



# **Holy Cross School**

# **2025-2026**

# **Family Handbook**

**2025-2026 Family Handbook Committee:**

**Maria Bustamante, North Campus Secretary**

**Susan Dulin, Resource Teacher**

**Rob Frey, Principal**

**Amanda Granger, Assistant to the Principal**

**Lynn Spangler, South Campus Secretary**

**revised April 2025**

The Diocese of Lafayette-in-Indiana requires items marked with an \* to be included in the Handbook  
The Indiana Department of Health required items marked with an \*\* to be included in the Handbook

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## **Section A: Governance**

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### **Mission: Diocese of Lafayette-in-Indiana\***

We are the people of God uniting in the heart of Jesus Christ. We join the whole Church in proclaiming the Gospel in Word, Sacrament, and Charity for the salvation of all people.

### **Vision: Diocese of Lafayette-in-Indiana\***

The Diocese of Lafayette-in-Indiana, Uniting in Heart, is actively engaged in forming the hearts and minds of all Catholics to be fervent disciples of Jesus Christ, living the message of the Bible and the teachings of the Church. Trusting in the intercession of the Blessed Virgin Mary, we see:

Catholic believers consciously involved in integrating the spirituality of the Gospels into our everyday experiences and faith journeys;

Young people searching for the meaning and purpose of life, and finding hope in a deepening faith, striving to make a significant impact in the world as followers of Christ;

Parents eagerly sharing the Faith with our children, praying regularly together and establishing family rituals that reflect the celebrations and teachings of the Church;

Parishes that are warm, safe and welcoming to all people, that joyously share the treasury of the Catholic Faith by serving, building hope, providing formation and encouraging deep devotion to the Eucharistic Sacrifice, as the source and summit of our Christian lives;

Parishes, schools and diocesan offices working cooperatively to serve people in need: new immigrants; poor, hungry and homeless people; those in fragmented or fragile relationships; people in need of medical and mental healthcare; the widowed, lonely, depressed or marginalized;

Diocesan operations that are well organized to support effective Episcopal and local leadership, where cooperation and good stewardship of human and financial resources empower the mission and ministry of Jesus Christ to flourish in all parts of the diocese.

### **Mission: Catholic Schools\***

The mission of the Catholic Schools in the Diocese of Lafayette in Indiana is to partner with families in providing a Christ-centered learning environment in which all persons can grow in faith and knowledge in order to serve God in this world and be eternally happy in the next.

### **Mission: Holy Cross School\***

United in faith and rooted in Catholic identity, Holy Cross School encourages students to achieve their personal best in academics and model Christ in service and faith.

## 2025-2026 Staff

Priests:	Pastor	Father Tom Metzger
	Associate Pastor	Father Christian DeCarlo
School:	Principal	Rob Frey
	Assistant to the Principal	Amanda Granger
	Secretary (South Campus)	Lynn Spangler
	Secretary and Spanish teacher (North Campus)	Maria Bustamante
	Preschool teacher	Elaine Brinson
	Preschool teacher	Stephany Stevens
	Kindergarten teacher	Jessica Fricke
	Grade 1 teacher	Susan Stephenson
	Grade 2 teacher	Patricia Clements
	Grade 3 teacher	Gabby Walker
	Grades 4 and 5 teacher	Jennifer DeLillo
	Grades 4 and 5 Support and Instructional Assistant	Chloe Wilson
	Middle School teacher (G6 HR, Writing, and Literature)	Weston Bell
	Middle School teacher (G7 HR, Civics, Social Studies)	Lily Simison
	Middle School teacher (G8 HR, Mathematics, and Science)	Chris Harrold
	Middle School teacher (Religion and Finance)	Lori Brock
	Visual Art teacher	Dylan Fledderman
	Music teacher	Holly Wheeler
	Physical Education teacher	Susan Dulin
	Special Needs	LaVonne Stage
	Media teacher and Special Needs support	Kathy Cooper
	Title 1 teacher (employed by Anderson Community Schools)	Suzanne Bell
	Information Technology and Life Skills teacher	Imelda Lopez
	Instructional Assistant (South Campus)	Nis Castillo
	Instructional Assistant (South Campus)	Kara Ingram
	Instructional Assistant (South Campus)	Gregory Moe
	Instructional Assistant (North Campus)	Sandra Douglas
	Cafeteria Manager (South Campus)	
	Cafeteria Manager (North Campus)	

## Authority Over Handbook\*

The principal and Pastor reserve the right to amend the handbook at any time for a just cause. Amendments will be communicated to parents/guardians in writing. In any disputes regarding the handbook's content, the principal and pastor shall have final authority to interpret meaning and intent.

## School Advisory Committee

Holy Cross School maintains an active School Advisory Committee (SAC). The SAC includes a Chairperson, Vice-Chairperson, and Secretary, along with numerous at-large members. The mission of the SAC is to advise and assist the principal, clergy, and staff to create an environment which:

1. Helps our students become lifelong learners in faith, academics, and personal development
2. Nurtures our students and families in their Catholic faith
3. Instills in our students, families, staff, and parishioners pride and commitment in our school so that it flourishes and prospers

# School History

## **St. Mary's School, 1864-2016, Home of the "Gaels":**

St. Mary's School (SMS) was founded in 1864 with Mrs. Maggie Mohan Ryan serving as the school's first teacher. By 1879, SMS had three grade levels. In the 1890's SMS welcomed its first African-American students. Considering the culture of the era, especially in Indiana, this was a significant benchmark for Catholic education in Anderson. Holy Cross School continues to welcome students from a wide range of racial and ethnic backgrounds. By 1893, the school served 11 grade levels with around 200 students. By 1915, SMS had 300 students and eight teachers. In 1923, with Reverend Thomas Travers serving as pastor, a new school building was constructed at 321 East 11th Street at the cost of \$150,000 (Ernest Watkins, Architect). The gymnasium was completed in January of 1925. In 1956, the west wing was added to the school, and in 1964, the adjacent single-story structure was added.

On May 3, 1966, Mother Verda Claire informed Monsignor Francis Kienly that the Sisters of the Holy Cross would no longer be teaching at SMS. Over the next few years, the Sisters discontinued their service at the school. On May 20, 1966, St. Mary's High School graduated its final senior class of 61 students. In 1974-1975, SMS had its first school year with an all-layperson faculty. In 1975, Kindergarten was added, with Preschool being added in 1991.

On May 31, 2016, St. Mary's School held its final day of classes with 141 students in Preschool-Grade 8.

## **St. Ambrose School, 1950-2016, Home of the "Crusaders":**

St. Ambrose School, 2825 Lincoln Street, opened on September 15, 1950, with 131 students in grades 1-6. Bishop J.G. Bennett dedicated the school and chapel building on October 1. The following year, grades 7 and 8 were added. A house at 2817 Morton Street was purchased to serve as the parish Rectory. This house was later used as a convent by the Sisters of the Holy Cross. This house is now used by the school and Boy Scouts Troop #601.

By the end of the 1950's, enrollment had reached 323 students. The faculty consisted of four Sisters and three lay teachers. In 1963, the cafeteria was opened in the church basement. In 1970, grades 7 and 8 were discontinued. In 1974, Kindergarten was added and all staff members were lay persons. Preschool classes were started in 1995.

On May 31, 2016, St. Ambrose School held its final day of classes with 94 students in Preschool-Grade 6.

## **Holy Cross School, 2016-present, Home of the "Saints":**

In March 2015, it was announced that St. Mary's and St. Ambrose Schools would be unified and known as Holy Cross School. The school name pays tribute to the Sisters of the Holy Cross, who served the school from 1879-1966. In the first year of unification, the student population was 213, with South Campus (the former St. Ambrose School building on Lincoln Street) serving Preschool-Grade 1. Grades 2-8 were housed at North Campus (the former St. Mary's School on 11th Street).

At the time of the unification, Monsignor Robert Sell was pastor at St. Mary's and St. Ambrose parishes, and Fr. Daniel Shine was Parochial Vicar. The current Pastor of the Anderson-Alexandria Pastorate is Fr. Tom Metzger, with Fr. Christian DeCarlo serving as Associate Pastor. The first principal of Holy Cross School was Mrs. Tina Neal, who served the school from 2016 until 2022. Rob Frey began serving as principal in the fall of 2022 and is the current Holy Cross School principal.

# School Logo

Our school logo is featured, in color, on the front cover of this handbook.

Holy Cross School (HCS) was formed in 2016 with the unification of St. Mary's School and St. Ambrose School. In 2022, Pam Farmen, St. Mary parishioner and former Ball State University Visual Communication/Journalism instructor, worked with HCS principal Rob Frey to develop an HCS logo. Pam and Rob worked closely with Hannah Lareau, Digital Design & Photographer Teacher at Bishop Noll Institute and a freelance graphic designer (and a former student of Mrs. Farmen). The design process also involved Fr. Tom Metzger, Pastor of the Anderson-Alexandria Pastorate, the HCS School Advisory Committee, the Pastorate Leadership Team, and HCS students and staff.

The primary design element in the logo is the cross. Because it is the universal symbol of those who put Jesus Christ at the center of their lives, the cross is boldly featured at the center of the logo. The lower portion of the cross forms an anchor, which pays tribute to the anchors used in the insignia of the Congregation of the Sisters of the Holy Cross, who helped establish Catholic education in Anderson over a century ago, and whose name now graces our school.

The *fleur-de-lis*, featured behind the cross and anchor, has long been associated in Catholic tradition with the Blessed Virgin Mary and with the Holy Trinity.

The top of the logo features the "Holy Cross" text within a blue banner. The unfurled banner, with the appearance of a scroll, is a reference to the tremendous academic history of the Catholic Church. Below the banner, the school mascot "Saints" is arched in the same typeface.

The logo fits within a shield that resembles the breastplate of a soldier. The inclusion of this shield is a reminder to "Put on the full armor of God" (Ephesians 16:11).

The logo's color scheme includes blue, white, and yellow. These colors symbolize the school's connection with both St. Mary and St. Ambrose parishes in Anderson. Blue is associated with the Blessed Virgin Mary. Yellow (or gold), the color of bees, beehives, and honey, is commonly associated with St. Ambrose.

The official school colors are:	Deep Cobalt	Google Docs color: #1d4b95ff	Pantone color: 2945C
	Bright Yellow	Google Docs color: #ebcd1bf	Pantone color: 7405C

The official typeface is:	Germania One (bold)
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## Section B: Admissions

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### Admissions Policy\*

We seek a qualified, diverse student body who enhance the academic, religious, and social life of our school. All students are required to fulfill Religion class requirements, attend Masses and liturgical services, and participate in daily prayer. Students with special needs may be admitted when reasonable accommodations can be made.

For admission, a parent/guardian should meet with the principal. This meeting may include a discussion of our mission, policies, curriculum, and extracurricular activities. It may feature a facilities tour and a review of the student's academic records, along with an academic assessment. The right to grant or deny admission is within our sole and absolute pastoral discretion. To be admitted to HCS, students should meet these criteria:

1. Preschool students must be three years old on or before August 1, and toilet trained
2. Kindergarten students must be five years old on or before August 1, and toilet trained
3. The student's birth certificate must be presented
4. The student's baptismal certificate (if Catholic) must be presented
5. The student's academic records from previous schools (if applicable) must be presented
6. The student must have on file each year a record of all required immunizations
7. If applying for financial assistance, proof of household income documents may be requested

### Non-Discrimination Clause\*

HCS admits students of any race, religion, color, national or ethnic origin. HCS does not discriminate in the administration of our educational and scholarship programs. As a member of the Diocese of Lafayette-in-Indiana, we support the following "Resolution on Non-Discriminatory Procedures for Catholic Schools" signed by Bishop William L. Higi in December 1987:

*"It is the policy of the Catholic schools of the Diocese of Lafayette-in-Indiana to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations discussed thereto, to the end that no persons in any diocesan educational system listed below, and further listed in The Official Catholic Directory (published annually by P. J. Kennedy and Sons) shall, on the grounds of race, color, national and ethnic origin, sex, with regard to public assistance, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program, or in employment, or recruitment, consideration or selection, whether part-time or full-time, under any educational program, employment, or activity operated by the school."*

### Non-Catholic Students in Catholic Schools\*

As a member of the Diocese of Lafayette-in-Indiana, we support the following statement issued by Bishop Most Reverend Timothy L. Doherty in May 2023:

*"As a ministry of evangelization, non-Catholic students are welcome to enroll in HCS if they and their parents/guardians accept the philosophy, values, and objectives of the school. As the prime purpose for Catholic schools is to transmit the faith to Catholic young people, the Church has a primary responsibility to educate the baptized."*

*Non-Catholic students are welcome to enroll in Catholic schools and are expected to engage in religious instruction and formation experiences. All students are expected to participate in Mass, prayer gatherings, daily prayers including the Rosary, and Stations of the Cross. Students are expected to genuflect as appropriate, make the Sign of the Cross, and participate in all parts of the Mass with the exception of receiving Holy Communion. Students and their parents/guardians must willingly accept the philosophy, values, and objectives of the school and overall teachings of the Catholic Church."*

## Grade Level Placement

Students new to HCS may be screened for placement at the appropriate grade level. This screening shall be done by a teacher and will take 15-45 minutes, depending on age. The teacher may use various screening devices, including written samples, readiness tests, and interviews. Records from previous schools may be examined.

After the screening process, the teacher who conducted the screening and the principal will meet to discuss grade placement. The school maintains the right not to enroll the child in a grade requested if, in their opinion as educators, the child is not well-suited for said grade level.

## Enrollment Lottery

If the number of applicants for enrollment in a given class exceeds the number of seats available, preference for admission will be given in the following order:

1. Students who are currently attending HCS, then
2. Siblings of students currently attending HCS, then
3. Students of families currently registered in a Catholic parish

If these preferences do not resolve the issue, the school will randomly draw in a public meeting the names of applicants who meet the requirements for admission. Impacted families will be notified in advance.

## Class Size

HCS believes that class size is an important factor in fostering educational success. Maximum class sizes are:

Preschool	10-12 students per teacher (perhaps more if there is a full-time Instructional Assistant)
Kindergarten - Grade 1	20 students
Grade 2 - Grade 5	23 students
Grade 6 - Grade 8	26 students

## Financial Assistance

HCS strives to make our school affordable for all families. We participate in a wide range of financial assistance programs, and many of our families pay little or no out-of-pocket tuition.

Preschool: Families may apply for CCDF (3-Year old) or On My Way PreK (4-Year old) assistance. Parents/guardians may apply online, or ask the South Campus Secretary for help. Preschool students may also be eligible for an Indiana tax Credit Scholarship.

K-Grade 8: To see if your child qualifies for an Indiana Choice Scholarship, go to:  
[www.in.gov/doe/students/indiana-choice-scholarship-program](http://www.in.gov/doe/students/indiana-choice-scholarship-program)  
Applications are submitted by HCS staff after admission

To see if your child qualifies for an Indiana Tax Credit Scholarship, go to:  
[www.i4qed.org/sgo/families](http://www.i4qed.org/sgo/families)  
Applications are submitted by HCS staff after admission

Tuition Assistance may also be available. Inquire at the school office.



# Registration Fee and Tuition Policy

Tuition covers a portion of the cost to educate each child with the remaining funds coming from parish subsidies, scholarships, donations, grants, and endowments. Therefore, parent/guardian commitment to tuition obligations is crucial to the school's operation.

## Registration Fee

A \$50 per student, non-refundable registration fee is due at the time of enrollment. This applies to all students in Kindergarten-Grade 8. A student is not considered enrolled until this fee has been paid in full. There is no registration fee for Preschool students.

## Preschool Tuition

For the 2025-2026 academic year, preschool tuition for full-time (5 days per week) students is \$5,000

For the 2025-2026 academic year, preschool tuition for part-time (3 days per week) students is \$3,000

## Kindergarten-Grade 8 Tuition

For the 2025-2026 academic year, tuition for all students in Kindergarten-Grade 8 is \$9,500

## Tuition Payment Options

Families make tuition payments using one of these options:

Full:	Registration fee paid at time of enrollment and full year tuition paid by August 1
Monthly:	Registration fee paid at time of enrollment and tuition paid monthly

## Tuition Refunds

Families withdrawing students prior to the first day of school shall be refunded all prepaid tuition. Registration fees are non-refundable. If a student withdraws before the end of the school year, tuition will be prorated and remaining credit will be refunded.

## Returned Checks

A check made out to the school and returned due to insufficient funds is subject to a \$40 service fee by the school, in addition to any charges that the bank may apply.

## Delinquent Tuition

Circumstances may arise (loss of job, change in housing status, family illness, etc.) which may make it difficult to pay tuition. In this case, it is the family's responsibility to contact the school to make financial arrangements. Families who fail to pay tuition according to the policy, or who have failed to make suitable arrangements with the school, may be informed that their child(ren) will not be readmitted to the school. Families who are delinquent on or after May 15 of a given year may not be provided with their child's year-end grade report.

HCS reserves the right to use a collection agency to attempt to collect delinquent tuition.

## Section C: Student Life

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### Acceptable Use of Technology Policy\*

Each school year, all HCS K-8 families will agree to the Acceptable Use of Technology Policy when they complete their online enrollment. Signing this form confirms understanding of the following policy:

HCS offers Internet access to our students and staff. Use of the Internet for educational purposes will assist in identifying resources, gathering information, and developing technical skills.

Even though Internet usage will be supervised and we employ firewalls, we cannot guarantee that students/staff will not be able to access objectionable content. Computer users are expected to behave responsibly while using school networks. Technical resources are provided to help meet informational needs within the context of teacher-planned assignments and school sponsored activities. Access to these resources is a privilege, not a right. It is permitted only on the condition that users agree to act in a responsible manner. School staff reserves the right to suspend or terminate the use of the Internet by any person who violates these policies. Similarly, Internet use is subject to all policies and regulations that govern student behavior in other school activities.

The purpose of Internet access is to promote the exchange of information, to further education and research, and to be consistent with the mission of HCS. School Internet connections are not for private or commercial business use or political purposes. Any use of HCS computer networks for illegal activity is prohibited.

#### A. Educational Purpose

1. The HCS computer networks have been established for limited educational purposes. The term “educational purposes” include classroom activities, career development, and limited high-quality self-discovery activities.
2. The HCS computer networks have not been established as a public access service or a public forum. HCS and its designees have the right to place reasonable restrictions on the material accessed. It is expected that all persons will follow the rules set forth in the Family Handbook and the law in the State of Indiana regarding use of the Internet while attending HCS.
3. HCS Internet connections cannot be used for commercial purposes. Users may not offer, provide, use or purchase products or services through HCS computer networks.
4. HCS computer networks may not be used for political lobbying. HCS computer networks may be used to communicate with elected representatives and to express opinions on political issues.

#### B. Student Internet Access

1. All students who have parental and teacher permission will have access to the Internet via Media Center computers, or devices such as iPads or Chromebooks.

#### C. Unacceptable Uses

1. Personal Safety
  - a. Personal contact information may not be posted. This includes address, telephone number, school address, work address, Social Security number, etc.
  - b. Meeting someone or contacting someone without parent/guardian’s approval is not permitted.
  - c. Disclose to school employees any messages that are inappropriate or confidential in nature.
  - d. Should a network user transfer a file, shareware, or software that infects the Network with a virus and/or causes damage, the network user will be liable for repair costs to make the network fully operational, and may be subject to disciplinary measures.
  - e. The misuse of computer equipment is not allowed, and may be grounds for loss of access privileges and/or disciplinary action
  - f. Accessing non-school issued email, social media networks such as Facebook, TikTok, Instagram, instant messaging, chat rooms, and posting on message boards are not permitted.

2. Illegal Activities
  - a. Do not attempt to gain unauthorized access to the Internet or to any other system through HCS computer network or go beyond the authorized access. Attempting to log in through another person's account or access another person's files is illegal.
  - b. Deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means are illegal.
  - c. Do not use the Internet at any HCS network to engage in illegal acts, such as arranging for the purchase of drugs or alcohol, threatening the safety of a person, conspiring, etc.
3. HCS Computer Network Security
  - a. Users are responsible for their account and should take reasonable precautions to prevent others from using their account. Individual passwords should never be given to another person.
  - b. Immediately notify a teacher or the system administrator if a possible security problem has been identified. Do not conduct your own search for security problems, as this may be construed as an illegal attempt to gain access.
  - c. To avoid the inadvertent spread of computer viruses, users will only download programs with the express permission of the teacher or other HCS employee or their designee.
  - d. The user is responsible for making a backup copy of any critical documents.
4. Inappropriate Language
  - a. Do not post information that could cause damage or a danger of disruption.
  - b. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
  - c. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. Users must stop communicating when instructed.
  - d. Do not post false or defamatory information about a person or organization.
5. Respect for Privacy
  - a. Users will not re-post a message that was sent privately (outside school) without permission of the person who sent the message.
  - b. Do not post private or embarrassing information about another person.
6. Respecting Resource Limits
  - a. HCS computers are to be used only for educational and career development activities and limited, high-quality, self-discovery activities.
  - b. Users will not download large files unless absolutely necessary, and only with permission from a teacher or HCS designee.
7. Plagiarism and Copyright Infringement
  - a. Do not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
  - b. Respect the copyright owners. Copyright infringement occurs when a work that is protected by a copyright is inappropriately reproduced. If a work contains language that specifies appropriate use of that work you should follow the expressed requirements. If unsure whether the work can be used, request permission from the copyright owner. If there are questions, ask a teacher.
8. Inappropriate Access to Material
  - a. Do not use the HCS computer networks to access material that is profane, pornographic or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research and both the teacher and parents/guardians have approved.
  - b. If inappropriate information is mistakenly accessed, immediately inform a teacher.
  - c. HCS connections have a firewall and URL blocking capabilities to help protect users from inappropriate material. Teacher supervision also helps to protect you.

- D. **Limitation of Liability**  
HCS makes no guarantee that the functions of the services provided by or through the HCS system will be without defect. HCS will not be responsible for any damage the user may suffer, including but not limited to, loss of data or interruptions of service. HCS is not responsible for the accuracy or quality of the information obtained through or stored on the system. HCS will not be responsible for financial obligations arising through the unauthorized use of the system.
- E. **Personal Responsibility**  
It may feel like the user can break a rule and not get caught. Remember that whenever a user does something on a network, electronic footprints are left. Your online actions can be traced at a later point.
- F. **Network Etiquette**
1. Be polite. Abusive or inappropriate messages are prohibited. Using programs that harass HCS users or infiltrate a computing system and /or damage the software components are prohibited.
  2. Use of HCS connections to intentionally access objectionable material is prohibited.
  3. Make the most efficient use of network resources to minimize interference with others.
  4. Any use of HCS connections that accesses outside resources must conform to their "Acceptable Use of Technology Policy".
  5. Subscriptions to list servers, bulletin boards, and online services are prohibited.
  6. The user is expected to abide by the generally accepted rules of network and internet etiquette.
  7. Do not reveal personal information online.
  8. Do not use the network in such a way as to disrupt the use of the network by other users.
  9. All information accessible via the network should be assumed to be private property.
  10. As the rules and guidelines for network etiquette evolve, users are responsible for understanding and abiding by the accepted rules of the Internet.
- G. **Conclusion**  
The use of HCS computer networks/Internet is a privilege, not a guaranteed right. Inappropriate use of the connection may result in cancellation of those privileges. Interpretation, application and modification of this Policy are within the sole discretion of HCS. Any questions or issues regarding this policy should be directed to the principal. Violation of any conditions of use may be cause for disciplinary action.

## Athletics

HCS has athletic teams in order to develop sportsmanship, learn to function as a team, practice skills, and build pride in our school. Before a student can participate in a practice, scrimmage, or game, a current Sports Physical must be on file and the student and parent/guardian must sign an **HCS Athlete's Agreement**.

Practice and game times will be made available to families as far in advance as possible. Uniforms will be issued and must be returned to school once the season is over.

Athletes and spectators are to conduct themselves in a spirit of encouragement and support. Athletes who demonstrate poor behavior, either during an athletic event or otherwise, may result in suspension or dismissal from the team at the discretion of the principal or coach.

Athletes' grades will be closely monitored by the Athletic Director throughout the season. Those with a "D" or "F" in any subject will be suspended from participating in practices and games. The athlete may resume participation once the "D" or "F" has been raised to a "C-" or higher. If an athlete is suspended for low grades, the coach will determine whether the student will attend games and practices during the suspension period.

# Attendance Policy\*

Students should attend a full day of school each day unless they have a valid excuse. Parents/guardians should prioritize attendance and make every effort to have appointments scheduled outside of school hours. If a student is absent, parents/guardians should notify the school by 9:00AM. If an absence is anticipated in advance, let the school office know as early as possible.

Attendance is recorded in PowerSchool using this classification system:

<b>P</b>	<b>Present:</b>	Student is on time and present for the entire school day Student is on time for school, then leaves school for 2 hours or less
<b>T</b>	<b>Tardy:</b>	Student was not in their classroom at 7:55AM (at South Campus) or 8:05AM (at North Campus), but arrived by 9:00AM
<b>AMA</b>	<b>Morning Absence:</b>	Student is absent for the morning, but present for the afternoon (11:30 cutoff)
<b>PMA</b>	<b>Afternoon Absence:</b>	Student is present for the morning, but absent for the afternoon (11:30 cutoff)
<b>A</b>	<b>Excused Absence:</b>	Student was reported to be sick by parent/guardian (limit 5 per school year) Student was at a medical appointment (documentation required) Student was on medical orders not to attend school (documentation required) Student was suspended Student was absent for any other excused reason as deemed by the Principal
<b>UNEX</b>	<b>Unexcused Absence:</b>	Student was reported to be sick by parent/guardian 6 or more times Student was absent and parent/guardian did not contact the school Student was absent for any other unexcused reason as deemed by the Principal

Indiana Compulsory School Attendance Code (IC 20-33-2-38) states that “it is unlawful for parents/guardians to fail, neglect, or refuse to send his/her child to school for the full term ...”

Additionally, according to IC 20-33-2-44, “a person who knowingly violates the Compulsory School Attendance Code commits a Class B misdemeanor”.

Holy Cross School will follow this procedure for Kindergarten-Grade 8 students who have excessive Unexcused Absences (UNEX) during a given school year:	
<b>UNEX #3:</b>	HCS will inform the family in writing that the child has accumulated 3 UNEX.
<b>UNEX #6:</b>	HCS will inform the family in writing that the child has accumulated 6 UNEX.
<b>UNEX #9:</b>	HCS will inform the family in writing that the child has accumulated 9 UNEX.
<b>UNEX #10:</b>	HCS will submit an Affidavit of Probable Cause to the Madison County Prosecutor’s Office.
<b>UNEX #15:</b>	HCS will again communicate with the Madison County Prosecutor’s Office. HCS will consider withdrawing the student from our school.

If HCS suspects that a student's absenteeism may be related to abuse or neglect, we are mandated to file a report with the Indiana Department of Child Services per IC 31-33-5.

Students who arrive late or leave early are to be signed in or out by an adult in the school office.

Makeup work should be completed as soon as possible. Teachers will grant one day for each day missed to complete missed work (ex: two days absent = two days to complete missed work). If a student misses more than one consecutive day, parents/guardians should arrange to pick up their missed school work.

In accordance with IC 20-33-2-47 and 512 IAC 1-2-2, schoolwide student absenteeism rates in excess of 20% on a given day must be reported to the State Attendance Officer and the Madison County Board of Health Nursing Supervisor. This does not apply on days immediately before or after a scheduled vacation day or immediately before or after days when school is canceled due to inclement weather.

State Attendance Officer:

Catherine Danyluk

Madison County Board of Health Nursing Supervisor:

Holly Leech

765.641.9475

## **Tardy Policy**

Teachers begin educating students promptly at 7:55AM (South) and 8:05AM (North). By these times, students should be in their classroom seats and ready for morning routines, not in the parking lot, hallway, or restroom.

Parents/guardians are responsible for having their child(ren) in the building by 7:55AM (South) and 8:00AM (North). The exterior doors will be locked at that time. At South Campus, parents/guardians who arrive late are required to come to the office and sign in their child. At North Campus, students arriving late due to a documented doctor appointment are counted tardy, but these tardies do not count towards discipline consequences outlined on the Discipline Matrix. The Secretary will inform teachers when this is the case.

Students in Grades 6-8 are counted tardy each time they arrive for a class late throughout the day. It is possible for students to receive multiple tardies in a given school day if they do not arrive to their classes on time. Excessive tardiness will be handled according to the Discipline Matrix.

## **Bullying\***

Bullying is excessive and unreciprocated teasing, taunting, or physical contact that occurs repeatedly. If a student or staff member witnesses an act of bullying, they should report it to the principal. The principal will assess the situation and assign consequences. Consequences may include, but are not limited to, missed recess, after-school detention, and out-of-school suspension. Repeated acts of bullying may result in withdrawal from HCS.

To prevent bullying, school staff will work to continually actively supervise students and create a school climate of acceptance. Staff will recognize and model good behavior and make sure that specific students are not consistently excluded from classroom or extracurricular activities.

## **Celebrations**

Teachers may plan classroom celebrations on Holy Days and special occasions. On these days, teachers determine a reasonable number of treats. HCS does not celebrate Halloween.

Birthday recognition is permitted, but advanced arrangements must be made with the teacher. Celebrations will be low-key and parents/guardians may provide a treat for the class. Treats are not required. Teachers will recognize the birthday within their class regardless of whether or not treats were brought to school. Students may have a Free Dress Day on a designated day during the month of their birthday (generally towards the end of each month). June and July birthdays will be recognized on designated days during the school year.

## Crisis Confrontation\*

The safety and well-being of every person in our school is important. School staff must often make judgments to quickly address potential problems and dangers based upon information received and/or behavior observed.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents/guardians in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either occurred, is underway, or may occur absent intervention:

1. A student has engaged in or has threatened to engage in illegal conduct, either on or off school property;
2. A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that represents a risk of physical harm to any person or persons, on or off school property;
3. A student has voluntarily participated in or assisted in any conduct which, although not illegal, encourages, invites or entices, by word or example, any other person to engage in conduct violative of the law or violative of the Code of Christian Conduct;
4. A student knowingly possessed, used, transmitted or has been under the influence of any controlled substance, beverage, or intoxicant on school property or at any school function;
5. A student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
6. A student knows but fails to disclose to school authorities, that another student either:
  - (i) has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
  - (ii) has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents/guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent/guardian to comply with such conditions may be grounds for the immediate expulsion of the student and reporting to civil authorities.

# Conflict Resolution\*

It is the intent of the Diocese of Lafayette-in-Indiana to provide a means for the resolution of problems and complaints. This should be accomplished in an atmosphere of Christian charity and fairness, as well as mutual respect and openness. When this process is engaged, administrators must keep thorough written documentation including a log with days, times, and content of communications. Email may not be used for correspondence.

The following steps are recommended for staff, parents/guardians, and students if they are having difficulty:

## Step One: The Oral Process

The individual must discuss the problem or complaint, as well as any proposed resolution, with the principal within three workdays after the problem arises. The principal will obtain pertinent information and provide the individual a verbal decision within five (5) workdays following their discussion.

## Step Two: The Written Process

If the problem or complaint is not resolved to the satisfaction of the individual in Step One, the individual must present the problem or complaint in writing, as well as any proposed resolution, to the Pastor within three workdays after the completion of Step One. The Pastor will obtain any additional pertinent information and provide the individual with a written decision within five workdays following the submission of the individual's written complaint.

## Step Three: Review by Dean of the Eastern Deanery

If the problem or complaint is not resolved to the satisfaction of the individual in Step Two, then they may request a review of the process by the proper Dean. In the event that the priest/pastor involved in the process is the Dean of the Deanery, then the process is referred to another Dean. This request must be in writing and be given to the Dean within five workdays of the receipt of the report from the Pastor.

The Dean should request a copy of the written recommendation from the Pastor. In addition, he should meet privately with the aggrieved individual and then with the supervisor or the pastor to obtain any additional pertinent information in the matter. Within five workdays of meeting the involved parties, the Dean is to provide a written recommendation to the individual. Copy of this written recommendation is also to be provided to the supervisor or pastor.

## Step Four: Review by Director of Education

If the problem or complaint is still not resolved to the satisfaction of the individual, then the individual may write to the Director of the Office of Catholic Schools. The written request must be sent to the Director within seven calendar days of the receipt of the recommendation given in Step Three. The Director may involve the Director of Human Resources in seeking to resolve the conflict. The decision of the Director of the Office of Catholic Schools will be final.

No person in authority should proceed with the grievance process unless each of the descriptive steps listed above have been followed completely.

These steps are designed to provide a prompt and fair means of resolving problems. Time limits provided in this policy may be waived or amended by mutual agreement of the individual and the person to whom the individual appeals in each step of the process. This process begins with the principal. In the case that there is a conflict between individuals under the jurisdiction of the principal, it is assumed that the local conflict resolution procedures have already been followed. The principles which should be observed when resolving conflicts are:

1. Deal with the conflict constructively;
2. Strive for effective and honest communications; and,
3. Help the involved parties to feel better about themselves and the other person(s)



## Code of Christian Conduct\*

The students' interest in receiving a quality, morally based education can be served if students, parents/guardians, and school officials work together. Normally, differences between these individuals can be resolved. In some instances, the school may find it necessary to require parents/guardians to withdraw their child.

It is a condition of enrollment that the student behaves in a manner, both on and off campus, which is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies or procedures set forth in this Family Handbook.

These Christian principles further include, but are not limited to, the following:

1. Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to school-sponsored programs, performances, athletic events, field trips, etc.

The school reserves the right to determine which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine when conduct is of such severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

## Discipline and Disciplinary Records\*

Disciplinary issues are typically handled by the teacher. Each teacher establishes classroom rules and consequences which are shared with parents/guardians. In minor cases, the teacher may opt to handle the infraction independently, without necessarily involving the parents/guardians.

At North Campus, discipline issues that require parent/guardian involvement will be written on a Discipline Slip and given directly to the parent. A phone call to the parents may accompany the Discipline Slip, especially if a language barrier exists. Discipline Slips should be specific, descriptive, and verifiable. These records are to be maintained in a file separate from the permanent records and cumulative files.

Certain infractions may require the principal to become involved. The principal will use discretion in issuing warnings, missed recess, after-school detention, or other consequences. In more severe cases, the principal may issue in-school suspension, out-of-school suspension, or expulsion.

Disciplinary records are not automatically transferred from one school to another at the time of a student's enrollment. Infractions of a deeply serious nature will be shared with the accepting school.

## **Detention**

Study Hall Detention (SHD):

SHD may be issued for disciplinary infractions committed by students in Grades 6-8, as per the Discipline Matrix.

SHD will be supervised by a school staff member.

Parents/guardians will be notified in advance.

During SHD, the student may be required to clean or do other chores in and around the school.

After School Detention (ASD):

ASD may be issued for disciplinary infractions committed by students in Grades 2-8, as per the Discipline Matrix.

ASD will be supervised by a school staff member.

Parents/guardians will be notified in advance.

During ASD, the student may be required to clean or do other chores in and around the school.

## **Discipline Outside of School\***

Students may be disciplined for off-campus behavior that may endanger the health or safety of others, adversely affect the educational process, and damage the reputation of HCS or individuals within the school. Events that may be a cause of endangerment include, but are not limited to:

1. Criminal activity, including threats of violence to any person;
2. Off-campus use of substances such as alcohol, tobacco, vape, or controlled substances;
3. Off campus fighting linked to school behaviors; or
4. Internet activity that is threatening or offensive to others

## **Due Process\***

Students are provided due process in discipline situations. This process is defined as the opportunity for the student to be heard. All disciplinary situations are to be discussed between the supervising adult and student.

Parents/guardians may be included in the discussion, but do not necessarily have to be. Due process provides for a hearing, not a resolution. Situations not able to be resolved at this level are to be presented to the principal.

# Discipline Matrix

The Discipline Matrix applies to Holy Cross North Campus (G2-G8) only. This matrix outlines the consequences for student misbehavior. This list is not comprehensive, and HCS reserves the right to amend the consequences in special circumstances.

SHD: Study Hall Detention

ASD: After School Detention

LEVEL 1 OFFENSES (reset each semester):	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<b>MINOR ACADEMIC INFRACTION</b> -poor quality academic work -homework not submitted	Discipline Slip (warning only)	Discipline Slip + G2-G5: miss 1 recess G6-G8: 1 SHD	Discipline Slip + G2-G5: staff discretion G6-G8: 1 ASD
<b>MINOR VERBAL INFRACTION</b> -minor name-calling, arguing -rude or disrespectful to others	Discipline Slip (warning only)	Discipline Slip + G2-G5: miss 1 recess G6-G8: 1 SHD	Discipline Slip + G2-G5: staff discretion G6-G8: 1 ASD
<b>MINOR TECHNOLOGY INFRACTION</b> -phone or device not turned in -possessing inappropriate tech	Discipline Slip (warning only)	Discipline Slip + G2-G5: miss 1 recess G6-G8: 1 SHD	Discipline Slip + G2-G5: staff discretion G6-G8: 1 ASD
<b>DRESS CODE VIOLATION</b>	Discipline Slip (warning only)	Discipline Slip + G2-G5: miss 1 recess G6-G8: 1 SHD	Discipline Slip + G2-G5: staff discretion G6-G8: 1 ASD
<b>FOOD AND DRINK</b> -eat or drink without permission -chewing gum at any time	Discipline Slip (warning only)	Discipline Slip + G2-G5: miss 1 recess G6-G8: 1 SHD	Discipline Slip + G2-G5: staff discretion G6-G8: 1 ASD
<b>OUTSIDE OF CLASSROOM MISBEHAVIOR</b> -running in hall, cutting in line -being loud, wasting time	Discipline Slip (warning only)	Discipline Slip + G2-G5: miss 1 recess G6-G8: 1 SHD	Discipline Slip + G2-G5: staff discretion G6-G8: 1 ASD
<b>CLASSROOM MISBEHAVIOR</b> -violation of a classroom rule -causing disruption of the lesson	Discipline Slip (warning only)	Discipline Slip + G2-G5: miss 1 recess G6-G8: 1 SHD	Discipline Slip + G2-G5: staff discretion G6-G8: 1 ASD
<b>TARDY</b> -not being in the room 8:05AM -late for classes	Discipline Slip (warning only)	Discipline Slip + G2-G5: miss 1 recess G6-G8: 1 SHD	Discipline Slip + G2-G5: staff discretion G6-G8: 1 ASD
+ any other offense that is deemed by the principal to be a Level 1 Offense G6-G8: Offenses #4 - #9 will each result in 1 ASD. Offense #10 will result in 1 day suspended. Offenses #11 - #14 will each result in 1 ASD. Offense #15 will result in 2 days suspended. At Offense #16, HCS will consider expulsion.			

<b>LEVEL 2 OFFENSES (reset each year):</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
<b>MAJOR ACADEMIC INFRACTION</b> -cheating or plagiarizing -repeatedly refusing to work	Discipline Slip + G2-G5: miss 1 recess G6-G8: 1 SHD	Discipline Slip + G2-G5: staff discretion G6-G8: 1 ASD	Discipline Slip + 1 day suspended
<b>MAJOR VERBAL INFRACTION</b> -profanity, blasphemy, obscenity -inappropriate names or slurs	Discipline Slip + G2-G5: miss 1 recess G6-G8: 1 SHD	Discipline Slip + G2-G5: staff discretion G6-G8: 1 ASD	Discipline Slip + 1 day suspended
<b>MAJOR TECHNOLOGY INFRACTION</b> -using someone else's login -other misuse of technology	Discipline Slip + G2-G5: miss 1 recess G6-G8: 1 SHD	Discipline Slip + G2-G5: staff discretion G6-G8: 1 ASD	Discipline Slip + 1 day suspended
<b>MINOR PHYSICAL CONTACT</b> -shoving, without intent to injure -pushing, without intent to injure	Discipline Slip + G2-G5: miss 1 recess G6-G8: 1 SHD	Discipline Slip + G2-G5: staff discretion G6-G8: 1 ASD	Discipline Slip + 1 day suspended
<b>INSUBORDINATION</b> -refusal to comply with staff -arguing with staff, defiance	Discipline Slip + G2-G5: miss 1 recess G6-G8: 1 SHD	Discipline Slip + G2-G5: staff discretion G6-G8: 1 ASD	Discipline Slip + 1 day suspended
<b>BEARING FALSE WITNESS TO STAFF</b> -lying, omitting key information -embellishing or exaggerating	Discipline Slip + G2-G5: miss 1 recess G6-G8: 1 SHD	Discipline Slip + G2-G5: staff discretion G6-G8: 1 ASD	Discipline Slip + 1 day suspended
<b>DESTRUCTION OF PROPERTY</b> -breaking or destroying items -vandalizing or defacing items	Discipline Slip + G2-G5: miss 1 recess G6-G8: 1 SHD	Discipline Slip + G2-G5: staff discretion G6-G8: 1 ASD	Discipline Slip + 1 day suspended
+ any other offense that is deemed by the principal to be a Level 2 Offense G6-G8: Offense #4 will result in 1 day suspended. Offense #5 will result in 2 days suspended. At Offense #6, HCS will consider expulsion.			

<b>LEVEL 3 OFFENSES (reset each year):</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
<b>MAJOR PHYSICAL CONTACT</b> -fighting -striking with intent to injure	Discipline Slip + G2-G5: staff discretion G6-G8: 1 day suspend	Discipline Slip + 1 or more days suspended	Discipline Slip + consider for expulsion
<b>THREATENING LANGUAGE</b> -threatening to injure or harm -threatening to attack	Discipline Slip + G2-G5: staff discretion G6-G8: 1 day suspend	Discipline Slip + 1 or more days suspended	Discipline Slip + consider for expulsion
<b>INAPPROPRIATE SUBSTANCES</b> -alcohol, drugs, tobacco, vape -improper use of prescription med	Discipline Slip + G2-G5: staff discretion G6-G8: 1 day suspend	Discipline Slip + 1 or more days suspended	Discipline Slip + consider for expulsion
<b>BULLYING</b> -defined in the Family Handbook -includes harassing and hazing	Discipline Slip + G2-G5: staff discretion G6-G8: 1 day suspend	Discipline Slip + 1 or more days suspended	Discipline Slip + consider for expulsion
+ any other offense that is deemed by the principal to be a Level 3 Offense			

# Dress Code

- SHOES** Athletic shoes or dress shoes are allowed (recommend Preschool wear athletic shoes only)  
Dress shoes must cover the entire foot or have a heel strap  
**NO: Open-toe shoes, boots, sandals, flip flops, Crocs, lights, wheels, or heels in excess of 1 inch**
- SOCKS** Socks must be worn, and socks must fully cover the ankle. Socks may be any color  
Female students may wear tights in lieu of socks (shorts, skorts, skirt, or jumper must be worn on top)
- PANTS** Navy or khaki school uniform pants and shorts are allowed. Elastic waist bands are allowed  
Shorts are allowed from the start of the school year until Fall Break, and again after Spring Break  
Shorts must be at least fingertip length when the student is standing with arms at the side  
**NO: Joggers, cargo pockets, tool loops, corduroy, or elastic at the ankles**  
**Drawstring pants are allowed at South Campus, but not at North Campus**
- SKIRTS** Female students only may wear navy or khaki school uniform skirts, skorts, or jumpers  
Must be at least fingertip length when the student is standing with arms at the side  
For the sake of modesty, shorts must be worn underneath skirts and jumpers
- BELTS** Navy, khaki, brown, or black are allowed  
**NO: Distracting belts or buckles, or cutting off loops to avoid wearing a belt (at North Campus)**  
**Belts are optional at South Campus, but must be worn at North (whenever clothes have loops)**
- SHIRTS** All shirts must have a collar. Light blue, navy, or red are allowed. May be long or short-sleeved  
Shirts must be one solid color, without logos or emblems  
Sweaters and turtlenecks in light blue, navy, or red are allowed  
Sweatshirts in blue, navy, or gray are allowed. Hooded sweatshirts (hoodies) are not allowed  
**Tucking in shirts is optional at South Campus, but shirts must be tucked in at North Campus**
- HAIR** Male students must have hair styled to be above the eyebrows, off the ears, and off the collar  
Female students must have hair styled to be above the eyebrows  
**NO: Designs, letters, or lines cut into hair or eyebrows**  
**NO: Hair dyed to an unnatural color (pink, blue, green, purple, metallic, etc.)**  
**NO: Distracting hair styles (colored extensions, large bows, excessive decoration, etc.)**
- COSMETICS & JEWELRY**  
Only female students may wear earrings. Earrings must be small and worn in the ear lobes only  
**NO: Dangling jewelry, makeup, false eyelashes, or false fingernails**

## **WEDNESDAYS:**

On Wednesdays, students may wear HCS Spirit Wear t-shirts or sweatshirts. These are not Casual Days  
Spirit wear shirts must be worn with school uniform pants, shorts, skirts, skorts, or jumpers

## **CASUAL DAYS:**

Jeans, sweatpants, joggers, and athletic pants are allowed  
T-shirts and other non-collared shirts are allowed. Hoodies are allowed if hood is kept down  
Boots and Crocs are allowed (socks must be worn with Crocs)  
Female students may wear leggings or tights in any color, but shorts, skorts, or skirts must be worn on top  
**NO: Short skirts or shorts, clothes with holes or rips, tank tops, sleeveless shirts, or bare midriffs**  
**NO: Sunglasses, hats, pajamas, or sleepwear (except on designated themed dress days)**  
**NO: Light up shoes are NEVER allowed on any school day, including Casual Days and themed days**

## **Enforcement:**

Final decisions on Dress Code violations will be made by the principal  
Dress Code violations will be communicated to parents/guardians  
Dress Code violations may require rectifying the violation before returning to class  
At North Campus, repeated Dress Code violations may result in progressive disciplinary action

## Suspension, Exclusion, or Expulsion\*

While suspension, exclusion, or expulsion are not desired outcomes, they are within the jurisdiction of the principal. A written statement is to be sent to parents/guardians summarizing the student's behavior and the action taken. The maximum length of suspension in the Diocese of Lafayette-in-Indiana is ten days per incident.

Exclusion from school may be necessary to keep order and security in the school during an investigation, when there might be threat of communicable disease, or another temporary situation which threatens the school. In the case that exclusion is necessary, every effort will be made to continue the student's education at home. A **Notice of Suspension, Exclusion, or Expulsion (Diocesan Form AD1300)** and a summary of the event are to be sent to the Office of Catholic Schools within three days of the event.

Students engaging in any of the actions listed below subject themselves to suspension or expulsion in accord with the discipline policy of the school. Grounds for suspension or expulsion include but are not limited to:

1. reasonable cause of possible harm to another person via the use of force, violence, noise, coercion, threat, intimidation, fear, passive resistance, or behaviors interfering with school purposes or urging others to engage in such behavior;
2. occupying a school building or school grounds with intent to deprive others of its use;
3. blocking the entrance or exits of any school building, corridor, or room depriving others of access;
4. setting fire to or substantially damaging school property or building;
5. possessing or transferring an object that could be considered a weapon or urging others to do so;
6. possessing, using, transmitting any controlled or abused substance, such as a narcotic or alcohol;
7. unlawful selling of a controlled or abused substance;
8. substantial instances disrupting educational function, or unlawful meeting on school property;
9. continuously and intentionally making noise or acting in any manner so as to interfere with the ability of a teacher or other school personnel to educate;
10. taking something of value from another person;
11. intimidating any student with the intent of bodily harm;
12. harassment, bullying of students or staff including hazing, cyber-bullying and sexting;
13. activity interfering with the ability of school personnel to conduct the educational function;
14. repeated violation of any rules; or
15. unlawful activity on or off school grounds if it interferes with educational function.

## Dropoff and Dismissal Times

	South Campus	North Campus
Drop off begins	7:20AM	7:30AM
Tardy	7:55AM (8:50AM on Wednesdays) (doors locked, parents/guardians escort students to office to sign in)	8:05AM (8:50AM on Wednesdays) (doors locked, students get a Tardy Pass from office before going to class)
Instruction begins	8:00AM (8:50AM on Wednesdays)	8:10AM (8:50AM on Wednesdays)
Student dismissal	3:00PM	3:10PM

## Electronic Devices

In compliance with Indiana SB 185, no student may possess a personal electronic device (phone, laptop, iPad, smart watch, Bluetooth, etc.) during school hours unless the device is specifically required by the teacher for educational purposes. Students who bring devices to school must keep them powered OFF and the device must be stored by a school staff member during the entire instructional day. If a student is in possession of a device during the instructional day, or if a device is stored in a backpack, pocket, locker, desk, or other area without specific teacher permission, it will be confiscated and returned to the parent/guardian at a later time. Students at North Campus may face progressive disciplinary action according to the Discipline Matrix.

The principal reserves the right to search student electronic devices, including phones, at any time, with or without reasonable cause, and without notifying students or parents/guardians in advance.

In emergency situations, students may make calls using the landline phone in the school office.

## Field Trips & Pilgrimages

Field Trips and pilgrimages can provide cultural and educational enrichment. The purpose of trips must align with designated curriculum standards. Trips are planned by school staff and approved in advance by the principal.

Staff may set standards of behavior for the trip, and may also designate guidelines for students with discipline concerns. A student who has demonstrated an inability to follow instructions may be excluded from trips. The safety of others is important and will not be jeopardized by those who have not shown an ability to adhere to regulations. Students who are not permitted to attend the trip are to attend school the day of the trip.

Any student who has an Emergency Health Plan in which emergency medications are prescribed must have their medications available while on a trip. Medications with instructions for administration must be given to school personnel who are accompanying students on the trip.

A **Field Trip/Transportation Notification and Liability Waiver (Diocesan Form AE850A)** is sent home before each trip. These slips must be signed by parents/guardians and returned before the field trip. NO SLIP = NO TRIP. Cost should not impose a heavy financial burden on families or the school. Whenever possible, bus transportation will be provided. Field trips may require chaperones. The teacher organizing the trip will contact these adults when a chaperone is needed. Those who are requested to be chaperones are not expected to pay entrance fees. Any person serving as a chaperone must have completed the Diocese of Lafayette-in-Indiana's Safe Environment training, which included a criminal background check.

## Firearms/Weapons\*

Possessing, firing, displaying, or threatening the use of firearms, bombs, explosive devices or other weapons on school grounds for any unlawful purpose is an occasion of serious harm. Students who engage in these activities subject themselves to possible expulsion and may be reported to law enforcement officials.

## Harassment\*

HCS is to be free of discrimination and harassment. Negative actions or comments based on an individual's sex, race, ethnicity, age, religion, disability, or sexual orientation are inappropriate in a Catholic environment.

Retaliation against any student for complaining of harassment or enforcing this policy is strictly prohibited. Any overt or covert act of reprisal, interference, restraint, penalty, discrimination, coercion, intimidation, or harassment against an individual for exercising rights under this policy will be subject to prompt and appropriate disciplinary action up to and including termination or expulsion.

## Hazing\*

Hazing refers to any activity expected of someone joining a group or to maintain full status in a group that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate. School staff can be held responsible for this activity if they know or should have known about it. The following duties can help to prevent harassment in general or hazing in particular:

1. Minimize risks by examining student practices and routines on and off school campuses;
2. Educate the students showing how word or deed can demean others;
3. Investigate if a student expresses discomfort or reports being hazed or witnessing hazing;
4. Report any conduct which may constitute hazing to administrators immediately;
5. Discipline students with prompt corrective action who engage in hazing;
6. Monitor and be watchful of student activities that intimidate or threaten mental health, shame, humiliate, embarrass, or affect the student's dignity.

## Lockers, Desks, and Pockets\*

Lockers and desks are not the property of students, nor should there be any expectation of privacy. School employees reserve the right to search lockers, desks, pockets, bags, coats, etc., at any time, with or without reasonable cause, and without notifying students or parents/guardians in advance.

## Lunch Guidelines

Students are expected to use good table manners and follow the instructions of staff. Social interaction and appropriate talking are generally permitted, but yelling and screaming are not. Tables are to be free of food and trash when students are finished. The floor is not to be littered.

Sharing and trading food is prohibited. Packed lunches should not include energy drinks (Red Bull, Monster, etc.). Also, lunch from outside vendors (McDonald's, Taco Bell, Subway, etc.) are not permitted.

At North Campus, clear behavior expectations and consequences are posted in the lunchroom.

## Passes

In Grades 6-8, the number of times that a student may leave class to go to the restroom, drinking fountain, and locker is limited. Permission to leave the classroom must be written, not verbal, and passes are written in the back of the Student Planner only. This applies to all classrooms, including Art, Music, P.E., Media, Civics, Finance, Religion, Life Skills, Spanish, etc.

Grade 6 - Grade 8	Each student may use no more than 3 passes* per quarter (12 per school year).
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\*Students with documented medical needs will be permitted to use the restroom as needed.

To reduce the need for passes, middle school students are encouraged to use the restrooms, get a drink, and go to their lockers during five-minute passing periods, of which there are at least six each school day.

If a student cannot locate their planner, a new one can be purchased from the secretary for \$5.00.



## **Recess and Playground**

HCS is blessed to have large outdoor playground areas for our students to enjoy. Tackling, fighting, and wrestling are not permitted. “Fake fighting” is not allowed. Students who play too rough will be instructed how to be more careful. If such instruction does not result in the desired behavior, the student will lose recess time until they are able to demonstrate appropriate behavior.

During cold weather, students will have outdoor recess only when the WeatherBug “Feels Like” temperature is 30°F or above. If the “Feels Like” temperature is 29°F or below, we will not have outdoor recess.

During hot weather, students will have outdoor recess only when the WeatherBug “Feels Like” temperature is 89°F or below. If the “Feels Like” temperature is 90°F or higher, we will not have outdoor recess.

Adult supervision is provided at all times. Students are expected to obey the adult(s) in charge.

## **School Delays and Cancellations**

School may be delayed or canceled due to severe weather or other circumstances. The decision will be made by the principal. Staff and families will be notified through the Remind application. If severe weather arises during the school day, school personnel will take precautions to protect students.

The Indiana Department of Education requires 180 days of instruction per school year. The principal will schedule make-up days or eLearning days to assure that HCS meets the legal requirement.

## **Student Pregnancy\***

Student pregnancy is a sensitive issue requiring charity and understanding. Every effort for the pregnant student to continue schooling is to be made by the principal. The principal is to reinforce Catholic teaching regarding sexual activity outside of marriage and provide information to the student and parents/guardians regarding counseling and medical services that may be needed.

The decision to willfully terminate a pregnancy is in violation of Catholic belief and practice. When it is known that a student is planning to terminate a pregnancy, the principal or designee is to inform only the student(s) directly involved, that is, the pregnant student and the alleged father, regarding the Catholic stance. Parents/guardians are to be notified immediately unless the student is emancipated or eighteen years of age.

## **Substance Abuse\***

Soliciting, possessing, selling, or using controlled or abused substances is a serious infraction that is unlawful and runs contrary to Catholic values. This includes faux or look-alike substances. Students who engage in these activities will subject themselves to possible suspension, expulsion, and reporting to law enforcement.

## **Toys, Money, and Other Items**

Unless specifically requested by a school staff member on a given day, students should not bring toys, money, or other unnecessary items to school. Students sometimes give away, trade, sell, or loan these items to other students, which can lead to miscommunication and conflict.

## **Section D: Academics**

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### **Accreditation**

HCS's Preschool program is nationally accredited and has earned a Level 4 rating through Paths to Quality.

HCS's K-8 program is fully accredited by the Indiana Department of Education via Lumen Accreditation through the Catholic University of America in Washington, D.C.

### **Authority for Teaching\***

The Bishop is responsible for the supervision as well as the fostering of catechesis in the diocese as described in the National Catechetical Directory, The Catechism of the Catholic Church, and the Code of Canon Law (cc 394, 774). He is charged to devote himself personally to the work of the Gospel, and to supervise the entire ministry of the work in regard to the flock committed to his care.

In carrying out this responsibility, the Bishop ensures that catechetical goals and priorities are established for the Catholic community, necessary structures exist, and that appropriate programs are designed, implemented and evaluated in accordance with the recommended textbooks of the United States Conference of Catholic Bishops. He takes every opportunity to preach and teach. He summons his people to faith and strengthens them in it.

In helping parents as primary educators of their children, the Bishop is assisted by parents/guardians, educational administrators, teachers, catechists, clergy, pastorate staff, diocesan staff, and religious.

### **Federal Educational Rights to Privacy Act (FERPA)\***

FERPA protects the confidentiality of student information. To safeguard confidentiality and safety of student records, the following guidelines apply:

1. Parent/guardians and teachers (on a "need to know" basis) are to have access to the files.
2. No original document is to be released. Photocopies are to be made in the school office.
3. The principal is the only person empowered to release documents in a student's file.
4. Parents/guardians may be given a copy of their child's file when transferring to another school.
5. Anecdotal information placed in the cumulative record is to be related to the student's learning achievement and be stated factually.
6. Schools shall comply with the notice requirements under applicable law in the event a court order or a subpoena is presented for a student's records. Schools shall immediately contact the Office of Catholic Schools in the event a school receives such a request.

### **Academic Honesty\***

Students are to do their work independently, both in and out of school, unless the assignment is designated by the teacher to be collaborative. Parents/guardians may help students with homework, but should be careful to make sure that the work reflects the student's knowledge, not the adult's. Students who are found to have willingly cheated or plagiarized will face progressive disciplinary action at the discretion of the teacher and principal, as per the Discipline Matrix.

## Grading Scale

Preschool uses a skills-based system to gauge student achievement and progress. All subjects use this scale:

S+	90% and above	S	70% - 89%	S-	69% and below
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Kindergarten-Grade 2 uses a standards-based grading system:

M	Mastery	A	Approaching	B	Beginning
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Grades 3-8 use an "A-B-C" grading scale. All subjects use this scale:

A+	98% and above	C+	78% - 79%	F	59% and below
A	92% - 97%	C	72% - 77%	I	Incomplete
A-	90% - 91%	C-	70% - 71%		
B+	88% - 89%	D+	68% - 69%		
B	82% - 87%	D	62% - 67%		
B-	80% - 81%	D-	60% - 61%		

Teachers reserve the right to penalize scores due to late or sloppy work, and assign a "0%" for work that is not completed within a reasonable timeframe. Parents/guardians are encouraged to create a PowerSchool account so they can monitor their child's grades in real time throughout the school year.

## Grade Reporting to Parents/Guardians\*

In determining student grades, Holy Cross School will:

1. Report student performance to parents frequently and systematically
2. Ensure that grading reflects content knowledge and skills and is consistent across grade levels
3. Ensure that criteria for grading is clearly defined to parents/guardians and students

Grade Reports are distributed to all grade levels at the end of each quarter. The first Grade Report is handed out at parent-teacher conferences. For students in grades 3-8, Mid-Term Reports are also distributed four times each year. All distribution dates are included on the school calendar. Throughout the year, parents/guardians are encouraged to continually track academic progress by logging in to the PowerSchool student portal. Directions on how to access this portal are sent out early in the school year.

HCS will not distribute Grade Reports or Mid-Term Reports early. If a child or parent is unable to pick up a report on the designated day, it may be picked up the next business day in the office. Reports will not be given at the end of the school year to families unless all of their financial accounts are paid in full.

## Extra Credit

Teachers reserve the right to offer students opportunities to slightly improve their grades via extra credit. Extra credit is a privilege, not a right, and extra credit will not have a significant impact on a student's final grade.

## Homework

The primary purpose of homework is to help students practice skills that are taught during the school day. Our intent is that homework will support academic learning and foster a sense of responsibility. Homework, including reading logs, will be assigned on an as-needed basis as decided by the classroom teacher. New homework is generally not assigned over weekends or breaks, or on evenings in which a schoolwide event takes place.

Teachers do not assign menial tasks as homework, nor is homework meant to be punitive. Students should take homework seriously and realize that it will be counted as a part of their grade. Parents/guardians should check that homework is completed on a regular basis. Please look at the child's work, don't just ask them if they completed it.

## **eLearning**

On occasion, HCS will schedule eLearning Days. On these days, students will not be present in the school building. Students will receive their assignments remotely, complete their work online, and submit their work digitally. Work done on eLearning Days will be graded by the teacher and counted towards a student's grade. Younger students may be given physical packets to complete on eLearning Days in lieu of digital assignments.

## **Repeating a Grade\***

The retention of a student is a positive action taken to address a lack of academic, social, and emotional skills. Retention of a student is a decision which should only be made after a lengthy assessment process.

Principal and teacher(s) are to collaborate with parent/guardian(s) in a decision regarding the student's retention. If the school recommends retention and parents/guardians do not agree, it may be necessary for them to enroll their child in another school the following year.

## **Religious Instruction\***

All HCS students receive regular, intentional religious instruction. Classroom teachers, the principal, the Director of Evangelization, and our priests all play an important role.

Sacramental preparations are to be integrated with pastorate-based programs. The religion curriculum is developed in cooperation with the Office for Catechesis. All programs and instruction are to conform to the principles, declarations and norms of the General Catechetical Directory approved by the Sacred Congregation of Clergy and published by the United States Catholic Conference (1971), the statements of the National Conference of Catholic Bishops in *To Teach as Jesus Did* (1972), the *Basic Teachings for Catholic Religious Education* (1973), *On Catechesis in Our Time* by his holiness Pope John Paul II (1979), *Guidelines for Doctrinally Sound Catechetical Materials* (1990), the *Catechism of the Catholic Church* (1994, English edition), *Sharing the Light of Faith*; *General Directory for Catechesis* (1998), *The National Directory for Catechesis* (2005) and "*Renewing Our Commitment to Catholic Elementary & Secondary Schools in the Third Millennium*" (2005).

Work, worship, and community service are components of catechetical ministry. Therefore, a variety of experiences and opportunities for total spiritual development are to be at the center of the school. Special instruction is to be given in Catholic doctrine, Scripture, sacramental preparations, liturgical celebrations, social justice, and observance of the liturgical seasons.

Implementation of the requirements of the 2002 Dallas Charter of the USCCB requires that all students receive annual instruction in safety and self-protection from inappropriate behavior of adults (Circle of Grace). The Protecting God's Children Safe Environment Curriculum has been developed for this purpose. All schools must provide this instruction annually for all students and maintain appropriate documentation which must be submitted to the Office of Catholic Schools.

## **Religion Grading\***

Religious education is to provide opportunities for content, worship, and service. The only element to be graded is that of content. Therefore, a Religion grade is to reflect the student's knowledge of doctrine, principles, practice, and liturgy flowing from the Catholic Christian message and not the quality of formation or transformation taking place in a student's everyday behavior. All students, including non-Catholic students, receive a grade in Religion.

## **Awards: Quarterly**

### **Perfect Attendance**

At the end of each quarter (four times per school year), all students with no absences or tardies during the preceding quarter will receive the Perfect Attendance Award. This student will receive public recognition, a certificate, and a free dress day on a day designated by the principal.

### **Honor Roll**

At the end of each quarter (four times per school year), all G3-G8 students with high grades during the preceding quarter will receive the Honor Roll Award. This student will receive public recognition, a certificate, and a free dress day on a day designated by the principal. Honor Roll standing is determined by grades during the previous quarter only and is not cumulative. There are two Honor Roll designations:

"A" Honor Roll:	"A-" or higher in all graded subjects
"A-B" Honor Roll:	"B-" or higher in all graded subjects

### **Above and Beyond**

At the end of each quarter (four times per school year), a student from each homeroom will be selected by their teacher to receive the Above and Beyond Award. This award is given to a student who uses their time wisely and demonstrates an enthusiasm for learning. This student will receive public recognition, a certificate, and a small prize such as a piece of candy.

### **Positive Attitude**

At the end of each quarter (four times per school year), a student from each homeroom will be selected by their teacher to receive the Positive Attitude Award. This award is given to a student who treats others with dignity and displays a positive outlook regarding school. This student will receive public recognition, a certificate, and a small prize such as a piece of candy.

## **Awards: Year-End**

At the end of the academic year, all Preschool-G8 students are eligible for a variety of awards. These awards may include, but are not limited to: Outstanding Art Student, Outstanding Music Student, Outstanding Physical Education Student, and Outstanding Media Student. These students will receive public recognition and a certificate.

## **Awards: Grade 8 Only**

At the end of the academic year, all Grade 8 students are eligible for a variety of awards. These awards may include, but are not limited to: Valedictorian, Salutatorian, Honor Cords, Knights of Columbus Award, Daughters of the American Revolution Award, President's Award for Educational Excellence, President's Award for Educational Achievement, Outstanding Math Student, Outstanding Literature Student, Outstanding Language Arts Student, Outstanding Science Student, Outstanding Social Studies Student, Outstanding Art Student, Outstanding Music Student, and Outstanding Physical Education Student. These students will receive public recognition and plaque, ribbon, pin, certificate, or other reward.

## **Academic Probation**

HCS will make every reasonable effort to assist students who experience academic difficulties. However, all students must make a genuine effort to perform to the best of their abilities. Any student who consistently fails to complete work, or refuses to participate in classroom activities, may be placed on Academic Probation. This may ultimately result in the student being withdrawn from HCS.

# Standardized Testing\*

Indiana requires HCS to conduct annual achievement testing, including the ILEARN tests and the IREAD-3 test. Parents will receive advanced notice of testing so that students may be well-prepared. Results from these assessments will be provided to parents.

In addition, HCS conducts World-Class Instructional Design and Assessment (WIDA) testing for all English-Language Learners. We also conduct Kindergarten Readiness Indicators (KRI) testing for preschool students who are age-ready for Kindergarten.

All schools must adhere to the Indiana Department of Education's (IDOE) Indiana Assessment Program Manual, complying with all regulations set forth within regarding test preparation and administration, as well as testing security and integrity. This includes the following requirements:

1. All appropriate staff must participate in the mandated state training as set forth by the IDOE. Corporation Test Coordinators are responsible for overseeing that all staff are appropriately trained.
2. All appropriate staff must obtain a current copy of and be familiar with the IDOE's Code of Ethical Practices and Procedures to understand how to securely administer and handle the assessments. Staff members must sign the Indiana Testing Security and Integrity Agreement annually prior to giving state assessments, and the school must keep these forms on file locally.
3. Access to testing materials must be strictly controlled. Corporation Test Coordinators and school administrators are responsible for the security of the school's testing materials.
4. Testing schedules must adhere to the IDOE guidelines.
5. Staff members must provide testing accommodations as per the student's Individual Service Plan and/or Accommodations Plan eligibility (eligibility for accommodations must be documented).
6. School administrators must review and monitor ethical practices in regard to test preparation, test administration and test security. Any breaches or irregularities must be reported under the Indiana Department of Education's protocol set forth in the annual Indiana Assessment Program Manual.
7. The school must provide channels of communication that allow teachers, administrators, students, parents, and other community members to voice their concerns about practices they consider inappropriate, establish procedures for investigating these concerns, and must ensure protection of the rights of individuals and the integrity of the assessment.
8. Teacher handbooks must include procedures that ensure the enforcement of these policies.

Any individual with a license granted by IDOE who violates the Code of Ethical Practices and Procedures may face disciplinary action under IC 20-28-5-7, 511IAC 5-5-, and/or other applicable remedies available under state and federal laws. Violations of test security, pre-test activities, testing conditions, and post-test activities may result in license suspension or revocation of any school personnel involved under IC 20-28-5-7. Any staff member in the Diocese of Lafayette-in-Indiana who violates the security and integrity of state testing may be subject to dismissal.

## Section E: Safety & Wellness

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### Accident/Injury Report\*

School personnel are trained to give immediate and temporary first aid care for minor illness or injury. All school related injuries are to be reported to the principal as soon as possible. Parents/guardians will be informed in writing when a serious accident or injury occurs via a completed **Accident/Injury Report (Diocesan Form AF2050)**. Small scrapes and bumps will not necessarily be reported to parents/guardians by school personnel.

### Active Supervision

Students are to be under adult supervision while on school or pastorate grounds during school hours and during school events. Holy Cross School staff make every reasonable effort to ensure that students are not left unattended. Staff are given specific Active Supervision assignments and strive to promote student safety.

### Allergies and Allergic Reactions\*

Each school year, the families of students with severe allergies, including food allergies, will complete the **Allergy Action Plan** when they complete their online enrollment. All allergies and medical concerns are to be reported. To provide a safe environment for students with severe allergies, schools, parents/guardians, physicians, nurses, and the student must work together. A meeting should be scheduled before the student begins attending school to develop plans to treat allergies, asthma, and/or other medical conditions that require special attention. It is important that medications are kept up to date and that procedures are followed.

Students with asthma, for example, may need to carry their medication (a secondary dose) on their person to ensure timely administration. However, a primary dose of such medications must be kept in the school office in a secure, but unlocked area known to the secretary and their designees. Staff should be trained to recognize symptoms of severe allergic reactions. Training should also be provided on the prevention, treatment, and management of severe allergies, with documentation kept on such training.

On rare occasions, students who do not have known allergies will display allergic reactions. Staff should be trained to identify these signs. It is recommended that injectable epinephrine be available at the school for such emergencies and that a reasonable number of staff are trained to administer this medication. In the event that emergency epinephrine is administered, to any child or adult, with their own dose or a stock dose, personnel must immediately call emergency responders. A report must also be filed.

### Asbestos

According to the Asbestos Hazard Emergency Response Act (AHERA) of 1986, all schools in the Diocese of Lafayette-in-Indiana were in compliance with federal law on May 20, 1998. This statement is being included in the handbook in order for our diocese to fulfill its annual obligations to the AHERA law. At this time, we can report that the following activities and milestones have occurred:

1. Our Management Plan has been reported to the State of Indiana
2. Our Operations and Maintenance Plan has been implemented to ensure asbestos in the school buildings is maintained in a non-hazardous condition
3. Initial cleaning and response actions to patch, repair, and/or remove asbestos have been completed
4. The required re-inspections and surveillance activities have been completed
5. We will continue to follow our Operations and Maintenance Plan
6. The 3-year AHERA re-inspection was conducted by an accredited inspector at both North and South Campus on October 31, 2022.

## Child Abuse or Neglect\*

School personnel who suspect child abuse or neglect have a moral and legal responsibility to immediately contact Madison County Child Protective Services at 765.649.0142. A **Child Abuse or Neglect Form (Diocesan Form AF100)** should be completed immediately so that pertinent information is readily available to report. The principal should send a copy of this report to the Office of Catholic Schools within three working days. School personnel have the responsibility only to report the possibility of abuse, not to investigate the case. The confidentiality of persons who report child abuse in good faith is protected and they are also protected from civil and/or criminal liability.

## Circle of Grace

The Diocese of Lafayette-in-Indiana has adopted the *Circle of Grace* curriculum, which aims to arm our young people with knowledge and skills grounded in the richness of our faith. This program helps all HCS students understand their own (and other's) dignity in mind, body, and spirit.

The Catholic Church teaches that God has created each of us as unique and special. Genesis 1:27 tells us that we are created "male and female in God's image". In that goodness, we are meant to respect ourselves and everyone else as persons created and loved by God. Adults assist young people to recognize God's love by helping them to understand that each of us lives and moves in a *Circle of Grace*.

For more information, visit: <https://education.dol-in.org/circle-of-grace>

## Communicable Diseases\*

In the case of severe contagious disease, adherence to safety measures is required. Students diagnosed with a communicable disease can be denied attendance unless they have a physician's statement indicating that the student does not pose a health threat to the school community.

In the case of a communicable disease outbreak, the local Health Department is the lead agency and has responsibility to determine what measures must be taken to ensure public health. The principal shall use The Communicable Disease Reference Guide for Schools to determine when intervention from the local Health Department is appropriate or necessary:

[www.in.gov/doe/files/2022-Communicable-Disease-Reference-Guide-for-Schools.pdf](http://www.in.gov/doe/files/2022-Communicable-Disease-Reference-Guide-for-Schools.pdf)

In the case of a true disease outbreak, staff must also be able to provide proof of immunity from disease. For staff born before 1980, anecdotal history of disease is sufficient proof of immunity. Staff born after 1980 must provide documented proof of immunity from a health care provider.

If the student absence rate exceeds a threshold of 20%, the school must notify the local and State Health Department by reporting via:

<http://www.doe.in.gov/student-services/health/reporting-form-absenteeism-over-20>

Confidentiality with respect to students who are diagnosed with a contagious disease or are HIV positive or who are diagnosed with AIDS is essential. Parents/guardians of a student are encouraged to cooperate with the principal who is to provide a safe, caring environment. Parents/guardians are not required to notify school if their child has HIV/AIDS. If parents do notify the school that a student has HIV/AIDS, Hepatitis B, or another serious life-threatening condition the principal should consult with the Office of Catholic Schools, who will provide counsel or notification as needed. Parents/guardians of the infected student will be informed which persons will be notified. These persons may include the school nurse, Physical Education teacher, and the classroom teacher.



## Concussions & Sudden Cardiac Arrest\*

Schools shall comply with IC 20-34-7, IC 20-34-8 and SEA 234 regarding the education of staff regarding prevention, diagnosis, and management of concussions and sudden cardiac arrest.

## Food Service Program

HCS has an agreement with Anderson Community Schools (ACS) to provide breakfast and lunch services for our students. Meals from ACS are within the National School Lunch Program's nutrition guidelines. Each day, students are able to choose between the school lunch offering or bringing a lunch from home. On Ash Wednesday, the Fridays during Lent, and Good Friday, the school lunch will not include meat. If a student has a diagnosed food allergy, sensitivity, or intolerance, parents/guardians must provide a written statement from a physician.

## Immunization Requirements\*

Health tests records required in Indiana include immunizations according to age level. They are: Diphtheria; pertussis (whooping cough); tetanus; measles; mumps; rubella; poliomyelitis; varicella (Chicken Pox vaccine); and meningococcal conjugate vaccine.

Schools must notify each parent/guardian that the child must be immunized and that immunization is required for the child's continued enrollment at school. Parents/guardians must be provided with information regarding the HPV vaccine, but the decision to immunize rests with the parents. HCS must update immunization records with CHIRP by the first Friday in February each year.

## Safe Environment\*

The Diocese of Lafayette-in-Indiana is dedicated to building a culture that is safe, welcoming, and protective of everyone, especially children. The Diocese has developed an online safe environment program. We will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers, and others about ways to make and maintain a safe environment. The Diocese makes clear to clergy and members of the community the standards of conduct for clergy and other persons in positions of trust with regard to abuse.

The Diocese will evaluate the criminal history of all school employees, as well as volunteers who have regular contact with minors. All employees and volunteers with any contact with youth will successfully complete safe environment training on a regular basis. School staff must complete *Recognizing and Preventing Child Abuse*.

Visit <https://dol-in.org/online-safe-environment-training> to access the online safe environment training.

## Seclusion and Restraint Policy\*

The purpose of the Seclusion and Restraint Policy is to ensure that all students and staff are safe in school, and that students who have behavior crises are free from inappropriate use of seclusion or restraint. Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration, and used only for the purposes of de-escalation.

## Security

Any suspicious persons in or near HCS are to be reported to the office immediately. Outside of school hours, anyone seen damaging property or behaving in a threatening or suspicious manner is to be reported to law enforcement. Students and staff should not confront questionable persons or allow them into the school. All exterior doors will be closed and locked at all times unless a staff member is present at the doorway. Only staff persons are issued keys and fobs that allow access to the school. Keys may not be duplicated or lent out.

## Student Illness\*

An ill student is to be sent to the office. Indiana Department of Health states that students may return to school after illness only under the following conditions:

Temperature	Should be below 100.4°F for 24 hours, without medication, before returning
Conjunctivitis (pink eye)	Return to school only after being on antibiotic for 24 hours
Head lice	May attend school as long as treatment has begun
Vomiting or Diarrhea	May return to school only after being symptom-free for 24 hours
Chickenpox	All vesicles must be scabbed over and temperature below 100°F for 24 hours
Scabies	May return to school after treatment has begun
Ringworm	May return to school after treatment has begun
Open wounds	Cover with a dressing, child will be sent home if drainage is not contained

## Student Medication\*

Before prescription medication is distributed at HCS, parents/guardians must complete a **Prescription Medication Form**. Prescription medication administered at school must be in the original container. The label must include:

1. Name of student and name of physician prescribing the medication
2. Expiration date, frequency of dosage, and recommended dosage

Students requiring medication during school are to bring the medication to the secretary. School staff will dispense medication only upon written permission of a parent/guardian as prescribed by a health care professional. Medications should be kept in locked storage accessible only to those authorized to administer medications.

Emergency medications (EpiPens, inhalers, etc.) should be stored in an UNLOCKED yet secure area inaccessible to students. Controlled substances are to be stored separately from other medications in a LOCKED cabinet or drawer. A list of controlled substances can be found at: <http://www.deadiversion.usdoj.gov/schedules/#define>

Controlled substances are to be kept under single lock (locked cabinet) when school is in session, and under double lock (locked office and locked cabinet) at all other times. All controlled-substance medications will be counted and recorded upon receipt. This medication shall be recounted on a regular basis and this count reconciled with the log. If medications are missing or if there is suspicion of tampering, law enforcement may be contacted to investigate.

At no time are students permitted to give medication to each other. A student who violates this procedure subjects themselves to disciplinary action. At the end of the school year, medications may be sent home with the student, with written permission from the parent/guardian. Controlled substances may never be sent home with a student, and must be physically handed to a parent/guardian.

## **Students with Diabetes\***

The care of students with diabetes requires the oversight of a registered nurse and, as such, the school must coordinate care between the student, parents/guardians, primary care provider, teachers, and staff. The nurse will train any staff who volunteer to assist in the care of the diabetic student and both parties must document that training has occurred and that proficiency has been attained. HCS will comply with IC 20-20-34-5-4.

## **Wellness Policy\***

Our Wellness Policy exists to promote the physical and emotional health of our students. This policy is updated annually by the Principal, School Secretaries, Cafeteria Manager, and PE Teacher.

To view: [www.hcs-anderson.org](http://www.hcs-anderson.org) > Student Life > Wellness Policy

## **Indoor Air Quality Coordinator\*\***

Mr. Robert Frey, principal, serves as the Indoor Air Quality Coordinator.

## **Vehicle Idling\*\***

Vehicle idling for extended periods has been shown to contribute to air pollution and health problems. All persons on school grounds for more than five consecutive minutes are asked to turn off their vehicle engine to promote better air quality, especially during afternoon pickup.

## **Student Exposure to Chemicals\*\***

Hazardous chemical use is kept at a minimum at HCS, and substances containing lead or mercury will not be kept or used. Cleaning supplies (bleach, floor stripper, etc.) and other chemicals (pesticides, herbicides, etc.) are kept in locked storage. Household cleaners (glass cleaner, disinfectant wipes, etc.) are kept inaccessible to students. School staff may not purchase chemicals without prior consent from the principal. Chemicals must be stored in their appropriate, original containers and be disposed of properly.

An inventory of potentially hazardous chemicals is kept in a binder maintained by custodial staff. This binder contains Material Safety Data Sheets (MSDS) for chemicals kept on school grounds.

## **Video Surveillance**

Video surveillance is a tool that can help maintain safety and security. HCS uses cameras to monitor movement and activity both inside and outside of our buildings. Footage from these cameras may be reviewed by school administration at any time. Our school will comply with applicable law related to maintaining video recordings. No cameras are placed in restrooms, locker rooms, or other areas in which persons may reasonably be expected to be in a state of undress.

## Section F: Parents & Guardians

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### Alternative Learning Plans\*

Schools in the Diocese of Lafayette-in-Indiana will work with Local Educational Agencies (LEA) to provide services for students with special needs when reasonable adjustments can be made for their education. The LEA for Holy Cross School is the Anderson Community Schools. In some cases, students with disabilities will not qualify for services from the LEA and an alternative service plan may be provided by HCS.

### Media Use of Student Images\*

Each school year, all HCS families will complete the **Consent to Broadcast or Publish** when they complete their online enrollment. When using student photos in the media, social media, or submitting photos for publication, the following journalistic principles are followed:

1. Photos, videos and other sound or media recordings of students may constitute educational records under FERPA and should be used only in strict compliance with FERPA;
2. Names and likenesses of persons cannot be appropriated for any reason, including trade or advertising, without their consent;
3. Public disclosure of private facts that a reasonable person would find offensive, or other private information that is not of legitimate public interest cannot be used;
4. Media cannot trespass on private property or other private settings under false pretenses or conduct unreasonable surveillance. Pictures taken in public places are not generally intrusive, but consents may still be required for publication;
5. Pictures cannot be juxtaposed photos of persons with other negative reportage that does not involve the person or false attribution of utterance.

### Office Hours

The office is open from 7:30AM-3:15PM each full school day. This schedule may be altered on days in which HCS has a delayed start or early dismissal. The Office is not open over Fall Break, Christmas Break, or Spring Break. Over Summer Break, the office is open from 9:00AM-1:00PM for the first five business days after the school year ends, and from 9:00AM-1:00PM during the ten business days leading up to the start of the new school year.

### Pesticide Application Policy\*

HCS seeks to prevent staff and students from being exposed to pests and pesticides. While pesticides protect us from pests, they may pose a hazard. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

This policy does not apply to the use of the following pesticides:

1. When used in normal cleaning activities: germ killers, disinfectants, sanitizers, and water purifiers
2. Personal insect repellents when self-applied
3. Gel baits or manufactured enclosed insecticides when used where students and staff do not have access to the insecticides.

Pesticides are applied by certified pesticide applicators when students and staff are not present, such as during school breaks. An exception may be when pests are present that pose an immediate threat, such as bees or wasps.

If your family wishes to be informed 48 hours prior to pesticide application, contact the school office to have your name put on a list of parents/guardians to be informed.

## Parent-Teacher Conferences

HCS has Parent-Teacher Conferences near the end of Quarter 1 (late October/early November). Check the school calendar and newsletters for dates. All parents/guardians should attend a conference with the teacher.

Other individual conferences can be scheduled throughout the year as needed. Teachers must tend to their professional responsibilities, so they generally cannot participate in unscheduled conferences. Parents/guardians may email the teacher directly to schedule a conference, or contact the office. Parents/guardians should not expect a teacher to be immediately available if they arrive at the school unannounced.

## Release of Records\*

When a student is withdrawn or dismissed from the school, parents should complete a **Student Withdrawal Form (Diocesan Form AD350)** and sign a **Release of Records Form (Diocesan Form D350A)** so that records can be sent to the next school. If the school to which the student transfers does not request records within ten working days, the principal should send official notice to the Anderson Community Schools Superintendent that the student is no longer enrolled at HCS.

If a parent/guardian of a child who has enrolled in an accredited non-public school is in breach of a contract that conditions release of student records on the payment of outstanding tuition and other fees, the accredited non-public school shall provide a requesting school sufficient verbal information to permit the requesting school to make an appropriate placement decision regarding the child (IC 20-33-2-10).

## Remind

Remind is a communication platform that helps HCS connect with families. This platform is used to send reminders, updates, and schedule changes. It is critical that all families sign up for Remind by texting [@hcsfamily](https://www.remind101.com/) to 81010.

## Fundraisers

HCS does not permit the ordering, solicitation, sale, or distribution of items on school property or through school communication channels unless the sale has been approved in advance by the principal. Proceeds from the fundraiser should benefit the parishes or schools within our pastorate.

## Student Records\*

Permanent Student Records (PSR) must include the following:

1. Academic transcript (grades for each semester);
2. Health and immunization forms;
3. Attendance records (including date when student enrolls and withdrawals);
4. Emergency information;
5. Standardized testing information;
6. \*\*Medical records may also be included if the student has any special medical needs;
7. \*\*If the student has special learning needs, records of educational or related testing;
8. Cumulative record files may include additional information.

\*\*If these items were generated by another agency (including a public school) they cannot be transferred to another school. They can, however, be released to the parent/guardian.

Additionally: PSR are to be kept in a locked, fire-proof cabinet within the school.

PSR must remain at the school in perpetuity.

When accessing PSR, teachers must sign a log sheet listing the date and purpose for viewing.

Both parents/guardians have a right to access PSR unless prohibited by court order.

## Student Information\*

At registration, each family submits demographic information. If this information changes, it is the responsibility of parents/guardians to inform the school immediately. Divorced, separated, or never married parents/guardians must provide a court certified copy of the custody agreement. In the event that a child is in a living situation where the parents/guardians have a different surname, the school records must be placed under the child's surname. To change a name on a student's record, a birth certificate or legal notification of the change is required.

## Holy Cross Preschool Program

Holy Cross School operates a rich and robust Preschool program for students ages 3-5. Our program, held at South Campus (2825 Lincoln Street) is led by highly-qualified and dedicated teachers. We use Scholastic Pre-K On My Way, a challenging and engaging curriculum, in addition to many supplemental resources.

Our Preschool is accredited by On My Way Pre-K and first achieved Level 4 status in 2023, the highest ranking granted in Indiana. Our teachers use differentiated instruction to prepare students for Kindergarten. We adhere to Indiana's Preschool Early Learning Standards to ensure a well-rounded early learning experience. Students learn through experience to share, take turns, and play with individuals and groups. They are helped by a sensitive teacher who serves as a role model.

Our Preschool program follows all of the procedures and guidelines outlined in this Family Handbook. Additionally, Preschool parents/guardians should note:

Our goals for each Preschool student:

1. know God as a friend
2. keep the love of learning alive
3. explore basic concepts and skills
4. foster a self-confident and relaxed attitude
5. learn and understand socially accepted behavior

Our Curriculum includes, but is not limited to:

1. social and emotional skills
2. academic areas such as Social Studies, Science, Math, Literacy, Writing
3. co-curricular subjects such as Art, Music, Physical Education, Media
4. indoor and outdoor play, including dramatic play, table games, hands-on experiences

We ask that families:

1. send children to school on time, fed, rested, and dressed appropriately
2. communicate with the teacher about events at home that may influence your child's behavior at school (changes in routine, an impending move, separation, divorce, hospitalization, death, visitor, etc.)
3. notify the teacher quickly if you have a concern about your child or the program
4. guide your child to exhibit independence in taking care of toilet needs, including hand-washing
5. clearly label your child's clothes and possessions
6. pick up your child as soon as school is over
7. notify the teacher of any changes in who will pick up your child at the end of the day
8. notify the main office at 765.642.8428 if your child will be absent or late
9. provide complete change of clothing stored at school (including underwear, socks, and shoes)