a meeting with the site principal for the parent / student. Principals reserve the right to develop school-based consequences for students with excessive tardies.

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## Communications/HCA Logo

Prior to the opening of Holy Cross Academy, a Marketing Committee developed standards as to the appropriate use of the school's logo. A booklet describing its proper usage is available for review in the offices at each of our campuses.

Should you or your organization wish to reproduce the Holy Cross Academy logo for whatever reason, your request needs to be approved by members of the marketing committee or HCA President. The marketing committee meets regularly and the dates are available through the advancement office. Please call 475-3436 x 222 or x 207 to schedule an appointment with the committee.

### A2Z Ware

A2Z Ware is a web-based system that enables Holy Cross Academy to communicate with our school families and vice versa through their preferred email account. A2ZWare also provides parents with student's grades, teacher bulletin boards, monthly lunch menu, family accounts for lunch and aftercare, current news, and a notice of important school dates. We ask that parents do not send out mass A2ZWare messages to other parents. All messages should come through the office. Each family has a username and password. If you have any questions regarding A2ZWare please contact the campus your child is attending.

### Communication Between Staff and Parents

**Purpose:** The purpose is to establish a policy that parents of children attending Holy Cross Academy are expected to abide by in communicating with teachers, principals, and other staff members of Holy Cross Academy. As a Catholic school, the mission of Holy Cross Academy is to support parents in their role as the primary educators of their children in the faith. Important to achieving this goal, is effective communication between parents and teachers about students and their learning. The following guidelines have been created to promote the positive child-focused relationships needed to support student learning.

**Applicability:** All students and parents of students. (Note: Holy Cross Academy has an existing policy applicable to communications from teachers and staff to parents).

Communication between parents and staff is important. In the past, much of this was face to face communication at the school or via written letters. To keep up with technology, Holy Cross Academy uses A2Z Ware, which allows for communication between parents and staff. This policy applies to all forms of communications between parents of students and staff.

1. Be respectful in communicating with Holy Cross Academy staff members, whether you are communicating on the telephone, via A2Z Ware or otherwise.

2. Be respectful of the schedules of Holy Cross Academy staff members. Generally speaking, during the school day, teachers are in classrooms or performing other duties for Holy Cross Academy. The priority of all teachers is educating our students. Responding to messages can distract them from this responsibility. Please give Holy Cross Academy members a reasonable time to respond to your message, at least until the second school day after your message.
3. Reflect on the tone, timing and content of a message before you send it. An angry or poorly written message frequently elicits the opposite of the effect desired. Inherent in the written word is the risk that it comes across to the recipient in a manner you did not intend.
4. If there is a problem, a chain of messages back and forth is not the way to resolve it. Please contact the principal of your child's school and see if you can arrange to speak on the telephone or in person.
5. If your matter is urgent or critical, parents should **always** call the principal's office at the campus which their child attends and not send a message by A2Z Ware or other means.
6. In keeping with Archdiocesan policies, please do not text teachers or staff regarding school matters. All communications should go through A2z and/or staff HCA email accounts.

### *School Directory*

Contact information for our Academy families can be found on A2Zware. The Directory may be accessed by clicking on the Reports tab. The school directory should be only used to contact classmates and staff. Solicitations are strictly prohibited.

### *Calendars*

The calendar of events for the school year may be found on A2Zware. Parents will be notified in a timely manner if and when changes occur.

### *Conferences*

Parent-teacher conferences for K-8 students are held every fall in conjunction with receipt of the first report card. You will be notified of the exact time and date. There will be optional conferences by appointment available at the end of the third quarter. Any parent desiring to see a teacher at a time other than a scheduled conference time is encouraged to do so by making an appointment with the teacher. If necessary, for those students in the Middle School, a "staff conference" can be arranged so that all teachers involved with the student will be able to attend. Each year Preschool offers optional fall conferences with a brief assessment and March conferences.

### *School Meetings*

At meetings to discuss student progress during the academic year, parents or the legal guardians of students may meet with their child's teacher, and in some cases, the principal or preschool director of the campus their child attends, to discuss the child and his or her progress at Holy Cross Academy. Holy Cross Academy recognizes that in certain instances, it may benefit the student if credentialed support specialists such as therapists, counselors or other specialists attend such meetings. Parents or legal guardians desiring such credentialed support specialists attend such meetings shall sign a consent form allowing Holy Cross Academy to meet with such credentialed support specialists to discuss the progress of the child. If the parents or legal guardians of a child would like any party, other than a credentialed support specialist, to meet to discuss the progress of a child with Holy Cross Academy (such as a grandparent or an aunt or uncle), the parents or legal guardians must submit a request for the same at least three school days before the meeting to the principal of the campus; the principal shall grant or deny such

request using his or her reasonable judgment, and if granted, the parents or legal guardians shall sign a consent form allowing Holy Cross Academy to meet with such person to discuss the progress of the child in advance of the meeting.

### *Deliveries to School*

Items brought to school for students (lunches, textbooks, projects, etc.) are to be brought to the office. Delivery will then be made to the proper student's classroom. No items are to be taken directly to the student's classroom. As part of accepting responsibility for one's education, middle school students will not be allowed to call home for everyday items that are part of daily preparedness, such as P. E. uniforms, Chromebooks, and/or assignments.

Flowers delivered to the school for students' birthdays, special events, etc. are also to be brought to the office and will be given to the individual student at dismissal.

### *Weekly Folders*

Each student at Holy Cross Academy will receive a "Weekly Folder." The purpose of this folder is to keep parents informed of their child's progress and to distribute important information that cannot be posted on A2Zware. Your child's weekly work and tests may also be sent in this folder. Parents are encouraged to look at their child's work and go over it with them if necessary. If a second folder is needed for your family, please contact the school secretary so that we may accommodate that need.

We ask the organizations that may have need to communicate through the Weekly Folder to have any enclosure to the school office by 10 a.m. Wednesday morning. The school secretary will include the information in the weekly newsletter. You also may e-mail information to your child's school secretary.

The following items are not considered suitable for inclusion in the Weekly Folder, or through the A2Zware communication system:

- For-profit organization information concerning retail sales, auctions, etc.
- Information concerning private parties or parish school mixers or dances
- Birthday party invitations
- Advertisements for yard sales or private sales of any kind
- Appeals or information from any organization whose philosophy, mission, or goals are contradictory to the accepted teachings of the Catholic Church and Mission Statement of Holy Cross Academy
- Information in any form about programs, products or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school.
- Notification of high school events

## **COMMUNICATION-MEDIA**

Members of the media are to be present on Holy Cross Academy property only as invited guests, and are not allowed to interview students on matters unrelated to the purpose for which they were invited.

## **ELECTRONIC DEVICES**

Holy Cross Academy students have access to computers and other electronic media in both the media lab and classroom settings. Each year, students and parents must review and sign the school's "Acceptable Use Policy".

Student violations of this policy will result in termination of electronic media privileges and, if warranted by the violation, further disciplinary action.

Holy Cross Academy adheres to the current copyright laws governing printed material, videotape, computer software, music, multimedia presentations, and Internet web sites and resources. No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned or borrowed or leased from the school. No students or others may use any form of unauthorized copies of copyrighted materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

## **CELL PHONES, CAMERAS, IPODS, ETC.**

During school hours, student electronic devices may not be seen, heard, or used while at school, or at any school-sponsored activity on or off school property unless approved by the administration. A student violating this policy will have his/her electronic device confiscated. A confiscated electronic device will be returned to the student's parent. A student violating this policy at the Middle School may receive an automatic detention. Continuous breach of this policy will result in more serious consequences.

Students will not be called to the phone during school hours except in case of extreme emergency. If there is a message you must get to your child, the secretary will see that the student receives it. Teachers will be called to the phone during class time only in case of family emergencies.

The office phone may be used by students to call parents in emergency situations. All students must have adult permission before using the telephone.

Unless specifically granted permission, students shall not have electronic devices such as iPods, portable gaming systems, or cameras and CD players during the school day, at any school-sponsored activity on or off school property.

Holy Cross Academy understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not permitted to publicly post any videos, pictures or audio recordings of students at school events unless the

student/parents has the express written permission from the school to do so. This includes but is not limited to online photo-sharing and posting videos to Youtube, Facebook, Snapchat, Instagram, Twitter, or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teacher's permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parents have the express written permission from the school staff member. This includes but is not limited to online photo-sharing and posting videos to Youtube or similar applications.

### **ELECTRONIC READERS (NOOKS, KINDLES, OR OTHER E-READERS)**

At Holy Cross Academy, we value the safety of our students in an ever changing technological society. With this in mind, we want our students to be exposed to approved electronic devices within our school environment in a safe yet enriching manner. Holy Cross Academy will permit the use of electronic reading devices to be used on our school campus under the following conditions:

The device may only be used at school with written parental consent.

- The device must be approved by the Administration.
- The device may only be used for reading. Games, music, shopping for books, use of apps, etc. is not allowed.
- Unauthorized internet access on any Holy Cross Academy campus is not allowed. Since many electronic reading devices have this capability it must be disabled while on the school campus.
- The serial number of the approved electronic device will be logged in the school office with the name of the student to whom the approval was granted. Each device must be approved for use and is specific to the student for whom it was approved. Under no circumstances may a student share his/her electronic reading device with other students.
- Periodic checks may be completed by Administration to ensure that the student is using the logged device in an appropriate manner (reading materials in keeping with the mission of the school). Any unauthorized device or device used in a manner inappropriately will be confiscated immediately and the student will lose his/her privileges for the remainder of the year.

Although a Tablet PC, iPad, etc., may contain e-reader software, these devices are not permitted. Electronic reading devices such as a Nook or Kindle are limited to reading materials and do not have similar capabilities.

Holy Cross Academy is not responsible for lost or stolen electronic reading devices. Bringing the device to school is at your own risk.

Violations of the agreement such as allowing others to use your logged device, using another's logged device or unauthorized usage, is a breach of the technology agreement and will result in

loss of electronic reader privileges for the remainder of the school year and may result in additional disciplinary action if warranted by administration.

## **ONE TO ONE CHROMEBOOK PROGRAM**

All middle school students participate in a one-to-one Chromebook program. The Chromebooks are parent funded purchased through Holy Cross Academy. This purchase includes the Chromebook device loaded with a Google Management System designed for Holy Cross and a three-year warranty for normal use. Students are responsible for adhering to the Student-Parent Chromebook Use Agreement which is updated each year and signed by the student and parent. Google Classroom is used in all middle school classes. Internet safety is important. Each student has an HCA domain which is monitored by the administration and the technology coordinator.

## **SOCIAL MEDIA**

Holy Cross Academy currently uses our school website, Facebook Page and Twitter.Com account to inform our various stakeholders about happenings on our campuses and in our parishes. We reserve the right to adopt other forms of social media in the future if we determine it/they enhance our ability to communicate with one another, our outside stakeholders and/or benefit Holy Cross Academy.

One of our main goals as a school is to provide a safe environment for all HCA stakeholders, including parents, students, faculty, staff and administrators. This is accomplished, in part, by fostering a culture based upon our five core values of academic excellence; social justice; community; stewardship; and faith formation. These values emphasize the dignity of and respect for all persons.

Words, actions, or depictions which violate the privacy, safety or good name of community members are completely inconsistent with that goal.

HCA defines inappropriate electronic conduct as anything of a sexual nature; statements that threaten, libel, slander, malign, disparage, harass or embarrass members of the HCA community, faculty, staff and administrators. In addition, inappropriate electronic conduct includes words and/or statements that can harm the school both internally and how the school is viewed by outside sources.

HCA reserves the right to remove comments on our social media site(s) that comprise the dignity of any community member.

## **TELEPHONE (SCHOOL)**

The office telephone may be used by students only in cases of emergencies. After the tardy bell, students are not permitted to telephone home for missing assignments, projects, gym uniform, lunch, etc.

If there is a need for a student to contact a parent after the tardy bell rings, a member of the school staff will convey the message.

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## Curriculum

Holy Cross Academy offers a curriculum consistent and unified throughout the entire system that will emphasize not only the basic elements of what is considered “quality” education – basic literacy in mathematics and science, appreciation of literature, good grammar skills, and a grasp of our nation’s history – but also what is expected of productive citizens in the 21st century. Skills such as high-level critical thinking, problem-solving, creativity, teamwork, and leadership are hallmarks of the Holy Cross Academy educational program.

### *Core Curriculum*

The Holy Cross Academy curriculum is available online at <http://www.holycross-stl.org/>.

## Class Size/Teaching Assistants

The educational needs of the students will be the primary determination in all class size decisions. Exceptions at all grade levels will be made for classes where larger numbers may be appropriate. Our expectations on class size and staffing are as follows: K-2 with a class size of 25 or below with an assistant assigned at 20 students; grades 3-5 with a class size of 30 or below with an assistant assigned at 25 students; grades 6-8 with a class size of 30 or below. All other matters of class size will be handled pastorally with consultation of the parent(s) and administrator.

Preschool 2 year old will have up to 16 children with 3 staff members, if under 12 students 2 staff members. Preschool 3 year class size is 16 students with 2 staff or 20 students with 3 staff. Pre-K class size is up to 20 students with 2 staff, if over 20 students additional staff may be put in place.

### *Field Trips*

Field trips must have an evident educational purpose. This applies even if the trip takes place outside of the school year. Class visits to places of religious, cultural or educational significance give enrichment to the lessons of the classroom. The administration and faculty determine the appropriateness of school-sponsored field trips.

Each field trip should be a safe, well-planned, educational experience that coordinates with the subject matter being taught.

Field trips that include potentially dangerous activities for students are prohibited. Long trips to distant locations and multi-day, overnight trips are discouraged.

The written consent of parents/guardians must be obtained for every child participating in a field trip.

Field trips are privileges. No student has an absolute right to go on a field trip. Students can be denied participation if they fail to meet behavioral requirements. (See the 'Attendance' section of this handbook if a student wishes to be excused from a field trip.) Parents may be asked to pay an additional field trip fee to cover the cost of busing and/or programming. Parents may request scholarships for field trips if unable to pay the assigned fee.

Since students represent Holy Cross Academy on field trips, appropriate behavior is expected at all times. School uniforms are always worn on educational field trips unless exceptions are communicated by the teacher or moderator of the trip. The teacher oversees supervision during field trips. Any other adults accompanying the students are to assist the teacher with supervision of the students. The administration will approve the appropriate ratio after consulting with the moderator of the trip. No children are to be on field trips except those students in the designated class. The primary responsibility of every adult supervisor is to be actively involved with the activities of the students.

When feasible, bus transportation by an insured carrier will be utilized.

If special circumstances indicate the use of private passenger vehicles, the following criteria are to be implemented:

- Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
- The vehicle should have a valid registration and meet state safety requirements.
- The vehicle must be insured for minimum limits of \$100,000 per person, \$300,00 per occurrence.
- Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting. Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age and who weigh at least 40 pounds but are less than four feet nine inches tall must be secured in a child passenger restraint system or booster seat appropriate for the child. Children who weigh at least 80 pounds or children taller than four feet nine inches must be secured by vehicle safety belt or booster seat appropriate for the child. (Missouri SB 872).
- Every person in the private vehicle must wear a seatbelt or use an appropriate passenger restraint system.
- Adults are not permitted to smoke in the vehicle.
- Drivers/parent volunteers must be in compliance with the "Protecting God's Children" through the Archdiocese of St. Louis.

Volunteer drivers must provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage.

## GRADING for K-8<sup>th</sup> Grade Students:

Holy Cross Academy utilizes Curriculum Based Grading (CBG) and Report Cards (CBRC) for our K-8 students. CBG provides a higher quality of feedback to more clearly communicate information to be used in directing learning and teaching. The student's performance, measured in several ways to check for consistency and fluidity, is assessed using the criteria in the Performance Descriptors listed below. Teachers analyze the students' answers to determine their depth of understanding. They teach the students to self-reflect as well. The CBRC is aligned with the curriculum at Holy Cross Academy.

### **K-8 PERFORMANCE DESCRIPTORS**

PERFORMANCE DESCRIPTOR	EXPLANATION
MASTERY	The student <b>CONSISTENTLY</b> demonstrates an understanding of the learning goal and applies the information, concepts, and skills at an <b>independent level</b> .
ACHIEVING	The student <b>USUALLY</b> demonstrates understanding of the learning goal and applies the information, concepts, and skills at an <b>independent level</b> .
DEVELOPING	The student <b>SOMETIMES</b> demonstrates an understanding of the learning goal by applying the necessary information, concepts, and skills. The student <b>needs teacher support</b> in order to meet the learning goal.
INSUFFICIENT PROGRESS	The student <b>INFREQUENTLY</b> demonstrates understanding of the learning goal by applying the necessary information, concepts, and skills. The student needs <b>reteaching and extra support</b> in order to meet the learning goal.

**\* An asterisk, next to the MASTERY Performance Descriptor, will be used when a student has demonstrated understanding of concepts/skills above their grade level.**

**K-5 LEARNER QUALITIES** (Self-Directed Learner and Quality Producer, Respectful Citizen, Cooperative Learner) will be graded with an *O=Outstanding, S=Satisfactory, &/or NI=Needs Improvement*

### **6-8 LEARNER QUALITIES**

**Participation**-Student contributes ideas in small and large group discussions and puts forth a high degree of effort.

**Cooperation**-Student demonstrates respect toward the teacher, classmates and self; encourages peers, follows classroom rules and procedures; and accepts responsibility for own behavior.

**Assignments**-Student completes work on time, is prepared for class, and follows the directions of the assignment. \*The middle school Learner Qualities will be graded with *Mastery, Achieving, Developing, &/or Insufficient Progress*.

### *Homework*

Homework is given to students to reinforce and practice what has been presented in class, to provide for discovery of new ideas, to stimulate independent investigation, to develop in-depth understanding through long-range projects and to provide for the exploration of additional sources of information. Homework includes written work, study, reading, and research.

Parents can contribute to the process of learning through homework by being interested in the students' work, arranging a space conducive to learning, providing time and space for reading, making sure that completed work is returned to school, and helping the student develop good study habits.

IT IS THE STUDENT'S JOB TO BE PREPARED FOR EACH CLASS.

All assignments are expected to be completed and handed in on time. Each teacher will deal with missing assignments individually by either lowering the grade a specified amount and/or communicating the responsibility to gather assignments, make-up work, and submit the completed tasks to the respective teacher(s).

Parents are expected to monitor their child/children's homework. This can be done by checking the child's progress using A2Zware. If it is determined that a student is experiencing difficulty in completing homework or spending an excessive amount of time finishing their homework the appropriate faculty member should be contacted.

### *Promotion and Retention*

Students are promoted to the next grade level upon satisfactory completion of the required academic work for the current grade level. This includes the achievement of all required skills and the completion of all necessary coursework to the satisfaction of the teacher and/or school principal.

A plan for students who have demonstrated insufficient progress will be made through summer programs or tutoring, and will be developed by the teacher, parents, school principal and learning consultant.

Students may be retained in the current grade level if they have not mastered the concepts and skill sufficiently to be successful at the next grade level.

To graduate from Holy Cross Academy, a student must have successfully completed the minimum academic and religious requirements of the school, maintained a satisfactory attendance record, and demonstrated satisfactory conduct.

### *Religion*

Holy Cross Academy is a Catholic school. Our program, steeped in Catholic culture to evangelize faith through each child's personal relationship with Christ, fosters Catholic identity and infuses faith in every aspect of activity and curriculum

Prayer, both informal and formal, is an integral part of the school day. Daily prayer and the reading of Scripture is incorporated into each school day in order to encourage the student's growth in the knowledge of the love of God and the important part He plays in their lives. We pray each morning as a school community and then throughout the day in individual classrooms.

The Archdiocesan K-8 Human Family Life-is part of the school's Religion curriculum, as is the Archdiocesan Safe Touch Program.

When completing the annual school emergency forms please note that a parent/guardian's signature in the appropriate section gives permission for students to participate in the aforementioned programs. For further information about these activities contact the school office.

### *Standardized Testing*

Each fall, the Iowa Assessments and Cognitive Abilities Tests are administered to all students in Grades 1-8.

Individual student test results are made available to parents at the end of the first quarter.

The above testing is an important aid in monitoring the school's curriculum and measuring a student's progress from year to year.

## **Discipline**

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundations of justice. The Discipline section of this handbook is not intended to cover every student behavior which may require disciplinary action. In all matters of discipline, Holy Cross Academy administration shall be vested with the discretion to respond in an appropriate manner, commensurate to the facts presented.

### *Academic Honesty*

The consequences for a violation of the school's policy concerning academic honesty are at the discretion of the faculty. These consequences could be a signature on the yellow responsibility card or a detention at the middle school, or other action as deemed appropriate by the site principal.

Academic "dishonesty" includes, but is not limited to, the passing of answers on quizzes, tests, or classroom assignments; verbal and/or electronic seeking, receiving, or transmitting of specific information about questions/answers on a test; the lending or copying of homework; use of cheat sheets or their possession in the testing room; and acts of plagiarism.

### *Alcohol/Drugs/Tobacco*

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

All Holy Cross Academy buildings are “Smoke Free” facilities. Tobacco is prohibited on all Academy properties and at Academy sponsored events. According to government regulations there is no smoking permitted in the school buildings for anyone.

The St. Louis County Tobacco Ordinance prohibits possessing tobacco in any form for all children under the age of 18. Also, there is no smoking or possession of any tobacco products for underage students in or within 300 feet of a school building. Fines for anyone caught possessing tobacco or smoking start at \$150. Students found to be in violation of the academy’s tobacco/smokeless policies will be subject to suspension and/or withdrawal for cause from the academy.

### *Classroom Behavior*

Each student in the middle school will be issued a Responsibility Card to help in the reinforcement of their behavior. Each teacher will develop his/her own procedures for dealing with expected classroom behavior and what is accepted and what is unacceptable. If a write up is issued, the student will serve a detention after receiving the third write up. Detention will be served after school.

Some behaviors may result in an automatic detention due to the severity of the action. These are:

- **Anything thrown** either inside or outside the classroom window. **No objects should ever be in the air.**
- **Vulgar/obscene language or gestures**
- **Physical altercations**-i.e. tripping, pushing, shoving, or elbowing, with intent to harm.
- **Disrespect**-especially in language to any adult or fellow student.

Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body may be suspended or dismissed from school (withdrawal for cause).

Suspension means that a child may not return to school until the parents have a conference with the administration. A student under suspension is on probation for the remainder of the semester and may be given a probationary contract that specifically outlines the needs for improvement. A probationary status puts the student in close danger of dismissal. Infraction of rules, disinterest in studies, and excessive absenteeism during this time may result in the student’s dismissal.

If suspended, a student will be removed from his/her peers for the stated number of days either in or out of school. Work will be provided by the appropriate teachers. If suspension occurs during testing time, all tests, quizzes or exams must be made up by the student. Arrangements for testing must be made with individual teachers.

Withdrawal for cause is the permanent end of enrollment of a student in a school. In the Archdiocese of St. Louis, the President or designated Pastor of the school may specify that a student is withdrawn for cause.

Discipline for K-5 students will follow the HCA K-5 Student Behavioral Plan. A parent guide to the plan may be found on A2Zware under the document section.

### *False Messages to School*

Any student who contacts school (telephone, email, written note, etc.) with false or threatening information deemed harmful to any individual member or group of the Holy Cross Academy community or the community at large shall be subject to disciplinary actions deemed appropriate by the school administration.

Any of the aforementioned activities that result in legal violations will also be reported to the appropriate civil authorities.

### *Harassment*

Holy Cross Academy maintains a learning environment that is free from all forms of harassment. No students in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.

Holy Cross Academy investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

### *Student Desks/Backpacks*

The students' desks and lockers are school property loaned to the student for use during the school year. Desks and lockers are to be properly taken care of and will be subject to inspection by the administration or faculty. The school reserves the right to check any desk or locker unannounced. The student is to use the desk or locker assigned to him/her by the homeroom teacher. No student is to enter any desk or locker other than his/her own except when getting homework for a student who is absent.

With good reason, school officials may request that a student empty the contents of pockets, purse or backpack. If a student refuses, disciplinary action may be taken on the basis of that refusal.

The student is responsible for damage to his/her desk or locker and will be required to pay for the repairs.

Nothing is to be permanently affixed to the desk or locker. The school is not responsible for lost or stolen items. Keep money and valuables with you at all times.

School officials with sufficient reasons to do so may search a student's desk or locker.

### *Hazing and Bullying*

Holy Cross Academy prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate contact will be subject to discipline. Such discipline may include, but is not limited to, suspension or expulsion from school. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

Holy Cross Academy employees, sponsors and volunteers shall not permit, condone, or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. Staff will report incidents of hazing or bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate the policy.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of the student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club, or athletic team including, but not limited to, a grade level, student organization, or a school-sponsored activity.

For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or damaging property; oral or written taunts including name-calling, put downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful or cruel texts or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide, or self-harm.

### *Violence (Weapons)*

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore violence is not tolerated at Holy Cross Academy.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon, and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

All reported or observed instances of threatened or actual violence will be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause and legal actions depending upon the severity of the incident.

At the discretion of the Holy Cross Academy administration, acts of severe violence or the use of any weapon may be reported to the appropriate authorities for further investigation.

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## Dress Code/Uniforms

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendoes, or promotes drugs, alcohol, or tobacco is inappropriate for school and is not allowed.

### *General Requirements*

All students should be neat, clean and in full uniform. Students are required to be in uniform during after school programming. Parental written communication is required for any exceptions.

Shorts may be worn from August through October 31st and the first day back from spring break through the end of school year.

It is the responsibility of the student, with the cooperation of the parents, to abide by the uniform policy. The final decision regarding the appropriateness of school attire is at the discretion of the administration.

Hair must be groomed, neatly kept, and of its natural color. It may not be styled in a way to cause a disruption of the school environment or student learning.

### *Uniform Requirements*

One white logo polo is required for K-8 boys and 5-8 girls. White polos may be purchased at the store of your choice and embroidered at Initial Design. Gym shirts and navy shorts are available online through Lipics Engagement.

<b>GIRLS:</b>	
PreK	Royal or light blue screen printed t-shirt with Navy shorts/skirt/leggings Navy polo style dress with or without HCA logo embroidered Jumper: Mayfair 18631B, with royal or light blue shirt under jumper
K - 4	Jumper: Mayfair 18631B Shirt: White or grey polo (Logo polo not required for K-4 girls); White peter pan collar blouse Slacks/Shorts: Navy uniform pants
5	Skirt: Mayfair 868 Shirt: White or grey polo Slacks/Shorts: Navy uniform pants
6 - 8	Skirt: Mayfair 868 Shirt: White or navy polo Slacks/Shorts: Khaki uniform pants
PreK - 8	Sweatshirt: Navy embroidered or appliqué; HCA fleece, logo cardigan sweater <u>Skirts and jumpers should not be more than two inches above the knee.</u>
	Other Leggings: Ankle length black or navy; plain (no lace, buttons, etc.) Socks: White, navy or black and must be visible Tights: White, navy or black Gym Uniform (K-8): Charcoal gray with white HCA logo T shirt or performance material shirt with navy mesh shorts/navy sweatpants-HCA logo optional. The gray gym shirts are being phased out and are allowed for this school year only. Shoes: Brown or black leather or unadorned tennis shoes are permitted. Please no black soled shoes that will scuff the floors. No hiking boots, flip flops, CROCS or sandals or inappropriate heels are allowed. No Converse hi-tops allowed in gym class.

**BOYS:**

PreK	Royal or light blue screen printed t-shirt with HCA logo, navy athletic or elastic type shorts/pants
K - 5	Slacks/Shorts: Navy uniform pants-No cargo style, black, brown, or navy belt Shirt: White or grey polo
6 - 8	Slacks/Shorts: Khaki uniform pants-No cargo style. Black, brown, navy belt Shirt: White or navy polo

PreK -8	Sweatshirt: Navy embroidered or HCA fleece
Other	<p>Socks: White, navy or black and must be visible</p> <p>Belt (K-8): Black or brown</p> <p>Gym Uniform (K-8): Charcoal gray with white HCA logo T shirt or performance material shirt with navy mesh shorts/navy sweatpants-HCA logo optional. The gray gym shirts are being phased out and are allowed for this school year only. Shoes: Brown or black leather or unadorned tennis shoes are permitted. Please no black soled shoes that will scuff the floors. No hiking boots, flip flops, CROCS, or sandals are allowed. No Converse hi-tops allowed in gym class.</p>

- No make-up, including eye makeup, or jewelry, except for religious medals, watches, and post earrings which do not fall below the earlobe will be permitted. No unnatural hair coloring (i.e. red, green, orange) will be accepted.

### *Out-of-Uniform Day/Birthday Guidelines*

There are various days during the school year (birthdays, holidays) when the students are allowed to dress out of uniform. We recognize the popularity of the current styles, but do please realize these may not be appropriate for school, especially a Catholic school. (i.e. tight fitting tops and pants, short skirt lengths, strapless tops, cut off shorts, midriff-baring tops, yoga pants, or pajama pants).

- Jeans are allowed but may not be faded or have holes, no hip huggers.
- Shorts may be worn from August through October 31st and the first day back from spring break through the end of school year.
- Tops/shirts should have sleeves and be able to be tucked in the jeans and slacks.

If the clothing worn by the student is considered inappropriate for school, the student will call their parent to bring a change of clothing. This inconvenient and potentially embarrassing situation can be avoided by making sure that your child is appropriately dressed on out-of-uniform days. If appropriate attire is not worn, the student will not be allowed to participate in future out-of-uniform days.

Birthdays may be celebrated on the particular day or a designated day arranged with the teacher. If it falls during the summer the student should celebrate it on the half-birthday.

## Emergency Procedures

To assure the safety of each student in the event of an emergency, specific drills are held periodically to familiarize students and teachers with emergency procedures.

### *Emergency Forms*

At the beginning of each school year, forms are sent home asking for important information concerning your child and you. These forms will be kept on file so that we may contact you in

case of an emergency. In cases when parents cannot be reached when your child is ill, there will be a place for you to list names of other contact people. Please also edit your account with current information on A2Zware as helpful resource for HCA.

Please update this information throughout the year as needed. If there are any changes, please contact the school office.

Holy Cross Academy parents are also advised to:

- Make certain that your child/children understand and use the safest and most direct route to and from school.
- Make certain that your child/children understand where to go when an emergency arises en route to and from school.
- Be aware of, support and reinforce the emergency procedure information your child receives at school.
- If a disaster should occur while your child is attending school report to student pick up areas designated by special signs and sign out your child/children before taking them home.

### *Snow/Inclement Weather*

Parents will be notified through School Messenger if there is a change in the school schedule, including Snow Schedule, School Cancellation, or emergency information. Parents should not opt out of School Messenger, as this is the primary communication method for school wide broadcasts.

If weather conditions indicate opening school at the regular time would be hazardous, but does not warrant the school being closed the entire day, a “Snow Schedule” will be announced. When the “Snow Schedule” is in effect, classes will begin at 9:30 am for all campuses. Doors open at 9:00 a.m. There will be no supervision of students available before 9:00 a.m. Consideration for those carpooling to multiple campuses will be taken into account.

Information pertaining to cancellations or “Snow Schedule” will be listed on the Storm watch on KMOV-TV (Channel 4) and KSDK-TV (Channel 5). Information also will be posted on [kmov.com](http://kmov.com) and [ksdk.com](http://ksdk.com).

In the event that school needs to be canceled once classes are in session due to a non-weather emergency, every effort will be made to contact you via email and phone calls. Information will also be broadcast on KMOV-TV (Channel 4) and KSDK-TV (Channel 5). All students will be cared for until parents arrive.

Once classes are in session students are not dismissed early due to inclement weather.

## Health (Student)

Holy Cross Academy maintains a health record for each student and follows the recommended policies and procedures on communicable diseases established by the Missouri Department of Health and the Health Guidelines for Catholic Schools in the Archdiocese of St. Louis.

## Child Abuse/Health

The faculty and staff of Holy Cross Academy are required by state law to report suspected cases of child abuse to the Missouri Division of Family Services.

Except at the directions of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents/guardians and provide them the opportunity to be present.

### Mandated Reporters:

Mandated reporters are those who are required by law to report suspected child abuse. This includes but is not limited to Archdiocesan personnel who have responsibility for the care, custody and control of children, such as

- Principals, Teachers and other School Personnel
- Clergy and Religious
- Pastors and parish staff
- Agencies and Offices that serve children

Missouri law requires that a mandated reporter make the CA/N report himself/herself rather than delegating that responsibility to a supervisor. Questions regarding Archdiocesan Policy on the reporting of abuse may be directed to the Office of General Counsel, the Office of Child and Youth Protection or the Safe Environment Program Office. It is required that suspected child abuse be promptly reported for the safety and wellbeing of children.

### Reporting Requirements

A person is required to report when he/she has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or when he/she observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect. "The person who initially suspects/observes the abuse must make the report himself/herself, and cannot delegate this responsibility to someone else, including that person's supervisor." All adults in the Archdiocese employed or volunteer, who have regular contact with children, are required to complete the Protecting God's Children Program. This program teaches participants how to identify potential or actual abuse situations.

### Investigation Process

Suspected child abuse or neglect should be promptly reported. Missouri law mandates that an internal investigation of suspected abuse cannot be undertaken until the suspected abuse is first reported to the DSS Hotline or Law Enforcement. The Archdiocese may then investigate the allegation after the hotline report has been made. This will be done in consultation with the DSS

Hotline workers and/or Law Enforcement so as not to impede their investigation. The internal investigation is generally carried out by designated persons in the Office of General Counsel, the Office of Child and Youth Protection, the Safe Environment Program Office, the Vicar for Priests, and the Education Office as indicated. The Archdiocesan Review Board will generally be involved in the internal investigation process

#### Search and Seizure

All lockers, desks, etc. are school property and as such are subject to search by school officials. Furthermore, Holy Cross Academy reserves the right to search any item brought onto school property such as a student's jacket, purse, backpack, auto, or the like.

#### *Illness and Injury*

Holy Cross Academy maintains an emergency form for each student indicating the parent/guardian wish for the handling of any physical/medical emergencies for their child. This form bears the signature of the parent/guardian and is updated yearly.

If a child has been ill with a fever, he/she should not attend school until he/she has been fever free for 24 hours without fever reducing medicine. Fever is defined as a temperature of over 100.4 Fahrenheit. Preschool families should see additional health guidelines in preschool packet.

#### *Administration of Medication at School*

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities.

If a student requires either prescribed or over-the-counter medication, the following must be in place:

- The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner; signed and properly filed with the school.
- The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to school.
- Written consent of the parent/guardian for school personnel to administer the medication.
- The medication in original container and packaging. This includes cough drops, ibuprofen, tylenol or vitamins. These medications must be kept in the school office with instructions from the parent.

Written orders from a physician should detail:

- The name of the student
- The name of the medication
- Dosage
- Time interval the medication is to be administered. If the medication is given on an "as needed" basis, it is necessary to state how often the medication can be given.

- Diagnosis or reason for medication

The school may request from the parent the right to call the physician to clarify a medication order.

If there is any change in the dose or timing of the medication, the physician must submit the change in writing. This may be faxed or mailed to the school your child is attending. A parent may not give permission to administer medication differently from the physician's order.

### *Head Lice*

If it is determined that a student has contracted head lice, the school nurse/office staff will examine the class and all siblings of the infected student and send home a letter to the appropriate classroom(s).

The letter will contain information regarding the procedure for removal of head lice.

Students with head lice will be excluded from school until they have been properly treated. Before a student may be re-admitted the school nurse/office staff must check for any remaining nits or lice.

### *Life-Threatening Medical Conditions*

Parents of those students with significant or potentially life-threatening medical conditions must provide Holy Cross Academy with the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment. Parents of those students with life-threatening medical conditions are strongly encouraged to contact the child's teacher prior to the first day of school to discuss the child's medical condition and emergency plan.

If a student has a life-threatening medical condition requiring emergency medication to be given at school, it is mandatory for the parent to provide the emergency medicine with proper administration instructions to the school. The emergency medication must be provided to the school prior to the first day of school. Failure to do so will result in the child being withheld until the emergency medication is provided.

### *Physical Examinations*

Holy Cross Academy students that have not attended any of the campuses in the past are expected to have a complete physical examination upon entrance into school. Preschool students must have a physical prior to starting school. Preschool parents should submit new immunizations to the school office as immunizations are received each year. If they receive a physical for kindergarten, it is not required for first grade. They must also receive a physical at the beginning of third and sixth grades. The forms will be given out at the time of registration or may be picked up in the school office. These forms must be completed and signed by the physician and returned by the first day of school. The students cannot attend class if the forms are not returned to the school office.

### *Immunizations*

According to Missouri School Immunization Requirements, all students' must present documentation of up to date immunization status, including month, day and year of each

immunization before attending school. Failure to do so will result in the child being withheld from school until documentation of up to date immunizations is provided. For a complete list of school immunizations, please search “Missouri Immunization Requirements

In accordance with Section 210.003.7, RSMo, the parent or guardian of a child(ren) enrolled at Holy Cross Academy may request notice of whether there are any children enrolled at our school with an immunization exemption on file. If you would like to request this information, please contact the Building Principal or Preschool Director and the information will be provided to you. Please note that the name or names of individual children or grades are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our school with an immunization exemption on file.

### *Immunizations-Allergy Prevention and Response*

Under state and federal law, Holy Cross Academy has the responsibility to provide a safe environment for students with life-threatening health conditions, including allergies and anaphylaxis, while striving to maximize inclusiveness to the greatest extent possible without sacrificing safety. All faculty and staff receive training concerning life-threatening allergies prior to the beginning of each school year.

In order to provide a safe environment to all of our students, celebrations/special events such as parties, holidays, and other school events that may include food, must be planned for with the goal of providing the same food/treat for all children. A list of safe foods for children with life-threatening food allergies is posted on the HCA website. Please consult with the teacher and the website prior to sending food to your child's classroom for class treats or class projects.

Food projects are discouraged for class projects in order to prevent accidental contact with potential allergens. Room captains will provide a list of nut-free food options before holiday parties. Some areas of the school may be designated "Nut Safe Area", or other allergies as medically necessary. These areas may include nut-free lunch room tables and nut-free classrooms.

Please refer to the "Holy Cross Academy's Guideline for the Allergy Prevention and Response" document for more detailed information. For a copy of this guideline, please contact the HCA school nurse.

### *Hearing and Vision Screenings*

Students in Pre-Kindergarten – 8th grade have the opportunity to be tested each year for vision and hearing.

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## Liturgies

Each k-8 student in the Holy Cross Academy system will participate in liturgies at minimum of once per week. When attending Mass, students should be dressed in jumpers or the Holy Cross Academy logo shirt with the school uniform. Preschool students will attend Mass at various times throughout the year.

The following days are generally scheduled as Mass Days at each campus:

- Tuesday: Annunciation Campus
- Wednesday: Our Lady of Providence Campus and St. Dominic Savio Campus
  
- Friday: St. Michael's Campus

There will be All-Academy Mass Days. Please refer to the calendar for specific dates and times. Drop off will be at that campus and transportation will be provided back to the student's site unless otherwise noted. All parents are encouraged to attend and help us celebrate these special Masses.

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## Lunch

Students have the option of bringing their lunch every day or purchasing a lunch from the Holy Cross Academy lunch program, which is served Monday-Thursday. All lunches will need to be preordered on A2Zware during the prior month. Parents will be informed when preorders are open and when they are locked each month. Please realize that if you do not preorder by the locked date your child will not be able to enjoy the main entree for that upcoming month.

If a student needs lunch and didn't pre order they are always able to order a turkey sandwich. The cost of lunch is: Middle School-\$3.50, K-5-\$3.25 and preschool-\$2.25. After lunches have been preordered through A2Zware, you will need to send in the lunch money due for that month to the school office and the payment will be posted to your family lunch account.

Preschoolers enrolled in the 2 year old program will have lunch from the school cafeteria daily. 2 year old preschoolers may not bring a lunch from home, due to the students eating within the classroom. 2 year old lunch is included in the cost of tuition for full day students and should not be ordered online.

On Fridays, students have the option of bringing their lunch or participating in the pizza fundraiser lunch. Friday pizza lunches are also pre-ordered on A2Zware, same as school lunches. You may include Friday pizza payments with your school lunches.

During lunch periods, all students are expected to stay seated and exhibit proper manners. No one needs to get up once they are seated. Once the table and surrounding area are cleaned, students will be dismissed to either participate in recess or to return to class. All food and drink must be consumed in the cafeteria. If a student forgets a lunch at home, a turkey sandwich will be ordered through the cafeteria for the student. Families will be billed for the lunch. Parents may not bring a fast food lunch or soda for students to eat in the cafeteria.

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## Observations/Tours

Parents wishing to observe a particular classroom/tour the school must make arrangements to do so through the school office. Observations/tours will be scheduled for times that create the least distraction/disruption for students and faculty.

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## Parties/Classroom

All classroom parties are planned with the input and consent of the homeroom teacher. Room Parents are expected to prepare for parties within the guidelines established by the school and the homeroom teacher.

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## Preschool

At Holy Cross Academy, our Preschool program strives to accommodate each child as the special and unique individual that he/she is. Our curriculum is designed for children between the ages of 2 and 5 years. Each child will progress through the curriculum at his or her own rate. Staff members will focus on the total development of the child and set goals for both social emotional and pre-academic skills.

We believe that children learn by doing, and we will provide activities that will stimulate their curiosity and creativity. We will strive to foster a positive self-image, build self-esteem and stimulate each child's intellectual, social, emotional and physical development.

Registration for the preschool program will begin Feb. 1 for parishioners and HCA families. Open registration will begin after Feb. 15. Preschool rates vary depending on the days attended by the child. Please contact the preschool director for a tuition agreement form or pricing information. A \$100 registration fee is due for families with only preschool age children. The Holy Cross Academy Preschool Program is a fee-based program and is NOT included in the multi-child K-8 tuition rates. Preschool tuition differ based on the classroom program. If more than one child from a family is attending the preschool, separate forms need to be signed for the Two Year Old and the Three-Five Year Programs.

Preschool students need to be two or three years old by July 31<sup>st</sup>, to start in August. Preschool enrollment and class placement is determined by the Preschool Director, with teacher recommendations. Preschool students entering the 3, 4 and 5 year old classrooms need to be fully independent in the bathroom. Bathroom independence includes but not limited to: pulling up and down pants/skirts, wiping, flushing and making needs known to staff members. If a

child displays inconsistent skills in the bathroom or has multiple accidents in a week, staff members will contact parents and discuss the child's needs. The Preschool Director may put a hold on the child's enrollment until accidents are resolved during the school day. Parents may be asked to make other arrangements for their child while the potty training process is finished. Moving children to a 2 year old classroom usually isn't available due to class size.

## Sacraments

Holy Cross Academy students, while enrolled in the full-time school, usually receive the sacraments of First Reconciliation and First Holy Communion while in the second grade and Confirmation in the eighth grade. First Reconciliation usually occurs during the first semester, with First Holy Communion scheduled during the spring. The date for Confirmation is determined year to year by the Archbishop. During the seventh and eighth grades, students prepare for the reception of this sacrament. For all three sacraments there are preparation meetings that parents/guardians need to attend. Opportunities for Reconciliation are offered to all students throughout the year.

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## School Supplies

A written list of needed school supplies per grade level is posted on the Holy Cross Academy website and A2zware. All supplies should be clearly marked with your child's name. Also, please mark coats, jackets, sweaters, backpacks, and any other item that could possibly be lost. All lost items are initially placed in the "Lost and Found" container outside the cafeteria. They are then displayed on a table in the cafeteria before they are donated to the St. Vincent De Paul Society or some other worthy organization.

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## Security

All students and parents are to use the main entrance when arriving and leaving the buildings. The doors will be locked during school hours. For the safety of our students, everyone is expected to stop by the office to sign in. Delivery of forgotten items should be made to the secretary, who will deliver them in a timely manner. Parents should not use keys, passcodes or magnetic cards, there were provided for extra curricular activities held after school hours, to gain access to the building during school hours or to retrieve child's school work after school hours. Parents should use the main school entrance and sign in to the school office.

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of Holy Cross Academy is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

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## Service

During the school year, Holy Cross Academy students are involved in a variety of projects (age-appropriate) that seek to engender a sense of service to classmates, school, and the larger Parish and societal communities.

Service projects comprise a significant portion of the students' preparation for the sacrament of Confirmation and students are encouraged to continue service projects following the reception of this sacrament.

## Student Records

*Access to student records by parents:* Parents and guardians have the right to inspect and review the official active files of their children. Non-custodial parents will not be given access to copies of student records and staff will not be available to discuss the student's records, unless a court order providing otherwise is filed with the school. Copies of such orders must be included in the student's record.

*Access to student records by others:* The right of school personnel to access the records of students is limited to those who have legitimate purpose for the information the record contains. This includes teachers, guidance counselors, administrators, and special education personnel. In addition, the person must also have a professional responsibility for a specific student or a clearly identified group of students.

*Transfer of records:* There will be no release of student records to other schools, institutions, agencies, or individual without the prior written consent of a parent/guardian, or the former student if age 18 or older. Official records are not released to parents but are transferred directly from the school to the institution designated to receive them. If there are any unpaid balances on the students accounts records will not be sent until they have been paid in full.

School guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at Holy Cross Academy. These should be kept in a professional manner and in a format which allows the information and the date obtained to be readily identified and understood.

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution will only be done with the specific consent of the student's parent or guardian. This applies to providing both written and/or oral information.

Student's records may be released without prior consent to the courts when subpoenaed.

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## Textbooks

All textbooks are the property of the school and are on loan to the student for the school year. The books must be returned in good order at the end of the year. Any books, including library books, lost or defaced, must be paid for by the student or parent. Notice of cost will be given at the end of the year and will be based upon replacement value.

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## Traffic Safety/Parking Lot Procedures/Bicycles

### *Arrival and Dismissal/ Bicycles*

Please adhere to the arrival and dismissal policies as outlined at your child's campus. These procedures can be found at the Holy Cross Academy website.

Bicycles **MUST** be walked across the school grounds and parked in the school bike racks. Bicycles should be locked. The school cannot accept any responsibility for missing bicycles. Riding double on a bicycle is never permitted. For each child's safety, the school highly recommends that helmets be always worn while riding bikes.

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## Transfers

Holy Cross Academy will request a copy of a cumulative record from, or forward a copy of cumulative record to, any parochial school in the Archdiocese of St. Louis. If transfers are being made to a public school outside of the Archdiocese, a copy of the student's cumulative record will be sent upon the request of the receiving school.

If a student is entering Holy Cross Academy from another school, please authorize the school from which the child is coming to release to us the child's cumulative academic and health records. A student transferring from a public or private school may be accepted into Holy Cross Academy after a thorough inquiry regarding the motivation for the request for admission. In addition, the standard requirements for admission to Holy Cross Academy would apply.

Public school students from public school districts directly affected by a mandatory Court order for integration may not be accepted into Catholic Schools.

Students may be accepted into Holy Cross Academy on a conditional basis, provided all standard admission criteria have been met and after a thorough review of the student's previous school records and all records relating to any special needs of the student. The conditions for acceptance will be communicated to the parents/guardians in writing.

Home-schooled students may be accepted only after evidence that the student has been receiving instruction has been provided by the parents/guardians.

Schools of the Archdiocese of St. Louis may enroll or allow the attendance of foreign-born non-immigrant students, if they possess appropriate U.S. Immigration and Customs Enforcement (ICE) documents. Schools must contact the Catholic Education Office before making an admission decision and must follow designated procedures. Foreign-born persons of school age who have entered the United States on B1/B2 tourist visas are not allowed to attend

school. Failure to comply with ICE procedures and regulations could jeopardize a student's ability to enter or remain in the U.S. and cause the school to be found in violation of U.S. immigration laws.

## Treats

Students may dress down out of uniform on their birthday or half birthday in appropriate attire. In consideration of parent requests and our overall wellness plan, please do NOT bring edible treats or goodie bags to celebrate birthdays or other events during school hours.

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## Tuition

### *Tuition – K-8*

Below outlines the tuition for the 2017-2018 school year for Holy Cross Academy:

- One child = \$4,900
- Two children = \$7,250
- Three Children = \$7,900, Four Children = \$8,470, Five Children = \$9,000
- Registration Fee: \$200 per family
- Instructional Fee: \$150 per student, K-8
- Out of parish an additional \$500 Per child, K-8

Please know that financial assistance will still be available through your parish. The administration of Holy Cross Academy will work closely with the pastors to find support for any family who struggles to meet their financial obligations to the school.

### *Tuition – Preschool*

Preschool rates vary depending on the days attended by the child. Please contact the preschool director for a tuition agreement form or pricing information. The Holy Cross Academy Preschool Program is a fee-based program and is not included in the multi-child tuition rates for K-8. If a family only has a preschool child(ren) the registration fee is \$100 per family. If a family has 2 or more children enrolled in preschool during the same year, a 10% discount will be given on the 2nd child's tuition.

## Volunteers

There are many opportunities for parents/guardians to assist in the activities at Holy Cross Academy. Some of the major areas for service are shown below.

- HCPA Events
- Athletics
- Cafeteria/Pizza Fridays/ Library Readers / Morning Parking Lot Duty(SDS)
- Room Parents
- Gala / Diva Dash / Dad's Night Out / Fundraising events
- Middle School Electives

To volunteer for any of the above, or to perhaps suggest a special way in which volunteers could be better utilized, please telephone the school office for appropriate coordinators.

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## Witness Statements

### *Parents*

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training him/her in the practice of the faith. It will be your duty to bring him/her up to keep God's commandments as Christ taught us, by loving God and our neighbor...You will be the first teachers of your child in the ways of faith. May you be also the best of teacher, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith.

Practically, this means I should:

- Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family.
- Commit to speak more with my children about God and to include prayer in our daily home life.
- Participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children.

- Support the moral and social teachings of the Catholic Church to ensure consistency between home and school.
- Teach my children by word and example to have a love and concern for the needs of others.
- Meet my financial responsibilities in supporting the Catholic School or Parish School of Religion.

### *Preschool - Kindergarten*

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith.

I believe that:

God loves me.

*I love God.*

God made everything good.

*I will praise and thank God.*

God made me special.

*I will act as a child of God.*

God made me part of his family.

*I will be kind to all of God's family.*

### *Grades 1-2*

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith.

I believe that:

God loves me.

*I promise to love God by:*

Learning about Jesus and His love for me.

Praying every day.

Speaking God's name with respect.

God created me.

*I promise to live as a child of God by:*

Obedying my parents/guardians and teachers.

Being honest and truthful.

Doing what is right.

God made me part of his family.

*I promise to love others by:*

Being respectful of others.

Helping others in need.

Being kind and including others when I play.

### *Grades 3-4-5*

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

God loves me.

*I promise to love God by:*

Participating in the Mass and sacraments, especially Sunday Eucharist.  
Spending time praying each day.  
Learning more about God's love for me and the teaching of Jesus.  
Respecting God's name and his Church.

God created me.

*I promise to live as a child of God by:*

Learning what Jesus expects of me.  
Respecting my body as a gift from God.  
Being a person who is truthful and fair.  
Becoming the best person that I can be.

God made me part of his family.

*I promise to love others by:*

Helping others when I know they are in need.  
Giving good examples as Jesus did.  
Paying attention to the wisdom and guidance of my parents/guardians,  
teachers and Church.  
Being respectful and not hurting others or making fun of them.

### *Grades 6-7-8*

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

God loves me.

*I promise to love God by:*

Studying about God-Father, Son and Holy Spirit and his Church.  
Participating in the Mass and sacraments, especially Sunday Eucharist.  
Developing my love for Jesus Christ through daily prayer.  
Following the commandments and beatitudes.  
Reading sacred scripture to help me understand God's plan of salvation.

God created me.

*I promise to live as a child of God by:*

Treating my body as a temple of the Holy Spirit.  
Being a person who, like Mary, is a trusted follower of Jesus Christ.  
Taking more responsibility for my learning and behavior.  
Valuing myself and developing my gifts.  
Living the gifts of the Holy Spirit.

God made me part of his family.

*I promise to love others by:*

Sharing my Catholic beliefs with others and helping them live responsibly.

Respecting all persons, places and things as gifts from God.

Growing in compassion by serving those in need.

Being a friend like Jesus to those who have none.

Working with others to help make school and parish a better place.

I have read the Parent-Student Handbook for Holy Cross Academy. I understand the importance of my role in making Holy Cross Academy a vibrant faith community. I understand its contents and agree to follow the policies for the school year as outlined by the Board of Directors of Holy Cross Academy.

Family Name \_\_\_\_\_ (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date