

ADMISSIONS 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 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.

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. Under the Department of Education I.C. 20-33-2-11, a child who is designated a habitual truant is defined as "a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year." Under SEA 1, the "superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC31-30-through IC 30-40.

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.

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.

Academic Eligibility Requirements for Sports and Extra-curricular Activities

A review of the eligibility requirements for extra-curricular activities by the school administrator and advisory council has resulted in the following updates.

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 the quarter grading period will be put on probation from the extra-curricular activity until the next midterm. 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) by the quarter, 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 teachers (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 extra-curricular athletic programs.

BULLYING BEHAVIOR POLICY

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

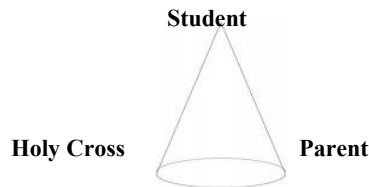
Middle School

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.

DISCIPLINE POLICY

DISCIPLINARY PHILOSOPHY

Discipline in our school is an act of our Christian faith. It is not administered in a spirit of vengeance nor with retribution, but with the thought of the child's character in mind. Christian discipline always has the good of the child utmost in mind with the support of the adults surrounding the child. We believe that whatever a teacher does, even in the matter of discipline, is to be done in the spirit of love for our Lord, and for the child. No corporal punishment is allowed.



BASIC GUIDELINES FOR LIVING AT HOLY CROSS LUTHERAN SCHOOL

In every community there is a need for guidelines. God's word gives us the Ten Commandments as guidelines-- guidelines for living lives characterized by love for God and love for our fellowmen. We would not presume to improve on the Ten Commandments. However, in a general way we have attempted below to state our expectations for students in conjunction with the Law of God:

[A] A student shall respect God at all times in his personal daily living, showing thanksgiving for blessings bestowed upon him as God's Redeemed. **(You shall have no other Gods)**

[B] A student shall respect God and his fellow students by using language becoming to a Christian. Language that insults God's creation, profanity, or other "street language" will not be tolerated. **(You shall not misuse the name of the Lord your God.)**

[C] In chapel or in any worship setting, behavior that dishonors God or makes it difficult for others to worship God will not be tolerated. Faithful, weekly church and Sunday School attendance is required by God. **(Remember the Sabbath day by keeping it holy.)**

[D] A student shall respect God by honoring and obeying his teachers or adults who are placed over him as God's representatives. All school assignments made by teachers are to be completed by students on time! Back talk, disrespectful side remarks, excessive and rude talking disrupts others; and disruptive conduct to teachers and others will not be tolerated. Gum, toys, or items such as electronic devices, which tend to create a disturbance, are not to be brought to school. The teacher will collect such items and the parents will need to retrieve them from the teacher or office if feasible. **(Honor your father and your mother.)**

[E] A student shall respect God by controlling his anger, and humbly take his place among his fellow students by showing love and forgiveness to all of his classmates. Fighting, possessing weapons, picking fights, etc. will not be tolerated. The possession or use of alcoholic beverages, cigarettes, drugs or fireworks in any form are not only illegal, but harmful. Such possession or use will warrant immediate suspension from school. **(You shall not murder.)**

[F] Gestures, jokes, pictures, and statements, which are sexually insulting to God's creation, will not be tolerated. This includes electronic media and online web searches. **(You shall not commit adultery.)**

[G] A student shall respect God and his fellowman by respecting the rights and property of others. Stealing property from others, "borrowing" without asking permission or destroying property will not be tolerated. The care of personal property and school property is required at all times. Cheating on schoolwork in any way is a form of stealing information and someone else's knowledge. This is against school rules, and a sin against God's law. **(You shall not steal.)**

[H] Lying, and all forms of malicious tale bearing designed to hurt others will not be tolerated. Children of God will want to build up the good names of others, rather than tear them down. **(You shall not give false witness against your neighbor.)**

[I] Students are not to take or seek to get those things, which are not rightfully theirs. **(You shall not covet your neighbor's house. You shall not covet your neighbor's wife, or his manservant or maidservant, his ox or donkey, or anything that that belongs to your neighbor.)**

In summary, if we focus on respect the Law of God is naturally to follow.

R – Remember
E – Everyone
S – Shall
P – Portray
E – Exceptional
C – Conduct
T - Today

Homework: Because completion of homework is vital to the educational success of any student, no student will be allowed to leave school until all of the previous day's homework is completed and turned in. In order to help facilitate that, students who do not have their homework completed at the time of their class period will stay after school that same day in the study hall room until at least 4:15. If your child does not have their homework done, a phone call will be made home so you know your child will be staying after to get it completed. If the problem persists, this becomes a behavioral issue which will follow the sequence listed below.

Dress Code Violations: Students not complying with dress code will make a phone call to their parents so that the student can comply. Parents will be expected to bring appropriate clothing immediately so the child can return to class. If this continues to be an issue, it becomes a behavioral issue which will follow the sequence listed below.

Academic Cheating Policy: Cheating will include the following behaviors: Copying or allowing homework to be copied or cheating on quizzes or exams (i.e. stealing test materials, using cheat notes, copying answers or allowing answers to be copied) The first offense dealing with homework, quizzes, or tests will be handled by the teacher observing the behavior, giving a 0 or F on the assignment/quiz/test and initiation of the detention procedure. Repeated occurrences of cheating will result in a parent conference and may involve suspension or expulsion.

The school's **disciplinary response** to inappropriate behavior may be applied in the following sequence: **classroom disciplinary practices**, restitution (if applicable), detention, suspension, and expulsion. Remember, Christian discipline always has the good of the child utmost in mind with the support of the adults surrounding the child. This means communication among all three parties is always the first step and the following disciplinary practices are only utilized when the behavior has reached that severity.

Detentions

When a student misbehaves in the classroom or in other class activities, a detention may be given to that student. When a student comes to detention, all behavior normally expected in the classroom applies to the detention room. The student is to come to detention on the assigned date after school and will be there until 4:15. He/she will complete a detention essay. No other homework or other work may be completed during this time. There is to be no talking. If a student misbehaves during detention, another detention will be assigned. The assigning teacher, upon notice given to the parent/guardian, will determine the day and time.

After a student has served three detentions in a quarter, if an additional detention is warranted, the student will receive a one-day suspension from school.

Suspension

A student may be suspended from classes for inappropriate actions or attitudes or repeated infractions of school regulations. Parents will be notified immediately by phone of the suspension. A suspended student will be reinstated to class at the discretion of the principal. A conference with the student, parents/guardian, and appropriate school personnel is required before a student may be reinstated in the class.

A suspension may assume either of the following forms or a combination thereof:

1. On campus suspension: The student may be required to report to a specific place on campus during school time. The student shall be assigned academic work to make up for the loss of class time.
2. Home suspension: The student may be sent home for the entire period of suspension. The student shall be assigned academic work to make up for the loss of class time.

Students on suspension are ineligible for athletics and all other extra-curricular activities. School work or tests given during the time of the student's suspension will not receive full credit. All suspensions must be documented and will become part of the student's permanent record.

If a student is suspended two times in the same quarter, that student may be expelled from Holy Cross Lutheran School if the behavior demonstrates "continued willful disobedience that remains unresolved".

Expulsion

Pupils at Holy Cross Lutheran School will be expelled at the discretion of Holy Cross Lutheran School, usually for a clear and serious cause. When a student is expelled, the student and parent/guardian will be notified of the reasons for the expulsion. Reasons for expulsion include, but are not limited to:

1. Use, sale or possession of narcotics, alcohol or tobacco.
2. Possession of a weapon at school or a school sponsored activity.
3. Vandalism or theft of school property.
4. Assault or battery or any threat of force or violence directed towards any school personnel or pupil.
5. Habitual truancy.
6. Continued willful disobedience of the school's behavior standards that remains unresolved by the above disciplinary measures.
7. Parents unsupportive of the staff or the rules and decisions of the school.

Parents may appeal the decision to expel to the Senior Pastor only if the evidence upon which the decision was based is viewed as insufficient or inaccurate. The appeal must be in writing and presented to the Senior Pastor within 3 working days of expulsion.

Financial Assistance Policy K – Grade 8

We believe God calls us to use our resources wisely. The Bible makes it clear we are to love one another in tangible ways, not showing favor to the rich in this world. Our desire is to be faithful in this way to God's Word, making every effort to serve those families in need of financial aid with the love of Christ, equipping them toward financial health while assisting them along the way.

We have established the following guidelines for anyone requesting tuition assistance to attend Holy Cross Lutheran School. Graduation from Financial Peace University (a 13-week comprehensive personal finance class) - to graduate at least one adult in the family needs to be at 11 out of the 13 classes (make-up sessions are available and should be scheduled with your coordinator). The FPU classes are offered regularly. Call Chad Van Meter to see when the next one is scheduled. Graduation must be prior to the beginning of the school year for which you are requesting assistance.*

Only members in good standing as defined by the Worship Attendance Policy of Holy Cross Lutheran Church are eligible for financial assistance.

Parents will contact school bookkeeper 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.

Sources of funding

Matched funds	Private funding
Endowment	Guardian Angel fund

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 25th of the new school year
- Award letters will be distributed mid – June

*Financial Assistance is contingent on successful completion of FPU by December 15th of the current school year. If you do not meet this requirement, you will be charged full tuition retroactive to the start of the school year.

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.

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.

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.

**MEMBERSHIP ATTENDANCE POLICY
AS RELATED TO SCHOOL TUITION
*September 2005 (revised July 2010)***

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 20 times during the 9 month period from September 1st to May 31st. Attending multiple times on a regular weekend will not count, but attending special (other than weekend) services will count 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 school year. If the member(s) become in good standing (meeting the 20 church attendance requirements within the given dates), they will go back to member rate. For the next school year, if the member(s) does 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.

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

It is the individual families responsibility to track their attendance. They may contact the church office at anytime and request a status report. Letters will be sent out by June 30th notifying families who have been classified as inactive for the next school year.

PAYMENT POLICY

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.

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 **1st Notice** letter. This letter is a reminder that your fees are past due. If fees remain unpaid 30 days after the 1st 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 4th quarter report card. If an 8th Grade student account is not current to the payment plan selected **as of March 15th** 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

UNIFORM POLICY 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

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 Administrator¹ 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 DUI², 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.

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

¹ 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.

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.