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## **PREFACE**

This handbook has been prepared to acquaint you with Holy Cross Lutheran School and its philosophy of Christian Education. It is our hope that by sharing the mission statement and purpose of Holy Cross Lutheran School, as well as our daily procedures and policies, you will have a more complete understanding of our total program and the commitment necessary for a successful endeavor.

Your child's total growth is best served by a partnership between home and school. Communication is essential to such a relationship. This handbook is one way to help develop our relationship as partners in the Christian development of your children. Parents are expected to read the contents of this handbook carefully and to retain it for reference through the year.

No booklet of this length can cover the complexities of a total school program. Requests for further information should be handled through the school office.

Our God-given task is great; with Christ as our leader, and through the power of the Holy Spirit, our year will be successful. We pray that parents and teachers may work closely together as partners in the Christian growth and development of the children God has placed in our care.

## **MISSION STATEMENT**

Holy Cross Lutheran School, in partnership with parents and congregational members of Holy Cross Lutheran Church, exists to provide our children with a Christian education as we work together equipping God's people to make a Christ-like difference in the world.

## **PURPOSE**

It is the purpose of Holy Cross Lutheran School to teach that Jesus Christ has paid sin's penalty and that He has thus claimed each of us as His adopted child. This comprehensive principle underlies all facets of school life. The Bible is specific about Christ when it states, "Salvation is found in no one else, for there is no other name under heaven given to men by which we must be saved." (Acts 4:12) Jesus said, "I am the Way and the Truth and the Life. No one comes to the Father except through me." (John 14:6) "But God demonstrates His own love for us in this: While we were still sinners, Christ died for us." (Romans 5:8)

We are committed to empower each child to realize his/her full academic, aesthetic, spiritual, physical, emotional and social potential as a child of God. Through instruction and experience, we further are commitment to help children develop into responsible Christian citizens who are skilled in cooperation, Christian service, problem solving, and academic performance; who value self-worth; and who are committed to lifelong learning.

At Holy Cross, all instruction is Christ-centered. The school provides a sound academic education and a wholesome activities program that are integrated throughout each day with Holy Scripture.

Parents are responsible for the education of their children (Ephesians 6:4 and Deuteronomy 6:6-7). Parents and teachers are partners in the Christian education of the students. Children are to be taught at home as well as at school with the consciousness that Christ is the only way of salvation, and He is at the center of every area of life and learning. With the support of a congregation committed to the Christ-centered education of God's people, the church, home, and school must work in partnership with each other.

## **DISTINCTIVE FEATURE OF OUR SCHOOL**

God and His Word are central. The primary force influencing all lessons within the Bible. Through Scripture the Holy Spirit works to increase each child's understanding of God's plan of eternal salvation through Jesus Christ. A thorough training is given in all school subjects. God expects His children to develop and use all their abilities. Our school shows the children that God is the source of all gifts, and trains them in their proper appreciation and use. The children live in a Christian school environment, where Christian teacher and children live with their Lord and Savior, as we experience Christianity at work.

## **OUR OBJECTIVES**

To provide instruction in God's Word so that:

- Pupils may know that Jesus Christ has paid sin's penalty.
- Pupils may grow in their faith in Jesus Christ.
- Pupils may learn to respond to God's love for them.
- Pupils may voluntarily do that which is God-pleasing.
- Pupils may share their faith with others.

To cooperate with the home and the church in educating children that they might be a credit to their parents, an asset to the church, and worthy citizens of the nation.

It is the policy of Holy Cross Lutheran School to admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded to make available to students at Holy Cross. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies admissions policies, or other school administered programs.

We further believe that educational opportunities and programs should be open to boys and girls on an equal basis. This is also prescribed by Title IX of the Education Amendments of 1972. We therefore, do not discriminate on the basis of sex in administering our educational policies, programs and activities.

## **PARENTAL RESPONSIBILITIES**

The expectations of parents enrolling their child(ren) in Holy Cross Lutheran School coincides with the mission of Holy Cross Church. We, home and school, are in partnership in helping children grow to their fullest potential as children of God.

Parent behaviors that support this partnership include:

- Parents and family attend weekly worship and/or Bible class.
- Parents support the total ministry of the church through tithing.
- Parents engage in family devotions on a daily basis.
- Parents pray for the church and its educational ministries.
- Parents support the efforts of the entire teaching staff through encouraging trust and respect for the authority of the teacher.
- Parents are involved in the Holy Cross Parent-Teacher-League (PTL).
- Parents support school-sponsored activities and programs.
- Parents encourage their children to take responsibility for their actions and efforts, and practice tough love when needed.
- Parents fulfill their financial commitment to the school.
- Parents encourage and support their children's academics.

## ADMISSION POLICY

Holy Cross Lutheran School admits students of any national or ethnic origin, race or color. We do not discriminate on the basis of national or ethnic origin, race, or color in administration of our educational policies, admissions policies, scholarship opportunities, or athletic or other school-administered programs.

Priority admission is granted to members of Holy Cross Lutheran Church. Other admission policies and enrollment information include the following:

- Holy Cross Lutheran School follows the age requirements of the state of Indiana for entrance into school. A child must have reached age five on or before August 1st for enrollment into Kindergarten.
- All new applications are dependent upon an interview with the Administrator or her designee, consideration of available school records, and/or a screening of academic progress. The applicable registration fee is also required at the time of application. The fee is non-refundable unless the applicant is not accepted for enrollment.
- All new applicants must have a current record of a complete physical and a complete immunization record. (Forms are available from the school office)
- Students enrolling for grades one through eight will be placed according to the previous school-grade placement. Parents may request a child to repeat a grade.
- Applications for admission to the school are accepted for the next school year any time after January 1. Families presently enrolled and attending will be given priority enrollment if the application is received prior to the deadline pre-enrollment date.
- All new students are subject to a one-quarter probation period. Spiritual, academic and behavioral objectives must be met for enrollment to continue. In addition to that, the parental responsibilities are to be fulfilled. Failure to meet these standards may result in dismissal.

## ARRIVAL PROCEDURES

Upon entering the parking lot from St. Joe River Drive, please drive slowly using caution entering at gate 3 (furthest from school). You may join the line of cars at door 4 via the 1<sup>st</sup> or 2<sup>nd</sup> lanes and let your child out and exit from gate 1 or 2 back onto St. Joe River Drive.

## DISMISSAL PROCEDURES

Each family will be given a car number. This will be given to each family at registration.

Each family will have a designated door in which to pick up their children.

### **Dismissal from Choir room—door 4**

Enter through gate C in two lines. Follow the white lines around to the front door of the school. Stop at the designated area.

Your child(ren) will be called out and loaded into your car.

When you are given the signal that you can move your car, exit through gate A.

### **Dismissal from Narthex-door 1**

Enter in the last driveway by the Aulick Center. As you follow the lines make two lines and separate to go under or around the car port.

Your child(ren) will be called and loaded into your car.

When you are given the signal you can pull your car out to Crescent and exit when appropriate.

**Gate B will be closed at all times during dismissal. Please do not park and go in to get your child(ren).**

**SPORTS DISMISSAL:** Children who participate in sports are to report to the gym. If children need to change, they may use the locker rooms by the gym area.

## SCHOOL HOURS

School Office:	7:45 a.m. - 4:00 p.m.
Grades K - 3	8:15 a.m. - 3:25 p.m.
Grades 4 - 5	8:15 a.m. - 3:25 p.m.
Grades 6 - 8	8:15 a.m. - 3:25 p.m.

**Before school:** Upon arrival to school, all students go directly to extended care for supervision. Students who arrive after 8:05 am should go directly to their homeroom.

**After school:** Students are to leave the school campus when they are dismissed at the close of the day. After 3:35 p.m., students remaining on campus must be in an approved, adult-supervised program or report to Extended Care.

## EXTENDED CARE

A before- and after-school program is available for students who need supervision beyond the regular school day. Before-school care begins at 7 a.m. and dismisses the students to their classrooms at 8:05 a.m. After-school care begins when school is dismissed and operates until 6 p.m. A \$ 3.00 per hour charge (5 cents per minute) is assessed to all participants. This program operates only on days that school is in session. The program may be used every day or in case of an emergency. All students arriving before 8:00 a.m., or not picked up by 3:35 p.m., will automatically be sent to Extended Care.

## SCHOOL DELAYS OR CLOSINGS

All announcements regarding severe weather delays or closings will be announced over most radio and television stations as early as possible. Holy Cross follows the Fort Wayne Lutheran Schools heading. Please do not call the school office on such occasions unless an absolute emergency exists. Extended Care is available until school begins during school delays. (See Extended Care)

## APPOINTMENTS DURING SCHOOL HOURS

**Appointments:** Parents/students are required to notify teachers in advance of appointments necessitating students leaving school during the school day.

**Sign Out:** Parents/students are required to sign out in the school office before they can be excused from class.

**Sign In:** Parents/students are required to sign in students in the school office before they can be admitted to class if they arrive after 8:30 a.m.

## VOLUNTEERS

Volunteers are involved in many aspects of our school program. Parents serve in such varied capacities as room parents, library assistants, classroom aides, tutors, etc. We encourage involvement with the school whenever possible. To be included, be sure to fill out the volunteer form at registration or within the school office. If you are not called upon, contact one of the teachers, PTL representative, or the school office to demonstrate your interest in serving in a volunteer capacity. All volunteers will be given a background check on completion of filling out the volunteer form. When volunteers come to school you will need to sign-in at the school office. (See Volunteer Policy in Section III).

## **LOST AND FOUND**

Anything your child brings to school, including lunch box, book bag, articles of clothing, etc., should bear the child's name. Lost and Found articles are kept for a period of time. Unclaimed items are given away periodically to local charities. Please have your child check the Lost and Found (located in the basement area next to the juice machine) more than just once if an item is misplaced. Check the school office for small or more valuable items such as jewelry.

## **SCHOOL SUPPLIES**

Many school supplies needed for the classroom activities will be provided by the school. Other supplies needed (pencils, crayons, paper, ballpoint pens, notebooks, etc) are to be brought to school by the student. A supply list of school materials should be given to your child at the end of the previous school year with his/her report card. If you need additional copies, please contact the school office.

All textbooks, books, and workbooks are provided by the school. It is expected that all students in grades three through eight will have their own NIV Bibles; children in grades four through eight have their own Lutheran Service Book; and children in grades five through eight have their own Luther's Small Catechism.

## **SCHOOL PICTURES**

Individual pupil pictures are taken in October. Various priced packages are available at the parents' option. These packages are prepaid with the option of a refund if the pictures do not turn out to the parents' satisfaction. These pictures will appear in the yearbook. Additional photographs taken throughout the school year may also be included in the yearbook. The yearbook may be pre-purchased at registration and will be given to the students in the spring.

## **LIBRARY/MEDIA CENTER**

Holy Cross Lutheran School Library/Media Center contains book materials, periodicals, kits, a vertical file, picture file, videotapes, and other types of audio visual materials. The holdings of the library and the circulation system are computerized so that searching and checking out materials are done via the computer. Students receive instruction on how to use the computer to locate materials. Computers with CD ROMs are also available for student use.

### **LOAN PERIODS:**

Book materials - two weeks

Videotapes - one week

Circulating periodicals - one week

Circulating reference materials - three days.

**Library fines:** Assessed at a rate of 5 cents per school day following a one-week grace period. Lists of overdue materials and unpaid fines are circulated to the homeroom teachers on a regular basis.

**Lost or damaged books:** A fee will be assessed.

Students are able to visit the library with their classes or individually with teacher permission. They are encouraged to make use of the library for research as well as for leisure reading.

### **FIELD TRIPS**

Purpose: Field trips offer educational experiences and learning activities for students outside of the classroom.

Permission: A parent permission form will be sent home with the student. A student will not be allowed to participate without a permission form signed by a parent and returned to the teacher.

Chaperones: Additional help is often needed to help supervise students. We welcome parent participation on class field trips as chaperones. **ALL PARENTS WHO WISH TO CHAPERONE OR VOLUNTEER MUST COMPLETE A BACKGROUND CHECK RELEASE IN THE SCHOOL OFFICE PRIOR TO HELPING.**

### **TELEPHONE**

**OFFICE:** The student telephone in the school office is for students to use to phone parents concerning illness or emergency. Students must have permission from a teacher to come and use the student phone at the school office.

**PARENT CALLS:** If a parent must contact a child during the school day, call Holy Cross, (483-3173 x 310), school office, and leave a message with the secretary or the voice mail of your child's teacher. Please call before 2:00 p.m. so that the message can be delivered before students are dismissed at the end of the day.

### **USE OF HALL PASSES**

Students in grades six through eight are not permitted in the halls during class time unless they are carrying a hall pass. Passes are to be carried in a manner so they are visible.

### **USE OF PHONE PASSES**

Students must have a phone pass from a staff member in order to use the student office phone during school hours. Any student may have the school nurse contact home in the event of illness. The school secretary may call if the school nurse is not here.

### **LEAVING SCHOOL GROUNDS**

Parental permission must be given for a student to leave the school grounds during the school day. Before and after school hours, the student may not leave the school grounds and return to school without such permission. Any student at school after 3:35 p.m. and not under adult supervision must go to Extended Care until picked up by the parent.

### **BICYCLES**

Bicycles may be ridden to school as parents allow. The student is to walk the bicycle to the front entrance upon arrival at the school parking lot. For the purpose of bike rider safety, as well as other students, bikes are not to be ridden on the school parking lot or playground before, during, or after school. The bicycle is to be locked while at school.

## SECTION II: TUITION / FINANCIAL

### SCHOOL TUITION

Member tuition for the 2010-2011 school year will be \$2150.00 per student plus a \$100.00 registration fee. A \$300 discount is allowed for each additional student in the family.

Holy Cross Lutheran School provides a partnership with member parents who desire a Christian education for their children. School parents who are members have a responsibility to support the total ministry of Holy Cross. Please remember that your tithe supports your child(ren)'s Christian education at Holy Cross. Parents who are not members of Holy Cross may wish to send their children to our school. If class size allows, we are pleased to serve these parents as long as they have a desire to be in partnership in bringing up their children in "the nurture and admonition of the Lord." A tuition equal to the cost of education at Holy Cross is due for every student whose parents are not members of Holy Cross. The Non-Member tuition for the 2010-11 school year is \$2350.00 plus a \$100.00 registration fee for grades K-8.

### TUITION PAYMENT POLICY

REV.-3/18/2008

God asks us all to be good stewards of the gifts He gives us. We rely on your faithful financial support to help us make timely payments and salary commitments. The goal of this policy is to ensure that each family is current on their tuition and fees at the start of each semester.

Payments: \$100 deposit is required at the time of pre-registration. This fee is non-refundable if your child does not attend Holy Cross in the fall. This deposit holds a place for your child at Holy Cross.

Options:

Balance paid in full at or before August registration

Semester Payments

Quarterly Payments (August, October, January, March)

Monthly Payments (only through 10 month withdrawal program; automatically deducted from checking or savings account)

On registration day, a payment option form must be completed indicating your choice for the upcoming school year and method of payment. Without the completion of this form and payment of your first installment based on your payment option choice, your child(ren) will not be able to start the academic year. In addition, you will need to pay any other fees (including field trip, outdoor education, etc.) and deposit money into your extended care account if needed.

### Billing

1. Statements will be sent out the first of each month. This statement shows all balances including extended care, lunch, field trip and outdoor education fee.
2. Any family whose fees are not current at the end of an academic quarter will receive a **1<sup>st</sup> Notice** letter. This letter is a reminder that your fees are past due. If fees remain unpaid 30 days after the 1<sup>st</sup> Notice letter is sent, a **Final Notice** letter will be mailed indicating that your child(ren) will not be able to start the next academic semester unless payment is brought current.
3. All financial obligations must be met prior to a student receiving a 4<sup>th</sup> quarter report card. If an 8<sup>th</sup> Grade student account is not current to the payment plan selected **as of March 15<sup>th</sup>** the student will not be allowed to participate on the class trip and trip fees will be transferred to your tuition balance. Unpaid balances at the end of the school year will result in enrollment for the next year to be on hold until fees are paid. Grade transcripts will not be transferred if there are any financial obligations.
4. In the event you choose to leave Holy cross with an outstanding account, we reserve the right to pursue collection of your account balance by all lawful means.

Approvals:

Board of Parish School Education – 3/13/2008

Board of Trustees – 3/18/2008

## PAYMENT POLICY CONTINUED

**Returned check policy:** If Holy Cross receives notification of insufficient funds, there will be a fee of \$30.00 added to your school account balance per item. There may also be an additional fee billed directly to your from Federal Check Recovery.

After two incidents, your account will be marked as cash only which will require cash, money order or cashiers check for all payments during that school year.

**Stop payment:** If you find a need to issue a stop payment on a check, please contact the school office immediately to make other arrangements to cover that item. If we receive notification from our bank that a check was returned because a stop payment has been issued there will be a fee of \$15.00 assessed to your school account per incident.

**Closed account:** If you find a need to close your account on which your check was written, please contact the school office immediately to make other arrangements to cover that item. If we receive notification from our bank that a check was returned because of a closed account there will be a fee of \$15.00 assessed to your school account per incident.

**Automatic withdrawal:** For those families who are using automatic withdrawal from their checking or savings account, it is expected the designated amount will be in the account each month on the day of selected withdrawal. If the funds are not available in that account on that date, a \$15.00 fee will be assessed to your school account. It is the responsibility of the family to contact the Comptroller office to make arrangements to resume automatic withdrawals or set up an alternate payment method.

After two incidents, your account will be marked as cash only which will require cash, money order or cashiers check for all payments during that school year.

### **Financial Assistance Policy Grade K- 8**

**Members:** Parents will contact the school administrator with their need for tuition assistance.

The school personnel will give the parents **Private School Aide Service** forms for completion and submission. It will be the parents' responsibility to pay the application fee for PSAS. The school personnel will explain to the parents that when we receive the processed PSAS information back a letter will be produced and mailed to the parent detailing the available financial assistance for that school year. If questions arise please contact the Executive Director of Holy Cross. He/she will set a meeting time with the Financial Assistance Committee and the family.

**Determination of Awards:** In conjunction with our member worship attendance policy, all awards will be credited in two equal sums in August and January of each academic year.

***Timeline:*** Priority will be given to those families that meet the timeline requirement.

For re-enrollment families: end of May for the upcoming school year on an annual basis  
New families by July 25<sup>th</sup> of the new school year.

## WORSHIP

Since it is the responsibility of all parents to bring up their children in the "nurture and admonition of the Lord", we assume that children and parents will be regular in attendance at worship services every week.

We invite all non-member parents to be involved in the adult in-struction class if they wish to become more familiar with the teachings of the Lutheran Church. Worship is a part of school life at Holy Cross Lutheran School. Every day begins and ends with class-room devotions. Prayers are spoken at mealtime and at other times during the school day. Chapel services designed especially for the school children are held weekly (usually Wednesdays) during the school year. These worship services are an important part of our weekly schedule. While some services have a special emphasis, (ie. Reformation, Thanksgiving, Ascension, etc.) all services give members of the student body and faculty another chance to be spiritually fed and to thank God for His past, present and continued grace and mercy. Parents and friends are invited to attend these services.

The children's offerings from the chapel service are designated by the Student Life Committee. The members of this committee are eighth grade students selected by their peers for service on the Student Life Committee, and they decide which special projects or programs will receive the chapel offerings. Offerings may be designated for synodical institutions, missions, or home projects. Regular weekly giving is an integral part of a Christian's life of thanksgiving. Not only do our offerings help us to support sharing Christ with others, but they also offer excellent training for maturing Christian stewardship. Please note attendance policy listed below in accordance of school tuition.

### **MEMBERSHIP ATTENDANCE AS RELATED TO SCHOOL TUITION** *September 2005 (revised July 2007)*

Our goal is to have our families worship together regularly and often at Holy Cross Lutheran Church, our home church – which is one of our membership expectations. In this way our people not only demonstrate their faith and take opportunity to praise our Lord, but also receive God's blessings in corporate worship.

They also demonstrate their commitment to Holy Cross Lutheran Church congregation.

#### **Purposes and rationale for school tuition/attendance policy:**

To help our school families understand and embrace the truth that regular and faithful worship is essential to the spiritual health, growth, and development of their Christian lives.

To help our school families understand that regular and faithful worship is God's expectation for their life and faith.

To encourage our school families toward the healthy practice, and positive habit of regular and faithful worship.

To remind our school families that when they joined Holy Cross Lutheran Church, they chose to commit themselves and their families to a life of regular and faithful worship.

To help our school families understand that their failure to worship as a family on a regular and faithful basis minimizes and undermines what we seek to teach and model for our students on a daily basis at Holy Cross Lutheran School and Concordia Lutheran High School.

To help our school families understand that their regular and faithful worship helps to strengthen the whole Body of Christ at Holy Cross as they give a positive witness to the importance of Jesus Christ in their life.

To help our school families understand that since they are receiving a significant financial investment and benefit from their brothers and sisters in Christ at Holy Cross Lutheran Church, there is an important responsibility to be a regular and faithful part of Holy Cross' worshipping community.

#### **Policy**

##### **Classification of Members for Tuition Purposes**

- A. We have two classifications and levels of tuition for Holy Cross Lutheran Grade School:

**Member** – Discount in tuition: as decided by the congregation each year;

**Inactive and Non-Member** – One who is not in good standing with church attendance at Holy Cross; or is not a member of Holy Cross Lutheran Church and will pay the full tuition rate.

We have two classifications and levels of tuition for Concordia Lutheran High School (CLHS)

**Member** – Association Member rate of tuition (a discounted rate)

**Inactive Member** – The non-member CLHS rate of tuition

#### **Criteria for Membership Classification**

**To be considered a Member for these purposes, it is expected that worship be attended at least 13 times each 6 months.** Attending special (other than weekend) services counts as meeting this standard. Those who do not meet the requirements are considered Inactive Members for tuition purposes.

An Inactive Member will be responsible for cost of tuition the same as a non-member; for the next semester of payment. If the member(s) become in good standing (meeting the 13 church attendance requirements within the given dates), the next semester of school the member(s) will go back to member rate. If the member(s) do not meet the criteria they will remain at non-member rate.

Parents are responsible to meet with one of the Pastors to deal with any special circumstances. The exception to the criteria must be by the Senior Pastor in consultation with the Board of Elders and the Board of Education.

This policy is applicable to all parents and students who are members at Holy Cross.

#### **Monitoring**

Worship attendance records are based upon the pew pad registration, completed by worshipers and Holy Cross' posting of such attendance.

#### **Notification**

Holy Cross church office will send mid-semester reports to all members of school families. Attendance for January - June determines status for the fall semester; attendance for July - December determines status for the spring semester.

#### **Tuition Rate**

The level of tuition for the upcoming semester is based upon one's status as determined by the previous semesters worship attendance.

#### **PLEASE NOTE**

*This policy was adopted by the Board of Elders, the Board of Education, and the Board of Trustees -July of 2007*

### **SECTION III: SCHOOL RULES/POLICIES**

## **Student Code of Conduct**

*Submit yourselves for the Lord's sake to every authority instituted among men...who are sent by Him to punish those who do wrong and commend those who do right (1Peter 2:13,14)*

As a Christian school, Holy Cross Lutheran Church and School establishes policies and regulations which enable students to grow in their relationship with Jesus as well as receive a quality education within the framework of the Gospel. This framework operates through a process of admonition, repentance, forgiveness, and the desire to live as a child of God. Without procedures and guidelines, the school cannot fulfill its obligation in the development of Christian discipleship and responsible citizenship.

The school has developed a code of conduct which is positive in nature and which strives to teach children appropriate behaviors. Self-discipline, self-motivation and God pleasing behaviors are the learning outcomes we are generating. Students and parents annually receive this handbook outlining rules and regulations to which they are subject. They have the responsibility to know, respect and follow these guidelines. The model for student behavior at Holy Cross is based on respect and consideration for the rights of others.

Our goal is to have Christ at the center and provide an environment that allows children to work uninhibited and free of disruptions. Holy Cross has the right to reprimand, suspend, or expel a student whose attitude or behavior is not in accordance with the school's philosophy and policies.

We pledge to provide a Christ-centered, safe and orderly learning environment for all students and personnel, Holy Cross Lutheran School has adopted the following guidelines and discipline plan that outlines core behavioral expectations, conduct violations, and disciplinary consequences.

Holy Cross policy authorizes the Senior Pastor and School Administrator to adopt additional rules and regulations that do not conflict with the Board's core behavioral expectations, or any other Board policies.

### **Student Core Behavioral Expectations:**

1. Students will treat each other with Christian love, kindness and respect.
2. Students will obey all classroom rules.
3. Students will be in their classroom prepared for class with all necessary books and supplies before 8:15 AM each school day.
4. Students will turn in all assignments on time.
5. Students will be respectful, non-threatening, and use appropriate language.
6. Students will follow playground rules including no throwing snowballs, rocks, or other dangerous objects.
7. Students will not chew gum at any time on school grounds.
8. Students will walk and talk in the building so as to not disturb or disrupt other classes.
9. Students will leave toys, electronic games, cellular phones, pagers, playing or trading cards at home.
10. Students will not use or possess tobacco, alcohol, illegal drugs or other illegal controlled substances on school grounds. Students may not have in their possession any weapon or dangerous object. Violation of either of these two rules will result in immediate suspension and expulsion.
11. Students will be honest – they will not lie, cheat, steal or act dishonest in any way.
12. Students will not disrupt class, school, chapel or other school events.
13. Students will show respect to all church and school staff members – no threatening or harassing.

14. Students will use technology honestly and appropriately.
15. Students will not be willfully involved in sexual activity. They will not possess or distribute pornography.
16. Students will show respect and care for church and school property. Violators who willfully deface, mar or damage church or school property will be charged for such damage and required to make any repairs to restore items to original condition.
17. Students will not gamble for money or anything else of monetary value.
18. Violation of civil law will also be considered a violation of the code of conduct.
19. Holy Cross Lutheran School will not tolerate fighting. Fighting will result in immediate suspension or expulsion.
20. Holy Cross Lutheran School will not tolerate bullying. Bullying is when one student intentionally and repeatedly harasses, ridicules, humiliates, intimidates, or harms another. Students will not bully other students, either on or off school premises; this results in negative behaviors in the classrooms and does not encourage Holy Cross' mission to *equip and send God's people to make a Christ-like difference in the world.*

### **Levels of Disciplinary Consequences:**

#### **Level 1: Teacher and Classroom Level Intervention and Consequences**

1. Time-out
  - a. Time-out in classroom
  - b. Loss of recess time
  - c. Loss of lunch in cafeteria with peers
2. Conference with student
3. Phone call to parent
4. Conference with parent
5. Demerits (Middle School Only):
  - a. Issued for problems that disrupt the educational process, examples:
    - i. Being tardy 3 times in a quarter
    - ii. Talking in class that disturbs others
    - iii. Leaving school before completing or turning in homework
    - iv. Dress code violations
  - b. Served on Monday or Thursday during the lunch period
    - i. Student will eat his/her lunch in a classroom, supervised by a teacher
    - ii. Student will write an essay during this time about their inappropriate behavior
  - c. The fourth demerit is an automatic detention
6. Detention (Middle School Only):
  - a. Detaining a student (for up to one hour) before, during or after school
  - b. Issued for accumulating three demerits and will be served on the fourth demerit, but may be issued for other reasons
7. In-School Suspension
  - a. Issued for accumulating three detentions and will be served on the fourth detention, but may also be issued for other reasons

#### **Level 2: School Administration Intervention**

1. Conference with student
2. Phone call to parent
3. Conference with parent
4. Conference with building level support staff (i.e. - pastor, minister)

#### **Level 3: School Administration Level Consequences**

1. Detention
  - a. Detaining a student (for up to one hour) before, during or after school
2. In-School-Suspension

- a. Removal from classroom for 1 day or more
- 3. Restricted activity
  - a. Denial of participation in school or extracurricular activities
- 4. School/community service
  - a. Assignment of student to perform school/community service
- 5. Saturday school
  - a. Student reports to school on an assigned day for up to 3 hours to work under staff supervision
  - b. School work, community service, etc... may be completed during this time
- 6. Restitution
  - a. Student assigned to make appropriate restitution for loss or damage
- 7. Assignment to mandatory counseling with support staff with student (i.e. - pastor, minister)
- 8. Assignment to mandatory counseling with support staff with parent and student (i.e. - pastor, minister)
- 9. Other consequences as deemed appropriate by the School Administrator

#### **Level 4: Senior Pastor and School Administration Level Consequences**

- 1. Out of school suspension with Parent Conference
  - a. Student may not return to school for a set number of days
  - b. Student must make up all missed work during this time on the student's personal time, not necessarily during school hours
  - c. Parents are required to have a meeting with School Administrator and/or Senior Pastor
- 2. Out of school suspension with Parent Conference and Student Probation Agreement
  - a. Above stipulations regarding suspension must be met
  - b. Student and parents will be required to sign a probation agreement
    - i. If probation agreement is not signed or if the signed agreement is not met, the school will be forced to take further actions
- 3. Out of school suspension with Parent Conference and other consequences as deemed appropriate by the Senior Pastor and/or School Administrator
  - a. Above stipulations must be met, in addition to whatever consequences deemed appropriate by Senior Pastor and School Administration, such as counseling, financial restitution, etc...
- 4. Removal from school
  - a. Parents are asked to voluntarily withdraw student from Holy Cross
- 5. Expulsion
  - a. Student is withdrawn from Holy Cross with notice placed on permanent school record

Note: At the Senior Pastor and/or School Administrator's discretion a student's conduct may result in more than one level of action. Students who do not respond to disciplinary consequences for behavioral violations and continue to engage in inappropriate behavior will receive more severe consequences up to, and including, a request for removal from school.

#### **Financial Responsibility**

As an additional disciplinary consequence, students and their parents will be held financially responsible for damages to Holy Cross property caused by the student to the extent permitted by Indiana law. Under Indiana law (I.C. 34-31-4-1), a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.

### **Reports To Juvenile or Law Enforcement Authorities**

Certain law violations will not only result in school consequences but may also be reported to the appropriate juvenile or law enforcement authorities:

- Truancy – excessive tardiness or absenteeism
- False alarms or destructive device threats
- Theft
- Arson
- Sale or possession of alcohol, marijuana, narcotics or any illegal drugs
- Sale or possession of deadly weapons or firearms
- Physical assault on a teacher, administrator, staff member or other adult having authority over the student
- Threats of battery or assault
- Sex offenses
- Vandalism to school property

Note: Under the Indiana Juvenile Code, any law enforcement officer may take a child into custody under a court order or if the officer has reason to believe the child has committed a delinquent

act. School officials will attempt to contact and inform parents/guardians if their child has been questioned by police or taken into custody.

### **Corporal Punishment**

Holy Cross employees will not use corporal punishment (the physical striking of a student) to discipline a student. However, Holy Cross employees may use reasonable physical force or restraint as necessary to end a disturbance threatening physical injury to others, to take dangerous objects from students, for self-defense, or, for the protection of persons or property.

### **Description and Consequence Level Assignment**

Consequence Level Assignment is based on the maturity of the student, severity of actions, previous history, parental involvement in solving the problem, contrition of student and many other factors. Holy Cross fully supports its staff in their ability to evaluate each instance in a fair and equitable manner.

**1. Tardiness:**

Not being present at the beginning of the school day.

Not being present and on time to each class throughout the day.

**Grades K-5: Level 1**

**Grades 6-8: Levels 1-3**

**2. Truancy:**

A failure to report to school without school authorization or parental consent or three (3) unexcused absences.

**Grades K-8: Levels 2-4**

**3. Bringing Personal Property Unrelated To The Educational Process To School:**

Bringing to, or possessing at, school any object without permission of Holy Cross staff that has no educational purpose and may distract from instructing and learning such as cameras, lighters, matches, trading cards, toys, games, radios, telephones, pagers, beepers, laser lights or electronic devices. (If the item is a toy weapon, it may be disciplined as a Level 4 consequence.)

Note: Items will be confiscated and may be returned to parents at the discretion of the School Administrator or designee.

**Grades K-5: Levels 1-3**

**Grades 6-8: Levels 1-4**

**4. Inappropriate Dress:**

**4**

All Students must follow the dress code set forth by Holy Cross. Exceptions will be made at the School Administrator's discretion.

**Grades: K-8: Levels 1-4**

**5. Misconduct:** **Grades K-8: Levels 1-3**  
Engaging in conduct, such as chronic talking out in class, making rude noises or comments, teasing or horse playing, that disrupts instructing or learning. Breaking school rules, such as, chewing gum, running in hallways, etc...

**6. Misusing School Technology:** **Grades K-5: Levels 1-3**  
**Grades 6-8: Levels 1-4**

Students will not use any school technology for any purpose other than those allowed by Holy Cross staff. Use of school technology to harass, threaten, embarrass, or violate another student's rights will not be tolerated.

**7. Gambling:** **Grades K-5: Levels 1-4**  
**Grades 6-8: Levels 1-4**  
Playing any game of skill or chance for money or anything of value.

**8. Harassment and Bullying:** **Grades K-3: Levels 1-3**  
**Grades 4-8: Levels 1-4**  
Engaging in any activity that disrupts a student's ability to learn and the school's ability to educate its students in a safe environment. Harassment and bullying includes, but is not limited to, intimidation, ridicule, humiliation, slander, any written or verbal expression or physical act or gesture or a repeated hurtful behavior pattern directed toward another person. Parents or students should report acts of bullying to the School Administrator or Senior Pastor. All reports will be investigated.

Because Holy Cross' mission is to *equip and send God's people to make a Christ-like difference in the world*, Holy Cross does expect all students and parents to observe this policy not only while on school grounds and at school sponsored events, but also at home and in other life situations.

Holy Cross recognizes that harassment and bullying that takes place outside of school does have a negative effect not only on the victim, but on the bully as well. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the bullying student. This includes appropriate intervention(s), restoration of positive climate, and support for victims and others impacted by the violation. Educational training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

Types of bullying and harassment include, but are not limited to: disability harassment, racial or national origin harassment, religious harassment, sexual harassment, gender harassment, and socio-economic status harassment.

**9. Group or Gang Activity:** **Grades K-3: Levels 1-3**  
**Grades 4-8: Levels 1-4**  
Engaging in activity such as: group-related coercion, intimidation, harassment; or singling out a student for harassment, embarrassment, intimidation by a group of individuals.

**10. Failure to Report Potential Actions or Plans That May Cause Personal Injury or Property Damage:** **Grades K-2: Levels 1-2**  
**Grades 3-5: Levels 1-3**  
**Grades 6-8: Levels 1-4**

Failing to report to a teacher or administrator the actions or plans of another person that if carried out, could result in harm to someone or damage to property. This applies regardless of where, when, or how the student received this information.

**11. False Alarms/Destructive Device Threats/Other Disruptions:**

**Grades K-5: Levels 2-3**

**Grades 6-8: Levels 2-4**

Preventing, or attempting to prevent, by physical act, the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property or at a school related activity. Such acts include making a false report about a destructive device, fire, or uncommon disease-producing organism, triggering a false fire alarm, or sending an actual or look – alike uncommon disease-producing substance to any school property, vehicle or activity.

**12. Habitual Misconduct**

**Grades K-8: Levels 1-4**

Consistently engaging in misconduct in a continuous pattern throughout the school year that disrupts instruction or learning.

**13. Public Immodesty or Indecency:**

Students shall not engage in immodest or indecent activity. Examples of behavior that would violate this Behavioral Expectation includes, but are not limited to:

**a. Inappropriate Speech or Conduct:**

**Grades K-5: Levels 1-4**

**Grades 6-8: Levels 1-4**

Inappropriate speech, conduct or material is profane, indecent, lewd, vulgar or offensive to another.

**b. Sexual Behavior:**

**Grades K-5: Levels 1-4**

**Grades 6-8: Levels 1-4**

Engaging in any sexual activity while on school property, or while participating in, or during attendance at, school sponsored activities or events.

**c. Peeping:**

**Grades K-5: Levels 1-4**

**Grades 6-8: Levels 1-4**

Surreptitiously looking into an area of a school facility where an individual could reasonably be expected to be disrobed, including restrooms, showers, and dressing rooms, either in person or by means of a camera, a video recorder, or any other type of recording device.

**d. Possession or Distribution of Pornographic Material**

**Grades K-8: Levels 1-4**

Possessing or distributing materials that would reasonably be considered offensive by Holy Cross standards for students, which are without redeeming educational or social value, or which contain language considered to be vulgar, profane, or otherwise inappropriate.

**e. Public Indecency:**

**Grades K-5: Levels 1-4**

**Grades 6-8: Levels 4**

Publicly appearing in a state of indecency while in school, on school property, or while participating in, or during attendance at, school sponsored activities or events.

**14. Dishonesty:**

Students shall not lie or cheat in class or school. Examples of behavior that would violate this Behavioral Expectation include but are not limited to:

**a. Cheating:**

**Grades K-8: Levels 1-4**

Engaging in fraudulent conduct to gain an advantage in class or school.

**b. Plagiarism:**

**Grades K-5: Levels 1-3**

**Grades 6-8: Levels 1-4**

Copying or imitating the language, ideas and thoughts of others and passing them off as one's original work. (This violation may also have academic consequences.)

- c. Altering or Misrepresenting Communications to School Authorities:** **Grades K-5: Levels 1-4**  
**Grades 6-8: Levels 2-4**  
Tampering with communications from parents or guardians to school authorities, including forging names on excuses.
- d. Misrepresentation:** **Grades K-5: Levels 1-4**  
**Grades 6-8: Levels 2-4**  
Intentionally providing false written or oral information to anyone in authority at school with the intent to deceive school officials including falsely accusing any person of harassment, of violating a school rule, or of violating a state or federal law.
- e. Altering Official School Records or Communications** **Grades K-8: Levels 2-4**  
Tampering with official documents in any manner, including changing grades or forging signatures.

**15. Disobedience or Mistreatment of School Authorities:** **Grades K-3:**  
**Levels 1-3**

**Grades 4-8:**

**Levels 1-4**

Students shall not disobey, disrespect or mistreat any Holy Cross staff member or adult in authority.

- a. Disrespectful or Inappropriate Behavior Directed Toward a Supervisory Adult:**  
Engaging in behavior such as "walking away" (physically leaving while the adult is talking to the student); "talking back" (responding orally in a rude manner); "inappropriate gestures or actions" (actions that may be seen as rude or obscene); or other behavior reasonably considered disrespectful.
- b. Insubordination/Defiance:**  
Failing to follow any reasonable direction given by a staff member or adult in authority.
- c. Cutting Class:**  
Failure to report to, or remain in, class without a valid excuse.
- d. Leaving School Grounds Without Permission:**  
Leaving school property while school is in session without a valid excuse.
- e. Assault: Threatening a Holy Cross Employee With Physical Harm/General Threat:**  
Threatening to strike, attack, or harm a Holy Cross employee through any means of communication, including, but not limited to gestures, symbols, or signals.
- f. Causing Injury to a Holy Cross Employee:**  
Willfully participating in a physical altercation, reckless behavior or disorderly conduct that results in injury to Holy Cross employee.
- g. Battery to a Holy Cross Employee:**  
Knowingly or intentionally touching, or placing blood or any other bodily fluid or product on an employee in a rude, insolent or angry manner including any such touching that occurs when the Holy Cross employee is making a reasonable attempt to intervene in a student fight or other physical altercation.

**16. Threatening, Risking, Causing, or Attempting to Cause Physical Injury**

**Grades**

**K-3: Levels 1-3**

**Grades 4-8:**

**Levels 1-4**

Students shall not use, threaten to use, or attempt to use, physical force or violence, or engage in other conduct that may cause injury to others. (Self defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this expectation.)

Examples of behavior that would violate this Behavioral Expectation include, but are not limited to: throwing objects, pushing, kicking, slapping, hitting, recklessness, assault, provocation, hazing, fighting, or battery.

**17. Taking, or Damaging, School Property or the Property of Others:**

Students shall not steal or intentionally damage school property or the property of others.

- a. Theft/Conversion:** **Grades K-5:**  
**Levels 1-4** **Grades 6-8:**

**Levels 2-4** Taking or possessing school property or the property of another person without permission.
- b. Receiving Stolen Property:** **Grades K-5:**  
**Levels 1-4** **Grades 6-8:**

**Levels 2-4** Receiving, retaining or disposing of school property or the property of another person that has been the subject of theft or conversion.  
Causing damage to school property or the property of others.
- c. Vandalism or Use of Graffiti:** **Grades K-5:**  
**Levels 1-4** **Grades 6-8:**  
**Levels 2-4**
- d. Arson/Mischief:** **Grades K-8:**  
**Levels 2-4**  
Setting fire to any school property or damaging any school property by the use of fire, pipe bombs, "Molotov cocktails" or other explosive or incendiary device(s) or attempting to set fire or cause damage through the use of such device(s).

**18. Possession, or Use, of Tobacco, Alcohol or Drugs**

Students shall not possess, use, carry, or be affected by tobacco, alcohol, or drugs on school grounds, or at school sponsored activities on or off school grounds. (Prescribed use of a drug authorized by a medical prescription from a physician or use of an over-the-counter (OTC) drug for which parental or guardian permission has been granted (on a Holy Cross medication form) are not violations of this expectation provided the drug is dispensed by or under the supervision of a school nurse.) All items possessed by a student in violation of this will be confiscated.

- a. Caffeine-Based Pills/Stimulants:** **Grades K-8:**  
**Levels 2-4**  
Possessing, using, transmitting, or being affected by caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind, whether available with or without a prescription.
- b. Misuse of Over-the-Counter Drugs:** **Grades K-8:**  
**Levels 2-4**  
Possessing, using, transmitting, or being affected by, any over-the-counter drug or substance (including herbal-vitamin-dietary supplements) in a manner not

authorized by written parental or guardian permission evidenced by a non-expired, properly executed Holy Cross medication form.

- c. **Misuse of Prescription Drugs:** **Grades K-8:**  
**Levels 2-4**  
Possessing, using, transmitting or being affected by a prescription drug in a manner not authorized by written parental or guardian permission evidenced by an unexpired, properly executed Holy Cross medication form.
- d. **Tobacco Products:** **Grades K-8:**  
**Levels 2-4**  
Possessing, using or transmitting any tobacco product or any substance which is represented to be a tobacco product.
- e. **Alcohol:** **Grades K-8:**  
**Levels 2-4**  
Possessing, using, transmitting, or being affected by any alcoholic beverages or any substance which is represented to be an alcoholic beverage.
- f. **Drug Paraphernalia:** **Grades K-8:**  
**Levels 2-4**  
Possessing or using pipes, bongs, clips, or any other related items.
- g. **Drugs** **Grades K-8:**  
**Level 4**  
Possessing, using, transmitting, or being affected by, any non-prescribed narcotic drug, hallucinogenic drug, steroid, marijuana, barbiturate, amphetamine, intoxicant, depressant, inhalant, or any substance which is represented to be or looks like any banned substance.

**19. Possession, or Use, of Explosives, Knives, Weapons or Firearms:**

Students shall not possess or use any explosives, knives, weapons or firearms. (All items will be confiscated. Weapons and firearms will be given to the proper authorities.)

- a. **Knives:** **Grades K-8:**  
**Levels 2-4**  
Possessing or using any knife, including a pocket knife, for any reason unrelated to a school activity.
- b. **Fireworks & Explosives:** **Grades K-8:**  
**Levels 2-4**  
Possessing or using any fireworks product or explosive device.
- c. **Weapons:** **Grades K-8:**  
**Levels 2-4**  
Possessing or using any weapon, device, taser, electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- d. **Firearms:** **Grades K-8:**  
**Level 4**  
Possessing, handling, or transmitting any loaded or unloaded weapon that is capable of or designed to or that may readily be converted to expel a projectile by way of an explosion.

**Note:** Under Indiana school law, a student who is identified as bringing a firearm to school or onto school property, or is in possession of a firearm on school property, must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period. I.C. 20-33-8-16 (d) (2). Under Indiana school law, a student who is identified as bringing a weapon to school or on

school property, or is in possession of a deadly weapon on school property may be expelled for a period of not more than one (1) calendar year. I.C. 20-33-8-16. The County Prosecuting Attorney will be notified of any expulsion for firearm or deadly weapon violations.

**20. Other Unlawful Activity:**

**Grades K-8:**

**Levels 3-4**

Students shall not engage in or conspire to engage in unlawful activity on or off school grounds whether school is in or out of session that either interferes with a school purpose or an educational function or requires the student's removal to restore order or protect persons on school property.

**Student Letter of Agreement**

Romans 13:1-2 states, "Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God. Therefore whoever resists the authorities resists what God has appointed, and those who resist will incur judgment."

I, \_\_\_\_\_, hereby agree to follow the rules and guidelines set forth in the Holy Cross Student Code of Conduct. I will do my best to live my life in a manner that best reflects my commitment to have a Christ-centered life. I agree to honor those in authority

positions and respect those around me. I agree to put forth my best effort each day and will strive to make a Christ-like difference in the world.

If I should falter in any way with this promise, I agree to follow the necessary steps outlined in Holy Cross Student Code of Conduct in order to rectify the behavior.

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

\_\_\_\_\_  
Date

**Parent and/or Guardian Letter of Agreement**

Titus 1:8 states, "*Be hospitable, a lover of good, self-controlled, upright, holy, and disciplined.*"

1 Timothy 3:5 states, "*For if someone does not know how to manage his own household, how will he care for God's church?*"

Parents are expected to behave in a manner on school grounds and at school extra-curricular activities in a way that is pleasing to Jesus. This in turn will set a good example of how to act for those who pattern their behavior after ours, our children.

All Holy Cross parents are expected to follow these basic guidelines:

1. Parents will meet all financial obligations to the school, including:
  - a. making tuition payments in a timely manner
  - b. providing lunch money for your student
  - c. paying in advance for any extra-curricular activities, including making arrangements for the 8th grade trip to Washington, D.C.
2. Parents will not participate in malicious gossip or slander while on school grounds.
3. Parents are agreeing to have their child follow the rules and guidelines set forth in the Holy Cross Student Code of Conduct.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**POLICY FOR BULLYING BEHAVIOR**

*Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Colossians 3:12-14*

Holy Cross Lutheran Church and School ("Holy Cross") prohibits acts of harassment or bullying. A safe and caring environment in school is necessary for students to learn and to achieve high academic

standards as well as to be consistent with a Christ-like life. Harassment or bullying, like any other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and the school's ability to educate in a safe environment. Demonstration of appropriate behavior, treating others with love and respect, and refusing to tolerate harassment or bullying is expected of administrators, employees, for student behavior. Students are also responsible for their own behavior toward others.

"Harassment or bullying" is any gesture or written, verbal, graphic or physical act (including electronically transmitted acts – i.e. internet, phone call, personal digital assistant (pda), or wireless hand held device) that attempts to intimidate, threaten, belittle, or ostracize. Such behavior is considered harassment or bullying whether it takes place on or off school/church property, in conjunction with any school/church-sponsored function, or in a school/church vehicle.

"Harassment" is conduct that meets all of the following criteria:

- ✓ is directed at one or more pupils;
- ✓ substantially interferes with educational opportunities, benefits, or programs of one or more pupils; and,
- ✓ adversely affects the ability of a pupil to participate in or benefit from the school/church's educational programs or activities because of the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect.

"Bullying" is conduct that meets all of the following criteria:

- ✓ is directed at one or more pupils;
- ✓ substantially interferes with educational opportunities, benefits, or programs of one or more pupils; and,
- ✗ adversely affects the ability of a pupil to benefit from the school/church's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress.

Holy Cross expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school/church staff, volunteers, and visitors. God's Word of Law and Gospel shapes and guides all our actions and decisions.

Holy Cross believes that student behavior must be set cooperatively through interaction among administrator, pastors, students, volunteers, parents and guardians, staff, and church members, producing an atmosphere that encourages children to grow in self-discipline and Christian maturity. The development of this atmosphere requires respect for self and others, as well as for school/church and community property on the part of students, administrators, employees, pastors, staff, employees, volunteers, and church members.

Holy Cross believes that it is the responsibility of the staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall make every effort to prevent discipline problems and to encourage students' abilities to develop self-discipline. God's Word of Law and Gospel is the basis for our efforts.

Since bystander support of harassment or bullying can support these behaviors, Holy Cross prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, ~~to~~ constructively attempt to stop them, and report them to the designated authority.

Holy Cross school administrator shall develop and implement procedures that ensure both appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying. The following factors, at a minimum, shall be given full consideration by

school administrator in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

*Factors for Determining Consequences*

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

*Factors for Determining Remedial Measures*

PERSONAL

- Life skill competencies
- Experiential deficiencies
- Social Relationships
- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic Performance

ENVIRONMENTAL

- School Culture
- School Climate
- Student-staff relationships and staff behavior toward student
- General staff management of classrooms or other educational environments
- Staff ability to prevent and to de-escalate difficult or inflammatory situations
- Social-emotional and behavioral supports
- Social relationships
- Community/Church activities
- Neighborhood culture
- Family situation

Consequences and appropriate remedial actions for a student, volunteer, or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including the act of suspension or expulsion, in the case of a student, or suspension or termination of employment or participation in a volunteer activity in the case of an employee and/or volunteer.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Holy Cross code of conduct. Remedial measures shall be designed to correct the problem behavior, to prevent another occurrence of the behavior, and to protect the target(victim) of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the

associated consequences. The consequences and remedial measures may include, but are not limited to, examples follow:

*EXAMPLES OF CONSEQUENCES*

- ❖ Admonition
- ❖ Temporary removal from the classroom
- ❖ Loss of privileges
- ❖ Classroom or administrative detention
- ❖ Referral to disciplinarian
- ❖ Referral to pastor
- ❖ In-school suspension during the school week or the weekend, for students
- ❖ Out-of-school suspension
- ❖ Legal Action
- ❖ Expulsion or termination

*EXAMPLES OF REMEDIAL MEASURES*

PERSONAL

- ❖ Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- ❖ Restitution and restoration
- ❖ Transformative conferencing/restorative justice
- ❖ Peer support group
- ❖ Pastoral consultation
- ❖ Corrective instruction or other relevant learning or service experience
- ❖ Supportive discipline to increase accountability for the bullying offense
- ❖ Supportive intervention
- ❖ Behavioral assessment or evaluation

Holy Cross requires the administrator or her designee as appropriate to be responsible for determining whether an alleged act constitutes a violation of this policy. In doing so, the administrator shall conduct a prompt, thorough investigation of each alleged incident. The goal in every case is personal repentance and interpersonal reconciliation.

Holy Cross prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act.

Holy Cross prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment or bullying may range from positive behavioral remedial action up to an including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment or bullying shall be discipline in accordance with Holy Cross policies and procedures.

Holy Cross shall annually disseminate the policy to all school staff, students, pastors, and parents, along with a statement explaining that it applies to all acts of harassment and bullying that occur on school/church property, at school/church functions, or any school/church vehicle.

The administrator shall be responsible for timely updating the School Board on the dissemination and implementation of this policy on a regular basis. This policy shall be incorporated into each school employee and training program and handbook.

*For you were once darkness, but now you are light in the Lord. Live as children of light (for the fruit of the light consists in all goodness, righteousness and truth) and find out what pleases the Lord. Have nothing to do with the fruitless deeds of darkness, but rather expose them. Ephesians 5:8-11*

#### **HOLY CROSS SCHOOL - FOUR BASIC RULES ABOUT BULLYING:**

1. We will not bully others.
2. We will help others when they are being gullied.
3. We will include everyone.
4. When we know someone is being bullied, we will tell an adult.

#### **CONSEQUENCE RUBRIC FOR HOLY CROSS**

##### **K-5**

Verbal Intervention

Time out and or loss of privilege/parents contacted by student

Loss of two recesses, parents contacted by student

Time in principal's office, Parent meeting where individual plan is devised

##### **Middle School**

Not witnessed – Verbal Intervention

Detention/student contacts parent

Time in principal's office conference with parent.

Time in principal's office. Parent meeting where individual plan is devised.

#### **PLAYGROUND GUIDELINES**

These guidelines are to be in effect at any and all recesses in order to maintain a consistent level of expectations from all of the students of Holy Cross Lutheran School.

#### **BASIC PROCEDURES**

Children are permitted on the playground only in the presence of an authorized adult.

Any unidentified adult or visitor will be directed to the office for authorization.

Any adult picking up a child from the playground is to notify the adult supervisor of their intentions.

No student is permitted to play outside of the fence perimeter. Only the adult supervisor can retrieve wayward balls.

Other areas off limits to students include:

- Long-jump pit (sand in shoes strips hallway wax)
- Holy Cross electronic sign.
- Field areas may be closed due to wet/soggy ground

The parking lot may be used with the permission of the adult supervisor.

Students may enter the building during recess only with the permission of the adult supervisor and the issuance of a hall pass.

Supervisors will issue warnings, time-outs, detention slips, or referrals to the School Administrator or teacher as deemed necessary.

### **PLAYGROUND RULES:**

Sensible, Christian behavior is expected at all times.

Throwing any object other than playground balls (ie. snowballs, stones, etc.) is prohibited.

### **EQUIPMENT RULES:**

#### **REGULAR SWINGS:**

- One person on a swing at a time is the maximum.
- Jumping off or standing on a moving swing is prohibited.

#### **SLIDE/ROCKWALL:**

- Only sliding down is permitted.
- Pushing or pulling others down from the slide, rock wall, or platform is prohibited

## **HOLY CROSS SCHOOL VOLUNTEER POLICY**

The Holy Cross School Board encourages Parents/Guardians to share their time, knowledge and abilities with students. Parent/Guardian volunteers in our school and activities enrich the total educational experience for our children. The presence of volunteers in the classroom, on school grounds and at extracurricular activities also enhances the supervision of students and contributes to school safety.

Volunteers shall act in accordance with school policy. Volunteers are under the direction and control of the School Administrator<sup>1</sup> and any of her delegates, including without limitation, teachers and school staff. The School Administrator may ask a volunteer to leave the campus or any activity if he/she violates a school policy, or whose behavior is unbecoming of a Holy Cross parent. The School Administrator and/or School Board shall be responsible for investigating and resolving complaints regarding volunteers.

A background check shall be performed for each volunteer who directly works with students or who is in the school on a regular basis. Background check applications may be obtained in the school office. The cost of the background checks will be paid by Holy Cross. The results of all background checks will be submitted to the School Administrator only. Individuals whose background check indicates they will not compromise the safety of students or the district will be approved for volunteer status.

The following is a list of offenses that would be grounds to disqualify a volunteer:

Aggravated sexual assault, arson, crimes against a child (including, without limitation, abandonment, abuse, endangerment, indecency, sexual assault, pornography or possession thereof, and enticement and/or solicitation), criminal nonsupport, DWI and/or DUI<sup>2</sup>, kidnapping, manslaughter (involuntary or voluntary), murder, rape, robbery, sexual abuse, theft, vehicular manslaughter, and violation of any law intended to control the possession or distribution of any controlled substance or illegal drug.

<sup>1</sup> The term "School Administrator" is inter-changeable with the term "Principal" for purposes of this Volunteer Policy.

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<sup>1</sup> One conviction will result in a volunteer being ineligible to drive for fieldtrips for a period five years after such conviction. Two convictions will result in a volunteer being permanently illegible to drive for fieldtrips. No convictions under this category shall preclude a person from volunteering in a classroom, unless the School Administrator, in her discretion, determines otherwise.

This list of offenses is not intended to be all-inclusive and in no way sets limits on the offenses that are deemed grounds for disqualifying an individual from affiliation with Holy Cross. Decisions not otherwise described above will be made at the sole discretion of the School Administrator.

If a volunteer is determined eligible for affiliation and is later arrested or convicted of any of the above crimes, they are required to notify the School Administrator. They will be removed immediately from their volunteer position until the case is finally adjudicated. Failure to notify the School Administrator of any arrests or convictions from the list above will result in the volunteer being immediately removed from his/her volunteer duties.

In addition to the foregoing, volunteers must protect a teachers' and students' right to privacy. Any personal matters pertaining to a child or teacher must be reported by the Volunteer to the School Administrator.

Adopted and approved by School Board December 2007.

**SECTION IV: STUDENT ATTENDANCE / GRADING / CURRICULUM /  
HOMEWORK / ATHLETIC POLICIES**

**Attendance Policy**

A direct relationship exists between success in school, attendance and punctuality. To ensure that students are in regular attendance, Indiana school law and Holy Cross require that all students attend daily unless they are officially excused. We believe that this is a shared responsibility between students, parents and Holy Cross staff.

**ABSENCES:** In accordance with state laws, all students are held to regular and punctual attendance. Parents are to call the school office (483-3173 ex. 310) before 9 a.m. the day of each absence. Immediately following the absence, the student is required to present the teacher with a written excuse, signed by the parent, stating the specific reason for the absence. In the event the school is not notified before 9 a.m. regarding a student's absence, the school will attempt to contact the parent to document the absence. If a student leaves school for a medical or dental appointment, a maximum of one and 1/2 hours absence is allowed. If the time exceeds this, the student will be marked 1/2-day absent. If a student leaves school before 2:00 PM, it is considered a 1/2-day absence. A 1/2-day's absenteeism is counted as an absence when considering perfect attendance.

**EXCUSES:** Parents are asked to weigh carefully any request to have children excused from school. Valid excuses include: illness, or medical and dental appointments that cannot be made after school hours.

**Unexcused absences:**

Absence due to truancy. Truancy is an absence from school without school authorization or parental consent.

Absence due to head lice or improper immunizations after the first day.

Absence after a total of twelve absences for a any reason during the school year; without acceptable verification.

Holy Cross will send a letter after five days and eight days of total absence excused or unexcused.

Holy Cross will then schedule a parent conference after the tenth absence.

After the twelfth day of total absence the parent will be notified that additional consequences are being considered for excessive absenteeism.

If absenteeism continues, Holy Cross will then send a letter to inform parents that local court officials have been notified when truancy cannot be effectively resolved

**MORNING TARDIES - Late Arrival to School (after 8:15am)**

**STEPS FOR MULTIPLE MORNING TARDIES: (PER QUARTER)**

**Three tardies:** A form letter is mailed from the office to the student's home identifying dates student was tardy.

**Five tardies:** The office contacts the home informing parents of the continuing problem.

**Six tardies:** The principal contacts the home and requests parents meet with the principal to resolve the problem.

**Seven or more tardies:** The student may serve an out-of-school suspension for one day, to be determined by the principal. Homework must be made up.

**EXCUSED TARDIES:** Morning tardies are considered excused for traffic emergencies or appointments with a doctor or dentist. A note on the day preceding an appointment should be sent to the teacher and office. The principal makes the final decision on excused or unexcused tardies.

**CLASS TARDIES** (Departmentalized classes in grades 6-8) Three classroom tardies in a quarter will result in the student receiving a demerit. The student must serve the demerit during lunch hour on Mondays or Thursdays.

**ASSIGNMENTS:** Children are permitted one day for each day absent to make up work missed due to absence. Arrangements should be made to pick up assignments after school hours. Teacher judgment will be used to determine what work can be given ahead of time and what work must be done after the child returns to school.

**VACATIONS:** (See "excuses" above) **Vacations during scheduled school times are strongly discouraged.** It will be the student's responsibility to get all teacher-determined assignments completed for the time missed. Any missed tests will be completed at the teacher's discretion.

#### **GUIDANCE AND TESTING**

The following standardized tests are administered at Holy Cross:

Dial 3 = Pre-Kindergarten Screening

MRT = Metropolitan Reading Test – Kindergarten

DIBLES = Grades K-2

ISTEP = Indiana State Testing for Educational Progress Achievement test in grades 3, 4, 5, 6, 7 & 8

Other tests may be administered as required. Professionals in educational testing and counseling are available in the community for highly specialized testing services.

#### **GRADING SCALE**

The following scale is used in Intermediate and Upper grades to measure academic achievement:

90 - 100%	=	A
80 - 89%	=	B
70 - 79%	=	C
60 - 69%	=	D
Below 60%	=	F

Students who achieve academic excellence will be recognized on an Honor Roll beginning with grade 6.

**Principal Honor**– 90% or Higher in Reading, Math, English, Social Studies and Science and satisfactory grades in all other classes.

**High Honor Roll**:-85% or higher in Reading, Math, English, Social Studies and Science and satisfactory grades in all other classes

**Honor Roll:** 80% or higher in the same academic subjects and satisfactory grades in all other classes.

#### **PROMOTION**

It is necessary to have a standard and consistent practice for the promotion of students from one grade to the next.

The older the child becomes, the more his/her performance may be used as a determining factor for promotion. Holy Cross Lutheran School will assess children in kindergarten through grade three differently from those in grades four through eight.

**Kindergarten through third grade:** Teacher input, classroom performance, the attainment of necessary skills, maturity level, and performance on achievement and developmental tests will be used in determining the promotion of students. Retention of a student will be an agreed-upon decision between home and school.

**Fourth through eighth grades:** The student is expected to maintain a 60% or better average for the year in all subjects. If a student is failing a subject at the end of the 3<sup>rd</sup> quarter, the school administration may choose summer school or private tutoring as an alternative to the retention of the student at his/her current grade.

In all cases where retention is a possibility, the best interest of the student must be the prime consideration.

## REPORTING TO PARENTS

**Progress Reports:** Issued as needed.

**Mid-Term Reports:** Sent home with children (grades 4-8) midway through each quarter.

**Report Cards:** Issued quarterly.

**Conferences:** Parent-teacher conferences are scheduled after the 1<sup>st</sup> and 2<sup>nd</sup> quarters. At least one of the student's parents is expected to participate in parent conferences. Whenever questions or concerns arise please consult first with the teacher. If the concern is not resolved, consult with the administrator and the teacher together. These steps will help maintain an atmosphere of cooperation between the home and school.

**Fast Direct:** is a system we utilize for communication between home and school. Information is updated and checked by faculty daily. Please contact the school office for your parent screen name and password.

## CURRICULUM

The curriculum and course of study of Holy Cross Lutheran School meets the requirements of the Indiana Department of Education and is based on a curriculum guide for Lutheran elementary schools.

The Christian curriculum and areas of instruction at Holy Cross are as follows:

- Religion**..... Bible study, Bible teachings, memorywork, catechism, worship, missions
- Language Arts**..... Reading, phonics (K-3), English (grammar), spelling, handwriting, composition skills, literature
- Mathematics**..... .Basic instruction in arithmetic, geometry, algebra, metrics, and related areas
- Science**.....Concepts in biological and physical sciences, health, safety
- Social Studies**.....Geography, history, citizenship, current events
- Music**.....Classroom singing, music appreciation, music theory, notation, recorders, choirs, bands, musicals, singing in worship. Students with special interests and abilities may participate in one of four children's choirs; Chapel Choir and Choristers (grades 4 & 5), Junior Choir (grades 6-8), Chancel Choir (Grades 6-8 extra curricular), receive instrumental lessons and play in the school band (grades 5-8), and/or join our string program (grades 2-8). These organizations expand the student's God-given talents and allow them to aid in worship, and provides possibilities of performance outside of school.
- Art**.....Work in a variety of media, art history & art appreciation
- Physical Education**.....Basic skills, exercise & movement, physical fitness, group games, rhythm & recreation
- Computer**.....Computer literacy, keyboarding, word processing, data bases, spreadsheet, desktop publishing, tele-communications

## TEXTBOOKS

Textbooks are furnished for each student's use by the school. Damage beyond reasonable wear due to neglect or abuse will result in an assessment of fines.

## THE MUSIC MINISTRY

Music at Holy Cross plays an important role in the education of each child. The importance of this role in a Lutheran School is increased due to the significance given music in our worship.

The music education program gives all pupils the opportunity to explore and develop their musical talents, to enlarge their appreciation of sacred and secular music, and to acquaint them with the rich musical heritage of the Lutheran Church. This is being accomplished through a graded music program for all pupils through fifth grade. A Music Education specialist will be teaching this course in grades K, 1, 2, 3, 4, & 5 with the remaining grades electing for band, choir, and strings.

In addition to the above-mentioned music education program for all students, those with special interests and abilities may join one of four children's choirs (grades 4 & 5 – Chapel and Choristers; grades 6-8, Junior and Chancel), receive instrumental lessons and play in the school band (grades 5-8), and/or join our string program (grades 2-8). These organizations expand the student's God-given talents in music, and allow them to aid in worship services and other possibilities of performance outside the church.

Research has shown a very high correlation between positive self-perception, high cognitive competence scores, good self-discipline, healthy self-esteem, total interest and school involvement, and the student of music. Music students tend to possess the qualities that employers in education, business, and service organizations consider essential. Music is enjoyable, but the highest enjoyment that results from its study is based on solid accomplishment toward specified educational objectives. In addition to all that, music, in the Christian school opens up a whole new window of opportunity, not the least of which is the proclamation of the Gospel. We are pleased to share a program of such benefit at Holy Cross.

### **Academic Eligibility Requirements for Sports and Extra-curricular Activities**

Holy Cross Lutheran School is dedicated to the principle of academic responsibility and excellence. While sports and other extra-curricular activities are a very important part of school life, spiritual and academic growth are of primary importance. Therefore, students participating in extra-curricular activities will be subject to the following guidelines.

- A student who has below 65% in one or more class (es) at midterm or quarter will be put on probation from the extra-curricular activity until the next midterm/quarter. The student may participate in practice but will not be able to participate in competitions.
- If the student brings up the grade(s) at the next midterm/quarter that student may resume regular participation in the extra-curricular activity.
- If the student does not bring up the grade(s), the student is ineligible for both practice and participation until the next midterm/quarter.
- It is the responsibility of the athletic director to inform the coach, the student athlete, and the parent of the ineligible status. The student athlete possesses the primary responsibility to work with the teacher(s) to earn passing grades.
- Attendance at school is required for participation in an extra-curricular activity on the same day.
- Conduct appropriate to represent Holy Cross as a redeemed child of God shall be determined by the faculty, coaches, or directors.

If a student does not meet eligibility requirements, the student through the initiation of a parent or teacher can be placed into the General Education Intervention Plan (GEIP) to assist the student in any given academic area. The GEIP is to provide assistance to the student through regular classroom intervention so that the student has the opportunity to become more successful. GEIP information is available through the school office. The student's participation in extra-curricular activity will be decided on a per case basis by the GEIP team.

Holy Cross Lutheran School also prohibits the retention of a student in any grade level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.

## HOLY CROSS ATHLETIC PROGRAM

<u>GIRLS</u>			<u>BOY</u>		
Volleyball	5-8	August – October	Tackle Football	5-8	August-October
Football Cheer	5-8	August-October	Basketball	5-8	October-February
Basketball	5-8	October-February	Wrestling	4-8	February-March
Basketball Cheer	5-8	October-February	Soccer	4-8	August-October
Soccer	4-8	March-May	Track & Field	4-8	March-May
Track & Field	4-8	March-May	Cross Country	4-8	March-May
Cross Country	4-8	March-May			
Gymnastics	4-8				

- The following sports teams are offered to girls and boys in the designated grade levels.
- **Extra-curricular athletics at Holy Cross are designed to be competitive, in a Christ centered atmosphere.**
- **A current physical exam must be on file with the athletic director BEFORE any student-athlete may participate in the first day of practice for any sport season.**
- When the number of student-athletes desiring to play exceeds a reasonable coach to athlete ratio for a specific sport or the teams available to compete against do not result in comparable numbers, coaches will select a specific number of athletes for the team. The coaching staff of each team holds the right to select players based upon skill level, effort, attitude, school and team behavior, a player's willingness to be coached and academic dependability.
- Coaches MUST play all available players on the team for each game in grades five and six. Seventh and eighth grade students on an athletic team may not play in each game.

## HOLY CROSS PHYSICAL EDUCATION CLASS

- Physical education class is scheduled for each grade level two days each week. Students in Kindergarten through sixth grade attend P.E. with their classmates while 7<sup>th</sup> & 8<sup>th</sup> grade students are separated by grade level into classes of girls or boys.
- ALL students must wear white socks and a pair of multi-purpose athletic shoes to class each period.
- **A special pair of shoes is to be set-aside in the classroom for the sole purpose of physical education class in the gym. Athletic shoes that are worn to school on a daily basis may be used when P.E. is held outdoors.**
- Students in grades five through eight must wear the mandatory Holy Cross gym short and shirt that has their last name clearly printed on the left leg and left shoulder of the uniform. The short and shirt may be purchased at the time of registration or through the school office.
- Students in Kindergarten and 1<sup>st</sup> grade are encouraged to wear shoes that have Velcro to keep them firmly in place. All other students are expected to come to class with their shoes tied.
- **JEWELRY OF ALL KINDS AND HIGH SOLED SHOES ARE NOT PERMISSIBLE IN PHYSICAL EDUCATION CLASS. NO EXCEPTION!**

- When a student forgets or loses her/his physical education uniform, it is NOT considered excused. However, used shorts and shirts are kept at the school and will be **REQUIRED** to be used by fifth through eighth grade students who do not have the necessary short and/or shirt.

**NOTE: P.E. uniforms are only to be worn for gym class and not in the classroom.**

### **PHYSICAL EDUCATION CLASS EXCUSED ABSENCE**

If, because of injury or illness, a student cannot participate in physical activity, a written excuse from the student's parents will excuse the student for one day. A physician's note is required if the student is unable to participate in class for an extended period of time. Excuses must be given to the gym teacher at the beginning of the class in order to be excused. Failure to bring proper gym attire does not constitute a valid excuse.

### **HOMEWORK POLICY**

It is expected that students of Holy Cross Lutheran School will have assignments completed in an acceptable fashion by the teacher's stated due date and time. When there are extenuating circumstances, parents should communicate with the teacher.

Grades 6-8 require that each student complete his/her homework on the assigned due date. If the assignment is not complete at the beginning of class, the student must complete it and receive the teacher's approval before he/she may leave school for the day. He/she may complete the work during study hall or after school.

If a student must remain after school to complete the work, it is his/her responsibility to make contact with a parent concerning transportation if a change is needed.

The grade for this type of late work will receive a penalty as determined by the teacher.

In addition, if the student does not complete and turn in the work before leaving school for the day, a demerit will be issued. Refer to the Demerit Policy.

### **HOMEWORK**

Homework is given for the following reasons:

1. To reinforce and expand upon skills learned in class
2. To establish good work habits
3. To provide for independent study

Parents can assist in the following ways:

1. Provide an atmosphere conducive to study.
2. Be interested in what their children are doing, but do not do the homework for them.
3. Work with the teacher in seeing that homework is completed.

The amount of time spent at home on homework assignments will average 60 minutes per day for the average student in the upper grades. Much of a student's homework can be completed in school depending on the student's use of study time.

Should questions arise regarding student progress and homework, parents are urged to consult with their child's teacher.

## **SECTION V: UNIFORMS**

Recognizing the ever-changing nature of fashion, the school reserves the right to make decisions about the appropriateness of appearance not covered below. The school will not deem appropriate any expressions such as unconventional use of hair coloring or hair styles. The cooperation of parents and students in adhering to the letter and the spirit of the code is both expected and appreciated.

Students are expected to be in dress code from the time they enter the school building in the morning until they leave the school grounds or are participating in school athletic activities.

Any infraction of the following guidelines will result in the student being sent to the office to call home requesting that appropriate clothing be brought in. Students will **NOT** be allowed back to class until the problem is addressed. If a parent is unavailable to remedy the situation, the student will be required to return to class wearing clothing which the school has provided. Students in violation of the dress code will be required to change into appropriate dress before returning to class.

Middle school students in violation of the dress code will also be issued a demerit. This slip must be signed by a parent and returned to the homeroom teacher the next school day. Repeated infractions by the same student will require a meeting with the parents.

**\*The school reserves the right to have a student modify dress, hair, make-up, and jewelry that is deemed inappropriate.**

### **HAIR / JEWELRY AND PIERCINGS**

Students may only wear jewelry in piercings of the ears. Jewelry worn in piercings of the nose or other parts of the face is not allowed.

It is not acceptable for students to have unconventional hair color such as streaking or radical colors.

Hairstyles such as mohawks or shaved patterns are not permitted.

Boys are expected to come to school clean shaven – no mustaches, goatees or beards.

### **UNIFORMS Grades K-8**

**It is the student's responsibility to know, understand, and follow the uniform policy of Holy Cross Lutheran School.**

**Rational for having school uniforms at Holy Cross Lutheran School:** Holy Cross Lutheran School has uniforms to foster a Christian atmosphere and to improve the learning environment in our school.

Uniforms will aid us in these endeavors in the following ways:

Foster a sense of unity and belonging within the student body

Present a positive image to potential students and their parents and to the community

Provide modesty in dress as befits God's children Encourage a learning environment that is free of distractions associated with inappropriate dress

Eliminate comparisons of brand names among students

Additional benefits of school uniforms for the families of our students:

Provide a possible reduction in school clothing expenses for school families (provide two re-sales each year)

Reduce conflict in the home over school dress

## Shirts

**Colors: White, Dark Green, Light blue, Navy (no denim), Red, Yellow, Gray, Black**

### **Girls' Styles:**

Uniform style tops and fabrics.

No tight-fitting shirts, no sheer fabric.

No crew neck.

Polo shirts must have full sleeves, no cap sleeves

Oxford shirts must look like those listed in the catalogs

Peter Pan collars are allowed

Long-sleeve oxford

Long-sleeve polo

Long-sleeve turtleneck

Short-sleeve oxford

Short-sleeve polo

Mock turtleneck

### **Boys' Styles:**

Long sleeve oxford

Long sleeve polo

Long sleeve turtleneck

Short sleeve oxford

Short sleeve polo

Mock Turtleneck

## Pants:

**Colors: Khaki (tan only), Navy, Black**

**Fabric:** Twill/Chino/Cotton-Poly blend, uniform style

### **Styles:**

Straight leg (No flare leg; no boot leg , "skinny" pants or tight fitting pants )

Pleated Front

Flat Front

Elastic Waist

### **Waist:**

Elastic

Pleated

Plain front

**Worn at waist**

No denim

No corduroy

No cargo

No rivets

No labels (exception: tiny labels on Docker pants)

No frays/slits

No over-size

**Grades 3-8: Belt must be worn with pants that have belt loops**

**Shorts (May be worn in August, September, October, April, May and June)**

**Colors:** Khaki (tan only), Navy, black

**Style:** Uniform style shorts only-hit mid thigh or longer. Elastic waist or belted.

**NO CAPRIS**

## Shoes

### **Grades K-8:**

Laces must be tied tightly No sports slides No "flip-flops"

No Clogs

No high heels

Sandals may be worn on bare feet during the months shorts are allowed

### **Grades K-5:**

Heel straps on sandals

### **Grades 6-8:**

Backless shoes allowed (note exceptions listed above)

## Socks

Solid uniform colors

All boys and girls athletic shoes must be worn with socks

Boys may wear dress socks with non-athletic shoes

Sandals may be worn without socks during the months shorts are allowed

Girls may wear knee socks or tights in the uniform colors

Girls may wear hose with non-athletic shoes

Girls may wear dress shoes without socks

**Belts-plain – Black / Brown, Khaki or Navy** (Required gr. 3-8, optional gr. K-2)

**Undershirts-** May be worn as long as they are plain/solid uniform color under a uniform shirt

**Sweatshirts** (collared shirt must be worn underneath)

Approved Holy Cross Spirit Wear                      Plain uniform colors  
No zipper    No hoods

**Sweaters** (collared shirt must be worn underneath)

Cardigan sweater in uniform colors, v-neck or crew neck, plain or cable stitch.  
Sweater vest in uniform colors, v-neck or crew neck, plain or cable stitch  
Plain crew or v-neck pullover sweater in uniform colors, plain or cable stitch.  
No zippers  
No hoods

**Additional Choices**

Skirts / Skorts / Jumpers  
solid uniform color  
cotton/twill/cotton-poly blend  
no ankle length skirts or jumpers  
khaki, navy or black  
no corduroy  
no denim

**Colors: Color questions should be directed to the uniform committee.**

**ADDITIONAL:**

No oversized clothes will be allowed.  
Hems of pants should not touch the ground.  
Outdoor wear is not to be worn inside the classroom.  
No hats may be worn in the school.  
Shirts are to be tucked in at all times.

**Field Trip Dress:** School uniform is to be worn unless the trip is outdoor education. Teachers will inform their class of proper dress before the trip.

**Scout Troops:** On meeting days the group's uniform top may be worn with the school uniform pants, skirts, etc.

## SECTION VI: STUDENT ILLNESS AND INJURY POLICY

### Illness

For the sake of other children's health, your child should NOT attend school if he or she:

- has a morning temperature of 99° or afternoon temperature of 100° (or above).
- is vomiting and/or has diarrhea in the morning or during the night.
- has a rash, whether it is itchy or not.
- has a communicable disease such as chicken pox, or a bacterial or fungal infection such as conjunctivitis (or pink eye), impetigo, and/or ringworm.
- appears obviously ill (with or without a fever).

If your child becomes ill at school with any of the above indicators, you (or an emergency contact person) will be called to pick-up your child.

### Injury

To keep parents informed about the cause and anticipated outcome of an injury, phone calls or notes may be used to alert parents of an injury that may require more than minor first aid.

If you feel your child can not participate in Physical Education class for more than one day, we must have a note from your physician. This may be faxed @ 484-9115 or sent to school.

### RETURN TO SCHOOL POLICY

- Children kept home from school due to fever, must remain home until fever-free for 24 hours without the aid of medication such as Tylenol or Advil. Please check your child's temperature later in the day as many fevers "spike" after noon.
- Children who are vomiting or have diarrhea **MUST** stay home until they are symptom free for **24 HOURS**.
- Pinkeye, and impetigo (oozy, crusted rash on nose or mouth), are contagious and must be treated by a doctor. Students may return to school after 24 hours of antibiotic therapy and with a doctor's note.
- Ringworm (red scaling, circular lesions) is also contagious and must be properly treated by a physician. A doctor's note is encouraged. Lesions may be covered while student is at school.

### Medication Policy

The purpose of administering medication at school is to help the student maintain an optimal state of health to enhance his/her educational plans. Medication (prescription, non prescription or over-the-counter, and/or herbal, vitamin, dietary supplements) required by the student should be administered by a parent/guardian at home. The parent/guardian should use every effort to have medication times set for time periods other than school hours. Medications given during school hours should be only those necessary to provide the student access to his/her educational program.

When this is not possible, school personnel may assist in the administration of medication during school hours, subject to the following guidelines. The intent of the guidelines is to reduce the number of

medications given at school, yet assume safe, effective administration of medications for those students who require them.

### ***ADMINISTRATION OF MEDICATION***

Only licensed (Registered) nurses or other school personnel, called “unlicensed assistive personnel” (UAP), who have been trained by the nurse to dispense medication are authorized to administer medication to students.

### **MEDICATION**

- A **STUDENT MEDICATION PERMIT** must be completed and signed by the parent/guardian, or a note from the parent/guardian must be on file in the school clinic before any medication is given. This note must include the name of the medication, the dosage, the time and date(s) to be given, the condition or illness (why the student is taking the medication), the student’s name, a parent/guardian signature and the date.
- This information will be on file in the school clinic and will remain valid until the completion or expiration date of the medication or the end of the school year-whichever comes first.
- Only the amount of medication needed at school should be sent.
- The parent/guardian accepts the legal responsibility for the safe arrival of medication to school.
- To protect students, school personnel will not administer medication until it has been verified and documented by the school nurse or UAP; or in a dosage that exceeds the recommended maximum.
- **Students are not to carry any type of medication**, (prescription, non prescription or over-the-counter, and/or herbal, vitamin, dietary supplements), with them or have medication in their lockers, book bags or purses without prior written permission of the school nurse. Medication brought to school should be taken to the clinic or main office by a parent or guardian.
- The school will not administer expired medication.

### **Prescription Medication**

- Must be in the **original pharmacy labeled container** with the student’s name. The pharmacy label will serve as the written order of the physician.
- The school nurse may call the prescribing physician if there are questions regarding the dispensing of medication at school.
- It is the responsibility of the parent/guardian to notify the school of any changes to the original prescription, and a new pharmacy labeled container must be submitted with any change.

### **Herbal-Vitamin-Dietary Supplements**

- Holy Cross recognizes herbal-vitamin-dietary supplements may be used for some medical conditions. However, as with prescription medication, if consumed incorrectly, they may be harmful. Therefore, school personnel will only administer herbal-vitamin-dietary supplements if there is an **HERBAL-VITAMIN-DIETARY SUPPLEMENT PERMIT**, signed by the student’s physician and parent/guardian, on file in the school clinic.
- Holy Cross Lutheran School is not responsible for any adverse reactions of herbal-vitamin-dietary supplements when given according to the physician’s written instructions.

### **Emergency Medications**

- Prescription medications for emergency situations (asthma, bee sting, diabetes, food allergy, etc.) must be in the original container and stored in the school clinic. Students may possess and self-administer emergency medication such as inhalers in the classroom and at other school functions only with written consent from the parent/guardian and physician. The physician must state that the student has an acute or chronic disease or medical condition for which he/she has prescribed medication; the student has been instructed in how to self-administer the medication; and the nature of the disease or medical condition requires emergency administration of the medication. Parent/guardian and physician written authorization must be filed annually with the student’s principal.

- When necessary, appropriate staff members will be alerted to the potential emergency to ensure the student's safe and prompt treatment at school.

**SELF-ADMINISTRATION of MEDICATION**

- Students shall not self-administer any medication (prescription, non prescription or over-the-counter, and/or herbal, vitamin, dietary supplements) except when a physician, the school nurse, the parent/guardian and the student agree in writing that it is necessary and appropriate.
- The student must demonstrate to the school nurse proper administration of the medication (such as an inhaler for asthma).

**STORAGE OF MEDICATION**

- All medication sent to school is kept in a clean, secure, locked cabinet in the clinic.

**DOCUMENTATION**

- The school nurse will keep a separate **RECORD OF MEDICATION** for each student. This record includes the student's name, grade and/or room number, medication, dosage, time to be given, with the legal signature, and initial of staff designated to dispense medication.
- All such records will be deemed a permanent part of the student's records and shall be confidential, except as disclosed to other staff members on a need-to-know basis.

**STUDENT RESPONSIBILITY**

- It shall be the student's responsibility to come to the clinic at the appropriate times for medication unless the physician indicates in writing or the building administrator after consultation with the nurse, determines the student cannot do this.

**MEDICATION – School Release**

Sending medication home with students at any time during the school year requires written consent from the parent/guardian. Medication may also be picked-up by the parent or an individual who is at least eighteen (18) years of age and is designated in writing by the student's parent/guardian to receive the medication. At the end of the school year, all medication not picked-up or sent home as noted by the parent/guardian, is destroyed.

**HEALTH AND FIRST AID**

Holy Cross Lutheran School will direct medical question to our volunteer nurse coordinator.

Indiana law requires your child have the following immunizations prior to enrollment and attendance at school:

DTP:	4 doses (5 doses Kindergarten)
Polio:	3 doses (4 doses Kindergarten)
MMR:	1 dose/ 2nd dose when entering 6th grade (2 doses kindergarten).
Hepatitis:	3 doses kindergarten
Chickenpox	(1 dose)

Listed below are a few guidelines to follow for the benefit of your child as well as the entire Holy Cross family:

- The school clinic is staffed by volunteer nurses from 11 a.m. -2p.m. on as many school days as possible. If a nurse is not available, the school office will take care of injury/illness needs.
- Please inform the school office of the absence and of the nature of the illness.
- Students who have been treated by a physician for a disease should have the permission from that physician to return to school.

- Please call the school office if you suspect your child has head lice. Any student with a case of head lice must be checked by school personnel prior to returning to school. The school follows a no-nit policy concerning head lice.
- In the event of a serious illness or injury, parents will be contacted. If appropriate, the child will be taken to the closest hospital.

Vision, hearing, and scoliosis screenings are done each year. Significant findings are discussed with the student, parent, school administrator and teacher. Referral forms for abnormal findings are sent home and should be followed up with your family physician. The results of those follow-ups should then be returned to the school nurse.

## **SECTION VII: WELLNESS POLICY / LUNCH PROCEDURES**

### **LUNCH PROCEDURES**

Students have the option of bringing their own lunch to school or purchasing a hot lunch. The hot lunch is part of the federal lunch program under the jurisdiction of the United States Department of Agriculture. In Indiana, the program is administered by the Department of Public Instruction, Division of School Food and Nutrition Programs. Every lunch served at Holy Cross (known as Type A) is subsidized by the federal government because it meets specific nutritional requirements developed by the USDA. Lunches may be purchased for \$38 by the month or \$ 1.90 for individual daily tickets. With our Fast direct system, you may deposit any dollar amount into your families account and money will be drawn out in accordance with you child(ren)'s lunches. Any money left in your account at the end of the year will be allocated for the next school year. The weekly lunch menu will be available in the display case outside the school office, or in the HAPPENINGS newsletter that comes home with your child on Friday.

### **HOLY CROSS LUTHERAN SCHOOL WELLNESS POLICY      IDOE#9230**

#### **The Law Requires**

Congress recognizes that schools play a critical role in promoting student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity. To formalize and encourage this role, Congress passed a law (P.L. 108-265). Each local educational agency participating in a program authorized by the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, "shall establish a local school wellness policy by School Year 2007."

The legislation also places the responsibility of developing a wellness policy at the local level, so that the individual needs of each district can be addressed. According to the requirements for the Local Wellness Policy, school districts must set goals for nutrition education, nutrition standards, physical education and activity, and other school-based activities designed to promote student wellness. Additionally, districts are required to involve a broad group of individuals in policy development and to have a plan for measuring policy implementation.

#### **The Gospel Motivates**

As leaders of Lutheran schools, we believe that God created us and gives us all things, including our health. Therefore, we thank God for the gift of life and health He has given us – imperfect as it may be with problems of illness and disease as a result of sin. But knowing what God has done for us through Jesus Christ – the forgiveness of sins, life, and salvation – our response is to care for the body that is on loan to us as a way of thanking and praising God. If we view our bodies as His temple, we can begin to see the importance of daily maintenance in order to keep it useable for his service. By keeping our bodies well-maintained and filled with the right kinds of fuel (foods) needed to sustain us we will be ready at a moment's notice for the demands and tasks He is calling us to do.

(Adapted from "Fill'er Up-With Good Food", by Steve Grunewald, writer/editor of Better Health, a quarterly wellness letter published by Concordia Plan Services of the Lutheran Church-Missouri Synod and published in Shaping the Future, a publication of the Lutheran Education Association, Winter, 2005)

#### **Part 1.0 School Wellness Policy**

##### **1.1 Nutrition Education**

Nutrition education topics shall be integrated into the entire curriculum when appropriate. A quality nutrition education program addresses the following:

#### **Curriculum:**

Equips students to acquire the knowledge and skills needed to engage in sound nutrition behavior.  
Has a curriculum that promotes Christian standards and values as written in Holy Scripture.  
Is aligned with state standards

#### **Instruction and Assessment:**

Aligns curriculum, instruction, and assessment  
Addresses the state guidelines for recommended instruction.  
Builds students' confidence and competence in making healthy nutrition choices.  
Engages students in learning that prepares them to choose a healthy diet.  
Is taught by highly qualified teachers, health professionals and qualified volunteers.

### **Opportunity to Learn:**

Includes students of all ages and abilities

Provides adequate instructional time to build students' confidence and competence in health-enhancing skills.

Nutrition education shall also be made available to parents and the community. Nutrition education may be provided in various forms, including school newsletters, parent and teacher handbooks, additional handouts, posters, banners, website postings, community and student oriented presentations or other communications focused on promoting proper nutrition and healthy lifestyles.

### **1.2 Nutrition Standards**

Lutheran Schools of Indiana that offer school meal programs shall design menus that meet the meal patterns and nutrition standards established by the United States Department of Agriculture (USDA). Schools shall encourage students to make food choices based on the most current Dietary Guidelines for Americans. Food and beverages that compete with the school's policy of promoting a healthy school's policy of promoting a healthy school environment shall be discouraged.

Lutheran Schools of Indiana will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans* for food and beverages.

Lutheran Schools of Indiana will draw upon qualified child nutrition professionals and provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.

Lutheran Schools of Indiana will provide clean, safe, and pleasant settings and adequate time for students to eat.

Lutheran Schools of Indiana that participate in meal programs are encouraged to follow USDA guidelines.

Lutheran Schools of Indiana will provide nutrition education that fosters lifelong habits of healthy eating and physical activity, will establish linkages between health education and school meal programs, and will utilize related community services.

### **1.3 Physical Education and Physical Activities**

Developmentally appropriate physical education shall be offered to all students. In addition, physical education topics may be integrated into the entire curriculum when appropriate. Lutheran Schools of Indiana shall implement a quality physical education program that addresses the following:

#### **Curriculum:**

Equip students with the knowledge, skills, and attitudes necessary for lifelong physical activity.

Has a curriculum that promotes Christian standards and values as written in Holy Scripture.

Influences personal and social skill development.

Is aligned with state standards.

#### **Instruction and Assessment:**

Aligns curriculum, instruction, and assessment.

Builds students' confidence and competence in physical abilities.

Engages students in curriculum choices that prepare them for a wide variety of lifetime activities.

Includes students of all abilities.

Is taught by highly qualified teachers.

Keeps all students involved in purposeful activity for a majority of the class period.

#### **Opportunity to Learn:**

Builds students' confidence and competence in physical abilities.

Has an age-appropriate student-to-teacher ratio.

Has enough functional equipment for each student to actively participate.

Includes students of all abilities.

Addresses the state guidelines for recommended instruction.

Provides facilities to implement the curriculum for the number of students served.

Lutheran Schools of Indiana may offer daily opportunities for unstructured physical activity, commonly referred to as recess, for all students Pre-K through grade eight. Recess should be in addition to physical education class time and not a substitute for physical education. Proper equipment and a safe area designated for supervised recess is necessary.

Teachers are discouraged from withholding participation in recess from students or cancel recess to make up for missed instructional time.

Lutheran schools of Indiana are encouraged to provide extra-curricular opportunities for physical activity, including an athletic program for boys and girls.

Lutheran Schools of Indiana are encouraged to use physical activity as a reward, such as teacher or School Administrator walking or playing with students at recess.

Lutheran Schools of Indiana are discouraged from using physical activity as a punishment.

Parents, teachers, administrators, students, and community members are encouraged to serve as role models in practicing healthy eating and being physically active.

#### **1.4 Implementation and Monitoring**

The School Administrator will ensure compliance with this nutrition and physical activity wellness policy. School service staff will ensure compliance with nutritional policies within the school food service areas and will report to the School Administrator.

Physical education and health curriculum are aligned with state standards and the Local Wellness Policy.

Local schools will comply with all applicable federal and state requirements.

This policy is subject to ongoing review and modification as necessary to assure compliance with the purpose and intent of the Lutheran Schools of Indiana.

Students, staff, and the school community will be informed about the local wellness policy. Records of annual inspections and reports will be available at the local school.

### **2.0 Policies within Holy Cross Lutheran School**

#### **2.1 Vending Machines**

Vending machines that provide beverages for students' use will be limited to water and fruit juice drinks.

#### **2.2 Food Service Personnel**

State and Local Board of health requires that Food Service Managers hold a Serve Safe Certification. This certification requires classroom education and testing. Re-certification needed every 5 years. Food Service Manager must have knowledge of current state regulations and requirements for the National School Lunch Program.

School shall provide funding for continuing education for food service personnel.

#### **2.3 Food Allergies**

The Food Service Program will provide substitutions for students with food allergies. These substitutions will be made when supported by a current statement signed by a recognized medical authority (physician, physician assistants, nurse practitioners, or registered dietitians). The statement must identify the medical or dietary need of the child and the food or foods to be omitted from the diet.

School authorities will discourage the sharing of food and beverages with others. Our Facility supports the "Offer vs. Serve" Program which allows a student to deny one of the offerings on the menu. This eliminates students being required to take a menu offering that they will not eat.

#### **2.4 Snacks**

Students are allowed to bring snacks for birthday treats and on special occasions. Teachers recommend nutritious items should be selected by the parents.

#### **2.5 Fundraising**

All requests for fundraising must be approved by the school board

#### **2.6 Concession Stand**

The sale of concessions at school must follow all basic government and health guidelines. Concession sales must include healthy foods.

#### **2.7 Drinking Water**

On warm days when school is in session, students may be allowed to bring water bottles into the classroom.