

Parent/Student Handbook

Holy Cross School

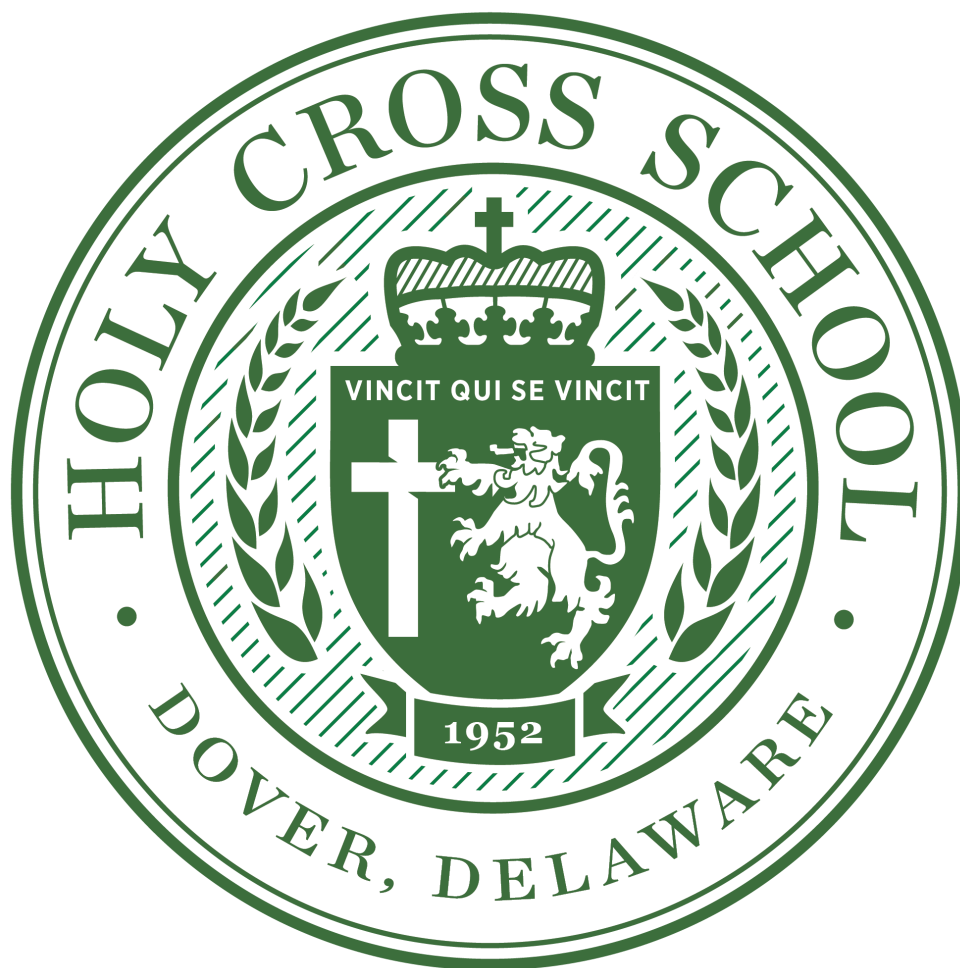
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holycrossdover.org



*Let it be known that Jesus Christ
is the reason for this school,
the unseen but ever present teacher
in all its classes, the model of its faculty,
and the inspiration for its students.*

*Every effort has been made to include in this Handbook
all policies and procedures for the current school year.*

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Handbook

Responsibility of Parents and Students

This Parent/Student Handbook outlines the policies and procedures that guide the education and care of the students entrusted to Holy Cross School. It serves as an agreement between the school and its families, and parents are expected to read it in its entirety.

Parents of Pre-K 3 through Grade 3 students should discuss this Handbook with their children after reading it. Parents of students in Grades 4 through 8 should ensure that their children have read this Handbook.

The Receipt and Acknowledgement Form on PowerSchool requires the signatures of parents and students in Grades 4 through 8.

Partnering with parents in their children's education is a privilege we deeply value, as we believe that parents play the primary role in their child's learning journey

Parents' Role in Education

At Holy Cross School, we consider it a true privilege to partner with parents in the education of their children. We believe that parents are the first educators, and as such, you have both the right and the responsibility to serve as the primary role models in your child's development—physically, mentally, spiritually, emotionally, and psychologically.

Choosing Holy Cross School reflects an intentional choice in guiding your child to learn and recognizing that God is the ultimate source for a faith-filled life. Your relationship with God, with one another, and with the Church community plays a vital role in shaping how your child connects with God and interacts with others. The values we teach in school take deeper root when they are reinforced at home through the example of strong Catholic/Christian morals and a genuine faith-filled family life.

By enrolling your child at Holy Cross School, you enter into a partnership with us, one we hope is shaped by mutual trust and loyalty. During the formative years of PK - 8th grade, children depend on consistent support at home and school for intellectual, moral, social, cultural and physical growth. It is essential that parents and teachers trust each other's intentions and efforts. Division of authority whether it be within the family or between home and school creates confusion and fosters a lack of respect for all authority figures.

Demonstrating mutual respect and trust between parents and educators sets a powerful example for students as it promotes healthy, mature behavior and relationships. Speaking negatively about a teacher at home or on social media undermines trust and leads to a breakdown in respect for the teacher, school and parents. If an issue should arise, the expected protocol is to seek a complete understanding as possible before drawing conclusions.

Children are naturally curious and motivated to learn, though it's common for their focus to shift as they explore new interests while growing up. During these times, they benefit from a balance of empathy and guidance. Although discipline can sometimes seem limiting, consistent expectations and boundaries offer children a reassuring sense of stability and purpose.

Students must take personal ownership of their academic responsibilities, including homework, long-term projects, major assessments, and service commitments, even during absences. Allowing children to face natural consequences for their actions fosters accountability and lifelong responsibility.

This mutual partnership is designed for all - students, parents, and Holy Cross School- to work together to help all our students grow into all that God has for them- spiritually, intellectually, and personally.

Interpretation and Enforcement

Every effort has been made to include all policies and procedures for the current school year in the Handbook. However, circumstances may require school administration to apply the Handbook to unique and unanticipated situations.

The school administration interprets and enforces the policies and procedures included in the Handbook. The Pastor is the final authority in all matters of the school, and with his consultation, the Principal can waive any regulations as seen fit for a just cause.

Right to Amend

Holy Cross School reserves the right to amend this Handbook at any time. Notice of amendments will be published during the school year via the Crusader Notes or other forms of communication.

Mission and Traditions

Mission Statement

Holy Cross School provides its students with an academically rich, faith-filled learning environment in the interest of fostering an education rooted in the Gospel of Jesus Christ. At Holy Cross, we cultivate a lifelong sense of justice, peace, compassion, and respect for all God's creation.

School And Spirit Traditions

Holy Cross Catholic School's vision is to be a community where the educational process is centered on the love of Christ and the development of the whole child. With Gospel values as the foundation, the school's curriculum will continue to promote the development of 21st-century skills in an environment that facilitates the acquisition of those skills while encouraging students to use their gifts and talents for the betterment of society.

Any use of the school's name, seal, logos, or mascot must have prior approval of the Principal.

Traditional School Colors

Green and white

School Seal

The school seal, generously created and donated by HCS graduate Anthony Marro in 2016, represents the history of our school, blending old traditions of the former, Holy Cross High School with new traditions of Holy Cross School. It is inscribed with *Vincit Qui Se Vincit*, which means *He who overcomes himself wins*.

School Mascot

The Crusader

Alma Mater : "God Bless You, Holy Cross"

Composed by: Michael Perza

*Hail to Holy Cross of Dover: Rooted in God's love of youth;
Lamp of wisdom, peace and justice; Cradle of respect and truth.
May your spirit born in us live and not be lost.
God preserve the Green and White; God bless you, Holy Cross!*

Academic Life

Classwork and Homework

All work in class and at home can be graded. Assignments turned in late may not be graded at full weight and/or garner zero credit at the teacher's discretion. Studying is also considered part of homework.

Standardized Testing

The Renaissance Flow 360 STAR test is administered in Grades K through 8 four times yearly. Parent Reports are sent home in the Thursday Communicator following each administration of the test.

Grading Scale

Grades are based on tests, quizzes, class participation, projects, oral presentations, homework, and other work at the teacher's discretion.

Grade	Grading Scale
Pre-K 3	Students are issued a report card three times per year. They are assessed based on social and emotional development, personal skills, motor development, and cognitive domains. Report cards are completed in a narrative format.

Pre-K 4	M	Demonstrates Mastery	
	S	Satisfactory	
	D	Developing	
	N	Not Yet Demonstrating	
	NA	Not Assessed at this Time	
Kindergarten through Grade 2	P	Demonstrates Proficiency	
	G	Very Good Progress	
	S	Satisfactory	
	I	Improvement Needed	
	N	Not Yet Demonstrated	
	NA	Not Assessed at this Time	
Grades 3 – 8	A	93 – 100	4.0
	B	85 – 92	3.0
	C	77 – 84	2.0
	D	70 – 76	1.0
	F	69 and Below	0.0
All Grades - Enrichment Classes	PS	Pass (70 – 100)	
	FL	Fail (69 and Below)	

Progress Reports and Report Cards

Parents of students in Grades 1 through 8 will have access to PowerSchool to monitor their children's daily grades in every academic subject. Parents are responsible for tracking their children's progress online and contacting the appropriate teacher if any grades are questionable. Parents should contact teachers with questions about their child's grades or progress.

Report Cards are accessible through the parent's PowerSchool portal following the end of each trimester.

Honor Roll

Students in Grades 6 through 8 are eligible for the Honor Roll. For First Honors, students must have an “A” in each subject. For Second Honors, students must have an “A” or “B” in each subject. For subjects graded as pass/fail, a passing grade must be earned for either First or Second Honors. Any student who earns an I (Improvement Needed) or U (Unsatisfactory) in any effort or conduct grade including enrichments, is ineligible for the Honor Roll.

Academic Probation: *Grades 6-8th only*

Students are placed on Academic Probation if they have an “F” or “FL” in any subject or if their grade point average is 2.0 or less. Grades from Enrichment classes are not included in the grade point average calculation.

Parents will be given written notification when their child is placed on Academic Probation.

While students are on Academic Probation, they are not permitted to participate in any extracurricular activity, nor are they able to represent Holy Cross School in any venue.

Students will remain on Academic Probation until grades are reviewed at the trimester interim and then again at the trimester end. If at the interim the students’ grades do not meet the standard, they will remain on Academic Probation until the end of the trimester, at which time their status will once again be reviewed.

When students end the school year on Academic Probation, their status will carry over to the onset of the next school year. Students will be permitted to try out for fall sports teams and, if selected, will be permitted to practice with the team. Students on Academic Probation will **not** be permitted to participate in team play during scheduled games, nor will the students be permitted to travel with the team. The student’s successful completion of the summer packet and a review of their grade point status at the end of September will determine their eligibility to participate in team play.

Promotion and Retention

A student may be retained if he has not adequately mastered the grade-level subject matter and would profit from being retained at the same grade level for another year. Parents will be notified by January 31 or as soon as conditions warrant if their child is in danger of being retained.

Students who miss 20 or more days in any school year will be considered for retention.

When evaluating a student's progress, the teacher will consider the social, emotional, and academic progress along with the student's physical development.

The school administration will receive recommendations for retention. The student's parents, teachers, and the school administration will also meet.

A decision regarding the promotion or retention of students is the sole discretion of the school administration.

Attendance

School Hours

The school day is from 8 a.m. to 2:30 p.m. for the ELC (Pre-K 3 and Pre-K 4) and from 8 a.m. to 2:50 p.m. for Grades K- 8.

On half-day sessions, the school day is from 8 to 11:30 a.m. for the ELC (Pre-K3 and Pre-K4) and 8 to 11:50 a.m. for Grades K - 8.

Arrival

The school doors open at 7:40 a.m. for students to report to their classrooms. If students arrive before 7:40 a.m., they must go to Before-School Care until 7:40 a.m., and a fee will be charged. *Students may not be dropped off before 7:40 am and left outside of any building unsupervised.*

For Pre-K 3 and Pre-K 4, parents must walk their children into the building, and parents may walk them to their classrooms before 8 a.m. The ELC Office Coordinator will escort any students arriving after 8 a.m.

For Grades K through 8, parents may not walk their children to their classrooms but must leave them at the hallway door or drop them off at a designated zone.

Students are not permitted to walk in the parking lots without being accompanied by an adult.

Dismissal

Dismissal lasts for 20 minutes following the end of the school day. That is until 3:10 p.m. on a full day and 12:10 p.m. on a half day.

Parents are to pick up their children from the designated dismissal locations described below. No child will be dismissed without a teacher's approval.

Grade	Dismissal
Pre-K3 and Pre-K4	<p>Dismissal is at 2:30 p.m. Students will be dismissed in the parking area behind the Junior High Building and in front of the ELC Building. They will line up with their respective teachers and await the arrival of the family vehicle. The student's teacher will escort the child to the vehicle.</p> <p>If your child cannot buckle themselves in, please feel free to exit your car to ensure they are safely fastened. We thank all families for their understanding of any delays this may cause, as our primary focus is always student safety.</p>
Grades K - 5	<p>Dismissal for Grades K - 5 is at 2:50 p.m. Parents will form a car line and drive to the pick-up area on the school campus exit drive.</p> <p>Car riders will gather with their respective teachers and await the call of the family name before being dismissed to the car line.</p>
Grades 6 - 8	<p>Dismissal for Grades 6 - 8 is at 2:50 p.m. Parents will form a car line and drive to the pick-up area on the school campus exit drive.</p> <p>Car riders will gather in the Parish Hall with their respective teachers and await the call of their family name before being dismissed to the car line.</p>

Students not picked up by the end of dismissal will be sent to After-School Care, for which there will be a charge.

Returning to School After Dismissal

After the 2:50 p.m. dismissal, forgotten items can be retrieved the next day. This policy aims to protect your child while also fostering organizational skills and personal responsibility.

Tardiness

A student not in his homeroom at 8 a.m. is tardy. If a student is tardy, he must report to his respective school building office to sign in and receive a tardy slip to present to his homeroom teacher. Excessive tardiness will be addressed by the administration.

Medical Appointments

If a student requires a medical appointment during the school day, parents must sign out their child from their respective school office and, if the child returns during the same school day, the parent must sign the child in through the school office.

If students are out of school for an appointment lasting more than three and a half hours, they will be considered absent for half a day.

A doctor's note is required to verify the appointment.

Students are responsible for the work they miss due to time out of the classroom.

Absences

When students are absent from school, parents should notify the school office. Students must be fever-, vomit-, and diarrhea-free for 24 hours without medication before returning to school.

A handwritten or emailed statement explaining the absence or tardiness must be emailed or brought to the student's teacher upon the student's return. These notes/letters will be retained for one year.

Students are responsible for the work they miss due to time out of the classroom.

Absent students have one day for each absence day to make up missed assignments. Arrangements for missed classroom quizzes and tests must be made with individual teachers and taken within one week of the student's return to school.

When students are brought to school after 10:30 a.m., they are given an AM absence, and when they are picked up before 1:30 p.m., they are given a PM absence.

The school administration monitors absences. If absences become excessive, the administration will contact the family, and a conference may be required.

Students should be fever-free for 24 hours without medicine before returning to school. Students sent home with a fever during the school day will not be allowed to return to school the next day.

Medical appointments during school hours require a written note or email from the parent. If the child returns to school during the same school day, they must be signed back into their building office. Students arriving at school later than 10:30 am are marked absent for the first half of the day. Students dismissed before 1:30 pm are marked absent for the second half of the day.

No early dismissals are allowed after 2:30 pm.

The administration will monitor attendance. Students who are absent or tardy for 10 days will receive a notification letter. After 15 absences or tardies, families may need to meet with the administration to put together a plan for attendance. After 20 absences or tardies, the child may be subject to retention in the grade level for the following year.

Absence Due to Vacations

The school calendar provides extended weekends throughout the school year and Thanksgiving, Christmas, and Easter breaks. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. No assignments will be given in anticipation of a vacation. There will be no exceptions to this policy.

Absence Due to Illness

Please do not email or call to request an assignment for a one or two days absence.

A child's priority while absent for illness is rest and healing. When a student is absent for one or two days, the student will report to the teacher to obtain missed work upon return.

On day three of an absence, a parent may email the teacher or call the school office by 9:00 am to request missed assignments. The teacher will make every effort to place homework and books in the office. Parents may pick up assignments from the office between 3:15 pm until 3:30 pm.

Students may also receive missed assignments from their teachers when they return.

Students will have one day per sick to make up for missing assignments. Example: If a student misses three days of school, the student will have three days to make up the missing assignments.

Field Trips

In consultation with school administration, individual teachers reserve the right to restrict or deny student participation in any field trip.

A permission slip signed by the parent is required before a child may attend a field trip. Verbal permission will not be accepted.

Students must ride the bus provided by the school to and from the field trip with their class.

Parents may decline their child's participation in a field trip by stating so on the permission form. Students who do not attend the field trip are to remain at home and will be marked absent from school for the day.

1. To volunteer as a chaperone, it is necessary to have a valid background check and volunteer covenant on file with the Diocese/School Office. This requirement applies to all volunteers, regardless of the duration of their service. Furthermore, the volunteer must be at least 18 years old.
2. Field trips are designed to correlate with teaching units and to achieve curricular goals.
3. Attending a field trip is a privilege, not a right. Teachers, in consultation with the administration, have the right to limit or prohibit student participation in any field trip due to various reasons, including, but not limited to, poor behavior.
4. Field trips are re-evaluated each year to determine compatibility with curricular goals.
5. Just because students have participated in the same field trip for multiple years in a row, it doesn't necessarily make it a school tradition.
6. Field trips are allowed for all grade levels, provided there is advanced planning, a suitable location, and an experience that ensures a successful learning opportunity.
7. In order for a child to attend a field trip activity, a written permission form signed by their parent or guardian is necessary. Verbal approval will not be accepted.
8. A telephone call nor email will not be accepted in lieu of the proper field trip permission slip.
9. On the field trip form, parents have the option to decline their child's participation in the trip. Students who do not attend the field trip will be marked absent for the day.
10. All students going on the field trip must ride the bus with their class to and from the destination. Parents are not allowed to transport their students to and from the field trip.
11. Students not on the bus may not participate in the field trip and will be counted absent for the day.
12. Students are not allowed to bring any electronic devices, including cell phones, on the trip during regular school hours since it is assumed that the adults have them.
13. Non-official chaperones cannot drive their cars to a field trip destination with the intention of accompanying the class on the trip. Our risk management insurance company only insures "official" chaperones, and allowing unofficial chaperones to participate could put our students and other official adults at risk.
14. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip.

Inclement Weather

Should inclement weather require the school to delay opening or closing for the day, parents will be notified via Bright Arrow at the numbers listed in the student's files. An announcement will also be made on the school's Facebook and Instagram social media pages. **Our families commute from various parts of the state. If the weather in your area is uncertain, please use your discretion when deciding whether to make the drive.**

Half-day ELC students will not report to school in the mornings when there is an inclement weather delay.

Should inclement weather require the school to close early, parents will be notified as above and should pick up their children promptly. After-School Care will remain open for only 90 minutes after an early dismissal.

Before Care is not open on days when there is a delay.

Communication

Student Information

Unless a court or custody agreement specifies otherwise, each parent with legal custody may access their child's school records. Absent a subpoena or court order, school records may be disclosed only upon the written consent of the parent with legal custody.

Parents are asked to inform school personnel when legal custody of a child resides with one parent. The school needs to have a copy of the custody decree. This will help school personnel make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if needed.

Those individuals with legal custody of the student may attend school meetings, participate in educational decisions, and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

Divorce/Separation Policy

At Holy Cross School we maintain a neutral stance towards parents and families going through divorce or separation. If you are a separated or divorced parent, kindly provide us with a copy

of your custody decree, particularly the section pertaining to custody. This will enable the school's administration and teachers to understand the parent's rights and those of third parties in relation to the child's access.

To ensure the safety of their child(ren), a parent should give the school a copy of any restraining order that restricts or prohibits parental or third-party access. Any changes in custody or visitation orders should also be shared with the school and updated as needed.

Both parents or guardians with legal custody of their child(ren) have the right to access academic records and other school-related information unless a court or custody agreement states otherwise. **However, at Holy Cross, a request must be made by both parents, and they must both sign a release of records. Records must be picked up in person at the school office.** If there is a court order, individuals with legal custody of the student have the right to attend school meetings, make educational decisions, and review academic records. Those without legal custody, including those with visitation rights, do not have educational rights and cannot participate in these matters. FERPA gives custodial and noncustodial parents certain rights concerning their children's academic records unless a school provides evidence of a court order or State law stating otherwise. Unless a court or custody agreement states otherwise, custodial and noncustodial parents can access academic records and other school-related information, seek to amend documents, and consent to disclose personally identifiable information.

If a court order is in place, individuals the court has banned are prohibited from attending school meetings, participating in educational decisions, or accessing academic records related to that student.

Family Contact Information

When a change of address, telephone, cell phone, e-mail address, or other vital information is known, families should inform the school office in writing.

Thursday Communicator

Each Thursday, an envelope possibly containing teacher communications, classwork, quizzes, and tests, along with school-wide information and forms, will be sent home with each student. These envelopes should not be opened by students. Upon receipt, parents should examine the contents and sign the envelope. These envelopes should be signed and returned the following school day.

If a student loses their Thursday Communicator, one can be purchased at any of the school offices for the cost of \$1.

Bright Arrow Notification System

Holy Cross School will send messages notifying parents if an emergency occurs or to update important school-related activities. This will be in the form of a phone call, email and text message (if text permissions as enabled).

If you are not receiving Bright Arrow notifications, please let the school know immediately.

Telephone Use

School telephones are for school business only. Students are permitted to use the school telephone only for an emergency and with permission from school personnel. **Forgotten assignments, equipment, and the like do not constitute an emergency.**

If an emergency occurs, parents are not to call the school, so the lines remain available for emergency personnel.

Communication with School Personnel

Parents and school personnel need to communicate with one another. Days are set aside during the school year for parent-teacher conferences. School personnel will initiate phone calls and/or written communication with parents throughout the year as necessary.

Parents are encouraged to maintain an open line of communication. Questions regarding a student's academic progress or other concerns should be discussed with the child's teacher first. Teachers can be reached through written notes, emails, or phone calls through the school office.

The administration has the utmost confidence in our faculty and their ability to support students and families. We respectfully ask that you first reach out to your child's teacher to address and attempt to resolve any concerns before involving the administration. Please see the chain of command chart below for reference on student support.

STUDENT SUPPORT CHAIN OF COMMAND

At Holy Cross we strive for excellence to support each child. When a concern arises the first point of contact always needs to be your child's teacher. He/she can guide to you towards the next steps. Please refer to this diagram to ensure you understand the academic support process.



1st Contact

Classroom Teacher

Our classroom teachers are trained and certified to assist students and their families in various academic support. But if more support is needed they will contact the following staff.



Deborah Borden

CAC Interventionist

Reading and math foundational support, push-in services, Crusader Catch-Up Center, etc.



Julia Vahey

Guidance Counselor

Socially/Emotional student support, Bullying/Friendship Awareness concern, Accommodation Support.



Office Coordinator 302-674-5787

If you want to schedule a meeting with the principal, email your respective office coordinator.



Mallory O'Mara

Principal

Student data is shared during staff PLCs and frequent teacher check-ins. There is a continuum of information-sharing to the principal. The principal will guide the decision process if more support is needed.

Referral for Crusader Academic Center after initial parent interest meeting is held and adequate data is collected.

631 S. State Street Dover, DE | holycrossdover.org/school | 302-674-5787 ext 111

Disclaimer: In the event of an emergency or a student's safety is in jeopardy please contact the principal directly.

Dress Code

Uniform

Fall Uniform - First day of school until 10/31

Winter Uniform - November 1st- March 31st

Spring Uniform- April 1st until end of the school year

As a parent, you are responsible for ensuring that children arrive at school dressed appropriately and in the complete regulation school uniform. Each day, students are expected to wear the prescribed uniform and show pride in themselves and in their school through their appearance.

Maintaining neatness and cleanliness in personal attire is an essential part of a child's education, and it is the responsibility of the parents. When a child is confident about their appearance, they tend to act and work accordingly.

Kindergarten through Grade 5

Boys and Girls	Girls	Physical Education
Fall and Spring Before November 1 and after March 31		
<ul style="list-style-type: none"> • HCS branded polo shirt • Navy walking shorts or dress slacks. No Cargo pockets • Dark, solid-color belt when shorts or slacks have belt loops. • Navy crew socks • Black Matte Mary Janes (girls) or ALL black athletic shoes, including laces – no colors, no white soles, laces, or colored insignias 	<ul style="list-style-type: none"> • Plaid jumper with hem at knee • White blouse with Peter Pan collar • Navy blue knee-high socks or navy blue tights • Black Matte Mary Janes (girls) or ALL black athletic shoes, including laces – no colors, no white soles, laces, or colored insignias 	<ul style="list-style-type: none"> • Gray HCS branded T-shirt • Green HCS branded nylon shorts • All-white crew length socks. <i>No logos are permitted. No ankle/no show socks</i> • All White sneakers. White soles, no colored insignias

Winter November 1 to March 31		
<ul style="list-style-type: none"> • HCS branded polo shirt • Navy, non-denim slacks without exterior pockets • Dark, solid-color belt when slacks have belt loops. • Navy V-neck pullover sweater • Navy crew socks • Black Matte Mary Janes (girls) or ALL black athletic shoes including laces - no colors, no white soles, laces, or colored insignias 	<ul style="list-style-type: none"> • Plaid jumper with hem at knee • White blouse with Peter Pan collar • Navy knee-high socks or tights No leggings • Navy, Crew Neck cardigan sweater 	<ul style="list-style-type: none"> • Gray HCS branded T-shirt • Green HCS branded sweatshirt • Green HCS branded sweatpants • All-white crew socks <i>No logos are permitted. No ankle/no show socks</i> • White Athletic sneakers White soles, no colored insignias

GRADES 6 THROUGH 8

Boys and Girls	Girls	Physical Education
Fall and Spring Before November 1 and after March 31		
<ul style="list-style-type: none"> • HCS short sleeve branded polo shirt • Navy walking shorts or slacks • Dark, solid-color belt when shorts have belt loops. • Navy crew socks • A Black Matte Mary Janes (girls) or ALL black athletic shoes including laces - no colors, no white soles, laces, or insignias 	<ul style="list-style-type: none"> • HCS short sleeve branded polo shirt • Plaid skirt with hem at knee • Navy knee-high socks or navy tights • No socks with tights • <i>No nylons</i> 	<ul style="list-style-type: none"> • Gray HCS branded T-shirt • Green HCS branded sweatshirt (optional) • Green HCS branded shorts or sweatpants • All-white crew socks No logos are permitted No ankle/no show socks are permitted • White Athletic sneakers White soles, no colored insignias

Winter November 1 to March 31		
<ul style="list-style-type: none"> • White Oxford shirt (long or short sleeve) • Plaid tie (boys) • Navy non-denim slacks without exterior pockets • Dark, solid-color belt when slacks have belt loops. • Navy V-neck pullover sweater or navy long sleeve pullover • Navy crew socks • Black Matte Mary Janes (girls) or ALL black athletic shoes including laces - no colors, no white soles, laces, 	<ul style="list-style-type: none"> • Plaid skirt with hem at knee • White Oxford (long or short sleeve) • Navy crossover tie • Navy V-neck sweater or pullover • Navy knee-high socks or navy tights 	<ul style="list-style-type: none"> • Gray HCS t-shirt green • Green HCS branded sweatshirt (Optional) • Green HSS sweatpants • All-white crew socks No logos are permitted No ankle/no show socks are permitted • White Athletic sneakers White soles, no colored insignias

All Grades

The uniform must be clean and pressed, with all buttons attached and hems intact. Shirrtails must be tucked in while students are on campus.

All uniform components are available from Rush Uniform, Inc. or Flynn O'Hara Uniforms. Uniform components not procured from these companies must appear identical to those procured from these companies.

Students may not wear shoes with heels that exceed one inch and may not wear shoes with blinking lights.

All students must adhere to the dress code daily and throughout the day unless school personnel inform them otherwise.

Hair should be neat with bangs above the eyebrows. No fad hairstyles are permitted.

Students may not highlight, dye, or alter their natural hair color. Boys' hair should be worn above and not touching the shirt collar. It is to be trimmed so that it does not touch the ears, and students may not have facial hair.

Only matching plaid, black, navy blue, or white headbands, scrunchies, hair clips, or rubber bands are permitted. These must be worn in the hair and not on the wrist. No scarves may be worn in the hair.

Jewelry should be limited to one watch and a simple crucifix/cross or religious medal that hangs on a narrow chain around the neck. No rings are permitted. Watches should be set so as not to sound an alarm. No SMART watches are permitted.

Girls may wear one pair of non-hanging post earrings (one per ear) on the ear lobe. No other piercings are acceptable.

No makeup is permitted.

No permanent jewelry is permitted.

No clear or colored nail polish or artificial nails are permitted.

No temporary or permanent tattoos are permitted.

No cologne or perfume is permitted inside the school

No hologram contact lenses are permitted.

Birthday Dress-Down

Students may dress down for their birthday. If their birthday occurs during the school year on a school day, they may dress down only on their birthday.

If their birthday is during the school year but not on a school day, they may dress down on the school day closest to their birthday. If their birthday is during the school year but falls on a weekend or during a school break, students should check with their teacher before selecting a dress-down day.

If their birthday falls during the summer break, they may dress down on their half-birthday or the closest school day to their half birthday. Students who choose not to dress down come to school in their uniforms.

Tag Day Dress Down

Students who meet the requirements of a school-sponsored tag day may dress down only on the tag day. These days are meant to raise funds for those in need or contribute to our service projects therefore it is required that each student pay the \$1 fee.

Dress Down Guidelines

Shirts/Blouses

Shirts should be modest, near the neckline, and long enough to be tucked into jeans, pants, or skirts. Shirts with inappropriate logos, pictures, or advertisements are not permitted. Tight shirts such as body suits, tank tops, tee-strap shirts, camisole tops, crop tops, and midriff blouses are prohibited.

Pants/Slacks

Jeans are permissible if they do not have frayed bottoms, holes, or rips. When wearing pants with belt loops, a belt should be used. Pants that are dragging, inappropriately hanging, or sagging below the waist are prohibited. Pajama pants, soiled or stained pants are prohibited.

Shorts/Skirts:

Shorts and skirts are permissible on hot weather days as long as they are modest in length. Shorts or skirts over two inches above the knee or with writing on the backside are prohibited. Swimming trunks and cut-off shorts are prohibited.

Shoes

Sneakers are allowed to be worn. Sandals, Crocs, flip-flops, and open-toed shoes are not permitted for safety purposes.

Remaining Dress Code Elements

All other elements of the dress code remain in effect including jewelry and makeup.

Consequences

At the discretion of teachers and/or school administration, students who do not adhere to the dress code may receive a warning to remedy the situation, a written dress code violation, or be sent to the nurse for a change of clothes.

Tuition

Tuition rates are set each year by the Pastor. Discounting factors apply to families who are active Holy Cross Parishioners and Catholics from other parishes. Discounts are given for having multiple children attending Holy Cross School. The Tuition Office determines a family's actual tuition based upon the discounts to which a family is entitled.

Tuition must be paid in full by the last business day in June for the upcoming school year or by enrolling in FACTS Tuition Management Service and paying two equal payments in July and January or twelve equal monthly payments from July to June. Late fees will be charged if you do not pay your payment on time.

Families behind in tuition will not be readmitted for the next school year.

Bus Riders

The bus fee is established at the start of each school year and is the same whether a student rides the bus one-way or round trip.

The bus fee must be paid in full by the last business day in September or by enrolling in FACTS Tuition Management Service and paying eight equal monthly payments from October to May. If you have a FACTS agreement for your tuition payments, the bus total will be added to that agreement for bus payments to be paid from October to May, unless you pay it in full by the end of September.

Families with bus accounts in arrears will not be readmitted for the next school year.

Financial Aid

All families seeking financial aid must apply for FACTS Grant & Aid Assessment.

The application must be submitted by the deadline to be considered for the diocesan Vision for the Future Education Fund or parish assistance.

After the Diocesan deadline, you can still apply through FACTS Grant & Aid Assessment for Holy Cross Financial Assistance. Its Committee and the Pastor will consider each family's needs in determining the tuition assistance award that could be awarded from Holy Cross. Funds on the parish level are very limited.

Tuition assistance is given for the current school year. Families must reapply for consideration in subsequent years.

Withdrawal Policy and Refunds

Families must notify the school in writing if a student is withdrawn from the school. You must notify the Tuition Office as well as the school.

Registered students who withdraw before the first full day of school will be refunded any tuition money paid to the school. This does not include the application fee, acceptance fee, or FACTS Tuition Management enrollment fee.

Registered students who withdraw once school has begun will be refunded tuition money based on the month they withdraw. Families will be charged for the entire month of withdrawal, whether the student is withdrawn on the first or the last day of the month.

All school property, including textbooks, music sheets, technology equipment, or any other items owned by the school, must be returned prior to the issuance of any refunds. Additionally, any outstanding balances owed to the school will be deducted from the refund amount. Records will not be forwarded to any new school until all debts are paid in full and all school property has been returned.

Before and After School Care

REGISTRATION

Families who wish to participate in the Before School and/or After School Care programs must fill out a registration form accompanied with a \$10.00 registration fee for each child attending. The registration form provides our Before and After Care staff with emergency contact information as well as necessary medical information.

Families are billed by the half hour. Prices are set at the start of the school year and available on the school website. Invoices are emailed to the parents/guardians via Intuit Quickbooks. Payment is due upon receipt.

Families with outstanding balances from any previous year will not be permitted to use Before or After Care until the account is current.

Families whose accounts are more than 30 days past due will not be permitted to use Before or After Care until the account is current.

STAFF

Our staff operates with a paid part-time staff, including a Supervisor and personnel. Holy Cross School seeks to hire personnel who have career goals in education, athletics, and performing arts to enhance the quality of the program. Personnel may also include retired school teachers or persons with a background in education, the arts or experience working with children.

AFTERCARE RATES

After School Care Fees	One Child	Two Children	Three Children
Hourly Rate	\$ 10.00	\$ 17.50	\$ 22.50

\$5/Hour for each additional child above three children.

The After School Care program at Holy Cross provides a safe, nurturing environment as well as organized activities for students in PreK 3(Three Year olds) through eighth grade from dismissal until 6:00 pm each school day. Activities include time set aside for homework, indoor and outdoor play, arts, crafts and games. Students can bring money to purchase snacks.

After School Care begins at 3pm and ends at 6pm in the school cafeteria for grades K-8th and the first floor of the Elementary for PreK students. Families are billed per half hour.

Each Student not picked up by 6pm will be charged an additional \$1.00 per minute for each minute after 6pm until the student is picked up.

BEFORE CARE RATES

Before School Care Fees	First Child	Two Children	Three Children
Before 7 am	\$10.00	\$17.50	\$ 22.50
After 7am	\$5.00	\$3.75	\$10.25

Holy Cross School offers Before School Care for parents who have a need to drop off their child/children before 7:40 am. Before School Care begins at 6:30am in the cafeteria.

In the event that the school day has a delay for weather or other emergency, Before Care will not be open.

CONDUCT

All school rules and policies regarding behavior apply to Before and After School Care. In cases of repeated misconduct, the student will not be permitted to continue in the Before and After Care program.

CHILD/REN PICK UP

Only parent/guardian or authorized persons will be able to pick up your child(ren).

Authorized persons are those listed on the Registration form. **A photo ID will be required at initial pick-up for both the parent and authorized persons.**

SNOW DAYS

In the event of an early school closing due to snow and other hazardous weather conditions, After Care will be open for 90 minutes after the announced dismissal time. Example: School closes at 1pm, after care will be open until 3pm.

EMERGENCY PROCEDURES

In the case of an illness or emergency, the Before or Aftercare Supervisor and/or personnel will contact the parents/guardians using cell numbers first, then work and home numbers. In the event parents cannot be reached, emergency contact numbers will be used.

General Policies

No fundraising or fundraising events may occur on the Holy Cross campus without the express permission of the Parish office. In this regard, without permission, no one has the authority to use the name of the parish, school, or school organization in solicitation, fundraising events, or publicity.

Specific Policies

An organization should draft a proposal and submit it to the Principal. The Principal will then meet with the Pastor to discuss the proposal and respond to the proper parties. Upon approval, the events will be put on the parish calendar.

Depositing of Monies

As with any fundraising, monies must be deposited with our Parish Manager immediately. No money from fundraising may be removed to pay related bills or expenses. All money will be deposited; outstanding bills and expenses will be paid by Parish check.

Competing Fundraisers

Competing fundraisers are to be avoided; our Parish Office Manager will try to see that overlapping or competing fundraisers do not occur.

School Clubs

Campus school clubs should ensure their dues cover their cost of operations for the year.

Peddling and Solicitation for Personal Profit

Peddling merchandise or solicitations for personal or individual profit is prohibited on school grounds.

General Peddling and Solicitation

Likewise, one may not use the parish as a site for personal business operations. Peddling and/or soliciting on parish grounds, except as noted in the items above, are prohibited for any reason.

Illnesses

Students must be fever-, vomit-, or diarrhea-free for 24 hours without medication before returning to school.

A fever is defined as a temperature of 100.4 degrees or higher. If a child is sent home with a fever, they may not return to school the following day.

Students displaying symptoms of any communicable illnesses should be kept at home and not be sent to school.

Parents of students displaying symptoms of a communicable illness are strongly encouraged to contact the school nurse to explain the nature of their child's absence.

Medication

Medication may not be administered in the school by anyone other than the school nurse or those certified by the Delaware Department of Education. Children are not permitted to bring prescription or non-prescription medication for self-administration.

Medications prescribed by a doctor must be sent to the school in the original container indicating the child's name, pharmacy name, prescribing doctor's name, medication name, dosage, and administration time. A signed permission form from the parent is required.

Non-prescription medications must be sent to the school in the original container indicating the child's name, dosage, and administration time. A signed permission form from the parent is required.

Allergies

When a child suffers from a food allergy, bee sting allergy, asthma, diabetes, or any other medical condition, the parent must ensure that the school is aware of the child's condition.

For children with life-threatening illnesses, parents must provide the school with an emergency care plan signed by the child's physician and properly labeled emergency medications and supplies, all of which are kept in the nurse's office.

Parents of students with food allergies are responsible for providing all food for their children. Snacks will be kept in a separate snack box provided by the parents.

According to their developmental level, students should be aware of and proactive in the care and management of their food allergies and reactions. They should not trade food with others nor eat anything with unknown ingredients or known to contain any allergen. Students must notify an adult immediately if they have eaten something believed to contain the food to which they are allergic.

Head Lice

Parents are to notify the school nurse if their child has head lice so a letter may be sent home to his classmates. Parents will not be informed of other children with lice in school, as this is a privacy concern.

Students with lice may return to school after being treated with the proper shampoo. If parents do not follow through with the proper treatment, their child will not be permitted to return to school until the treatment is completed.

School Access

For the safety of students and school personnel, all doors that grant access to the school are locked during the school day. Access to the school buildings is maintained and monitored by the Office Coordinators.

Child Abuse Laws

Holy Cross School abides by the child abuse laws of the State of Delaware. This law mandates that all cases of suspected child abuse and/or neglect be reported to Child Protective Services.

For the Sake of God's Children

Holy Cross School supports and complies with the policies and practices established by the Catholic Diocese of Wilmington through the For the Sake of God's Children initiative. These include an Acceptable Use Policy for technology, which is available on the Holy Cross School website.

Volunteers and Visitors

For the Sake of God's Children states that all church personnel, including volunteers who have regular, recurring contact with minors of more than five hours annually, are required to have criminal background checks, participate in training, and sign a covenant.

Volunteers and visitors must sign in at a school building office upon arrival. They will be issued a badge that must be worn on campus. **After their service or visit, they must sign out at the school building office and return their badge.**

Security Video Cameras

Holy Cross School employs security cameras throughout the campus to ensure the safety and security of students and staff. These cameras are solely for internal use, and video recordings will not be shared with parents, students, or any third party except upon presentation of a court order. In case of an emergency, Holy Cross School has the authority to allow law enforcement access to the video feeds. These cameras monitor all public areas of the campus, such as fields, hallways, classrooms, entrances, exits, and parking lots. All video recordings are the exclusive property of Holy Cross School.

Code of Conduct

General Expectations

Students are expected to act in a manner that will reflect favorably on themselves and their school. They are expected to show consideration and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. Students must recognize their responsibilities and obligations and discharge them per school regulations. Children who fail to comply with school policies and regulations should expect to accept the consequences of their actions.

The conduct code applies in school, at school-sponsored events, and within the school/parish community. "School/parish community" shall mean in the school, on school grounds, in school vehicles, or at any activity sponsored, supervised, or sanctioned by the school or parish.

Any behavior contrary to Catholic teachings or embarrassing to Holy Cross School is unacceptable.

Students are expected to show a Christian attitude toward one another. Therefore, fighting, abusive and foul language, roughness, excessive taunting, teasing of a student, or any similar action, cannot be tolerated. Students not displaying acceptable or appropriate behavior will face disciplinary action.

Student Responsibility

Students are responsible for their personal belongings, which should be labeled with the student's name. Lockers, desks, or cubbies assigned to the student are their responsibility and should be kept orderly.

Students in the Junior High may purchase a lock for their locker if desired; however, the combination or passcode must be provided to their homeroom teacher. Lockers may only be accessed at times indicated by school personnel.

Backpacks are not to be carried during the school day but should be stored either in the locker or on the hook assigned to the students. Totebags are encouraged to transfer books from class to class.

Holy Cross School reserves the right to inspect lockers, desks, cubbies, backpacks, and other items at any time.

Cell Phones

Students are not permitted to use or access cell phones during school hours.

If students bring cell phones to school, in grades 6-8th, phones are to be turned off and placed inside the classroom in the designated area for cell phones. Students may not keep their phone inside their lockers, backpacks or totebags. Students will not have access to their phones until dismissal.

If students bring cell phones in grades 1-5 they are to turn them off and keep them in their backpacks, on the coat hook assigned to them.

Students may not use cell phones during dismissal or while on field trips without the prior permission of school personnel.

Parental Responsibility

Parents are expected to set a respectful example by personally refraining from any activity violating school policy, Catholic teaching, or the law. Upon registering your child to attend Holy Cross School, you agree to accept and follow all school rules and accept the consequences of any breach of conduct as specified in the Handbook. Parents, guardians, and other designees are expected to:

1. Avoid spreading gossip that could harm a teacher's reputation. If the information doesn't directly affect you or your child, it is best not to get involved. If you want to know the truth about a situation, it's recommended that you reach out to the teacher or administration for clarification. This includes commentary online or on social media platforms. Please understand that the school administration has an obligation to protect the privacy of students and that certain information may not be shared with those not directly involved in the situation.
2. If a social media page is created for a classroom or grade to help parents communicate with each other. In that case, it is the responsibility of the creator or administrator of the page to ensure that a positive and cooperative atmosphere is maintained. If any inappropriate behavior is noticed, it should be immediately reported

to the administration. Should it come to the attention of the administration that there is inappropriate communication online and/or social media platforms, they may reach out to the administrator of the page and/or the responsible posters and ask them to remove content.

3. Emails exchanged between faculty/staff and parents are classified as private communication. Taking screenshots, forwarding, or sharing such emails is prohibited as it violates federal and local mandates and copyright law.

4. It is essential for every student and staff member to have the right to learn and work in a secure, respectful, and constructive environment. Additionally, all forms of communication should be conducted with mutual respect and courtesy.

5. Ensure that you and your student(s) arrive at school on time and dress appropriately for school.

6. When driving on school grounds, adhering to traffic rules such as keeping your speed at or below 15 miles per hour, refraining from using your cell phone, maintaining your lane, and following any teacher's directions is essential. These guidelines help ensure safety for everyone on campus.

7. As a parent, it is your responsibility to instruct anyone who will be transporting your child about the **proper drop off, dismissal and early dismissal procedures**.

8. Parents must pay the full amount necessary for repairs, labor, or replacement of items damaged or destroyed by their child. These items include, but are not limited to, furniture, equipment, structures, or any other property belonging to the Holy Cross.

Lost and Found

Any items found in the school buildings or on the grounds should be taken to the Nurse's Office in the Early Learning Center to be placed in Lost and Found. Items not claimed at the end of the year will be donated to charity.

Textbooks

Textbooks loaned to a student must be covered appropriately.
Writing in loaned textbooks is not permitted.

Students must pay a fine for damaged textbooks or the pay the replacement cost of a lost textbook, including shipping.

Emergency Drills

Students are to follow all instructions given by school personnel during emergency drills.

Inappropriate Conduct

The school intends to provide an educational environment free from improper threats, intimidation, hostility, offensive, and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior otherwise not conducive to the educational and religious mission of the school. Unacceptable behavior includes but is not limited to fighting, bomb scares or triggering other false alarms, use or possession of drugs or alcohol, smoking, intimidation, harassment or threats of any kind, and the use or possession of weapons. These categories do not cover every possible situation. School personnel determine what appropriate or inappropriate behavior is. Conduct by students or anyone acting on their behalf that is incompatible with the educational and religious mission of the school is grounds for disciplinary action. Such actions could result in immediate expulsion of the student and reporting of the incident to the appropriate legal authorities.

In addition, if a student makes threats of violence or harassment, in any form, including oral, written, or electronic, against any member of the school community, the student may be required to have psychological or psychiatric clearance before returning to school.

Bullying

Acts of harassment, hazing, intimidation, and bullying (including cyberbullying and the like) are unacceptable behaviors and are prohibited at Holy Cross School. School personnel cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, especially when students are not under their direct supervision. However, to the extent such conduct affects the school's educational environment and the student's rights and welfare and is within the control of the school in its normal operations, the school intends to prevent bullying. School administration will take action to investigate, respond, discipline, and remediate those acts of bullying. If incidents occur, parents or students should report and know that the inappropriate behavior will be dealt with promptly and effectively. There will be no retaliation against an innocent victim, reporter, or witness.

“School setting” shall mean in the school, on school grounds, in school vehicles, or at any activity sponsored, supervised, or sanctioned by the school.

This policy also applies to off-campus behavior that somehow discredits or scandalizes the school and/or substantially disrupts the learning environment.

Bullying involves actions or words directed at another person to inflict physical or emotional harm, repeated or intentional discomfort, or damage to a person's reputation. It is intimidating or threatening and affects the learning and school environments. If the bully threatens harm, a student should inform school personnel immediately.

Harassment

Harassment, including sexual harassment, is prohibited at Holy Cross School. Sexual harassment refers to any unwelcome sexual attention, sexual advances, and requests for sexual favors or other verbal, visual or physical conduct of a sexual nature. Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent determined to have violated this policy will be subject to appropriate disciplinary action up to and including expulsion of the student.

Drugs and Alcohol

Neither drugs nor alcohol nor persons under their influence are permitted on Holy Cross School's campus. Parents will be called immediately for any student found possessing, using, or distributing drugs or alcohol. Students who fail to comply with this policy will be subject to disciplinary action, which may include suspension or expulsion.

Disciplinary Actions

School personnel can use five categories of disciplinary action when a student violates Holy Cross School's policies.

Category	Disciplinary Action
Conduct Referral	A conduct referral is issued for violating classroom and/or school rules. A parent must sign it and return it to the issuing school personnel.

Detention	<p>Upon receiving a third Conduct Notice, a one-hour after-school detention will be issued to a student. If a detention is issued, parents will be notified via a slip. No homework can be completed nor can any electronic devices be used. After-school detentions occur between 3 and 4 p.m. on a Tuesday afternoon. Any student not picked up at 4 p.m. will be taken to After School Care in the cafeteria. Appropriate hourly charges will be charged upon the student's sign-in.</p> <p>The administration, working in collaboration with classroom teacher(s), will retain the authority to issue an immediate detention in the case of an egregious infraction of school policy. The administration will contact the student's parents once the facts surrounding the infraction have been gathered.</p> <p>If the student is absent on the day of the scheduled detention, they will serve the detention on the next scheduled detention date.</p>
Suspension	<p>Suspensions, will be served out-of-school at the discretion of school administration, and are issued for a grave breach of classroom and/or school rules.</p> <p>Students are responsible to see their teachers for any missed work</p> <p>Work completed during a suspension will be counted for a half-credit grade.</p> <p>Students cannot participate in any school sanctioned events during this time.</p>
Behavior Plan	<p>Students who pose a threat to themselves or to others or who consistently violate classroom and/or school rules may be placed on a behavior plan. The student's parents will be informed of the behavior plan in writing.</p>
Expulsion	<p>In certain instances, when a single violation of classroom and/or school rules is so grievous, it may warrant immediate expulsion. The school reserves the right to expel any student at any time when the school considers the student's or parent's conduct inconsistent with school policy, the good of the school community, or Catholic teachings.</p> <p>The student's parents will be informed of expulsion in writing.</p> <p>Students expelled from Holy Cross School may apply for readmission after one full year. The school will determine whether readmission is appropriate.</p>

This list serves as a guideline for classroom teachers when issuing misconduct reports; however, it is not an exhaustive list of all behaviors that violate the Discipline Code. The impact of the misconduct on a student's grade will be determined by the teacher and/or Administration

- A. Not prepared for class - not having proper homework, supplies, or books for class repeatedly.
- B. Improper behavior - including, but not limited to, disturbances in class/playground/lunchroom/bathroom; a. note passing,
 b. unnecessary noises
 c. talking to oneself or others
 d. inappropriate use of technology
 e. throwing food/objects
 f. loud and boisterous sounds
 g. Inappropriate physical contact
 h. Out of bounds (locations not pre-approved by a teacher/staff member)
 i. and any disruption deemed by the classroom teacher to interrupt the educational process
- C. Academic Dishonesty - the taking or giving of schoolwork that is not one's own - or if the teacher has probable cause to suspect such an action.
- D. Disrespect - any improper attitude towards any teacher, staff member, volunteer, parent, administrator, or fellow student.
- E. Abusive Communication - any inappropriate language or images used on school premises, at a school-sponsored event, or online. This includes written language, spoken language, improvised language, hand-gestures, etc.
- F. Forgery - any school paper or handing in any form or email signed by anyone other than a parent/guardian or handing in a paper written by someone else.
- G. Invading the privacy of another's desk or locker - teacher or student.
- H. Gum chewing on campus, including the school/playground areas/parking lot; snacks may be eaten only at the designated time and places or as needed for medical purposes.
- I. Dress Code Violation - any repeated infraction of the uniform dress code.
- J. Damaging any school or personal property.
- K. Failure to respond to a teacher's request for a behavior change.
- L. Unsigned test papers/mark sheets - tests and mark sheets must be returned within a reasonable time.

M. Out of Bounds - any student who is in the wrong place at the wrong time.

N. Other - any behavior that warrants attention not specified on the above list.

Birthday Observances, Gifts, and Valentine's Gifts

With the teacher's permission, in-school celebrations of a student's birthday (or half-birthday if the birthday falls during a break) may be held in the student's homeroom. Parents should notify the teacher in writing one week before the intended celebration. Cupcakes, brownies, cookies, or donuts may be brought to school for the student's classmates. These items must be able to be eaten during snack time. No goodie bags should be distributed.

Balloons or flowers are not to be sent to school for a student. Should this be the case, they will not be delivered to the classroom but may be picked up from the school office at dismissal.

If a student wants to invite classmates to a birthday party, the invitations may be distributed at school only if every class member is invited. Otherwise, parents are to distribute these invitations off of the school property to not harm the feelings of those not invited.

Similarly, individual gifts should not be exchanged at school.

Valentines distributed at classroom parties should include one for each student.

Lunch Program

Holy Cross School offers a hot lunch program. Lunch must be pre-ordered and pre-paid monthly. Detailed instructions are available on the school's webpage. Students may also bring their lunch to school.

Lunches dropped off for students must be left in one of the school's offices. Menu items from fast food restaurants are not permitted.

Credit will be given for missed lunches only if school is closed due to inclement weather or a parent calls the office when a child is absent and informs the school that the child was signed up for lunch.

Sports Program

Participation in any sport sanctioned by the Delaware Interscholastic Athletic Association (DIAA) requires that each student-athlete receive a physical examination by a physician. Athletes may not participate in practices, scrimmages, or games without having the physical form on file with the school's athletic director.

Each student-athlete must pay a fee of \$75 for each sport in which he participates to help defray the cost of transportation, uniforms, officials, and equipment. This fee must be paid at the beginning of each sport season.

A student must be legally in attendance at school to participate in a practice, scrimmage, or contest, except when excused by proper school authorities following pre-established written school policy.

A student not legally attending school due to illness or injury shall not be permitted to participate in a practice, scrimmage, or contest on that day.

Technology and AUP

Students in Grades 4 - 8 must purchase a Chromebook with a protective case and accidental insurance.

Holy Cross uses Securely monitoring/filtering, Barracuda firewall, and Chrome Management Console to ensure students' online safety. Software policies for Security and Chrome Management Console must be installed on Chromebooks to be used on the Holy Cross domain. The school will pay for the initial Chrome Management Console license, which is attached to the Chromebook until its end of life.

If a student wants to use an additional Chromebook on the Holy Cross domain, a new Chromebook Management Console license is required. Parents pay for each license for a student beyond the initial license. Each license costs \$40, payable with a check made out to Holy Cross.

Example: A student in Grade 6 has been using the same Chromebook since Grade 4. She receives a new Chromebook for Christmas. For the Chromebook to be used on the Holy Cross domain, her parents must pay \$40 to purchase a new Chromebook Management Console license. If the new Chromebook breaks, and the parent purchases a third Chromebook, her parents must pay another \$40 to purchase a new Chromebook Management Console license. A license stays with a

Chromebook until its end of life.

Unmanaged Chromebooks are not permitted to be used in school.

Other electronic devices such as cell phones, iPads, MacBooks, Windows laptops/tablets, and smart watches are not permitted to be used in school or during before or aftercare.

Summary of Acceptable Use of Technology Policy

<http://www.cdowschools.org/aup/AUP%20Student.pdf>

The AUP is a 15-page document that should be reviewed with your child(ren); a link is provided above. The summary below is intended as an overview and may not include all policies contained in the full document.

Introduction:

Access to technology is integral to the educational mission and purpose of our institution. This policy provides expectations for the use of technology as it affects our school and educational community. The school's computer network is provided for limited educational purposes, not as a public access service. *(Read: School technology is for school use only. It is not meant for you to play MMORP games, such as Fortnite. Massively multiplayer online role playing games.)*

No policy can detail all possible examples of unacceptable behavior related to technology use. The use of all school managed technology is a privilege not a right. We expect our students to act responsibly and thoughtfully when it comes to using technology. If they aren't sure something is ok to do, please don't hesitate to ask a teacher.

Purposes and Use Expectations for Technology:

The use of all school managed Chromebooks (or devices) on campus are for educational purposes only. Educational purposes include classroom activities, music curriculum, career development, and communication with experts, homework, and highly quality self-discovery activities. There may be a time if all your work is completed the teacher may allow students to complete strategy, math, reading, social studies (like iCivics.org), science, or technology games to practice or help solidify concepts. This is at the teacher's discretion.

Privacy:

All communication that takes place using school managed technology must reflect the mission and values of the school and the Catholic Diocese of Wilmington. Your attendance at this school acknowledges your commitment to upholding the values and mission taught at this institution.

Parents or guardians can request permission to see the emails and other data for their child's computer school at school.

Use of Personal Electronic Technology:

All extraneous personally managed technology devices are to be used only when permission has been granted by legitimate authority for educational purposes. *This would be like using a cell phone for Publication and Design, or using a Kindle to read a book. It is understood that your child's Chromebook is for educational use only, like a notebook or a textbook would be. It is a tool for enhancing the curriculum.* Students may not use photos, recorded sounds, or videos in such a manner as to embarrass or humiliate another person, whether student or school personnel.. **School personnel reserve the right to confiscate or collect any PTD, and the content may be reviewed by a designated school official as part of any investigation of policy violation.**

Social Networking:

Social Networks have been blocked.

Cyberbullying:

Cyberbullying can be considered as an interaction where one person intentionally tries to hurt the feelings of another person through technology. Students may not use their technology to harass, demean, humiliate, intimidate, embarrass, or annoy any individual. **Any cyber-bullying, on or OFF campus, that is determined to substantially disrupt the safety and/or well being of the school is subject to disciplinary action.**

Any type of cyberbullying, whether through text, posting YouTube videos about someone, blogging, messaging, any way technology is used to bully another student will not be tolerated.

Plagiarism:

All students are expected to maintain academic honesty. They are taught how to cite their sources: quotes, websites, pictures used for projects. Claiming or implying that someone else's work, image, text, music, video is your own is plagiarism, and will not be tolerated.

Pretending to be someone else online also violates school policy as well as state and federal laws.

Filtering: Our school adheres to the Children's Internet Protection Act (or CIPA). All access to the Internet is filtered and monitored. We use Barracuda Firewall, which monitors all incoming/outgoing web traffic. Students do have limited access to YouTube, but there are ad blockers as well as content filters in place. Teachers frequently use YouTube to illustrate lessons, and the students need access to it to be able to complete assignments.

Securly: The teachers use Securly to track students' use on the computer during their classes. Students are not permitted to visit other websites unless designated by the teacher.

Responding to Violations of the Policy:

Violators of our technology policies will be provided with notice and opportunity to be heard in the manner set forth in the Student Handbook, unless an issue is so severe that notice is either not possible or not prudent in the determination of the school administrators. Student's account may be suspended, restrictions may be placed on violator's use of school technologies. School authorities have the right to confiscate personally managed technological devices that are in violation of school policies. If a student accidentally accesses (somehow) inappropriate information or if someone sends you something inappropriate, please tell someone in school immediately. If you witness someone either deliberately or accidentally access inappropriate information, tell someone immediately.

School Liability:

Although we filter the content as best we can through Google's SafeSearch, SafeSearch for YouTube, and Securly, as well as the comprehensive content filter through our Barracuda Firewall, the school is not responsible for the accuracy or the quality of the information obtained through school. (Wikipedia is NOT always reliable).

AI Policy for Catholic School Students 4th through 8th grades

Introduction and Purpose

Welcome to our school's policy on Artificial Intelligence (AI)! As technology continues to grow and change, AI tools are becoming more common in our daily lives and in education. This policy is designed to help you understand how to use AI responsibly, ethically, and in a way that supports your learning and growth, always keeping our Catholic values in mind.

At our school, we believe that technology can be a powerful tool for good when used wisely. This policy helps ensure that AI is used to enhance your education, promote honesty, and respect the dignity of every person and their work.

What is Artificial Intelligence (AI)?

Think of Artificial Intelligence (AI) as a very smart computer program that can do things that usually require human intelligence. This includes:

- **Understanding and generating text:** Like writing stories, answering questions, or summarizing information.
- **Creating images or music.**
- **Solving problems or making predictions.**

AI tools are like powerful calculators or advanced search engines – they are tools to help you, not to do your thinking for you.

Guiding Catholic Principles for AI Use

Our approach to AI is rooted in our Catholic faith and values:

- **Truthfulness and Honesty:** We seek truth in all things. AI should be used to discover and share truth, never to spread falsehoods or deceive.
- **Respect for Human Dignity:** Every person is created in God's image. AI is a tool created by humans; it should always serve humanity and never diminish our unique creativity, critical thinking, or personal effort.

- **Responsibility and Accountability:** You are responsible for your actions, even when using technology. You are accountable for the information you share and the work you submit, regardless of whether AI was involved.
- **Stewardship:** We are called to be good stewards of God's creation, including the gifts of technology. This means using AI wisely and for good purposes.
- **Charity and Justice:** Use AI in ways that are fair, kind, and do not harm others or their intellectual property.

Acceptable Uses of AI in Learning

When used correctly, AI can be a helpful learning tool. You **may** use AI for:

1. **Brainstorming and Idea Generation:** To help you think of ideas for essays, projects, or presentations.
2. **Understanding Complex Concepts:** To explain difficult topics in simpler terms or provide different perspectives.
3. **Grammar and Spelling Check:** To review your writing for errors, similar to a spell checker.
4. **Summarizing Information:** To quickly grasp the main points of a long article (but always read the original source too!).
5. **Coding Assistance:** To help you understand code, debug errors, or suggest ways to improve your own code (if applicable in your classes).
6. **Creative Inspiration:** To generate ideas for art, stories, or poems, which you then develop and create yourself.

Important: When using AI for these purposes, you must still do your own thinking, learning, and creating. AI is a support, not a substitute.

Unacceptable Uses of AI

Using AI in ways that violate academic integrity, our school's values, or are harmful is strictly forbidden. You **may NOT** use AI for:

1. **Plagiarism or Cheating:** Submitting work generated by AI as your own original work without proper citation or permission from your teacher. This includes:
 - Having AI write an entire essay, report, or assignment for you.
 - Having AI solve math problems or answer test questions.
 - Using AI to translate text without proper attribution or if translation is prohibited.
2. **Generating Inappropriate Content:** Using AI to create or access content that is disrespectful, violent, hateful, discriminatory, or goes against Catholic

teachings.

3. **Spreading Misinformation:** Using AI to create or share false or misleading information.
4. **Violating Privacy:** Inputting personal information about yourself or others (names, addresses, photos, private conversations) into public AI tools.
5. **Circumventing Learning:** Using AI to avoid learning the material or developing your own skills (e.g., using it to answer questions you should be able to answer yourself after studying).
6. **Impersonation:** Using AI to pretend to be someone else.

Academic Integrity and Citation

- **Original Work:** All work you submit must be primarily your own effort and thought.
- **Transparency:** If you use an AI tool to assist you (even for acceptable uses), you **must** inform your teacher.
- **Citation:** When using AI-generated content (e.g., a summary, a piece of text you adapt, or ideas you derive) as part of your work, you must cite the AI tool you used, similar to how you would cite a book or a website. Your teacher will provide specific instructions on how to do this.
- **Review and Verify:** You are responsible for checking the accuracy and appropriateness of any information or content generated by AI. AI can sometimes make mistakes or "hallucinate" information.

Privacy and Data Security

- **Be Careful What You Share:** Do not enter any sensitive or personal information (your full name, address, phone number, date of birth, photos of yourself or others, private conversations, school assignments, etc.) into public AI tools.
- **School-Approved Tools:** Only use AI tools specifically approved or provided by the school for educational purposes. These tools often have better privacy protections.
- **Copyright and Confidentiality:** Do not input copyrighted material or confidential school information into AI tools without explicit permission.

Teacher's Role

Your teachers are here to guide you. They will:

- Teach you how to use AI tools effectively and ethically.
- Set clear expectations for AI use in their classes.

- Monitor your use of AI tools.
- Help you understand the limitations and biases of AI.

Consequences of Policy Violation

Violating this AI policy, especially regarding academic integrity, will be treated seriously and will result in consequences similar to other forms of cheating or misconduct. These may include:

- Receiving a zero on the assignment.
- Parental notification.
- Disciplinary action as outlined in the student handbook.

Policy Review and Updates

As AI technology continues to evolve, this policy may be updated. We encourage you to ask questions and stay informed about responsible AI use.

By following this policy, you will be using AI as a tool to enhance your learning in a way that is honest, responsible, and aligned with our Catholic values.