

# Holy Cross Elementary School

## 2017-18 Student/Parent Handbook



**School Mascot:** Golden Eagle

**School Colors:** Blue and Gold

# 2017-2018 HOLY CROSS ELEMENTARY STUDENT/PARENT HANDBOOK

*Mission: Living and imparting the Catholic faith while offering an excellent, well-rounded curriculum*

Dear Parents/Guardians,

The 2017-2018 Holy Cross Elementary School Handbook of Policies has been prepared for your information. You and your child/children are asked to read the entire handbook carefully to become familiar with the policies and procedures of the school.

All rules and regulations in this handbook have been established for the progress and safety of our students. Violations of rules and regulations will be subject to disciplinary measures as designated.

Please sign the statement below and return this sheet to your oldest or only child's homeroom teacher by Friday, August 11, 2017.

Sincerely,  
Mrs. Talbot

We have read the Holy Cross Elementary School Handbook. We understand and are fully aware that these policies do apply to each of us impartially.

We as parents fully and faithfully pledge to support and agree to be governed by all of the rules and regulations of the school.

Signature of parent(s)	Date
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We as students fully and faithfully pledge to support and agree to be governed by all of the rules and regulations of the school. All students in the family must sign.

Signature of student	Grade	Date
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Signature of student	Grade	Date
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Signature of student	Grade	Date
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Signature of student	Grade	Date
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The Administration has the authority to use discretion in making decisions regarding unforeseen circumstances. The final decision regarding school policies is left to the discretion of the principal and pastor.

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**SCHOOL CALENDAR**

Teacher Orientation Days.....August 2-3, 2017  
School Opens.....August 7, 2017  
School Closes.....May 25, 2018

**Holidays**

Labor Day.....September 4, 2017  
Diocesan Teacher In-Service.....September 5, 2017  
Fall Break ..... Oct. 6 & Oct. 9, 2017  
Thanksgiving.....November 20-November 24, 2017  
Christmas.....December 21, 2017

**Classes resume at regular time.....January 4, 2018**

Martin Luther King/Famous Leaders' Day..January 15, 2018  
Mardi Gras.....February 12-16, 2018  
Parent Conference Day..... March 16, 2018  
Easter/Spring Break.....Apr. 2-6, 2018  
Teacher In-Service .....May 24, 2018

**STATEMENT OF POLICY**

The schools of the Diocese of Houma-Thibodaux, Louisiana, admit students of any race, color, national and ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the schools of the Diocese shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or activity except as permitted under said Title IX. Additionally, in compliance with Title 42 of the Americans With Disabilities Act of 1990, no covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to employment.

This policy applies to all schools that are under Catholic Diocesan auspices:

**LAFORCHE PARISH**

Holy Rosary Elementary      Holy Savior Elementary  
St. Mary's Nativity Elementary      St. Genevieve Elementary  
St. Joseph Elementary      E. D. White High School

**ST. MARY PARISH**

Central Catholic High School      Holy Cross Elementary

**TERREBONNE PARISH**

Maria Immaculata Elementary      St. Bernadette Elementary  
St. Francis De Sales Elementary      St. Gregory Elementary  
Vandebilt High School

**SUZANNE TROXCLAIR**

Superintendent of Catholic Schools

**SHELTON FABRE**

Bishop

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**DIRECTORY**

**STAFF**

Father Clyde Mahler ..... Pastor  
 Amanda Talbot ..... Administrator/Principal  
 Phyllis Jensen ..... Office Manager  
 Donna Burke ..... Advancement Director  
 Greig Chauvin ..... Communications  
 Brandy Usea ..... Cafeteria Manager

**FACULTY**

Erica Clements ..... Pre-Kindergarten 3  
 Susie Accardo ..... Pre-Kindergarten 4  
 Jenny Chamberlain ..... Pre-Kindergarten 4  
 Catherine Cali ..... Kindergarten  
 Celine Laubach ..... First Grade  
 Trish Vining ..... Second Grade  
 Maggie Bagwell ..... Third Grade  
 Heather Walker ..... Fourth Grade  
 Katie Rock ..... Fifth Grade  
 Jean Cantrell ..... Sixth Grade  
 Susie Moore ..... Computer Science  
 Stephanie Stanley ..... Art/Library  
 Kristin Wiggins ..... Physical Education/CPR/  
    Interventionist  
 Suzanna Ebbecke ..... Spanish  
 Shanna Hepler ..... Assistant Pre-K 3  
 Nancy Arnold ..... Assistant Pre-K 4/  
    After Care Coordinator  
 Lois Autin ..... Assistant K  
 Lisa Meaux ..... Assistant

**ADVISORY COUNCIL MEMBERS**

Fr. Clyde Mahler, Pastor  
 Amanda Talbot, Principal  
 Dane Robison, President  
 Jennifer Loupe, Vice President  
 Valerie Webster, Secretary  
 Dwayne Aucoin  
 Carl Hebert  
 David Irwin  
 Jennifer Loupe  
 Patrick Roy  
 Stacie Simmons  
 Alanna Sloane  
 PTO Representative

**PTO OFFICERS AND BOARD MEMBERS**

Tiffany Cornes ..... President  
 Jennifer Morice ..... President-Elect  
 Joellen Fuhrer ..... Treasurer  
 Julie Devillier ..... Secretary  
 Michelle Aucoin ..... Member  
 Amy Kirkpatrick ..... Member  
 Stephanie Lind ..... Member  
 Magan Mensmen ..... Member  
 Catherine Nini ..... Member  
 Lynnette Pennison ..... Member  
 Chelle Saleme ..... Member  
 Amanda Talbot ..... Principal  
 Donna Burke ..... Advancement Director  
 Greig Chauvin ..... Communications

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### **VISION**

#### **MISSION**

Living and imparting the Catholic faith while offering an excellent, well-rounded curriculum is the mission of Holy Cross Elementary.

An educational ministry of Holy Cross Parish, our school serves the parishioners of the surrounding church parishes of Sacred Heart, St. Andrew, Than Gia, St. Joseph, St. Stephen, St. Bernadette, and St. Joseph the Worker. Non-Catholic families who respect our Catholic values and beliefs are also served.

We offer an excellent academic curriculum in grades PreK-3 through 6, which has God's word, community building, worship, and social service integrated within all areas. We are called to model Jesus as we encourage self-respect among all members of our community, recognize the uniqueness of each child, and enable an academic and spiritually enriching atmosphere permeated with God's message of love.

#### **PHILOSOPHY**

Holy Cross Elementary is a Catholic School comprised of spiritual advisors, administrators, teachers, staff, parents, and students who form a community. This community is dedicated to imparting not only an excellent academic education, but also all the help it can render to all members in order that they may adopt a Christian way of life in our American society.

All members share this responsibility and are accountable for integrating the Christian message, the performance of service, the meaning of community, and the performance of worship and social concern into all phases of the school's activities.

#### **HISTORY**

Our school has had roots in the Morgan City community since September 4, 1893 when the first Catholic school was established by five Marianite sisters from New Orleans, with the aid of devoted area citizens. By 1957, the school re-located to the present physical plant which now houses Holy Cross Elementary and Central Catholic High School. In 1964 a new Church parish named Holy Cross was created in Morgan City and the elementary school was renamed Holy Cross School.

Major changes came again in 1993 when Sacred Heart Elementary merged with Holy Cross Elementary. Faculty and staff numbers increased and classrooms were added to Holy Cross as enrollment nearly doubled.

A fire, in August 1999, destroyed the administrative/activity wing of the school requiring new construction and renovation of buildings. Although property was ruined, the spirit of our school community remained strong and intact.

During the 2000-2001 school session, the new administrative building was completed and occupied. Rebuilding of the wing destroyed by fire was also completed and is now utilized to house programs for three- and four-year-old children. The Pre-K3 program introduced at Holy Cross during the 2000/2001 school year has met and exceeded our expectations.

In 2012, a new state-of-the-art library, computer lab, and six classrooms were added to the campus.

Holy Cross Elementary's faculty consists of 10 classroom teachers, three specialty instructors, one tutor, and four teacher assistants who continue today the tradition begun by the Marianite sisters over one hundred years ago.

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### **PROFILE OF A HOLY CROSS ELEMENTARY SCHOOL GRADUATE**

A Holy Cross Elementary School graduate:

1. Has been given the foundation to know and live the Catholic faith. This includes:
  - a. Respect for all life
  - b. Worship and Gospel value
  - c. Service performance
  - d. Compassion for the differences in our world
  - e. Community building extended from family into the world
2. Has achieved fundamental curriculum skills needed to progress to the next level. These curriculum skills include:
  - a. Academics
  - b. Technology
  - c. Arts
  - d. Study skills

### **BELIEFS**

#### **We Believe That . . .**

1. Each child is a unique gift from God.
2. Spiritual advisors, administrators, teachers, staff, parents, and students form a Catholic community at Holy Cross Elementary
3. All members of our Catholic community are accountable for integrating the Christian message, worship, service, and social concern into the lives of our students.
4. Teachers model Jesus, administering to students with love, respect, and care as they live and impart the Catholic faith.
5. It is important to communicate and interact with parents.
6. We offer an excellent, well-rounded curriculum in a safe, loving environment.
7. Staff development is essential so that teachers keep abreast of current techniques thereby ensuring the academic success of students.
8. Assessment and evaluation are necessary in measuring student performance as well as curriculum effectiveness.
9. Various methods are used to accommodate student ability and achievement.

### **PARENTAL RIGHTS**

The following list of parental rights is yours to expect of us:

1. The right to a school atmosphere free from disruption and conducive to the educational process;
2. The right for your child to attend a safe physical school plant;
3. The right to be informed about available educational programs;
4. The right to competent teachers and school staff;
5. The right to be informed of your child's progress or lack of progress;
6. The right to discuss the grading system with individual teachers;
7. The right to discuss your child's school records;
8. The right to confidentiality of school records;
9. The right to be informed of the rules and regulations of the school;
10. The right to have school administrators fairly and consistently enforce reasonable rules and regulations;
11. The right to request that your child be excused from school to keep medical or dental appointments; and
12. The right to have your child receive an appropriate quality education.

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### **PARENTAL RESPONSIBILITIES**

The obvious flip side of the "rights coin" is that of responsibilities. As a parent you have these responsibilities toward your school:

1. The responsibility to see that your child attends school regularly and on time;
2. The responsibility to emphasize discipline and responsibility;
3. The responsibility to supervise completion of homework;
4. The responsibility to notify appropriate school personnel promptly of your child's absence;
5. The responsibility to attend parent-teacher conferences;
6. The responsibility to respond to school inquiries;
7. The responsibility to pay designated fees on time;
8. The responsibility to support the school's efforts and its programs in the spiritual development of the child, fulfilling the at-home parental complement, especially in sacramental preparation;
9. The responsibility to guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for his/her personal actions;
10. The responsibility to teach your child, by word and example, respect for the law, for school rules and regulations, and for the rights and property of others;
11. The responsibility to encourage in your child a desire to learn and a respect for self and others; and
12. The responsibility to be informed of school policies as set forth in this handbook.

### **ADMISSIONS**

Holy Cross Elementary School accepts students of any race, color or religion who want a Catholic education and are willing to participate in the program offered. Holy Cross Elementary is a parochial school striving to meet the needs of Holy Cross Parishioners before extending services to others, but every effort is made to accommodate all students desiring a Catholic education.

\*Admission will be final only after the principal reviews all records.

#### **1. Entrance Age**

- a. Pre-K3, Pre-K4, Kindergarten, and 1<sup>st</sup> grade students must be 3, 4, 5, and 6 years of age, respectively, before September 30 of the current year.

#### **2. Guidelines**

- a. Priority is given to current Holy Cross Elementary students and siblings as well as the children of Holy Cross faculty/staff.
- b. Priority is given to the children of Holy Cross Parishioners and St. Rosalie, its Stephenville mission.
- c. Priority is given to the children of Catholic parents on a first come, first serve basis.
- d. Priority is given to the children of non-Catholic parents on a first come, first serve basis.

#### **3. Fees**

- a. There is a student registration fee payable per student at the time of registration. This charge is not refundable.
- b. Book fees are included in the registration fee.

#### **4. Tuition**

- a. Rates are determined each year.
- b. A family plan is available for a family with four or more children enrolled. If a family has four or more children enrolled, the monthly tuition will be the same as for three.



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- c. Tuition assistance is available for families by application. The family requesting financial assistance must apply **yearly** through the school office. An anonymous committee reviews all applications and assigns reductions. The findings of this committee are kept under **strict confidence**.
- d. Families have the following options for paying tuition:
  - 1) Pay full tuition by the specified deadline.
  - 2) Enroll in the tuition finance program through MC Bank & Trust.
    - a) If tuition becomes delinquent, parents will be contacted by the bank.
    - b) If further delinquency continues with tuition, a meeting with the Tuition Review Committee consisting of the Principal and Pastor will occur in order to make satisfactory arrangements.

**ATTENDANCE****1. School Hours**

School hours are determined by St. Mary Parish School Board's busing schedules. Tardiness will constitute a form of absence in considering attendance. To earn perfect attendance a student must be present from the take-in bell to the dismissal bell every day of school. **Drivers should not be using cell phones during arrivals and dismissals.**

- a. **Grades Pre-K3–Grade 6:** Hours are from 8:00 A.M. to 2:45 P.M. Teacher supervision begins at 7:15 am.
- b. **Options for Pre-K3 & Pre-K4:** Hours are from 8:00 A.M. to 12:00 A.M. **OR** from 8:00 A.M. to 2:45 P.M. Lunch money is charged for students who stay for lunch.
- c. At 7:50 A.M., teachers bring students to classrooms to begin morning routines.

**2. Arrival**

- a. **Standard:** Students should arrive **no earlier** than 7:15 A.M. when teachers are on duty to supervise arrivals.
- b. **Late:** Students arriving after the take-in bell at 8:00 A.M. must be accompanied to the office and signed in by an adult. Tardy students remain in the office during prayer/announcements and are given a tardy slip to enter the classroom. Students will be assigned to detention after four unexcused tardies.
- c. **Unsupervised:** There is no supervision for students in the CCHS parking lot. The school is not responsible for students who arrive for school in any undesignated area.
- d. **By Vehicle:**
  - 1) All students who arrive by car must be let off under the covered walkway on Cedar Street.
  - 2) Do NOT park in the CCHS parking lot on Franklin Street. These parking spaces are reserved for CCHS use only.
  - 3) Do NOT use cell phones when loading and unloading students.
- e. **By Bus:**
  - 1) The St. Mary Parish School Board Transportation Office determines the bus schedule.
  - 2) Bus assignments are made through our school. Problems should be referred to the school and not to the transportation office of St. Mary Parish.
  - 3) In the event of a permanent change in arrival accommodations, both the school office and bus driver should be notified.
- f. **By Walking/Riding Bicycle:**
  - 1) **Walkers and bicycle riders are those students who reside in the Elliot Subdivision.**
  - 2) The Poplar Street entrance is for walkers and bicycle riders ONLY.

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- g. Teachers/staff will supervise students in the cafeteria or in assigned areas on cold or rainy mornings.
- h. Parents should not be on walkways, in hallways, in classrooms, on playgrounds, or in the cafeteria after 7:50.
3. **Dismissal (see Appendix 1 – Dismissal map for car lines)**
- a. **Standard:** Students will be dismissed at 2:45 P.M.
- b. **Unsupervised:** There is no supervision for students in the CCHS parking lot. The school is not responsible for students in any undesignated area.
- c. **By Vehicle:**
- 1) All students are taken by staff to the covered area on Cedar Street. Students are seated in assigned areas. Parents will drive up into the circular drive in groups of four to allow all stations to load simultaneously. For safety, do not park and walk to get your child.
  - 2) Do NOT park in the CCHS parking lot on Franklin Street. These parking spaces are reserved for CCHS use only.
  - 3) Do NOT use cell phones when loading and unloading students.
- d. **By CCHS Sibling:**
- 1) Students with a CCHS sibling will meet his/her sibling at the gate between CCHS and HCE.
  - 2) Parents will remain in cars and pick students up in the circular drive.
  - 3) For safety, we do not want students walking through the parking area.
  - 4) Do NOT use cell phones when loading and unloading students.
- e. **By Bus:**
- 1) Bus riders are taken by assigned faculty/staff to the school bus stop on Poplar Street to wait for buses.
  - 2) The St. Mary Parish School Board Transportation Office determines the bus schedule.
  - 3) Problems should be referred to the school and not to the transportation office of St. Mary Parish.
  - 4) In the event of a permanent change in dismissal accommodations, both the school office and bus driver should be notified.
- f. **By Walking/Riding Bicycle:**
- 1) Poplar Street walkers and bicycle riders will exit through the gate on Poplar Street.
  - 2) Cedar/Franklin Street walkers will be supervised by faculty/staff to Cedar Street.
- g. Parents should not be on walkways, in hallways, in classrooms, on playgrounds, or in the cafeteria before the dismissal bell.
- h. All teachers will remain on campus until dismissal is complete.
4. **After School Care**
- After school care is available for an additional fee from 2:45 P.M. to 5:30 P.M. for PK3 – 6<sup>th</sup> grade students.
- a. After Care begins on the first day of school.
- b. **After Care Fees:**
- 1) Payment is due weekly on Fridays.
  - 2) Daily Rates:

	Bell-4:00	4:01-4:30	4:31-5:00	5:01-5:30
1 child	\$3.00	\$4.50	\$6.00	\$7.50
2 children	\$4.00	\$6.00	\$8.00	\$10.00
3 children	\$5.00	\$7.50	\$10.00	\$12.50
4 children	\$6.00	\$9.00	\$12.00	\$15.00

**2017-2018 HOLY CROSS ELEMENTARY STUDENT/PARENT HANDBOOK***Mission: Living and imparting the Catholic faith while offering an excellent, well-rounded curriculum***3) A \$20.00 LATE FEE IS CHARGED FOR PARENTS ARRIVING AFTER 5:30 P.M.****5. Absences**

According to the Compulsory Attendance Laws of the State of Louisiana, in order to be eligible to receive grades, an elementary student should be in attendance a minimum of 160 days a school year. The only exception to this regulation is extended personal illness or emotional illness verified by a physician.

- a. Students may have no more than 20 absences per school year.
- b. When a child is ill with a communicable disease, the school must be informed. These children should remain at home for as long as they are contagious.
- c. No child should be sent to school (nor be allowed to remain) if they are running a fever.
- d. Parents must call the office by 8:30 A.M. when a child is absent. The Parent must also send a written excuse stating the reason for absence signed by a physician, dentist, or parent/guardian to the teacher on the day the child returns in order for him/her to make up class work.
- e. Students are responsible for obtaining and completing classroom and home assignments that were missed during his/her absence.
- f. Assignments and tests can be made up if the absence is due to a prolonged illness or other grave reason.
- g. Contact the principal if a student is to be absent for an extended period.
- h. Vacations should be scheduled during school holidays. Refer to the school calendar for these dates.
- i. Teachers are not required to give make-up tests and assignments in advance for vacation absences.

**6. Tardy Policy**

- a. Students are considered tardy if arrival time is after the 8:00 A.M. take-in bell.
- b. Students must be accompanied to the office by a Parent/Guardian in order to sign the student in with office staff.
- c. Tardy students will remain in the office during prayer/announcements and given a tardy slip to enter the classroom.
- d. Upon receiving the fourth tardy, a student in grades 1-6 will be assigned to Monday detention after school for 1 hour.
- e. A student with a tardy does not qualify for perfect attendance.
- f. If a student checks in late and does not have an educational or medical excuse, such as speech therapy, then he/she is considered tardy.

**7. Student Appointment or Check Out**

- a. If a student must leave for an appointment, send the teacher a note with the time of the appointment in advance.
- b. **Students must be signed out and picked up at the school office for appointments and signed in by a parent upon return to school.** No student is to leave school for any reason without following this procedure.
- c. Students who must leave school at an irregular time must be signed out from the office by the accompanying adult **no later than 20 minutes prior to the 2:45 dismissal time.** **A note must also be sent to the teacher notifying her of the early check-out.**
- d. Students leaving school without advance notice are ineligible for assignments.
- e. Parents are asked to try to avoid doctor and dental appointments during school hours. However, when this is unavoidable, the parent or guardian should send a note that morning informing the teacher and the school office of the appointment. The

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parent/guardian should report to the office to sign the student out for the appointment. An excuse must be sent to school the next day.

- f. Early check out without an official note for educational or medical excuse is considered an unexcused absence.
- g. If anyone other than the custodial parent is checking out a student, written permission from the custodial parent must be sent to the office. Photo identification may be required before the child will be permitted to leave the campus with this individual. **Holy Cross Elementary adheres to the policy adopted by the Diocese of Houma-Thibodaux:**

*"Where parents are separated and one parent requests that a child not be released into the custody of the other parent, the principal shall ignore such request and should remind the parents that until a court of competent jurisdiction awards custody of a child to a sole parent, the school is required to treat both parents as equals."*  
*"In those cases where parents are divorced or legally separated, a child shall be released only to the parent awarded legal custody of the child. It is the responsibility of the parent who is the legal guardian to have on file in the school office a certified copy of the court order granting legal custody to that parent."*

### **BIRTHDAY/SPIRIT DAY**

- 1. Birthdays are celebrated on designated Fridays of each month. Students may wear **Birthday/Spirit Day Dress** (see Dress Code). Summer months are included.
  - a. Parents are invited to eat in the cafeteria with their child during their birthday month on birthday day.
  - b. Do not send class treats to the school in celebration of individual birthdays without the teacher's permission. Gum, peanuts, and peanut butter are **NOT** allowed.
  - c. Do not send balloons, flowers, etc. to school to an individual child.
  - d. **Birthday or other invitations may not be distributed at school unless the entire class or all girls or all boys are invited.**
- 2. Specified Fridays of each month will be considered **Spirit Days**. Students may pay \$1 to wear **Birthday/Spirit Day Dress**. **The money collected will be used for student incentives, instructional materials, and charitable organizations.**

### **BUSINESS PROMOTIONS**

Holy Cross Elementary is not allowed to promote and/or advertise individual businesses by sending flyers/brochures home with students.

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### **BUS REGULATIONS FOR HOLY CROSS ELEMENTARY**

Bus students are expected to obey the **St. Mary Parish and Holy Cross Elementary** bus regulations. Students violating these regulations are subject to consequences in accordance with the violations.

**1. Students will:**

- a. walk down the walkway in an attentive and respectful manner
- b. enter the bus according to grade level without running or rushing
- c. sit two or three to a seat without skipping any seats according to procedures of the bus driver
- d. remain seated until the bus stops at the individual's stop
- e. not project any part of the body out of the bus window
- f. not throw anything out of the bus window
- g. behave in accordance with the school's Code of Student Responsibilities

**2. ST. MARY PARISH RULES AND REGULATIONS** for pupils transported in school buses are as follows:

- a. Students must be on time at designated stop.
- b. Students must obey the driver promptly and cheerfully.
- c. Students must obey and respect the orders from the patrol on duty.
- d. Students must help to keep the bus clean and sanitary. Anyone purposely damaging, cutting or breaking bus property will be disciplined and be required to pay damages.
- e. Students must avoid causing trouble by teasing, harassing, pulling hair, scuffling or using unfit language. These are causes for suspension from riding the bus.
- f. All books and materials must remain inside school bag while on the bus.
- g. Arms and head must be kept inside the bus window at all times. Nothing is to be thrown out of the windows.
- h. **There should be no moving around or changing seats while the bus is in motion. One may move to another seat while the bus is stopped only if given permission by the driver. If assigned to a seat by the driver, student must stay in that seat.**
- i. Loud talking will not be tolerated. Talking in normal tones is permitted.
- j. Obtain permission from the driver before opening windows when it is cold or raining.
- k. No student should expect special privileges.
- l. The middle aisle should not be blocked by students occupying the seat next to the aisle.
- m. No student will be allowed to ride another bus or be discharged at a different stop unless he/she has written permission from his/her parent(s) and approval by the principal.

**\*\*\*NOTE:** Any violation of the above rules and regulations may be reason for disciplinary action, suspension or expulsion from the bus. Cooperation will help to make transportation safe and comfortable.

### **CAFETERIA**

School lunches are provided through the Archdiocesan School Food and Nutrition Services. The purpose of this program is to provide children with a well-balanced meal. **All elementary**

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**school students are required to participate in the lunch program unless there is a diagnosed medical reason. The School Meal Modification Form must be completed and faxed directly from the Doctor's office to Archdiocesan School Food and Nutrition. This form can be obtained from the school office.**

1. Students have the option of purchasing breakfast. Breakfast is served daily from 7:15 – 7:45 A. M. for \$1.50 per day.
2. Lunch is served daily and the cost is \$2.50 per day according to Federal-State guidelines.
3. 1<sup>st</sup> – 6<sup>th</sup> grade students may purchase bottled water and/or juice for an additional charge.
4. 3<sup>rd</sup> – 6<sup>th</sup> grade students may also purchase chips for an additional charge. 1<sup>st</sup> and 2<sup>nd</sup> graders will be allowed to purchase chips on birthday/spirit days.
5. If you do not want your child to purchase additional items, please send a note to the cafeteria manager.
6. Payments in cash or checks made payable to Holy Cross Cafeteria are acceptable. Payments must be sent to school in an envelope on the first day of the week/month with the child's name, cafeteria number, grade, teacher, amount of money, and payment dates.
7. Online payment instructions can be found at <http://schoolcafe.org> .
8. **Students given permission to bring lunch should follow nutrition guidelines. The Archdiocese is also requiring students whose School Meal Modification Form states permission to bring a lunch must bring their lunch daily. Students are not allowed to choose to eat in the cafeteria on certain days and bring a lunch on others.**
9. **Expectations for Students:**

**Before Meal Prayer:** Bless us, O Lord, and these thy gifts which we are about to receive from thy bounty, through Christ our Lord. Amen

**After Meal Prayer:** We give you thanks, almighty God, for these and all your gifts which we have received through Christ our Lord. Amen

  - a. Stand in line without pushing. Silently wash hands/put towels in trash container.
  - b. **Speak respectfully to ladies - say "thank you".**
  - c. Sit in teacher assigned seats. Students may **talk quietly**.
  - d. Silently empty plates one table at a time or as directed by the teacher, then return to assigned seats.
  - e. Watch for the teacher signal, get quiet for prayer after meals, remain seated.
  - f. Line up one table at a time and leave quietly. Reflect on behavior upon returning to class.
  - g. Breakfast:
    - 1) Place back packs outside on benches leading to restrooms.
    - 2) Sit on one side only.
    - 3) Talk quietly.
    - 4) Clean the table before leaving to empty plates.
    - 5) Always use manners.

**COMMUNICATION**

1. Parent/teacher or parent/principal conferences can be scheduled by calling the school office at 384-1933.
2. Faculty/Staff are legally bound to confidentiality except in cases of life, health and safety.

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3. Parent/ Teacher Contact:
  - a. Parent Open House is held at the beginning of the school year for the purpose of explaining the teacher's classroom procedures, methods, and expectations.
  - b. Parent/Teacher contacts are a necessary part of school life. The parent is asked to send a note to school or call the office when requesting a conference so the teacher can schedule a convenient time for the meeting. Please refrain from calling teachers at home unless it is an emergency.
  - c. **Please refrain from conferencing with teachers after 7:50. Make an appointment at the office so the instructional day may begin for all students.**
  - d. **Parents must have an approved identification badge from the office to report to the classroom area.**
  - e. Promote a positive relationship with all faculty/staff.
  - f. Teachers may invite parents into the classroom for an educational project.
  - g. Parents should receive a response for phone call, e-mail, and/or conference requests on the same day or within 24 hours.
  - h. Discuss only your child with the teacher. Refrain from discussing information relative to other students.
  - i. Parents can assume that they will be treated respectfully by the teacher.
4. **Grievance Procedure Related to a Classroom Matter:**
  - a. Discuss the problem directly with the teacher as soon as possible.
  - b. If satisfaction of both parties is not obtained, notify the principal.
  - c. If problem is not resolved after discussion with the principal, it is then discussed with the Pastor of Holy Cross Church.
5. **Grievance Procedure with the Principal or School Policy:**
  - a. Discuss the problem directly with the principal.
  - b. If not resolved, the problem may then be discussed with the Pastor of Holy Cross Church.
  - c. **If a problem cannot be resolved at a local level, the Superintendent serves as final mediator.**

## CURRICULUM

Holy Cross Elementary maintains an effective, updated curriculum based on state and diocesan standards. The curriculum includes religion, reading, language arts (writing, spelling, grammar), mathematics, science, social studies, physical education, computer education, art, and library science. Technology is integrated into the curriculum through multiple networked computers and a computer lab. Each classroom has internet access. The educational need of students is met through a variety of methods including hands-on and inquiry-based learning and cooperative learning experiences along with conventional teaching methods. Enrichment and reinforcement activities are available in the classroom and through lab sessions. **Send a written note if a health condition prevents a student from participating in physical education.**

### 1. Religion

Religion is an integral part of the curriculum with lessons taught daily. All-school Masses are celebrated weekly. Teachers may choose to bring students to Adoration, which occurs on Tuesdays, throughout the year. The Way of the Cross and Penance take place during Lent.

### 2. Rediker-Parent Portal

Parents have online access to homework assignments, grades and other school information.

### 3. Homework

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Homework is meant to be the child's responsibility and the child's work. It is the parent's responsibility to supervise but not to do the homework. As children progress through grade levels, the objective of home assignments will also progress. Research indicates homework is important for the following reasons:

- Honing organizational skills
  - Learning how to manage time
  - Developing the ability to learn autonomously
  - Practice is best done at home
  - Some projects need the reflective period that cannot be provided in the classroom
- a. Homework is necessary practice and reinforcement of classroom learning, and it develops good study habits.
  - b. Homework is a written form of communication with parents and students.
  - c. Homework may include oral and written assignments.
  - d. Assignments are posted on the Parent Portal and written on the board for students to copy in agendas
  - e. If a child is absent from school, a request for written assignments is required unless illness prevents the child from working.
  - f. Assignment requests must be made to the school **before 10:00 A.M.** and **can be picked up at 2:30 P.M.** that same day from the school office.
  - g. Homework is not assigned on weekends, holidays, open house, etc.

#### 4. **Evaluation Procedures**

Evaluation is an important component of the educational process. No single method of evaluation can present an adequate profile of strengths, weaknesses, accomplishments, effort, potential, and creative ability of an individual student.

- a. Grading is based on all classroom activities that may include but are not limited to daily work including oral and written assignments, class participation, cooperative learning, weekly tests, homework, and special projects.
- b. Evaluation is not limited to paper and pencil activities.
- c. **Benchmark Tests** are given periodically to give insight into student comprehension on a long-range basis.
  - 1) The following benchmark tests are given to grades 1-6, and K where applicable:
    - a) Sadlier midyear and end of year religion test (per teacher discretion)
    - b) Reading Benchmark Assessments
    - c) Math Benchmark Assessments
- d. **ACT: Aspire (standardized tests)** are given in grades 3 through 6 each spring to provide academic guidance for students and aid in evaluation and formation of the curriculum. Scores are available for parents.
- e. Art, computers, and physical education grades are based on participation, conduct, and effort. Students will receive an S, NI, or U in these areas based on 20 points per week.
- f. **Academic grading scale:**
  - A = 100 - 94
  - B = 93 - 86
  - C = 85 - 78
  - D = 77 - 70
  - F = 69 - 0
  - I = Incomplete



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**g. Reporting Student Progress**

- 1) Students will earn a grade for the following coursework: Religion, Mathematics, Reading, Language Arts (Writing, Spelling, and Grammar), Science, Social Studies, Physical Education, Art, Computers, and Conduct in order to give parents insight into a student's progress.
- 2) Report cards are issued every 9 weeks via e-mail.
- 3) Progress Reports are issued midway of each 9 week period.
- 4) The dates for progress reports and report cards will be included on the school calendar.
- 5) Progress Report/Report Card envelope must be signed by the parent and returned as soon as possible.
- 6) Test papers are sent home weekly and must be signed by the parent and returned to the teacher the following school day.
- 7) Grades are posted online and available for viewing through Rediker Parent Portal.
- 8) Students in PK3, PK4, and Kindergarten will have a non-graded method of skill and behavior evaluation.
- 9) Parents will be notified if a child may be retained or is in danger of failing.

**5. Achievement Recognition****a. Each nine weeks:**

- 1) **Principal's List Awards** are given to students who earn an "A" on the report card in religion, math, reading, language arts, social studies, and science, as well as an "S" in PE, art, and computers.
- 2) **Honor Roll Awards** are given to students who earn "A's" or "B's" in each area.

**b. End of Year:**

- 1) Top Student Awards are given to 3 students in each class with the highest numerical average in religion, math, reading, language arts, social studies, and science, and with an "S" in PE, art, and computers.
- 2) Principal's List All Year
- 3) Honor Roll All Year
  - combination of Principal's List or Honor Roll each nine weeks
- 4) Attendance Awards are given to students with zero absences and tardies.
- 5) Conduct Awards are given to students with an "S" each nine weeks.
- 6) Achievement certificates for effort and character.
- 7) Accelerated Reader Awards

**6. Promotion****a. Grades 1-6:** The following guidelines determine student promotion:

- 1) Students who fail two major subjects (reading or math) are not eligible for promotion.
- 2) Students who fail one major subject (reading or math) are not eligible for promotion until the successful completion of standards under the direction of a tutor approved by the administrator.
- 3) Students who fail one major (reading or math) and one minor (language arts, social studies or science) subject are not eligible for promotion until the successful completion of standards under the direction of a tutor approved by the administrator as well as teacher and principal recommendation.
- 4) Students who fail two minor subjects are eligible for promotion w/teacher and principal recommendation and evaluation.

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- 5) An average grade below 70 is failing.
  - 6) No more than 20 absences are allowed for sickness or emergencies each school year to be promoted.
- b. **Pre-School and Kindergarten** promotion is determined by teacher recommendation based on observation/evaluation of student work/behavior and results of review/benchmark tests administered in the spring.

**DAILY ROUTINE**

## 1. Schedule

Time	Activity
7:15	Teacher supervision for students begins. Students may get water, use the restroom, sit and talk in assigned areas. No playing is allowed before school. Materials must remain in school bags.
7:15	Students may attend breakfast.
7:45	Faculty/Staff prayer in lounge
7:50	Teachers take students into the classrooms to begin morning routine.
8:00	School Prayer/Announcements Students are considered tardy if they arrive after the bell. A parent must accompany and sign in the tardy student at the office.
10:00 – 10:10	Morning Break
12:00 – 12:20	Recess Grades K-3
12:20 – 12:40	Recess Grades 4-6
2:45	Dismissal

2. Morning announcements will begin with prayer and the Pledge of Allegiance.
3. Teachers and students in grades 2<sup>nd</sup> – 6<sup>th</sup> will rotate leading weekly mass. (see monthly calendar for mass schedule) All students in grades PK4 – 6<sup>th</sup> will attend school masses. PK3 will begin attending school masses upon teacher advisement.
4. Once the academic day has begun, students should remain quiet on walkways, hallways, and buildings. **By 7:50, all parents in classrooms and on walkways will be directed to leave in order for the instructional day to begin.**

**DISCIPLINE**

The Code of Student Responsibilities and the administration of discipline are based on Catholic values and the dignity of the human person to foster the spiritual and psychological growth of individual students so that each assumes responsibility to do and be his/her best.

1. **Code of Student Responsibilities**

- I. Students are expected to be:
  - A. Academically Responsible
    1. Do homework assignments
    2. Have test papers, progress reports, and report cards, signed and returned promptly
    3. Have materials needed for class
    4. Complete class assignments
    5. Complete make-up work required by the teacher

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6. Use the school internet in accordance with policy
  - B. Personally Responsible
    1. Comply with the dress code
    2. Report to school on time
    3. Respect school property
    4. Comply with school rules
    5. Replace at current value any lost or damaged school property (books, etc.)
  - C. Socially Responsible
    1. Behave properly in class, in church, on the playground, in the cafeteria, during extended after care, in the restroom, and all after school activities
    2. Respect those in authority
    3. Respect classmates in class, church, the cafeteria, restrooms, on the playground, during arrival and dismissal, at after care, and all after school activities
  - D. **Responsible in any other manner deemed proper by the teacher and the principal**
  - II. Students are expected to restrain from:
    - A. Acts harmful to others and oneself
      1. Verbal abuse or \*harassment, including that of sexual nature, toward another student, teacher or person in authority
      2. The use of vulgar or obscene gestures or language
      3. Defying one in authority
      4. Physical abuse or attack on a teacher or fellow student
      5. Drinking, smoking, using drugs, or any \*violent or aggressive acts
      6. Possessing firearms or weapons
    - B. **Acts harmful to property such as defacing property where damage is incurred**
    - C. **Any other actions that the principal and the teachers deem to be harmful**

\*Harassment – demeaning treatment of one who does not consent to the treatment including verbal, written, visual, physical threats or demands, and retaliation.

\*Violence – All threats of violence will be taken seriously. Consequences will follow.

**A non-humor zone will be followed with harassment, threats and violence.**

**“Just joking” is not acceptable.** When a student fails to comply with these responsibilities, he/she will be disciplined by the teacher. **Detention will occur when a child’s conduct is deficient for a third time in a week.** If the problem continues, parents will be contacted. For more serious problems, a conference among student, teacher, principal, and parents will be called. Suspension or expulsion may be employed if problems cannot be resolved.
- NOTE:** *“The student is a Holy Cross Elementary student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.”*
2. Students, parents and staff must cooperate and respect and support the purpose, decisions, and spirit of the school.
  3. If students or parents do not comply, an evaluation occurs to determine if the student remains or is readmitted. Specific areas of improvement will be identified and must be complied with, and these specifications are discussed in conference with parents.
  4. More serious disciplinary measures always involve parents and school administration. Records of offenses, disciplinary measures and parent conferences are kept on file.

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5. Students may be suspended or expelled if problems cannot be resolved. If a student is suspended, he/she is responsible for academic work during suspension period.
6. Disciplinary measures that publicly embarrass, humiliate or ridicule students and methods that involve physical contact such as striking, pulling and shoving are avoided. Students are not deprived of lunch or caused to miss the bus (except in cases with extenuating circumstances) as part of the discipline policy.
7. No parent request to employ methods contrary to school disciplinary policy will be honored.
8. The administration/faculty is trained to call attention to misbehavior on the spot and discipline students later in private when neither party is angry.
9. All students will follow the school wide expectations, rules, consequences, and behavior management chart process.

### **School-Wide Expectations (School Cheer)**

H = Have Faith

C = Cooperate with School Rules

E = Excel Academically & Spiritually (Be Your Best!)

S = Show Respect & Responsibility

### **School-Wide Classroom Rules**

1. Make Smart Choices!
2. Follow Directions Quickly!
3. Raise Your Hand to Speak or Leave Your Seat!
4. Be Prepared!
5. Keep Hands, Feet and All Other Objects to Yourself! (Circle of Grace)

### **Consequences**

1. Warning with Teacher Action/Intervention/Behavior Form
2. 5 Minute Reflection in classroom/office; Parent Contact through phone call or email.
3. Principal Referral

**\*\* Detention will occur when a child's conduct is unsatisfactory for a third time in a week.**

**2017-2018 HOLY CROSS ELEMENTARY STUDENT/PARENT HANDBOOK***Mission: Living and imparting the Catholic faith while offering an excellent, well-rounded curriculum***Discipline Chart: Model Jesus in our words and actions**

<b>CHART</b>	<b>EXPLANATION</b>	<b>CONDUCT Grade</b>
<b>Pleasing Jesus!</b> I am ready to be a <b>respectful, responsible, and good</b> classroom disciple.	Everyone starts the day "Pleasing Jesus!"	<b>S</b> (4-3 points per day)
<b>What would Jesus do?</b> I need to <b>SLOW DOWN</b> and think about my actions.	Students who receive a warning will move to yellow. This serves as a reminder to students to slow down and think about the choices they are making. Consequences may include teacher action, intervention, and behavior form	<b>NI</b> (2 points per day)
I need to <b>STOP</b> and reflect on my behavior.	Students who continue to make poor choices will move to red. They will take some time out to think about their choices by completing a reflection in the classroom or office. Parents will be contacted through a phone call or email.	<b>U</b> (1-0 points per day)

10. The goal of discipline is to change the student's behavior.
11. Classroom disciplinary measures include:
  - a. Reflection assignments
  - b. Parent contact (phone call, e-mail, and/or behavior report)
  - c. Detention after school
  - d. Other creative procedures (private talks, positive reinforcement)
12. Students are ultimately responsible for developing good discipline involving respect and manners.
13. **Detention:**
  - a. Its purpose is to enhance the child's prospects for learning, not only subject matter, but also lifelong lessons in decision-making and responsible actions. It is neither a tutorial session nor a punishment. Our goal is to develop independence and self-reliance.
  - b. There are important expectations we have for all students in their development of self-discipline:
    - 1) Responsibility for academics
    - 2) Responsibility for social actions
    - 3) Independence

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- c. Detention is held on Mondays for 1 hour after school. All students must be picked up promptly at 3:45. If students are not picked up by 3:55, they will be placed in After Care. The parent will be responsible for paying the After Care fee upon picking up the child.

**14. Student Expulsion Policy**

Students and parents who accept the privilege of attending Holy Cross Elementary School accept the responsibility to respect and implement all school policies, rules, and regulations without exception. The Holy Cross administration reserves the right to refuse continued attendance for existing students whose parents do not conform to school policy, rules, and regulations. Any parent who continually makes unreasonable demands which can be viewed or interpreted as harassment of faculty, staff, and/or administration, will be required to withdraw his/her child from Holy Cross Elementary School.

**DRESS CODE****UNIFORM DRESS CODE FOR BOYS****1. PK3 Boys**

- Light blue, collared knit shirt w/front placket & buttons; no contract stitching; school logo on left chest optional; must be tucked in
- White long/short sleeve undershirt/turtleneck under uniform shirt; no logos front or back, no trim
- Solid navy, elastic-waist polyester/cotton or knit shorts/pants; **no belts/zippers/buttons**
- Solid white/navy/black CREW or ankle crew socks w/no trim or logo; no tennis/sports/no show socks;
- VELCRO CLASP SHOES ONLY.** Solid white/black tennis/athletic shoes w/no contrasting trim; tennis shoes and sole must be the same color (ex. Solid black NIKE shoes with white soles are not allowed.)
- Holy Cross Elementary sweatshirts only.
- Solid navy jacket or gray fleece jacket w/uniform logo; hoods on jackets must match the jacket - no contrasting colors/stripes/decorations**
- Heavy overcoats may be worn over the uniform on cold days during outside activities.

**2. PK4 – 6<sup>th</sup> Grade Boys**

- Light blue, collared knit shirt w/front placket & buttons; no contrast stitching; school logo on left chest optional; must be tucked in
- Long/short sleeve white undershirt/turtleneck under uniform shirt; no logos front or back, no trim
- Navy twill shorts approx. knee length or navy polyester/cotton long pants w/navy topstitching - uniform shorts/long pants for P.E.
- Cargo pants/shorts are not allowed.
- Solid navy/black/brown belts to be worn w/belt loops
- Solid white/navy/black CREW or ankle crew socks w/no trim or logo; no tennis/sports/no show socks;
- K–6<sup>th</sup> grades:** Solid white/black tennis/athletic shoes w/no contrasting trim; laced correctly & tied; tennis shoes and sole must be the same color (ex. Solid black NIKE shoes with white soles are not allowed.); solid matching shoe strings w/no beads; Velcro clasp or zip shoes *are* allowed.
- PK4 students - VELCRO CLASP SHOES ONLY.** Solid white/black tennis/athletic shoes w/no contrasting trim; tennis shoes and sole must be the same color (ex. Solid black NIKE shoes with white soles are not allowed.)

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- j. Holy Cross Elementary sweatshirts only.
- k. **Solid navy jacket or gray fleece jacket w/uniform logo; hoods on jackets must match the jacket - no contrasting colors/stripes/decorations**
- l. Heavy overcoats may be worn over the uniform on cold days during outside activities.

**UNIFORM DRESS CODE FOR GIRLS****1. PK3 Girls**

- a. White or navy collared knit shirt/white uniform blouse w/front placket & buttons; no contrast stitching; school logo on collar or left chest optional; must be tucked in
- b. Solid navy, elastic-waist, polyester/cotton or knit shorts, skorts, or pants; **no belts, zippers, buttons**. Plaid uniform jumper is optional. Solid navy knit shorts must be worn under plaid jumper.
- c. Solid white/navy/black CREW or ankle crew socks w/no trim or logo; no tennis/sports/no show socks;
- d. Tights must be footed solid white or navy with uniform socks worn on top.
- e. **VELCRO CLASP SHOES ONLY**. Solid white/black tennis/athletic shoes w/no contrasting trim; tennis shoes and sole must be the same color (ex. Solid black NIKE shoes with white soles are not allowed.)
- f. Holy Cross Elementary sweatshirts only.
- g. **Solid navy jacket or gray fleece jacket w/uniform logo; hoods on jackets must match the jacket - no contrasting colors/stripes/decorations**
- h. Solid navy/white sweater may be worn.
- i. Heavy overcoats may be worn over the uniform on cold days during outside activities.

**2. PK4 – 2<sup>nd</sup> Grade Girls**

- a. White or navy collared knit shirt/white uniform blouse w/front placket & buttons; no contrast stitching; school logo on collar or left chest optional; must be tucked in
- b. Uniform plaid shorts/skorts approximately knee length or navy polyester/cotton long pants w/navy topstitching
- c. Uniform plaid jumper approximately knee length
- d. Uniform plaid jumpers required on Mass days - pants may be worn to Mass on extremely cold days
- e. Solid navy knit shorts must be worn under plaid jumpers.
- f. Uniform shorts/skorts/long pants for P.E
- g. Solid navy/black/brown belts to be worn w/belt loops
- h. Solid white/navy/black CREW or ankle crew socks w/no trim or logo; no tennis/sports/no show socks;
- i. Tights must be footed solid white or navy with uniform socks worn on top.
- j. **K-2<sup>nd</sup> grades:** Solid white/black tennis/athletic shoes w/no contrasting trim; laced correctly & tied; tennis shoes and sole must be the same color (ex. Solid black NIKE shoes with white soles are not allowed.); solid matching shoe strings w/no beads; Velcro clasp or zip shoes *are* allowed.
- k. **PK4 students - VELCRO CLASP SHOES ONLY**. Solid white/black tennis/athletic shoes w/no contrasting trim; tennis shoes and sole must be the same color (ex. Solid black NIKE shoes with white soles are not allowed.)
- l. Holy Cross Elementary sweatshirts only.
- m. **Solid navy jacket or gray fleece jacket w/uniform logo; hoods on jackets must match the jacket - no contrasting colors/stripes/decorations**
- n. Solid navy/white sweater may be worn.
- o. Heavy overcoats may be worn over the uniform on cold days during outside activities.

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### **3. 3<sup>rd</sup> – 6<sup>th</sup> Grade Girls**

- a. White or navy collared knit shirt/white uniform blouse w/front placket & buttons; no contrast stitching; school logo on collar or left chest optional; must be tucked in
- b. Uniform plaid shorts/skorts approximately knee length or navy polyester/cotton long pants w/navy topstitching
- c. Uniform plaid skirt approximately knee length
- d. Uniform plaid skirts required on Mass days - pants may be worn to Mass on extremely cold days
- e. Solid navy knit shorts must be worn under plaid skirts.
- f. Uniform shorts/skorts/long pants for P.E
- g. Solid navy/black/brown belts to be worn w/belt loops
- h. Solid white/navy/black CREW or ankle crew socks w/no trim or logo; no tennis/sports/no show socks
- i. Tights must be footed solid white or navy with uniform socks worn on top.
- j. Solid white/black tennis/athletic shoes w/no contrasting trim; laced correctly & tied; tennis shoes and sole must be the same color (ex. Solid black NIKE shoes with white soles are not allowed.); solid matching shoe strings w/no beads; Velcro clasp or zip shoes *are* allowed.
- k. Holy Cross Elementary sweatshirts only.
- l. **Solid navy jacket or gray fleece jacket w/uniform logo; hoods on jackets must match the jacket - no contrasting colors/stripes/decorations**
- m. Solid navy/white sweater may be worn.
- n. Heavy overcoats may be worn over the uniform on cold days during outside activities.

## **ALL STUDENTS**

### **1. Birthday/Spirit Day**

- a. Plain, long, blue denim knee-length walking shorts, capris, or jeans - no colored, striped, decorated jeans; jean skirts; overalls; or jeggings
- b. Regulation school shorts or long pants
- c. Choice of Holy Cross t-shirt/sweatshirt or regulation school shirt
- d. Choice of tennis shoes & socks; no heellies

### **2. Hair**

- a. Hair must be well kept, out of eyes, trimmed around the ears, and must not be past top of uniform shirt collar for boys
- b. Conservative hair ornaments, bows, & barrettes for girls
- c. No tails/extensions/hair wraps/hair color/dye/bleach/strange/bizarre cuts/designs cut into hair, including partially shaved/ bowl-type/undercuts

### **3. Jewelry**

- a. Religious medals or crosses only - watches allowed - one ring allowed - school is not responsible for lost jewelry
- b. No necklaces, bracelets, play watches/jewelry - no jewelry that may cause distractions
- c. No earrings on boys; one earring per ear on girls - nothing beyond earlobe

### **4. Other Regulations**

- a. No jeans/jean shorts/jean jackets/knit pants/athletic shorts/plastics/baseball caps/vests
- b. No dress/slip-on/backless shoes, boots, high tops/heellies



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- c. No colored nail polish/artificial nails/make-up/tatoos
- d. Nails must be manicured and well-kept.

### **Note:**

Students must come to & leave school in uniform. Exceptions must be approved by the principal. Aftercare students must remain in uniform.

### **4 dress code violations result in detention & loss of Birthday Day dress that month.**

*Uniforms & Holy Cross logo are available locally at The Alumni Shoppe, Skipper's, & Joe's Boots.*

### **ELECTRONIC DEVICES**

Electronic devices will not be allowed on the school campus without the express permission of the child's teacher and the principal. **Cell phones may not be in a student's possession while at school.** On occasion a student may have to bring a cell phone to school for after-school purposes. If this is the case, the phone must be placed in a zip lock bag **with the students name and a note of authorization from the parent stating the reason the student must have the phone.** The phone **MUST** be turned in to the office upon the student's arrival at school and will be given to the student at the end of the day. Phones are not allowed on field trips.

**\*\*\*\*\*Parents must silence cell phones while on the school campus to prevent instructional interruptions.**

### **EMERGENCY/SAFETY**

Holy Cross Elementary has Emergency Response Procedures and security cameras. We will notify radio stations KFXV, KMRC, KBZE, and KQKI and the local television station KWBJ in the event of an emergency.

#### **1. Fire/Tornado Drill**

Fire /tornado drills are held monthly during the year. Teachers complete evaluation forms after each drill. Regulations comply with safety codes.

#### **2. Diocesan Safe Environment Process**

Parent-volunteers/substitutes must complete the Safe Environment process offered through the school and parish. These visitors must sign in/obtain a badge from the office before entering any area of the school, and sign out and return badge to the office upon leaving.

#### **3. Drug Free/Weapon Free/Smoke Free School**

The use, possession, and distribution of controlled drugs, alcohol and firearms or other dangerous weapons are illegal. Holy Cross Elementary is a smoke-free facility.

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### FIELD TRIPS

Field trips on school days are full of learning experiences most often unattainable in the classroom setting. With the exception of illness, any planned absence on such days must be approved by the principal. Certain medical conditions may require that the parent must attend the field trip with their child. Parents are notified when field trips will be taken. All students are required to ride the bus to and from the destination. The Code of Student Responsibilities and school rules apply when on field trips.

1. Every child must turn in, by the teacher's deadline, a permission slip and fees in order to participate in the field trip. Children who do not meet the deadline will not be allowed on the trip and should report to school in uniform. Work for the students who are unable to attend the field trip will be provided by the child's teacher(s) and will be completed in a designated area/classroom.
2. All students are required to ride the bus to and from the destination. No child will be allowed to leave the class group to return home with a parent or by some means other than that which the teacher has provided for the entire group without permission from the principal beforehand. A note from a parent is required for this exception to policy.
3. **ALL CHAPERONES MUST BE CERTIFIED "SAFE ENVIRONMENT" TRAINED.** A certificate must be on file with the school office.
4. Individuals who volunteer to drive their personal vehicles for school related functions are advised that their auto liability coverage is primary should they be legally liable for an accident.
5. The number of chaperones is governed by the nature of the trip. The school will determine and provide adequate adult supervision for all trips.
6. Students and volunteer parents must follow regulations:
  - a. Code of Student Responsibilities/school regulations-no cell phones, electronic devices, magazines, etc.
  - b. Food and drink regulations (NO GUM, peanuts, peanut butter, etc.)
  - c. Where and when to stop
  - d. Seatbelts (if applicable)
7. Diocesan Field Trip Policy states that if a private passenger vehicle must be used, the following must be verified:
  - a. The driver must be 21 years of age or older.
  - b. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
  - c. The vehicle must have a valid registration.
  - d. The vehicle must have a valid state inspection sticker.
  - e. The vehicle must be insured for minimum limits for \$100,000 per person/\$300,000 per occurrence.
8. A signed Volunteer Drive Information Sheet must be submitted to the principal for each vehicle used.
9. Siblings are not allowed to accompany a parent chaperone.
10. Chaperones attending field trips should park in the HCES parking lot and not in front of the Life Center.

### GENERAL STUDENT REGULATIONS

1. Students may use blue/black ink only with the exception of proofreading/workbook activities (pencil).
2. Students may use office telephone in case of sickness or necessity with proper permission.

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3. All materials brought to school must remain in school bag during arrival/dismissal and on the bus.
4. **Students may not take food/candy/gum/drinks to school or on bus except bottled water.**
5. Students must not bring money to school except for designated school purposes.
6. Students may not make collections for any purpose without the principal's approval.
7. Students must pay for replacement if a book or other school-provided item is lost or damaged.
8. Bicycles must have a safety lock and are parked in racks located on the Poplar Street side of school.
9. Students may not bring electronic devices to school.
10. Students may not bring magazines to school unless specified by the teacher for educational purposes.
11. Pets are not allowed on school grounds unless cleared by the classroom teacher or the office.

### **HEALTH AND EMERGENCY INFORMATION**

#### **1. Medication:**

- a. Teachers are not permitted to administer medication to students.
- b. If medication must be administered by parents during school hours, the parents will be personally responsible for bringing the medication to the school office and giving it to the child. If at all possible, schedule the medication visit at a time least disruptive to the school day. If that visit can be timed for one of the recesses, it would be important for the teacher to know in advance by written message.
- c. In extraordinary circumstances and with special arrangements with the school administration, parents may plan to have the student medication in the office or have an attending adult dispense the medication provided the appropriate release of liability forms are signed by the parent. Parents should contact the principal to make such arrangements. **Medication can be administered by office staff on a one-day basis only. Exceptions must be arranged with the principal. Medication sent to the school office must be accompanied by detailed written instructions with the parent signature and date.** This policy includes prescription medication, cough drops, lozenges, chap sticks, etc. NO sore throat pops. **At the end of each school day, all medication must be picked up by the parent and taken home.**
- d. **NOTE:** Parents are not to send medication unless **absolutely necessary.**

#### **2. Emergency**

- a. It is necessary for the school office to have at least one person the school can contact in the event that neither parent can be reached in times of emergency. This information must be recorded on the student information card.
- b. In the event of emergency dismissals of public schools, it is our policy to follow suit in their directives since we are dependent on their buses for transportation.

#### **3. Abuse and Neglect**

Any suspected abuse and/or neglect of a child in a school/day care center must be reported in accordance with Louisiana Statutes.

#### **4. Lice and Other Contagious Conditions**

If a student is found to have head lice or nits, he/she is immediately sent home. Parents of classmates are notified. As per the State Board of Health, it is the parents' responsibility to

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check and treat his/her child. When the child returns to school after treatment is completed, his/her head must be rechecked by a member of the office staff. A similar procedure is followed for other contagious conditions.

### **5. Hearing and Vision**

Hearing and Vision screenings take place annually. Send a written note to the principal to decline the screenings for your child.

## **HOLIDAY TREATS AND GIFTS**

Holiday and special treats may not be sent to school unless approved by the teacher. Approved treats must be brought to the office, **NOT** the classroom. Gum, peanuts, and peanut butter are **NOT** allowed.

## **INSURANCE**

1. The school's student accident insurance is **supplemental only**.
2. All injuries must be reported to the school office immediately. Forms and information can be obtained from the school office if an accident occurs.
3. 24-hour coverage may be purchased at the beginning of the school year through the diocese. This is also supplemental only.

## **INTERNET**

1. All students and parents must sign and adhere to the internet and network usage agreement.
2. Once signed by students and parents, the agreements are kept on file at the school.

## **INTRAMURALS**

1. Organized intramurals take place in the spring in 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades.
2. Girls participate in kickball, and boys participate in cabbage ball with an emphasis on sportsmanship.

## **LIBRARY**

1. Regular Circulation
  - a. Books are ordinarily checked out for one week.
  - b. If a student wishes to keep a book longer, the book must be brought back to the library for renewal.
2. Lost or Damaged Books
  - a. For lost or damaged books a fee will be charged. If a book is later found and returned within the same school year, a refund will be forthcoming. If the book is returned damaged, there will be no refund.
  - b. No final report card will be issued to a student whose library book is not returned or paid for.

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### **LOST AND FOUND**

1. We cannot over-emphasize the need for labeling personal items that come to school. All uniform pants, shirts, sweatshirts, jackets/coats, book bags, etc. should have the child's first and last name.
2. Lost and found items are turned in to the office.
3. Items that are properly marked with the student's name will be placed in the teachers' cubby for return to the student.
4. Search efforts for unlabeled items should be made by the student at recess or before school only.

### **MESSAGES**

Messages to students must be relayed through the office via phone call since this is the most reliable method. Faculty and staff should not receive text messages for students.

### **MONEY COLLECTION**

1. Some teachers may choose to make book orders available for purchase, but they are not mandatory. If not paying on-line, checks are to be made payable to the book company.
2. Students should not bring money or valuables to school at any time. Holy Cross Elementary is not responsible for the loss of personal items.
3. Money collected for general school purposes should be sent in a sealed envelope clearly labeled with the child's name, teacher, and purpose.

### **PARKING**

1. The parking area located on the Cedar Street side of Holy Cross Church and Yvonne Adams Life Center is used for Holy Cross Elementary.
2. Please refrain from parking at Central Catholic High School. These parking areas are assigned to CCHS faculty, staff, and students.
3. The parking area in front of Yvonne Adams Life Center will not be available for parking before dismissal.

### **PHOTO PERMISSION**

Holy Cross utilizes student photos to publicize the activities of Holy Cross Elementary and the accomplishments of its students. **If you do not wish for your child to be pictured in any media (website, Facebook, newspaper, Bayou Catholic, etc.), send a signed and dated letter advising of your wishes** that will be placed on file in the school office. By not sending a letter, you are granting HCES and/or the Diocese of Houma-Thibodaux the right to publish and print your child's name and/or likeness on the HCES website on the internet and/or the world wide web and further, release, indemnify and hold harmless HCES, the Diocese of Houma-Thibodaux, the directors, officers, agents, pastors, employees and insurers from any and all claims and/or damages on behalf of yourselves and your child arising from the publication of your child's name, photograph or likeness used by the school. This agreement shall remain in force and in effect at all times.

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### RECESS

#### 1. **Playground Regulations**

- a. The school provides play equipment. Students may not bring these items to school.
- b. Students may play running games in the grass of the back field only.
- c. Gymnastics and karate are not allowed on the playground.
- d. Grades 1-6 are allowed to play basketball skill games. Regulation basketball games are not allowed.
- e. **Rocks around playground equipment are not to be removed or thrown.**
- f. Students may not play in restrooms, restroom areas, or on walkways between middle and Mamie Bergeron wings.
- g. Students are encouraged to keep the school grounds neat and clean.

#### 2. **Morning Break**

- a. The purpose of this 10 minute break is for using restrooms and getting a drink of water.
- b. Students may sit/stand and quietly have conversations in designated areas.

#### 3. **Afternoon Recess**

- a. Students will be monitored in designated playground areas.
- b. Students will be expected to follow all playground regulations.

#### 4. **Recess on Rainy/Cold Day**

- a. Students will remain in a grade level classroom under the supervision of a teacher.

### RESOURCES

Title I tutoring and enrichment (Challenge Plus Responsibility) are offered to selected students. Parents will be notified of selection and must sign a permission form for these resources.

### SCHOOL NEWS

A monthly newsletter and calendar from the principal is sent home via e-mail and posted on the website, [www.holycrosselementary.org](http://www.holycrosselementary.org), and Rediker Parent Portal. **Special bulletins are issued as needed.**

**Please continue to notify the office of phone number and e-mail changes in order to receive important school information,**

### SCHOOL ORGANIZATIONS

1. **Advisory Council** - consists of ten members - principal and pastor along with eight members representing the church parishes served by the school who meet monthly. Functions include advising on policy-making, goal-setting, financial budgeting, and principal-related activities.
2. **PTO** – The Parent/Teacher Organization is a fund-raising and community-building organization for Holy Cross Elementary. PTO organizes many events, such as Fall Fest and Family Fun Fest.
3. **Clubs** –Teachers take their special talents and organize a club for students to participate in 3 to 4 times a year. More information will be available once school begins.
4. **4-H** - It is the nation's largest youth development organization. Fueled by research-driven programming, 4-H'ers engage in hands-on learning activities in the areas of science, citizenship and healthy living. These pivotal experiences help to build a foundation of leadership and skills for success in future careers. ([www.4-h.org](http://www.4-h.org))

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5. **Athletics** – 5<sup>th</sup> and 6<sup>th</sup> graders may participate in football, volleyball, basketball, baseball, track, and tennis through Central Catholic High School's Catholic League Program.

### **SPIRITUAL LIFE**

#### 1. **Prayer**

1. Community prayer is a very important part of our school life. The faculty begins each day together with prayer. Our school day begins with a morning offering recited over the intercom:

a. **Morning Offering:**

Jesus, I thank you for this brand new morning. I offer you all that I do and all that I say on this day. Please help me to remember your commandments, to love my neighbor, and to be helpful and kind to all your people. Keep me, please, from saying or doing anything you wouldn't like. Forgive me for the mistakes I made yesterday and help me to do better today. I want to be good on earth so that when my life is over, you will welcome me in heaven. Amen.

2. Students will pray throughout the school day - morning, before/after recess, meals, end of day, etc.
3. Students will be provided time for daily reflection in order to evaluate the Code of Student Responsibilities and communicate with God.
4. In the case of those formal prayers taught at school, we look to parents for help with memorization.

#### 2. **Mass Information**

- a. Our school attends Mass weekly during the school year. The day and time are subject to change. The newsletter and calendar will keep parents informed. Our families and friends have a standing invitation to attend our liturgies.

- b. GOAL: To provide a GATHERED and SENT experience for the students.

- 1) We GATHER as a community  
2) We listen to God's WORD.  
3) We are nourished by the EUCHARIST.  
4) We are SENT to live the WORD.

- c. ALL SCHOOL MASSES:

- 1) Students will . . .
- a) Enter Church, kneel, and pray.  
b) Sit respectfully.  
c) Say Mass responses.  
d) Receive communion (blessing for non-Catholics) and return to pew after communion reverently (no hands in pockets).  
e) Know how to come to the altar  
f) Know how to stand around the altar  
g) Know how to kneel after communion.

- 2) Families and friends are invited to all school masses.

#### 3. **Community Life**

Keeping in touch and being involved in the spirit life of our community are vital to its very existence and growth. Our parish needs us, and we need our parish life. The church's weekly bulletin and the school's newsletter are sources of information.

#### 4. **Sacramental Preparation**

We learn to love our God and celebrate that love in the Eucharist, the very core of our Catholic tradition. As our children develop their relationship with God, they learn how sin hurts relationships. The preparation for both the sacrament of Reconciliation and the Eucharist is a joint effort between home and school.

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- The preparation and reception of these sacraments for the first time is at the second grade level.
- Parent seminars in preparation for these sacraments will be announced well in advance of their appointed times.
- If you are not a member of the Holy Cross Church Parish and would like your child to receive sacraments at Holy Cross, please contact the church office at 384-3551.

### **5. Reconciliation Services**

Students in second through sixth grade will have the opportunity to celebrate the Sacrament of Reconciliation during the year.

### **6. Shared Facility**

Our school is a shared facility. Our full-time students at Holy Cross know that they share their desks and classrooms with students in our CCD program.

### **7. Holy Cross Weekend Liturgies**

Our parish welcomes our school families to its weekend liturgies. The following special service is provided at the 11:00 Mass on Sunday:

- a. Liturgy of the Word for Children - Children are invited to experience the Scripture on their level. The group returns to the church for the Liturgy of the Eucharist.

## **SPRINGFEST**

Springfest takes place in the spring and is a school day. Family members are invited to attend.

## **SUPERVISION**

Students are supervised at all times. Students are not allowed in any room without adult supervision and are not left outdoors at any time without adult supervision. **While on duty with a group of children, staff members devote their time to supervising the children and participating with them in activities.**

## **TRANSFERS**

Holy Cross should be notified at least a week in advance when a child transfers to another school. All school-rented and state-supplied books must be returned to the teacher. Tuition payments are to be checked with the office personnel. Cafeteria and after care payments must be up to date as well. Cumulative records will be sent to the new school upon written parental request.



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## HOLY CROSS ELEMENTARY DISMISSAL PROCEDURES

The following car rider dismissal procedures have been implemented:

- NO PARKING on Franklin Street Monday-Friday between 2 p.m.-4 p.m.
- CCHS pickup - right lane; HOLY CROSS pickup - middle lane; thru traffic - left lane
- For our students' safety, all parents picking up students after school should be in the car rider line!

