



**HOLY CROSS SCHOOL**

**preschool :: elementary :: middle**

# **Parent/Student Handbook 2023-2024**

**Accreditation:**

National Lutheran School Accreditation  
2022-2027

**3425 Crescent Ave.  
Fort Wayne, IN 46805**

**PHONE: 260.483.3173**

**FAX: 260.484.9115**

**[www.holycrossfw.org](http://www.holycrossfw.org)**

## **Our Mission**

Equipping and sending God's people to make a Christ-like difference in the world.

## **Our Purpose**

You want the best for your child, and so do we. It's important to recognize that choosing a school for your child is crucial for their future and overall character development. At Holy Cross, you will have a second support system. We provide excellent education and value parent partnerships to help students succeed. We ensure each child is equipped to reach their full potential spiritually, academically, socially, and emotionally.

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## 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.

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.

### General Guidelines

- A child must have reached age five on or before August 1<sup>st</sup> for enrollment into Kindergarten.
- 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.
- Families presently enrolled and attending will be given priority enrollment if the application is received before a class is full.
- 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.

### Enrollment Procedures

- Students already enrolled in Holy Cross Lutheran School will be given first opportunity/priority to enroll the following year. This will be completed by February 1st.
- At this time, we will open our enrollment to all parties interested in attending Holy Cross Lutheran School.
- For families involved in open enrollment, a letter will be received upon enrollment completion, informing your family of Holy Cross Lutheran School's intent for the following school year.

### Admissions Procedures:

- All new families will tour Holy Cross Lutheran School.
- All new applications are dependent upon an interview with the Principal or their designee, consideration of available academic and behavior records, and may be screened for academic abilities.
- Applications for admission to the school are accepted for the next school year any time after February 1.
- The application fee is required at the time of applying. The fee is non-refundable.

### Waiting List Procedure

- If we need to start a waiting list, priority will be given to families with current students enrolled. Then the list will be determined by date of application.
- When a family is offered an opening for a student and refuses, that student moves to the bottom of the list regardless of whether or not they have siblings.

**APPOINTMENTS DURING SCHOOL HOURS**

An appointment is required if you are planning to visit a teacher or classroom during school hours.

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

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

**Check In:** Parents/students are required to check in students in the school office before they can be admitted to class if they arrive after 8:15 a.m.

Parents are to check in at the school office when they enter the building, then the office will call for your child if he/she is not already in the office.

**ARRIVAL PROCEDURES**

All K-8 parents are to enter the parking lot from St. Joe River Drive. Drive slowly, using caution entering at gate C (furthest from school). DO NOT ENTER FROM CRESCENT AVENUE. You may join the line of cars at door 4, using the 1<sup>st</sup> or 2<sup>nd</sup> lanes and let your child out to walk on the yellow crossing area only. Exit from gate A or B back onto St. Joe River Drive.

NOTE: If you choose to walk your child to the building, please park in a parking space.

**ATHLETIC PROGRAM AND POLICY**

	<b><u>GIRLS</u></b>		<b><u>BOYS</u></b>		
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	5-8	August-October
Soccer	5-8	March-May	Track & Field	5-8	March-May
Track & Field	5-8	March-May	Cross Country*^	4-8	August-October
Cross Country*^	4-8	August-October			

\*In participation with other Lutheran Schools

^Emmanuel-St. Michael is the host school

**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.

### ATHLETIC ELIGIBILITY REQUIREMENTS

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 extracurricular activities will be subject to the following guidelines.

- A student who has below 67% in one or more classes at designated 2-week grade checks will be put on probation from the extra-curricular activity for 2 weeks. The student may participate in practice but will not be able to participate in competitions.
- If the student brings up the grade(s) by the next grade check, the student may resume regular participation in the extra-curricular activity.
- If the student does not bring up the grade(s) within 2 weeks, the student is ineligible for both practice and competition for an additional 2 weeks.
- 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 extracurricular activity on the same day.
- Eligibility will reset for a new athletic season.

Official communication about eligibility will come from the Athletic Director.

It is the responsibility of the teacher to consult with the athletic director in matters concerning student academic eligibility. It is the responsibility of the athletic director to inform the coach, the student athlete, and the parent of the ineligible status. A meeting may be called by the Athletic Director, teachers, and/or parents to discuss student success.

Holy Cross Lutheran School 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.

### ATTENDANCE POLICY **Attendance Line: 260-739-6522**

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, the Department of Education for the State of Indiana has taken the position that a school should be able to document an attendance rate of at least 95% to be scored favorably during the performance-based accreditation process. This means a student may accumulate no more than ten (10) absences during a school year to attain a 95% record. All students are held to regular and punctual attendance. Parents are to call the attendance line *before 9 a.m.* the day of each 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. Missing more than 3 hours of school will result in being marked absent. Missing between 90 minutes and 3 hours will be marked as ½ day absent. Anything less than 90 minutes will be considered a tardy.

**Attendance:**

- Holy Cross records attendance via FACTS. As a parent, you may see records at any time.

**Excused Absences:**

- Illness with call from parents to the school office **up to 3 days**. Additional absences due to illness require a doctor's note for days to be excused. A parent who has a son/daughter with a chronic illness may have a medical doctor complete a form and file it at the school office.
- Appointments that cannot be made before or after school hours with documentation
- Serious illness in the immediate family (those living in the home).
- Death in the family (maximum five days for parents, step-parent, sibling or grandparent. Maximum of three days per school year for cousins, aunts or uncles).
- Inclement weather (in the parent's judgment).
- Head lice (first day only).
- The child lacks proper immunizations (one day only).
- Out-of-school suspensions (A student who is suspended is counted as absent).
- Hospitalization or surgery.

**Unexcused absences:**

- Failing to notify the school office for absence by 9 a.m.
- Keeping child home during scheduled educational field trips (i.e.: 6<sup>th</sup> grade field trip to Camp Lutherhaven, 8<sup>th</sup> grade trip to Washington, DC).
- Head lice or lack of proper immunizations after the first day.
- A student who is not at school without an approved excuse.

**Notification to Parents:**

1. A parent will receive an automated notification email after five, eight, and ten excused/unexcused absences. A meeting will take place if attendance continues to be an issue, and the local officials will be notified if truancy cannot be effectively resolved.
2. If a child has **10 or more unexcused absences** the school will file a Delinquency Affidavit with the Status Offender Court Alternative Program (SOCAP).

**EXCUSED TARDIES:** 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 administration makes the final decision on excused or unexcused tardies.

**UNEXCUSED TARDIES:** Tardies that do not meet the above criteria will be considered unexcused (i.e.: late arrival to school after 8:15 a.m.). Please note: Holy Cross counts **7 unexcused tardies as 1 unexcused absence**.

**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. 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:** 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. Prior authorization from administration is required. Work may not always be given ahead of an absence.



## **BICYCLES**

Bicycles may be ridden to school as parents allow. The student is to walk the bicycle to the front entrance upon arrival to 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 on the bike rack while at school. Student riders will be dismissed after all car riders.

## **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 prohibits acts of harassment or bullying. A safe and caring environment in school is necessary for students to learn and 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 all employees. Students are also responsible for their own behavior toward others.

Holy Cross expects 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.

"Harassment or bullying" is any gesture or written, verbal, graphic or physical act (including electronically transmitted acts – i.e. internet/social media, phone call, text, etc) that attempts to intimidate, threaten, belittle, or ostracize someone. 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.

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.

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.

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.

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.

Holy Cross requires the administrator or his/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 recognizes that we cannot monitor all social media interactions between students and parents. It is the expectation that parents will initiate Christ-focused contact with each other to rectify any negative content between students. If resolution is not resolved, the school will initiate remediation.

#### **FOUR BASIC RULES ABOUT BULLYING:**

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

### **CELL PHONE & SMART WATCH POLICY**

Students up to 4th Grade are not allowed to have cell phones or smart watches at school. We understand that 5th - 8th grade students may carry cell phones due to extra-curricular activities. **If a student carries a cell phone to school, it must be turned off and placed in an area provided by the homeroom teacher.** Smart watches must also be turned off and turned in with cell phones. Cell phones are not allowed to be kept in lockers or backpacks. Holy Cross Lutheran School will not be responsible for lost or stolen devices. Failure to comply with this policy will result in the cell phone being confiscated and returned only to the parent or guardian, and subject to other disciplinary actions.

The use of technology devices or any electronic device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school related event. Personal electronic devices may only be used for educational or instructional purposes. The following actions are not permitted on personal electronic devices as well as school provided devices: Audio, video or text communication with others on or off campus unless under school staff direction; Uploading or posting audio, video or text to non-school sponsored sites; Use of any software, app, or website that does not have an educational purpose or directed to by a school staff member. Inappropriate use of personal electronic devices or school provided devices will result in the loss of use privileges.

In addition please note the following regarding cell phone content and display:

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- Child Exploitation: It is a Class D felony under I.C. 35-42-4-4(b) for any person/student (1) to exhibit, photograph, or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18. Sexual conduct is defined at I.C. 35-42-4-4(a).
- Child Pornography: It is a Class D felony under I.C.35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16. Sexual conduct is defined at I.C. 35-42-4-4-(a).
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a

juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

### **COMMUNICATION WITH FAMILIES**

While we are used to instant communication, please respect a faculty member’s time and their ability to respond to communication. If a parent contacts a teacher, they will be responded to within 48 hours of the initial communication. If the parent has not received a response, please contact the school office so we can be sure the email or voicemail was received. Please take into consideration emails sent on Friday may not get a response over the weekend.

### **CONCUSSION POLICY**

1. When a student-athlete shows any signs, symptoms or behaviors consistent with a concussion, the athlete shall be removed immediately from practice or competition and evaluated by school personnel or another health care professional with specific training in the evaluation and management of concussion.
2. Where possible, the athlete shall be evaluated on the sideline by appropriate personnel.
3. A student-athlete displaying any sign or symptom consistent with a concussion shall be withheld from the competition or practice and shall not return to activity until receiving clearance from a licensed physician (MD or DO). The student-athlete’s parent/guardian(s) shall be immediately notified of the situation.
4. The student-athlete will receive serial monitoring for deterioration. Student-athletes and their parent/guardian shall be provided with written instructions upon dismissal from the practice/game.
5. In accordance with Holy Cross's emergency action plans, immediate referral to Emergency Medical Services should be provided for any of the following “Red Flag Signs or Symptoms”.
  - a. Loss of Consciousness
  - b. Seizure-like activity
  - c. Slurring of speech
  - d. Paralysis of limb(s)
  - e. Unequal pupils or dilated and non-reactive pupils
  - f. At any point where the severity of the injury exceeds the comfort level of the on-site medical personnel
  - g. Projectile vomiting
6. Consultation with a team of health care professionals experienced in concussion management shall occur for all student-athletes sustaining a suspected concussion. This consultation may occur by telephone between the local health care professional and a provider experienced in concussion management.
7. For the purposes of this document, a healthcare professional is defined as one who is trained in management of concussion and who is:
  - a. A licensed physician (M.D. /D.O.)
  - b. Advanced nurse practitioner
  - c. Neuropsychologist
  - d. Physician assistant (PA) working under the direction of a physician (M.D. /D.O.).
  - e. Licensed athletic trainer working under the direction of a physician (M.D. /D.O.).
8. Subsequent management of the student-athlete’s concussion shall be at the discretion of the treating health care professional, and may include the following:
  - a. When possible, repeat neurocognitive testing with comparison to baseline test results.

- b. Medication management of symptoms, where appropriate.
  - c. Provision of recommendations for adjustment of academic coursework, including the possible need to be withheld from coursework obligations while still symptomatic.
9. Direction of return to play protocol, to be coordinated with the assistance of the licensed athletic trainer
10. Final authority for Return-to-Play shall reside with the attending health care professional, or their designee. Prior to returning to competition, the concussed student athlete must have a return-to-play clearance form signed by a licensed Physician (MD or DO).
11. All signed release forms will be kept on file in the school office. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1984 PUBLIC LAW 93-380 PUB

## CURRICULUM

The curriculum and courses 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 teachings, memory work, Catechism, worship, service opportunities
- **Language Arts:** Reading/Literature, phonics (K-2), English (grammar), spelling, handwriting, & composition skills
- **Mathematics:** Computation, 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, recorders, choirs, bands, singing in worship. Angelis Choir (grades 4-5), Junior Choir (grades 6-8), Band Blazers (grade 5); Crusader Band (grades 6-8) and/or take private string lessons (grades 3-8).
- **Art:** Work in a variety of media, art history & art appreciation
- **Physical Education:** Basic skills, exercise & movement, physical fitness, group games, rhythm & recreation
- **Technology:** Computer literacy, internet safety, typing, word processing, presentations, spreadsheets, videography

## DISCIPLINE POLICY

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.

**Types of Disciplinary Consequences** (*may include, but are not limited to*):

### **A: Teacher and Classroom Intervention and Consequences**

1. Break/Time-out
  - a. Time-out in classroom
  - b. Loss of recess time
  - c. Loss of lunch in cafeteria with peers
  - d. Loss of field trips
2. Conference with student
3. Phone call to parent
4. Conference with parent

### **B: 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, counselor)
5. Community Service at Holy Cross
6. Detention:
  - a. Detaining a student (for up to one hour) after school
7. In-School Suspension
  - a. Removal from classroom for 1 day or more
  - b. Issued for accumulating three detentions in a quarter, and will be served on the fourth detention

### **C: School Administration Consequences**

1. Detention
2. In-School-Suspension
3. Restricted activity
  - a. Denial of participation in school or extracurricular activities
4. School/community service
5. Restitution
  - a. Student assigned to make appropriate restitution for loss or damage
6. Assignment to mandatory counseling with support staff with student (i.e. - pastor, minister)
7. Assignment to mandatory counseling with support staff with parent and student (i.e. - pastor, minister)
8. Other consequences as deemed appropriate by Administration.
9. 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 may be required to have a meeting with School Administration and/or sign appropriate documentation.
10. Removal from school
  - a. Parents are asked to voluntarily withdraw student from Holy Cross
11. Expulsion
  - a. Student is withdrawn from Holy Cross with notice placed on permanent school record

Note: At the School Administrator's discretion, a student's conduct may result in more than one consequence. 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 are 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.

### **Reasons for Consequences**

Consequences are based on the maturity of the student, severity of actions, previous history, parental involvement in solving the problem, contrition of the student and many other factors. Holy Cross fully supports its staff in their ability to evaluate each instance in a fair and equitable manner. All behaviors may not be listed.

1. **Tardiness**
2. **Truancy:** Failure to report to school without school authorization or parental consent for three (3) unexcused absences.
3. **Bringing Personal Property Unrelated To The Educational Process to School**  
Note: Items will be confiscated and may be returned to parents
4. **Inappropriate Dress**
5. **Misconduct**
6. **Misusing School Technology**
7. **Gambling**
8. **Harassment and Bullying**
9. **Group or Gang Activity**
10. **Failure to Report Potential Actions or Plans That May Cause Personal Injury or Property Damage**
11. **False Alarms/Destructive Device Threats/Other Disruptions**
12. **Habitual Misconduct**
13. **Public Immodesty or Indecency**
14. **Dishonesty:** (lying, cheating, plagiarism, altering school records, etc.)
15. **Disobedience or Mistreatment of School Authorities**
16. **Threatening, Risking, Causing, or Attempting to Cause Physical Injury**
17. **Taking or Damaging School Property or the Property of Others**
18. **Possession or Use of Tobacco, Alcohol or Drugs**
19. **Possession, or Use, of Explosives, Knives, Weapons or Firearms**

**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:** 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.

## DISMISSAL PROCEDURES

### **Grades K-8 dismissal 3:10 - 3:30pm.**

- Each family will be given a pick up number at the beginning of the school year.
- Clearly display the pick up number in your vehicle window.

### **Exit from Main School Door - door 4 (Student Last Name A-L)**

- Enter through gate C off St. Joe River Dr. Form two lines and follow the white lines around to the front door of the school. Pull forward to the thick white line.
- Your child(ren) will be dismissed from their classroom when their number is entered.
- Wait to exit until a staff member clears you to exit.

### **Exit from Church Door - door 1 (Student Last Name M-Z)**

- Enter in the last driveway by the Aulick Center off of Crescent Ave. Form two lines and then use three lanes in the parking lot. Pull forward to the thick white line.
- Your child(ren) will be dismissed from their classroom when their number is entered.
- Wait to exit until a staff member clears you to exit.

## **DO NOT PARK AND GO IN TO GET YOUR CHILD(REN).**

### **Dismissal for walkers and bike riders:**

- Due to the amount of traffic at dismissal time, all walkers and bike riders will be dismissed **AFTER** the car line is complete.

**Call the school office at 483-3173 before 2:00pm if there are any changes to pick-up information.**

**Students who are not picked up by 3:30pm will be sent to Kids Care.**

## eLEARNING POLICY

eLearning is a productive day of learning for our students. The students will be engaged in meaningful learning experience in an online environment. Students are expected to complete all work assigned by their teacher(s). eLearning is a full school day; therefore, the students should expect to be busy with work from all subject areas. The teachers will all be available (9 am-3 pm) to answer any questions students have as they work through their eLearning activities.

Participation in eLearning **is not optional**. Failure to complete the work will result in the student being given an unexcused absence, and the student will be subject to all conditions of an unexcused absence as outlined in the Handbook (see **Attendance Policy, pp. 3-4**)

On eLearning Days:

- All work will be posted by 9:00am on the eLearning day.

- Access instructions will be provided by the teacher to all students and parents.
- Teachers will be accessible from 9:00am-3:00pm to answer student questions. Each teacher will communicate with their students and parents how to ask questions.
- Students have 24 hours after returning to school to turn in all assignments. It is the student’s responsibility to complete and turn in all assigned material or receive an unexcused absence.
  - Exceptions: Students without internet and/or computer access need to work with their teacher about their eLearning activities. **Parents: Notify your child’s teacher if your students fit into this category.**
- Lesson content is designed to be work the student is capable of completing without teacher supervision.
  - Parent assistance may be necessary, but we do not expect parents to teach the content. As needed, parents may need to help their student understand instructions and/or assist in completing the work.

**FIELD TRIPS**

Field trips offer educational experiences and learning activities for students outside of the classroom. These experiences are required in order to fulfill academic requirements. Teachers plan field trips throughout the year. 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. **Siblings are not permitted on field trips.**

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 SUBMIT A BACKGROUND CHECK RELEASE IN THE SCHOOL OFFICE PRIOR TO HELPING.**

**GRADING SCALE**

The following scale is used in Grades 3-8 to measure academic achievement:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	50-59%
Incomplete	0-49%

The following scale is used in Grades K-2 and K-5 Specials:

4	Exceeding Expectations
3	Meeting Expectations
2	Approaching Expectations
1	Not Meeting Expectations

**HAIR / TATTOOS / 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. Boys may only wear stud earrings.
- It is not acceptable for students to have unconventional hair colors such as streaking or radical colors.



- Any radical hairstyles or hair coloring are not acceptable.
- Hair styles should be well-kept and should not cover eyes.
- Boys are expected to come to school clean shaven – no mustaches, goatees or beards.
- Tattoos (even removable) are not permitted.

### HALL / PHONE PASSES

Students may use classroom telephones with teacher permission. If the need arises to use the office telephone, the student must have a teacher note. School staff will contact home in the event of illness requiring a student to go home.

**Hallway Expectations:** Walk quietly, in a line, keeping to the right side.

### HOMEWORK POLICY

**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 studying.
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.

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. Homework is given for different reasons, but usually falls into one of these categories: practice, preparation or extension. The amount of time spent at home on homework assignments will fluctuate based on age and ability of a child. Much of a student's homework can be completed in school depending on the student's use of study time. For **K-2**: 10-30 minutes of homework could be expected; For **3-5**: 30-60 minutes could be expected; For **6-8**: 60+ minutes of homework should be expected. Should questions arise regarding student progress, homework, and other classroom policies, parents are urged to consult with their child's teacher.

### HONOR ROLL

Students in Grades 6-8 who achieve academic excellence will be recognized on an Honor Roll for each quarter.

- **Principal Honor:** 95% or Higher in Reading/Literature, Math, Language Arts, Social Studies, Science and Religion, and satisfactory grades in all other classes.
- **High Honor Roll:** 90% or Higher in Reading/Literature, Math, Language Arts, Social Studies, Science and Religion, and satisfactory grades in all other classes.
- **Honor Roll:** 85% or Higher in Reading/Literature, Math, Language Arts, Social Studies, Science and Religion, and satisfactory grades in all other classes.

### INTERVENTION POLICY

Students who have no designated disabilities but have low standardized test scores and/or grades will be identified at the end of the first semester. At that time, specific interventions will be implemented. Teachers will meet with parents regarding these concerns and interventions. Progress towards academic goals will be monitored monthly and communicated to parents.

If goals have not been met by the end of the third quarter, interventions will be intensified and the school will request another meeting with parents to discuss retention. In Grades PK-3, retention is identified as an option if it is determined that not enough growth has occurred during the time mutually agreed on by teachers and parents. In Grades 4-8, retention is identified as an option if a student is failing in at least two core subject areas (Reading, Math, Science, Social Studies).

Assessments/standardized tests that could be used include, but are not limited to:

- Dial 3 (Pre-Kindergarten Screening)
- ESGI (Preschool and Kindergarten)
- IREAD (Grade 3)
- ILEARN (3rd-8th)
- NWEA MAP Growth (K-8)
- Fountas & Pinnell (K-5)
- Interventions/anecdotal records
- End of unit tests in core subjects

### **KIDS CARE**

**Direct Line: 260-739-6558**

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 8:00 a.m. After-school care begins when school is dismissed and operates until 6 p.m. **A \$5.00 per hour charge (charged by minute)** is assessed to all participants. Additionally, a **\$5.00 late charge** will be accrued **every 15 minutes** for any participant picked up after 6 p.m. 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 7:55 a.m., or not picked up by 3:35 p.m., will automatically be sent to Kids Care.

A separate Kids Care Registration form is required to be on file. Authorization to release a student to anyone other than a parent must be listed on the Kids Care Registration form or a note provided to the school office.

### **LEAVING SCHOOL GROUNDS**

Parental permission must be given for a student to leave the school grounds during the school day (i.e.: doctor or dentist appointment). Any student in grades 6-8 needing to stay after school to participate in a school activity OR requesting to leave the school grounds, will need to obtain a permission slip from the school office and have a parent sign before permission is granted.

**Holy Cross will not be held responsible for students leaving the school property. Students who leave the property are not allowed to return and check into Kids Care.**

### **LIBRARY**

The Holy Cross Lutheran School Library supports students and teachers at all grade levels. Our goal is to promote life-long reading and learning as well as helping students discover enjoyment in the printed word. We also provide instruction in information literacy so that students will develop the ability to use all sources of information online and otherwise competently, accurately, and ethically.

**Students must pay a replacement cost for any lost or damaged items.**

## LOST AND FOUND

Anything your child brings to school, including a lunch box, book bag, articles of clothing, etc., should have the child's name in/on it. 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 next to the cafeteria) more than just once if an item is misplaced. Check the school office for small or more valuable items such as jewelry.

## 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. **Student lunches are \$2.50 for the 2023-2024 school year. Adult lunches are priced differently at \$3.80.** With our FACTS system, you may deposit any dollar amount into your family's account and money will be drawn out in accordance with your 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 National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Holy Cross Lutheran School adheres to the following meal charge procedure.

- All cafeteria purchases are to be **prepaid** before meal service begins. Parents may pay for lunches online through the FACTS system or by sending cash or a check to school. Payments sent to school must note the *student's full name* and must indicate that the payment is for the *lunch account*.
- With a signed Parent Approval Form, Holy Cross students will be allowed to make extra charges to their lunch account for extra entrees, bottled water or ala carte snacks.
- The FACTS system will send a notice every day of any balance below \$5.00 in the student's lunch/meal account.
- Students may charge up to \$25.00, providing they establish and maintain a good credit history of making payments on their food service accounts. If a student has charged more than \$25.00 and/or does not have a good history of paying their lunch account, Holy Cross may revoke lunch and "ala carte" charging privileges until the overdue balance is paid.
  - After repeated attempts are made to collect an overdue balance with no response, Holy Cross will provide an alternative meal of a peanut butter sandwich and milk to a student who pays reduced or full price and who does not provide the required payment for that meal.
- All accounts must be settled at the end of the school year. Emails will be sent home approximately 10 days before the last day of school to students who have any negative balances.
- Students who graduate or withdraw from the corporation and have \$5.00 or more left in their lunch/meal food service account will receive a refund by check. Balances smaller than \$5.00 will be refunded upon request. Unclaimed remaining balances will be used to pay outstanding balances for other students.

## LUTHERAN BELIEFS

Holy Cross Lutheran School views all children and their families to be people of priceless worth, precious in the sight of God, and loved so much by Jesus Christ that He would die and rise for them. We hold the biblical beliefs of our sponsoring congregation (Holy Cross Lutheran Church) and national church body (The Lutheran Church--Missouri Synod ... <https://www.lcms.org/about/beliefs>). Holy Cross students will love all and live *tolerantly*, that is, accepting the existence of different views without accepting different

views. Living *tolerantly* also means loving all, including those with whom we hold profound disagreements. We all are broken and sinful people who journey through a broken and sinful world. We daily need to be confronted by God's demands, especially when we act in ways that divide our oneness, diminish our diversity, and otherwise fall short of God's original vision and intent for our lives. We daily need to hear God's promise of abundant life given to us in Jesus Christ, especially when we repent of these divisive and dismissive ways. Our ministry with students and families is guided by this: *We are more sinful and flawed in ourselves than we ever dared believe, yet at the very same time we are more loved and accepted in Jesus Christ than we ever dared hope.*

## MEDICAL PROCEDURES AND POLICIES

### HEAD LICE POLICY

The policy for dealing with head lice infestations is as follows:

- If a student is found to have head lice, parents will be immediately notified and may come and take their child home.
- Staff members will check each student in the class and brothers and sisters enrolled in school of the student infested.
- School parents will be notified only when an extreme case of head lice is discovered at school.
- A student can return to school after treatment with a recommended shampoo. The student will be checked on the day he/she returns to school.
- Parents should always notify the school immediately if a case of head lice is discovered at home. 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. If the school has been contacted by a parent regarding their student having head lice, each child in that specific classroom will be checked for head lice, and a medical notification will be sent home via FACTS stating your child was checked for head lice.

### HEALTH AND FIRST AID

- Holy Cross Lutheran School will direct medical questions to our nurse coordinator.

### IMMUNIZATIONS:

- When a child enrolls in school, the student's parent/guardian must provide proof the student has been immunized **OR** that a current religious or medical objection is on file. Medical objections to immunizations (Immunization waivers) must be signed by a physician **and** parent/guardian **each year**. The waiver must contain a physician's certification that a particular immunization is **detrimental** to the child's health. Religious objections (Immunization waiver) may be signed by the parent/guardian **each year** and must be on file with the school. *A philosophical objection is not allowed in Indiana.*

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

(Exceptions include medical objections OR religious objections only – *see above*)

DTP:	4 doses (5 doses Kindergarten)
Polio:	3 doses (4 doses Kindergarten)
MMR:	1 dose Preschool (2 doses Kindergarten).
Hepatitis B:	3 doses Kindergarten
Chickenpox:	2 doses Kindergarten
Hep A:	2 doses Kindergarten (doses should be 6 months apart)

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 11a.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 the nature of the illness.
- Students who have been treated by a physician for a medical diagnosis should have the permission from that physician to return to school.
- 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 and hearing 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 be returned to the school nurse.

### **ILLNESS AND INJURY**

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

- has a 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. In the event of an injury to the head, the parent will be notified immediately.

**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.
- Children who are vomiting or have diarrhea **MUST** remain 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 treatment 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 the student is at school.
- **Any student who misses more than 3 consecutive days must provide a doctor's note upon returning.**

### **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. **Proper documentation is needed with all medication brought to school.**

### ADMINISTRATION OF MEDICATION

Only licensed 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.

### HERBAL-VITAMIN-DIETARY SUPPLEMENT POLICY

- In compliance with nursing regulations, school nurses **will not** administer herbal supplements to students at school.
- School personnel are prohibited from administering any herbal medication, nutritional supplement or essential oils orally; students are not allowed to carry them on their person.

### 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 school 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.

### 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 office. 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 cabinet in the school office.

### **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 is the student's responsibility to come to the school office 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 will be destroyed.

## **MUSIC EDUCATION**

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 students 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. A Music Education specialist will be teaching this course in grades K-5 with the remaining grades electing for band and/or choir.

In addition to the above-mentioned music education program for all students, those with special interests and abilities may join one of our children's choirs (grades 4-5: Angelis Choir; grades 6-8: Junior Choir), play in the school band (grades 5-8, and/or receive instrumental lessons. 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.

## NUMBERED PARKING SPOTS POLICY

All numbered parking spots are for staff of the school. These spots are reserved Monday-Friday from 7:30-4:00. Please do not park in numbered spots.

## PARENTAL RESPONSIBILITIES & EXPECTATIONS

*A separate copy will be included with the Student Code of Conduct*

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 children, who pattern their behavior after ours. We are in partnership in helping children grow to their fullest potential as children of God.

Parent behaviors that support this partnership include:

1. Parents agree to have their child follow the rules and guidelines in the Holy Cross Student Code of Conduct.
2. Parents will take accountability for aligning and developing Christian values within the home.
3. Parents will be respectful towards administration, faculty, fellow parents/guardians, and students.
4. Parents will support the efforts of the school.
5. Parents will approach conflict and concerns with grace, respect and kindness.
6. Parents will encourage their children to take responsibility for their actions and efforts.
7. Parents will encourage and support their children's academics.
8. Parents will meet all financial obligations to the school (tuition payments, incidental expenses, etc).
9. Parents will pray for the church and its educational ministries.
10. Parents will support the Holy Cross Parent-Teacher-League (PTL) and school-sponsored activities.
11. Parents will use discretion when posting about the school, church and/or students on social media.
12. Parents will not participate in malicious gossip or slander on school grounds.

The school does not permit electronic recordings of meetings or telephone calls by parents or staff without explicit consent of all involved.

If these responsibilities are not met, student's enrollment may be jeopardized.

## PHYSICAL EDUCATION CLASS

Physical education class is scheduled for students in Kindergarten through 8th Grade. ALL students must wear socks and a pair of sturdy athletic shoes to class each time.

**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 5-8 must wear a designated PE uniform (athletic shorts, t-shirt, tennis shoes; no spandex, leggings, crocs/slides).

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.



**HIGH SOLED SHOES, CROCS, AND SANDALS ARE NOT PERMISSIBLE IN PHYSICAL EDUCATION CLASS.**

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 5<sup>th</sup>-8<sup>th</sup> grade students who do not have the necessary short and/or shirt. **NOTE: PE 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 PE teacher at the beginning of the class in order to be excused. Failure to bring proper gym attire does not constitute a valid excuse.

**PLAYGROUND RULES**

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

- Sensible, Christian behavior is expected at all times.
- 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.
  - Students may not be picked up directly from the playground.
- No student is permitted to play outside of the fence perimeter. Only the adult can retrieve wayward balls.
- Other areas off limits to students include:
  - Long-jump pit
  - Holy Cross electronic sign.
  - Field areas may be closed due to wet/soggy ground
- Students should dress appropriately for the weather.
- Students will not be permitted outside when the temperature is below 0 degrees Fahrenheit.
- Students will remain inside the imaginary boundaries defined by the asphalt and the building. They also are to remain in eyesight of the playground monitors.
- Students may enter the building during recess only with the permission of the adult supervisor.
- Supervisors will issue warnings, time-outs, or referrals to the teacher, assistant principal, or principal as deemed necessary.
- Throwing any object other than playground balls (i.e. snowballs, stones, mulch, etc.) is prohibited.

**SWINGS:**

One person on a swing at a time.  
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

**Classroom teachers will communicate any additional guidelines per grade level.**

**PROMOTION AND RETENTION**

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 principal 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 will be the prime consideration.

### **REPORTING CHILD ABUSE**

The reporting and investigating of suspected child abuse and neglect are not discretionary matters (IC 31-33-5-1). School employees and staff members are in a position to observe signs of abuse and neglect and are obligated by law to report the situation. Our staff receives required training for recognizing and reporting child abuse and neglect.

### **REPORTING GRADES POLICY**

Teachers have many duties, one of them being grading papers and reporting them to the parents. Taking into consideration all factors, grades will be posted in FACTS no later than 5 days after an assignment or test is submitted. If it is a lengthy assignment (i.e. research paper), there could be extenuating circumstances that will be reported to the parents.

### **REPORTING TO PARENTS**

**Progress Reports:** Issued as needed.

**Report Cards:** Issued quarterly through FACTS and email.

**Conferences:** Parent-teacher conferences are scheduled twice a year. Additional conferences may be scheduled at the request of the parent or teacher. At least one of the student's parents is expected to participate in parent conferences. Whenever questions or concerns arise please:

1. Consult first with the teacher.
2. If the concern is not resolved, consult with the principal and the teacher together.

These steps will help maintain an atmosphere of cooperation between the home and school.

**FACTS:** FACTS is a system we utilize for grading and communication between home and school. Information is updated and checked by faculty frequently. Please contact the school office for your parent username and password.

### **SCHOOL DELAYS OR CLOSINGS**

Occasionally, weather forces the cancellation or delay of school. In these situations, information will be communicated through a Parent Alert, and local TV (ie Wane TV) and Radio (ie WOWO, 1190) stations. These channels also allow you to receive text alerts from their respective websites. Holy Cross will also update our website with current information. Please **do not call the school office** on such occasions unless an absolute emergency exists. When there is a delay, Kids Care is available starting at 7am.

In the case of a notification, Holy Cross Lutheran School is listed under **Fort Wayne Lutheran Schools** only. *Please do not follow the announcements for Concordia Lutheran High School.* The decision to close or delay is made in consideration of weather reports, road conditions, other area school closings and the desire to hold school whenever it is possible. Decisions will be made with careful respect to those made by FWCS and Concordia High School **but may not always be the same**. Each school district must base its decisions on unique priority of criteria and thus may arrive at different decisions regarding school closure or delay.

The school recognizes that individual family circumstances and geography vary considerably and respects the right of parents to keep their children home in inclement weather. Families who believe the weather prohibits safe travel should contact the school in order to receive an excused absence. Students missing school for weather will have adequate time to make up required assignments, tests, and missed lessons.

### **SCHOOL HOURS**

School Office: 8:00 a.m. – 4:00 p.m.  
Preschool-8th: 8:15 a.m. – 3:10 p.m.  
(Classrooms open at 8:00 a.m.)

**Before school:** Before school care begins at 7am, and all students go directly to Kids Care for supervision. Students who arrive after 8:00am go directly to their homeroom.

**After school:** After 3:35 pm (when dismissal ends), students remaining on campus must be in an approved, adult-supervised program or report to Kids Care. Kids Care operates until 6pm.

### **SCHOOL PICTURES**

Individual student pictures are taken in the fall. 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.

### **SCHOOL SUPPLIES AND TEXTBOOKS**

Many school supplies needed for the classroom activities will be provided by the school. Other supplies needed (pencils, crayons, paper, pens, notebooks, etc.) are to be brought to school by the student. Holy Cross will publish and provide a school supply list to families no later than July 1st.

All textbooks, books, and workbooks for each student's use are provided by the school. Damage beyond reasonable wear due to neglect or abuse will result in an assessment of replacement fees.

### **SECLUSION AND RESTRAINT POLICY**

Holy Cross Lutheran Church and School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this policy is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral

interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

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

### **Seclusion and Restraint Plan Elements**

1. Any behavioral intervention must be consistent with a student's rights to be treated with dignity and respect, and to be free from abuse. Schools must promote and teach appropriate student behavior.
2. Any behavior intervention used must be consistent with the student's most current individualized education program and with the student's behavioral intervention plan, if applicable;
3. Prevention, positive behavior intervention and support, and conflict de-escalation shall be used regularly to eliminate or minimize the need for use of seclusion, chemical restraint, mechanical restraint or physical restraint. Except in situations where the student's behavior creates an imminent risk of injury to the student or others, schools shall employ the use of prevention, positive behavior intervention and support, and conflict de-escalation before the use of any seclusion or restraint;
4. Physical restraint or seclusion shall not be used except as a last resort safety and only after other, less restrictive procedures have been implemented without success and there is an imminent risk of injury to the student or others
5. Use of seclusion or restraint may only be used for a short period of time and shall be discontinued as soon as the imminent risk of injury to self or others has passed;
6. Every incident involving the use of seclusion or restraint on a student, including incidents of restraint and seclusion involving school resource officers (as defined in IC 20-26-18.2-1), shall be documented in order to memorialize the events that led up to the use of either seclusion or restraint. School seclusion and restraint plans must include a documentation and recording requirement that: (1) explains how every incident will be documented and debriefed; (2) explains how responsibilities will be assigned to designated employees for evaluation and oversight; and (3) designates which school employee will be the keeper of such documentation.
7. Every incident in which seclusion or restraint is used on a student, including incidents involving school resource officers (as defined in IC 20-26-18.2-1), shall be reported to the student's parent or guardian. Schools shall attempt to report every incident in which seclusion or restraint is used to the student's parent or guardian no later than the end of the school day or as soon as practical.
8. Schools must also provide a parent or guardian a copy of an incident report detailing the use of either seclusion or restraint.
9. Seclusion or restraint shall never be used as punishment or discipline (e.g., placing in seclusion for out-of-seat behavior), as a means of coercion or retaliation, or as a convenience.
10. Parents or guardians shall be informed of and have access to the plan on seclusion and restraint at their student's school or other educational setting.
11. Each incident involving the use of seclusion or restraint will be documented, in writing, with sufficient detail.

## SECURITY CAMERA POLICY

Security (video) cameras are used both inside and outside of Holy Cross Lutheran School. The data provides the administration with an additional tool to enhance safety and security of guests, students, staff, and school property. Video data is to be used exclusively by Holy Cross administration. Storage of recorded data will be limited, except in instances where data may be necessary for prosecution.

## 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)*

The school has developed a code of conduct which is positive in nature and 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. In recognition of Due Process, should parents have any concerns involving their child, they should **first express the concern to the homeroom teacher** so a solution may be worked out. If the concern remains, parents should contact the Assistant Principal. For further concern, parents may contact the School Principal.

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 a 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 of Lay Leader's core behavioral expectations, or any other Board policies.

### **Code of Conduct:**

1. Students will treat each other with Christian love, kindness and respect.
2. Students will obey all school and classroom rules.
3. Students will be in their classroom prepared for class with all necessary books and supplies before 8:15am 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.
7. Students will not chew gum at any time during the school day.
8. Students will walk and talk in the building so as to not disturb or disrupt other classes.
9. Students will leave toys, electronic devices, and other games at home, unless there is teacher permission.
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/or expulsion.

11. Students will be honest – they will not lie, cheat, steal or act dishonest in any way.
12. Students will show respect to all staff members – no threatening or harassing.
13. Students will use technology, respectfully, honestly and appropriately.
14. Students with cell phones and/or smart watches will turn them off during the school day and turn into the designated classroom spot.
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. Students will not bully other students, either on or off school premises.
20. Holy Cross Lutheran School will not tolerate fighting. Fighting will result in immediate suspension or expulsion.

The school has responsibility for students while they are going to school, attending school and returning home. During these times students who violate school rules or otherwise commit misdemeanor/felony offenses will be referred to the appropriate administrator and/or police for appropriate action. Indiana law states that a student may be expelled or suspended for engaging in unlawful activity on or off school grounds, if the unlawful activity may reasonably be considered to be an interference with school purposes, or an educational function.

***Code of Conduct Agreement***

*(Separate copy provided to each student to be signed and returned to school.)*

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 acknowledge there will be consequences. I agree to follow the necessary steps outlined in the handbook in order to rectify the behavior.

**Parent and/or Guardian Agreement**

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 children, who pattern their behavior after ours. We are in partnership in helping children grow to their fullest potential as children of God.

Parent behaviors that support this partnership include:

1. Parents agree to have their child follow the rules and guidelines in the Holy Cross Student Code of Conduct.
2. Parents will take accountability for aligning and developing Christian values within the home.
3. Parents will be respectful towards administration, faculty, fellow parents/guardians, and students.
4. Parents will support the efforts of the school.
5. Parents will approach conflict and concerns with grace, respect and kindness.

6. Parents will encourage their children to take responsibility for their actions and efforts.
7. Parents will encourage and support their children’s academics.
8. Parents will meet all financial obligations to the school (tuition payments, incidental expenses, etc).
9. Parents will pray for the church and its educational ministries.
10. Parents will support the Holy Cross Parent-Teacher-League (PTL) and school-sponsored activities.
11. Parents will use discretion when posting about the school, church and/or students on social media.
12. Parents will not participate in malicious gossip or slander on school grounds.

The school does not permit electronic recordings of meetings or telephone calls by parents or staff without explicit consent of all involved.

If these responsibilities are not met, student’s enrollment may be jeopardized.

### **SUICIDE PREVENTION POLICY**

We believe it is the responsibility of Holy Cross to provide a safe, supportive, and culturally responsive environment for all students. Holy Cross believes that all students have the right to be protected from those indicators that put students at a higher risk for suicide. We have established procedures to prevent, assess the risk of, intervene, and respond to suicide risk in students, staff, and volunteers and to make referrals as needed. Our staff receives required training on suicide prevention.

### **TUITION**

Holy Cross Lutheran School provides a partnership with member parents who desire a Christian education for their children. School parents who are members of Holy Cross 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."

Tuition per student for the school year is as follows:

- \$6,200 – Grades K-5
- \$6,300 – Grade 6 \*includes 3-day outdoor education trip (\$100)
- 6,500 – Grade 7 \*includes overnight educational trip (\$300)
- \$7,400 – Grade 8 \*includes Educational Trip to Washington DC (\$1,200)

The enrollment fee (listed below) must accompany a completed enrollment form per child.

### **TUITION AND FEES POLICY**

**2023-2024 Tuition: \$6,200**

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.

To attend Holy Cross, a student’s parent(s) or guardian(s) must complete an Enrollment Form that specifies the payment option and the personal financial responsibilities.

An enrollment form with a fee (non-refundable) per student is required. This payment ensures enrollment if all requirements are met. This also allows a student a place on our waiting list if the need arises.

January 10-17 (Early Bird) = \$100

January 18 - April 30 = \$125

May 1-31 = \$150

June 1-30 = \$175

July 1-31 = \$200

Tuition may be paid annually or deferred to semi-annual, quarterly or monthly basis as follows:

- Annually: payment in full in August.
- Semester: payments in August and January.
- Quarterly: payments in August, October, January and March.
- Monthly: payments are made over ten months August through May.

#### **Overdue Balances:**

- 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.
- 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. **In the event of default, the defaulting family will be required to pay such collection costs and reasonable attorney fees as may be required to effect collection of the indebtedness.**
- All tuition and outstanding obligations from any preceding year must be paid in full before a student will be allowed to register for the next school year.
- Obligations for extended care and athletics must be kept current for those services to continue to be offered.
- Each family will be required to sign a copy of this tuition policy each school year acknowledging the following:

*I hereby agree to pay my account per the tuition payment plan agreement with Holy Cross and FACTS Tuition Management. I (we) understand that responsibility is mine (ours) by the final payment plan date unless other financial arrangements have been made in writing. In the event of default, I (we) promise to pay such collection costs and reasonable attorney fees as may be required to effect collection of the indebtedness.*

Holy Cross is committed to working with families to provide alternatives to meet their financial obligations when unforeseen challenges arise. Holy Cross can work with families to create payment arrangements to help meet these situations. However, the responsible party is required to communicate needs in order for children to continue to attend Holy Cross.

#### **Payment Process:**

All of our payments are processed through FACTS management system. Their rates will apply for payment plans and overdue fees (\$30 late fee, five day grace period before late fee is assessed).

#### **Other Fees:**

Family field trip fees, Outdoor Education, Washington DC trip fees, yearbook, 8<sup>th</sup> grade fees and athletic fees are all added to the FACTS management system for payment.

#### **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 \$30.00 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 \$30.00 assessed to your school account per incident.

**Returned check policy:**

If Holy Cross receives notification of insufficient funds, there will be a fee of \$30 added to your school account balance per item. After two incidents, your account will be marked as cash only which will require cash, money order or cashier's check for all payments during that school year.

**\*\* If financial responsibility is split between parents, each parent is required to sign a copy of this policy.**

### **Scholarship Opportunities**

There are several Scholarship opportunities that are available. Annually a Scholarship application must be submitted for consideration. The scholarship opportunities (which include the Indiana Choice Scholarship [www.doe.in.gov/choice](http://www.doe.in.gov/choice)) are need-based and will require household income information to be submitted to see if income guidelines and eligibility criteria are met. A qualifying student's family will be required to submit additional forms to complete the Choice Scholarship application process.

The scholarships offered are as follows and will be applied in the order in which they are presented.

- **Choice Scholarship** – This program is offered by the State of Indiana, eligibility and award guidelines as determined by the state. Qualifying income levels are up to 400% of the Federal Free and Reduced Lunch Program. A 1040 Tax Form (p. 1) is required with this application. Additional forms will need to be completed provided this scholarship is awarded.
- **Scholarship Granting Organization (SGO)** – Eligibility is determined by income level equal to 400% of the Federal Free and Reduced Lunch Program income levels provided by the State of Indiana. These amounts will be available once they have been provided to Holy Cross. A 1040 Tax Form (p. 1) is required with this application. Additional forms will need to be completed provided this scholarship is awarded.
- **Crusader Scholarship** – This scholarship is a needs-based scholarship based upon members in good standing at Holy Cross Lutheran Church. This option is utilized when other scholarship opportunities do not apply. Amounts will be determined through a separate application.
  - **Criteria for Membership Classification:** To be considered a member in good standing, it is expected that worship be attended at least 20 times during the 9 month period from August 1 to April 30. 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.
  - **Notification :** It is the individual family's responsibility to track their attendance. They may contact the church office at any time and request a status report.

### **UNIFORM POLICY - GRADES K-8**

Holy Cross Lutheran School has uniforms to foster a Christian atmosphere and to improve the learning environment in our school. Students are expected to be in uniform from the time they enter the school building in the morning until they leave the school grounds or are participating in school athletic activities.

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

It is the responsibility of the parents and child to read and understand the Uniform Policy. If families have any questions regarding the uniform policy, they may contact the classroom teachers or school office. Holy Cross reserves the right to enforce our policy based on the criteria listed. If your student is not compliant, the following consequences may occur:

- 1<sup>ST</sup> Offense: Verbal warning by teacher.
- 2<sup>nd</sup> Offense: Teacher communicates with student and documents the violation in the behavior log in FACTS.
- 3<sup>rd</sup> Offense: Student will be sent to the office and will call home for a change of clothes. This violation will be documented in the behavior log in FACTS.
- 4<sup>th</sup> Offense: Student will be sent home for the day for non-compliance to our uniform policy. This will be documented in the behavior log in FACTS and will be counted as an unexcused absence for the day.

### **SHIRTS – MUST BE TUCKED IN AT ALL TIMES (GRADES 3-8)**

***School Colors: White, Hunter Green, Gray, Black***

***Uniform style tops and fabrics:***

- Long or short sleeve polo
- Long sleeve turtleneck
- Mock turtleneck
- Polo shirts must have full sleeves - No cap sleeves
- No tight-fitting shirts
- No crew neck
- No tight-fitting shirts

**PANTS** (Girls may wear skirts or jumpers)

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

***Fabric: Twill/Chino/Cotton-Poly blend (no jeggings)***

***Styles:***

- Straight leg (no flare leg, boot leg, skinny or tight fitting pants)
- Flat front
- Elastic Waist
- Pants must be worn at the waist and to the ankles (no capris or rolling up of pants)
- No denim, corduroy, cargo, rivets, frays, slits, over-size pants will be worn
- No decorations/designs on pants
- No labels (except – tiny labels on Docker pants)
- No spandex or stretch material
- No pockets on side of pants
- No dresses

### **SHORTS (May be worn in August-November, and March-May)**

- **Colors:** Khaki (light brown/tan only), Navy, black
- **Style:** Uniform style shorts only: elastic waist or belted: **NO CARGO STYLE or CAPRIS**
- **Length:** Must be at least finger-tip length (mid-thigh or longer)

**SHOES**

***Grades K-5:***

- Heel straps on sandals – No high heels
- Laces must be tied
- No sports slides/slippers or flip-flops

***Grades 6-8:***

- Backless shoes allowed
- Laces must be tied
- No sports slides/slippers or flip-flops

**SOCKS/TIGHTS**

- Solid colors
- Girls tights must be uniform color
- Leggings worn under skirts must be ankle-length (No capris length)

**BELTS (optional)**

- Should be plain – no writing on belt or belt buckle (blue, black, brown, khaki only)

**UNDERSHIRTS**

- Long sleeve undershirts must be plain/solid uniform color under a uniform shirt
- No writing on undershirt

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

- Black, Grey, Hunter Green, or White Crewneck
- Holy Cross sweatshirts with hoods are allowed (no tournament sweatshirts allowed)
- ¾ zip sweatshirts allowed ONLY if the Holy Cross emblem is on it

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

- **Classic uniform style cardigan sweater** in Black, Grey, Hunter Green, White, plain or cable stitch
- Sweater vest in uniform colors, v-neck or crew neck, plain or cable stitch
- Crew or v-neck pullover sweater in uniform colors, plain or cable stitch
- No zippers
- No hoods
- No ruffles

**WHAT NOT TO WEAR**

- No oversized sweatshirts
- No ankle length skirts or jumpers
- Hems of pants should not touch the ground
- No outdoor wear is to be worn inside the classroom – including non-HC hooded sweatshirts
- No hats may be worn in the school
- No decoration on pockets
- No corduroy or denim
- No Spandex/Stretch

**Spirit Days:** Jeans may be worn on spirit days. Jeans need to be at the waist, with a belt, no holes or frays. They also may not be skinny jeans, leggings, jeggings, or yoga pants. Jean shorts are not allowed on these days. Regular uniform bottoms are acceptable on Spirit Days.

Holy Cross shirts OR **solid** green, gray, black, or white t-shirts may be worn to show school spirit. This day is about celebrating Holy Cross, so other athletic teams or schools are not to be worn. Shirts should not have words, pictures or sayings unless it is a Holy Cross shirt (this includes choir/band shirts and class t-shirts). No face paint or hair color is allowed on these days.

**Field Trip Attire:** Teachers will inform their class of proper dress before the trip.

### **VISITOR POLICY**

All visitors are required to enter through DOOR # 4. Visitors will be asked for their driver's license to confirm identity. If approved for admittance, visitors will sign in and out at the school office.

### **VOLUNTEER POLICY**

Holy Cross 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 Principal and any of her delegates, including without limitation, teachers and school staff. The Principal 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 Principal shall be responsible for investigating and resolving complaints regarding volunteers.

An annual 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 Principal

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, 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.

In relation to DWI and/or DUI, one conviction will result in a volunteer being ineligible to drive for field trips for a period five years after such conviction. Two convictions will result in a volunteer being permanently ineligible to drive for field trips. No convictions under this category shall preclude a person from volunteering in a classroom, unless the Principal, 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 Principal.

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 Principal. They will be removed immediately from their volunteer position until the case is finally adjudicated.

Failure to notify the Principal 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 Principal.

## **WELLNESS POLICY**

*Prepared and reviewed annually by the Wellness Committee  
(Administration, Food Services, Faculty, Parents, and Students)*

### **Purpose**

Holy Cross Lutheran School is committed to developing, implementing, monitoring, and reviewing the nutrition and physical activity policies in accordance with Indiana Code 20-26-9-18 and the Healthy, Hunger Free Kids Act of 2010. Holy Cross Lutheran School has a Wellness Coordinator who is responsible for monitoring this wellness policy. There is a Wellness Committee that helps develop, implement, evaluate, and update this wellness policy. Holy Cross Lutheran School is committed to following USDA meal requirements, and will follow nutritional guidelines for any additional foods and beverages sold separately on campus.

### **The Gospel Motivates**

As leaders of Holy Cross Lutheran School, 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 diseases as a result of sin. But knowing what God has done for us through Jesus Christ – 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 usable 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.

#### **I. Nutrition Education**

- A. Nutrition education will reinforce lifelong balance, emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
- B. Nutrition education resources will be provided to parents/guardians.
- C. Healthy items, such as salads and fruits, will be displayed prominently in the cafeteria to make healthier choices more appealing.

#### **II. Nutrition Promotion**

- A. Mealtimes are scheduled for all classes so there is minimum disruption by recess and other special programs or events.
- B. School will provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school cafeteria.
- C. Foods of minimal nutritional value, including brands and illustrations, shall not be advertised or marketed in educational materials.

#### **III. Physical Activity**

- A. The student teacher ratio for physical education classes will be no larger than other classes (30-1).
- B. School will allow and encourage walking and bicycling to school.
- C. Students will spend at least 50% of physical education class time participating in moderate to vigorous physical activity.
- D. If outdoor recess is not possible, due to inclement weather, teachers will provide an indoor physical activity break in the classroom or gym.

- E. Parish community use of school facilities will be permitted. Fitness groups, adult recreation leagues, etc. are encouraged.
- F. After-school enrichment providers will include physical activity in their programs, to the extent space and equipment allow.
- G. Taking away recess as a consequence will be limited and assessed case-by-case..

#### IV. Other Activities

- A. A wide variety of healthy, alternative rewards are used to provide positive reinforcement for children's behavior and academic performance.
- B. Students will have access to free palatable drinking water during the school day. Teachers may offer the option of student water bottles at the student desk.
- C. School cafeteria staff will be hired with the understanding that they are responsible to adhere to the policies the school has in place.
- D. School cafeteria staff will be provided continuing staff development that includes training programs for good child nutrition and appropriate training on any nutrition updates or revision to the policy.
- E. After school child care and enrichment programs will provide daily periods of moderate to vigorous physical activity for all participants.

#### Evaluation Plan

Members of the Wellness Committee will complete a triennial assessment and summarize the three required components

- 1) Compliance with the Wellness Policy
- 2) How the Wellness Policy compares to model wellness policies
- 3) Progress made in attaining the goals of the Wellness Policy

#### Staff Wellness

Holy Cross supports the health and well-being of our staff by creating and promoting policy and environmental supports to provide physical activity and healthy eating opportunities.

1. Holy Cross will promote programs to increase knowledge of physical activity and healthy eating for faculty and staff. Presentations on health and wellness will be provided at least twice each school year.
2. Holy Cross will allow staff to use school facilities outside of school hours for activities such as group fitness classes, walking programs and individual use.

#### Civil Rights

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

fax: (202) 690-7442

email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

## **WORSHIP**

Since it is the responsibility of all parents to bring up their children in the "nurture and admonition of the Lord", we encourage children and parents to regularly attend worship during the year. We invite all families to be involved at Holy Cross Lutheran Church.

Worship is a part of school life at Holy Cross Lutheran School. Every day begins and ends with class-room devotions and prayer. Prayers are spoken at mealtime and at other times during the school day. Chapel services designed especially for the school children are held weekly during the school year. These worship services are an important part of our weekly schedule. Parents and friends are invited to attend these services.

The offerings from chapel services are designated by students and administration, for Christian organizations, missions, or local projects. Regular weekly giving is an integral part of a Christian's life. Not only do our offerings help us to support sharing Christ with others, but they also offer excellent training for maturing Christian stewardship.