

Mission Statement

Holy Cross School is a faith-centered community fostering lives of service, integrity, and life-long learning. We are committed to Catholic education founded on Gospel centered values and the teachings and traditions of the Catholic Church. We are called to be Christ for others and to see Christ in others.

Statement of Purpose

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom...”

The Religious Dimension of Education in a Catholic School, #25

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is “the Way, the Truth, and the Life” (John 14:6) The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school’s curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral, and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church’s Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

“It is crucial that the policies and procedures of Catholic schools reflect that primary purpose that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised.” Sister Mary Angela Shaughnessy, SCN, J.D., Ph.D. Faculty and Staff

Faculty and Staff

Principal	Mrs. Chris Ellis
Preschool	Mrs. Robin Rentschler
Preschool	Miss Dana Scaff
Preschool	Mrs. Natalie LeFaivre
Preschool	Ms. Angie Schwieghart
Kindergarten	Ms. Kathy Cain
Kindergarten	Mrs. Erica Bellina
1B	Mrs. Susan Bonadies
2T	Mrs. Mary Kay Thompson
2D	Mrs. Pam Davis
3G	Mrs. Pat Grider
4B	Mrs. Gerri Bramfeld
4T	Mrs. Mary Tate
5H	Miss Meghan Henwood
5R	Mrs. Jeri Roberts
6C	Mrs. Judy Crull
6K	Mrs. Elizabeth Kelley
7F	Mr. Anthony Frasca
7G	Miss Brianna Gill
8K	Ms. Kristine Ketcham
8P	Mr. Eric Paulus
PE	Mr. Richie Nelson
Library	Mrs. Sherri Bolen
Music & Band	Mrs. Penny Woolwine
Spanish	Mr. Luciano Vazquez

Unit 4 LD Mrs. Sue Swartz
Unit 4 Speech Mrs. Theresa Niccum
Unit 4 Title I Mrs. Leann Thies
After Care Mr. Anthony Thomas

Support Staff

Secretary Mrs. Mary Beth Meyers
Athletic Director Mr. Richie Nelson
Maintenance Mr. Bill Graham

Cafeteria Staff

Staff Mrs. Peggy Loftus
Staff Mrs. Tammy Wells

Clergy

Father Dave Sajdak Pastor, Holy Cross Parish
Father Joseph Hogan Pastor, St. Patrick Parish & St. Mary Parish

History of Holy Cross School

Holy Cross School was founded in 1912 to serve the families of Holy Cross Parish. It was originally staffed by the Sisters of St. Joseph of Carondelet. Our last sister left Holy Cross School in 2001. We remember the work of these sisters by our school's dedication to St. Joseph and by the prayer to St. Joseph which we say every morning.

Curriculum

The following is a brief overview of the curriculum and the textbooks used by the students.

Religion

Christ Our Life (2009) by Loyola Press is the religion series used by the students. It is written by the Sisters of Notre Dame of Chardon, Ohio. It is a comprehensive series approved by the Diocese of Peoria and guides students through Scripture, doctrine, Sacraments, liturgy, and the traditions of the Catholic Church.

Confirmed in the Spirit is used in grades 7 and 8 as they prepare for Confirmation. This text focuses on the Sacraments, especially Confirmation, and the gifts of the Holy Spirit.

An important component to our religion program is service to others. Students at all levels are given opportunities throughout the school year to be of service to others within and outside of the school community. Students record their reflections and acts of service in their Sacrament/Service Portfolio which is passed on with them through the grades.

Teachers will use the revised Catechism as a reference for religious education.

Reading

Grades K-2 have instituted a balanced literacy program to effectively meet the needs of students. There are four basic components: read aloud by the teacher, independent reading by the students, shared reading, and guided reading. During shared reading, the teacher models and prompts reading strategies using materials such as books, charts, and sentence strips. Guided reading takes place in flexible small groups with the teacher providing direct instruction tailored to each group's needs. Each child has his/her own book which has been leveled according to difficulty. This leveling enables the teacher to match students with books at their reading level. The books come from many sources including the Houghton Mifflin Literature Experience, texts from various publishers, and trade books. The working with words component incorporates phonics and spelling. Based on the 4 Block Model by Patricia Cunningham, this component provides direct instruction and modeling by the teacher. Numerous opportunities for students to practice and apply phonetic and spelling strategies are provided.

Grades 3 and 4 use the Houghton Mifflin Literature Experience reading program. This program provides opportunities to learn to read through repeated experiences with award winning literature grouped by theme. The anthologies are filled with treasured children's literature organized by theme, author, genre, topic, and non-fiction content areas. Theme books and trade books supplement the program.

The reading program for students in Grades 5-8 includes literature from various genres such as novels, poetry, short stories, and non-fiction works.

Language Arts/English/Writing/Spelling

Students begin to learn the fundamentals of grammar and writing as early as kindergarten. Correct grammar and punctuation as well as creativity are expected in student writing.

Students in grades Kindergarten through grade 2 use Units of Study for Primary Writing and students in grades 3 through grade 5 use Units of Study for Teaching Writing, both by Lucy Calkins and Colleagues from the Teachers College Reading and Writing Project (Columbia University) published by Heinemann. The units of study are a series of teacher books which present a year long writing curriculum. The units offer a detailed model on how to lead strong efficient writing workshops tailored to the needs of the K-5 classrooms. These sequential units are organized into a carefully crafted spiral curriculum which explicitly teaches students how to think like and become skillful writers.

The K-2 series consists of 7 units. Students move from pictorial story telling in kindergarten through emergent into fluent writing by the end of second grade. The 3-5 series consists of 6 units which teach narrative and expository writing using more and more complex strategies and concepts. Spelling and punctuation are presented throughout the K-5 curriculum.

In grades 5-8, the language arts program focuses on three core areas: grammar, writing, and vocabulary/spelling. A Houghton Mifflin grammar book is primarily utilized to cover grammar concepts ranging from basic punctuation to the uses of the parts of speech in sentence structure. Students are encouraged to use these

skills as they write in a variety of formats, including but not limited to narrative, expository, and persuasive. As they write, the fundamentals of focus, support and elaboration, organization, conventions, and integration of ideas are stressed as well as the importance of prewriting, revision, and editing. Within their writing, rich vocabulary is encouraged, and the Sadlier-Oxford Vocabulary Workshop workbook is used to introduce new words. Together, these three core areas are intended to promote solid writing skills in our students.

Houghton Mifflin's Spelling and Vocabulary (2004) is the program used in Grades 3-5. The spelling patterns and practice help students to be better spellers in all curriculum areas.

Math

Students in grades K-6 use Go Math! by Houghton Mifflin Harcourt as they learn the basic math facts of addition, subtraction, multiplication, and division as well as fractions, decimals, and percentages. Manipulatives are an important part of the program.

Students in grades 7 and 8 start on a two year program studying Pre-Algebra or Algebra. The goal of the Pre-Algebra is to prepare students for success in Algebra I in high school. Students taking Algebra use a high school textbook which is taught over a two year period. This is a rigorous course of study, intended to prepare students to progress to Geometry, Algebra II, etc. in high school. Students must maintain a "C" average or above for each semester to continue in Algebra.

Social Studies

Students in grades K through 3 use We the People social studies program by Houghton Mifflin. Level K, Greet the World, presents broad social themes within the familiar context of the child's immediate world. Level 1, Grow and Change, explores calendar-based social studies themes that focus on families, teams, neighbors, cultural celebrations, heroes, and holidays. Level 2, Work Together, examines themes as wants and needs, rules and laws, and how communities grow and change. Level 3, Share Our World, examines history, geography, economics, culture and government. Field trips and map skills are important elements in the social studies curriculum.

The Houghton Mifflin series is being used for Grades 4, 5, and 6. States and Regions (grade 4) and US History (grade 5) cover the geography and history of the United States. Students in grade 4 also study Illinois geography, culture, and history. In addition to using the text The Illinois Adventure, students in grade 4 also visit the Lincoln and state capital sites in Springfield.

Students in grade 6 study world history (World Cultures and Geography) including the Greeks, Romans, the Middle Ages, and the Renaissance.

Students in grades 7 and 8 study United States history in a more comprehensive way (The American Nation). Students in grade 8 study and must pass tests on the Illinois and United States constitutions.

Science

Holy Cross Pre-k through eighth grade science curriculum engages students in the practices of science and engineering that will allow the student to understand how scientific knowledge develops in physical science, life science, and earth and space science. The eight practices in science and engineering will progress as the student matures and engages in science learning; asking questions (for science) and defining problems (for engineering), developing and using models, planning and carrying out investigations, analyzing and interpreting data,

using mathematics and computational thinking, constructing explanations (for science) and designing solutions (for engineering), engaging in argument from evidence, obtaining, evaluating, and communicating information. This direct involvement develops a wide range of ways to investigate, model, and explain their world. The doing of science/engineering builds curiosity and interest and prepares the student for college, careers, and citizenship.

Art

Art lessons and units of study for grades K-8 follow a discipline based art education model. Art concepts, art history and appreciation and art making in drawing, painting, printmaking, sculpture, collage, fibers, weaving, and crafts are taught sequentially at age appropriate levels. The art curriculum adheres to the state of Illinois goals for academic standards in fine arts.

Music and Band

Students in grades K-6 have music twice a week. Students in grades 7 and 8 may choose music as an elective. Band is available for students in grades 5-8.

Physical Education

Physical education is a learning focused program based on the development of children with two classes per week for grades K-8. The curriculum consists of game, dance, gymnastic, and lifelong fitness activities geared toward developing skillful moves. The curriculum follows the guidelines established by the National Standards for Physical Education. Holy Cross is the laboratory setting for the University of Illinois kinesiology students who are preparing to become physical education teachers.

Technology

Students in grades K-8 have access to computers in our computer lab as well as daily access in their classrooms. Our computer lab is equipped with 25 Mac Minis as well as network capabilities in all classrooms. The K-2 classrooms also have daily access to iPads. Students in grades K-8 have Smart boards in their classrooms. An Internet usage policy regulating student use of the Internet and outlining appropriate behaviors is included in the Appendices of this handbook. In signing that you have read the handbook are agreeing the Internet/Technology usage policy.

Spanish

The Spanish program is a two year program beginning in grade 7 and completed in grade 8. The program serves only as an introduction to the study of the Spanish language.

Electives

Students in grades 7 and 8 have the opportunity to choose from several elective courses.

School Budget

School Fees

A fee of \$300 is charged for each child, payable on Fee Day in August. Kindergarten fees are \$317.00 which includes a kidnapper (a special mat used by each kindergartner).

School Tuition

Tuition Assistance

It has been a long standing practice at Holy Cross School that no Catholic family *in good standing* from Holy Cross parish will be denied a Catholic education for their children solely for financial reasons. A family is *in good standing* if they worship every Sunday at Mass, and contribute to the Catholic life of the parish through their time, talent, and treasure.

There are three categories of families regarding tuition assistance:

Category One Participants are Holy Cross parishioners. The family is registered for at least one year, and is *in good standing* by practicing their Catholic faith, contributing to the support of the parish.

Category Two Participants are Catholic families registered at any of the surrounding parishes of the Peoria Diocese. Participants of other Catholic parishes will seek financial support from their respective parishes. Participants are to pay tuition directly to Holy Cross Parish.

Category Three Participants are non-Catholic families. A flat tuition will be required per student in grades K-8.

All families of Categories One and Two seeking tuition assistance **MUST** participate in FACTS (Financial Aid Assessment), and apply for the John Lancaster Spalding Scholarship (JLSS). Needed information and forms can be picked up at the school office, or found on-line.

After the FACTS and JLSS results are received, a suggested tuition amount will be determined, and the family will be notified.

When a Category One family has received notification, they **MUST** schedule a meeting with the Tuition Assistance Committee (TAC). TAC is comprised of three members. Two members are parishioners actively involved in the Holy Cross Parish leadership ministry. (For example, the Parish Council, Finance Council, Education Commission, Deacons) The pastor is the third member of TAC. First, the family will meet with the two parishioners to review their application. The parishioners will pass their recommendations onto the pastor, and if necessary, he will meet with the family. When an agreement is met with the parish and the family, a contract will be signed and will be in effect for the determined school year.

Category Two families must meet with the pastor of their parish to determine assistance.

Tuition for 2016-2017

School Registration Fee

A non-refundable registration fee of \$300 per student is payable before or on Registration Days in August. Registration is not complete without the payment of fees. Fees can be paid by way of check or on-line services.

School Tuition

Tuition alone does not cover the cost of educating a child at Holy Cross. The current cost of educating one child per year at Holy Cross School is **\$5700**. The tuition for the 2016-2017 school year is as follows for Holy Cross parish families:

One Child	Two Children	Three Children	Four+ Children
\$4355	\$7839	\$10,452	\$13,065

Families from St. Patrick and St. Mary parishes pay tuition at the same level as Holy Cross parish families. The parishes of St. Patrick and St. Mary cover the difference between the Other Catholic Parish Member per pupil cost and tuition paid by the family.

Other Catholic Parish Members: \$5200 per child.

Non-Catholic Families: \$5935 per child.

Tuition may be paid in full at the time of registration in August, or payments can be made to Holy Cross Parish by way of a monthly automatic deduction from a checking/savings account beginning in August and ending in May. Tuition could also be paid on-line, using credit or debit card accounts.

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After the FACTS and JLSS results are received, a suggested tuition amount will be determined, and the family will be notified. The family's request for tuition assistance will be reviewed by the parish's Financial Council, who will recommend to the pastor the amount of tuition assistance given to the family based on the results of FACTS and JLSS. When the family has received notification, they **MUST** schedule a meeting with the pastor to discuss and agree upon tuition payment.

Parish resources for tuition assistance are limited. Great effort will be made to distribute the parish's resources in an equitable manner.

Category Two families must meet with the pastor of their parish to determine assistance.

Outstanding Balances

Enrollment of a student at Holy Cross School includes a financial obligation for tuition. At the end of each semester (August-December; January-May) all tuition, lunch fees, aftercare fees, and other miscellaneous fees **MUST** be paid. If your account is not current at the end of a semester, you are required to meet with the administration regarding your outstanding balance.

Any family with an outstanding balance at the end of a semester will not be permitted to enroll in subsequent semesters at Holy Cross School without the authorization of the pastor and administration. Any family with an outstanding balance at the time of graduation will not receive a letter of good standing for high school enrollment.

If, for some reason, families are unable to pay an outstanding balance due to hardship, they are to schedule an appointment with the administration to discuss adjustments to their payment plan.

Holy Cross School and Parish realizes that circumstances for families can change suddenly, such as an illness or loss of employment, which could affect the family's ability to meet their financial obligations. The pastor and administration are committed to working with any family experiencing difficulties.

Dress Code

Pants for boys and girls

Long pants in khaki or navy: solid twill, cotton blend or corduroy, straight legs, worn at the waist.

Shorts in khaki or navy: solid twill or cotton blend, no shorter than 3 inches above the knee, worn at the waist. Shorts may not be worn November through March.

Belts must be worn by students in grades 3-8.

Shirts for boys and girls

Shirts with simple collars, polo shirts with collars and without insignias, knit turtlenecks.

Sweater vests, pull over or cardigan sweaters over a uniform shirt.

Uniform sweatshirts over a uniform shirt.

Shirts must be tucked in.

Acceptable colors for shirts: white, pale yellow, pale blue, hunter green, navy.

Acceptable colors for sweaters and sweatshirts: white, ash gray, navy, hunter green.

Footwear

Tennis shoes or regular shoes.

No sandals, shoes with high heels or platform soles, shoes with lights, shoes without backs or without enclosed toes.

Boots of any style may not be worn during the school day.

Shoes with laces must be tied.

Socks: may not be excessive (teacher discretion).

Tights and leggings: navy, white, gray or black. Must be to the ankle.

Additional components for girls

Blackwatch plaid pleated skirt, jumper, or culotte with wrap around panel

These items can be purchased at C&A Inspirations. Skirts may not be shorter than 3 inches above the knee.

Additional Guidelines

All clothing must be appropriately sized and fitted.

Hooded sweatshirts, including Holy Cross hooded sweatshirts, may only be worn at arrival, recess, and dismissal.

Uniform clothing should be labeled with the student's name.

Hats and sunglasses may not be worn in the school building during the school day.

No cargo pants or cargo shorts may be worn.

Only conservative hairstyles of one natural color are permitted. Conservative length required for boys.

Girls may wear one stud earring in each ear with no other visible body piercing.

Boys may not wear earrings and may not have visible body piercing.

Students may not wear make up at school.

Students may not write on their bodies or have real or simulated tatoos.

Students may not wear pajama pants under their school uniform skirts.

The final decision regarding the dress code rests with the principal.

PE Uniforms

Grades K-4: white t-shirt to wear over uniform with first name printed on the front in 2" lettering

Grades 5-8: purple shorts, plain gray t-shirt, must be purchased from Holy Cross.

Grades K-8: tennis shoes specifically for PE and kept at school

Discipline Procedures

Jesus is the center of our lives, and His teachings are the prime reason Catholic schools exist. Our students, through their personal conduct, should reflect this Christ-centeredness. On those occasions when this attitude is not evident, the following discipline policy will be used to guide students toward positive, more Christian behavior.

Precepts to the Discipline Policy

1. Students will be held accountable for their behavior.
2. Both the severity of misbehavior and the age of the child will be given consideration in deciding the consequences of the action.
3. Each child's behavior will be dealt with individually. Group punishments/consequences because of the actions of a few are discouraged.
4. Consequences which relate to the misbehavior will ordinarily be used.
5. All faculty, staff, cafeteria workers, parent helpers, clergy, and students will be respected by Holy Cross students.
6. Any students who engage in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.

K-5 Grades Discipline

Each K-5 classroom has a behavior plan using rewards and consequences for appropriate and inappropriate behavior. A copy of the plan will be provided to parents at the beginning of the school year. The last consequence for inappropriate behavior is being sent to the principal. The following procedure will be followed for students that continually display inappropriate behavior and are sent to the principal's office.

- first trip – conference with student, principal
- second trip – conference with student, principal and teacher

A primary-grade student that exhibits chronic, incorrigible, or disruptive behavior will be in conference with the teachers, parents, and administration to address the issue and seek further assistance.

6-8 Grades Discipline

The 6-8 team has a behavior plan in place using rewards and consequences for appropriate and inappropriate behavior. Students are recognized and provided tickets for exceptional behavior. Tickets are drawn frequently for rewards, as well as counted toward “house points” for monthly rewards.

If the school rules are not observed, the following steps will be taken depending on the infraction:

- 1) Warning
- 2) Mini-Meeting: Conference with the student, target teacher, and preferred team teacher during lunch recess or after school.

Immediate consequence

- Demerit issued

- 3) Third Demerit - Team-Talk: Conference with student, all members of the 6-8 team and parent after school:

Immediate consequence

- Detention issued
- No practice, game or student activity that evening

- 4) Second Detention - Behavior Meeting: Conference with student, all members of the 6-8 team, principal and parent after school:

Immediate consequence

- Detention issued
- No practice, game or student activity for one week

Demerits are a form of discipline for non-malicious behavior to be handled at the with a student/teacher solution. Demerits will be given for the following infractions:

Disruptive or inappropriate behavior

Disrespect toward faculty members, staff members, volunteers, other students, etc.

Talking excessively/disruptive comments

Using inappropriate language (verbal or written) or gestures

Possession of any electronic devices

Detention is a form of discipline which is a consequence for unusual, repeated, excessive or extreme behavior. Detention form or further disciplinary action will be given for the following infractions:

Accumulating 3 demerits

“Bullying” or intimidation (*physical, sexual, racial*)

Lying, Stealing, Cheating, or forgery of parent’s signature

Damaging school property or that of another student

Bringing potentially dangerous objects to school

Fighting

Serious behavioral offenses

Demerit and detention notification will be logged on RenWeb

The student given a detention will receive a form on which the student will fully identify the misbehavior and have the form signed by the teacher giving the detention and the principal. The student's parents will sign and return the form and, by their signature, acknowledge that their child will serve a detention on the date specified on the form. Note the eligibility requirements for extra-curricular activities as they pertain to detentions.

5) Subsequent Infractions: Suspension

Immediate consequence

- Permanent removal from team or school activity

Suspension (In-school or out-of-school): Occasionally situations will arise in which a detention may not be effective. In such instances of gross or extreme misbehavior, the student will meet with the teacher, parents, and principal for the purpose of discussing the offense. Students being suspended from school will serve their suspension in the building during the school day. The following may be grounds for automatic suspension from school: smoking or using tobacco in school or at school sponsored activities, theft, use of alcohol or illegal substance. Further in building suspensions may result in expulsion from Holy Cross School.

6) Subsequent Infractions: Permanent Dismissal

Permanent Dismissal of Students: The permanent dismissal of a student from Holy Cross is a serious matter, a measure that should be rarely taken. The following reasons may be cause for permanent dismissal from Holy Cross School:

- a. possession of unprescribed or illegal drugs and/or alcohol on school or parish property or at school sponsored events.
- b. physical or threatened violence to self or others and/or willful destruction of school or parish property.
- c. continuous and disruptive behavior, unlawful behavior, and/or negligence of the school discipline code which undermines the beliefs, purposes or learning atmosphere of Holy Cross School.
- d. situations where the programs of the school do not adequately provide for the student.
- e. any act which may bring danger to self or others on the school or parish property or at school sponsored activities.
- f. bringing to school anything that can be used as a weapon, i.e. gun, knife, lighter, or anything that has the potential to cause bodily harm
- g. cyber bullying by means of texting, social networks, or other online methods

- h. any other disciplinary aspects which are in strict violation of the philosophy of the school.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

Corporal punishment is an unacceptable form of punishment at Holy Cross School.

General Information

Absence/tardiness/release

The school day begins at 7:55 a.m. Students who are not in line with their class at that time will be marked tardy. It is essential that students be in school as often as physically possible; good attendance is important at all grade levels to ensure students' continuous academic progress. It is equally important that students be on time for school. It is disruptive to the teacher and the class when students come into the classroom late.

Absence: When a child is absent, parents must notify the school office between 7:30 a.m. and 8:30 a.m. Homework assignments can be collected if a request is received from the parent no later than 8:30 a.m. Before requesting homework, please consider whether the child is likely to be well enough to do the work before the next school day.

Tardiness: Any child who arrives at school after the student body has entered the building from the playground must check in at the school office before going to his/her classroom. The child will be given a late entry pass by the office staff to give to his/her teacher so that the homeroom teacher will know that they have officially checked in.

Release during the school day: If it is necessary for parents to take their child out of school for any reason once the school day begins, the following procedure should be followed.

1. Send a written note to the teacher in advance outlining the time frame for leaving class.
2. Parents must come to the school office (not the classroom) to check the child out of school.
3. If the child returns to school, he/she must check in at the office and obtain a late entry pass before going back to the classroom.

No child will be released to a person who is not known to the teacher, principal or secretary. Unless a parent or another adult listed on the student's emergency card is notified, no child will be sent home during the school day.

Administration

The principal of Holy Cross is the final recourse in all school matters and reserves the right to amend this handbook.

Admission to Holy Cross School

Holy Cross School shares a vision that Catholic education is a thirteen year process of education and formation, extending from kindergarten through high school. Admission to Holy Cross shall be limited to children of families who have affirmed to the Pastor or his designate a strong commitment to the community of Christian faith which the school represents and to the highest ideals of morality that sustain that community and the vision of Catholic education and formation.

Priority of admission to the school shall be in the following order:

1. Children of families who are registered members of Holy Cross Parish and who actively participate in the Parish community, spiritually by conscientiously attending Mass and participating in the sacramental life of the Church, and financially by contributing to the support of the parish to the best of their ability through annual sacrificial giving and by sharing a commitment of time and talent.
2. Children of families of other Catholic parishes in the community, provided those families and parishes support the financial needs of Holy Cross School to the best of their abilities.
3. Children of families who are not members of the Champaign-Urbana Catholic community but who have one or more children already enrolled in Holy Cross School. Such families will be required to support the financial needs of Holy Cross School to the best of their ability.
4. Children of families who are members of the Champaign-Urbana Catholic community and who do not have children who previously attended the school, provided those families support the financial needs of Holy Cross School to the best of their ability.

D-112, P-LCE, revised 2011

After Care Program

Holy Cross After Care program is a service to parents who need to have their children remain at the school after 2:30 p.m. The program begins when regular school is dismissed and closes at 5:30 p.m. including early dismissal days. Some full day sessions are also held on non-school days. The program allows for regular, weekly attendance or drop-in service. Parents need to notify the school office as early as possible if drop-in service is needed on that day. Please note that all regular school rules regarding behavior, discipline, playground usage and care of school property also apply at After Care.

Arrival/Dismissal/School Hours

School hours are 7:55 a.m. to 2:30 p.m. Students will be supervised on the playground before school from 7:45 a.m. to 7:55 a.m.

Dropping off: Pull up to the curb on White Street (heading west) so that children will exit the car on the school side of the street. Do not leave your car parked on the north side of White Street. Do not drop off children on Prairie Street or at the corner of White and Elm Streets.

Picking up: All children riding home in cars will be picked up on White Street, the parish parking lot on the corner of Elm and Clark Streets, or on the playground between the play structure and the school. When picking up children on the playground, drivers should pull in facing north (toward the church) and leave by way of the alley to the east. The playground should only be used for pick-up after school and for parking or pick-up during school hours. White Street will become a one way street (facing east) between Prairie and Elm Streets one half hour before and after dismissal time. Do not park blocking crosswalks.

Children crossing White and Clark Streets must cross only at the corner of White and Elm Streets with the patrol guards. Students will be walked to the pick up areas at 2:30 p.m. at which time they should be promptly

picked up or should immediately walk home. A teacher will remain on duty in front of the school on White Street until 2:45 p.m. All students not picked up by 2:45 p.m. will be sent to After Care. In the event that parents will be late in picking up their children at 2:30 p.m., it is necessary for the parents to phone the school to notify the secretary. No students may remain outdoors unattended after school hours.

Parents are further cautioned to drive cautiously on the streets bordering the parish complex and in the parking lots when picking up or dropping off. Students will be regularly reminded of safety measures as well.

Asbestos Notification

The Holy Cross School building at 410 W White Street in Champaign, IL, has been inspected for asbestos-containing building materials by a licensed inspector. In addition, an asbestos management plan has been prepared by a licensed management planner. The inspection report and management plan are on file in the school office and are available for public review during school hours.

The reports indicate that asbestos containing material is present in the building. The types of asbestos materials, their conditions, and their locations are shown in the reports. Evaluation of potential hazards associated with these materials and appropriate response actions are also included. Copies of these reports are available upon notification of the facility administrator and payment of a fee to cover copying costs.

Athletic Philosophy

Holy Cross School is dedicated to the growth of the whole child. Realizing that parents are the first teachers in the area of faith development, the school assumes the responsibility to continue and enhance this development as well as mutually develop the intellectual, physical, social and emotional dimensions of each individual.

The athletic program hopes to

- reinforce Gospel values based on Scripture and on Catholic, Christian traditions
- encourage each child to show interest, concern and respect for one another
- emphasize and give witness to the true meaning of Christian community
- develop those character qualities and the command of social skills and courtesies needed in society
- encourage shared responsibility for the actions of the group
- provide curriculum which emphasizes the need for balanced physical activity in one's living

Holy Cross School is a member of the Illinois Elementary School Association (IESA) and abides by its regulations.

Teams at the 5th and 6th grade levels are considered learning years when fundamentals are taught. All team members who have demonstrated their commitment to the team play as equally as possible. Teams at the 7th and 8th grade levels or at the varsity level are more competitive. Athletes who have a higher skill level and show a commitment to the Holy Cross athletic program will play more than those who do not. All individuals who desire to be on a team and fulfill the requirements may do so. Students will not be cut from a team except to comply with IESA tournament member limits at the end of a season.

Athletic Program

The following sports programs are offered depending upon student interest and coaching availability.

Soccer girls and boys in grades 5-8

Cross Country	girls and boys in grades 5-8
Baseball	boys in grades 6, 7, 8
Volleyball	girls in grades 5-8
Basketball	girls and boys in grades 5-8
Track	girls and boys in grades 5-8
Cheerleading	girls and boys in grades 5-8

The Athletic Director of Holy Cross School, under the direction of the Principal, is responsible for organizing all aspects of the athletic program and overseeing the entire program. Parents are expected to volunteer their services in many ways and to sign an athletic agreement and medical form. All students must have a sports physical every year before they can participate.

Holy Cross student behavior at home and away games must be above reproach. Because athletic events and other extra-curricular programs are school sponsored, students will be held responsible for the way in which they conduct themselves at such events. Students may not attend practice or play in a game unless they have been in school at least the last four hours that school day.

Athletic Booster Club

A booster club organizes activities that enhance the athletic program such as fundraising, monitoring games by parent volunteers, and selling concessions at games.

Bicycles/Etc.

Students in grades 1-8 may ride their bicycles to school with the permission of their parents. All bicycles must be placed in the rack provided. Bicycles are to be walked across streets and playgrounds. Locks are mandatory.

Students in grades 5-8 may ride roller blades, non-motorized scooters, and skateboards to school with the permission of their parents. These items must be stored in the student's locker and may not be ridden on school property.

Bullying

All elementary and secondary schools of the diocese shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation including bullying. Bullying is repeated behavior involving deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, and/or social isolation. Bullying behavior shall not be tolerated in any form at school or school sponsored programs and activities.

All elementary and secondary schools of the diocese shall develop anti-bullying procedures according to the following guidelines:

1. All members of the school have a responsibility to recognize bullying and to take action when they are aware of it happening.
2. When appropriate, a parent information meeting on dealing with bullying issues will be offered.

3. All faculty and staff shall treat any report of bullying seriously and take action. A faculty/staff meeting will be held annually to discuss bullying and review reporting and investigation procedures, prevention strategies, and disciplinary procedures.
4. Faculty and staff members shall listen carefully to the student(s) reporting bullying, and make sufficient inquiries to clarify exactly what has been happening.
5. Student(s) should be assured that they have acted correctly in reporting bullying.
6. The faculty or staff member who receives a report of bullying behavior shall make a written summary of the information and pass it on to the dean and/or principal, who will take appropriate action.
7. The school administration shall thoroughly investigate all reports of bullying. This may include interviews with students, parents, and staff members as well as a review of school records. The victim(s), accused student(s), and any witnesses shall be interviewed separately to establish an accurate account of events. Written records shall be maintained of suspected and/or repeated incidents of bullying.
8. Emphasis must be placed on changing the behavior of the bullying student(s), while providing care and support for the student who has been bullied.
9. Whenever bullying has been reported, the principal or his/her designee (assistant principal, counselor, dean, etc.) shall give advice to the student(s) who have been bullied on how to deal with any repeat incidents of bullying that may happen.
10. The principal or designee shall arrange follow-up discussion with the student(s) at periodic intervals to find out if the bullying has stopped.
11. Whenever incidents of bullying are reported, the school shall contact the parents of all the students who are involved.
12. Any student who retaliates against another student for reporting bullying behavior shall be reprimanded and penalized in accordance with the school's disciplinary code.

D-147, P-CDOP Adopted by Catholic Diocese of Peoria 1.03, Reviewed 9.07

Bus Transportation

Unit 4 provides bus service for some Champaign students living on designated routes. For further information, call the Unit 4 bus garage at 351-3993. The Champaign-Urbana Mass Transit District is also available to students. For further information, call 384-8188.

Cafeteria/Lunch Program

Hot lunches are provided on every full school day. A hot lunch menu is published each month and found on the school website. Milk may be purchased by those bringing lunches from home. We request that parents not bring fast food lunches or pop for their children's lunches. Nut free tables are available in the cafeteria.

Free or reduced price meals are available to children if the family qualifies under the government income guidelines. Information and forms for applying for free and reduced meal status are in the registration packets. The law requires the principal to randomly select 10% of approved applications for verification. The classroom teachers will remind students of the proper procedures and behavior for the lunchroom.

Care of Books and Supplies

School books should be covered at all times, and care should be taken in handling them. Fines will be assessed in the event textbooks are damaged beyond regular wear.

Catholic Schools Week

Catholic Schools Week is celebrated at Holy Cross during the last week of January. Religious, academic, and artistic activities will be planned.

Communication to Faculty

Parents who need to communicate with teachers should call the school office requesting that calls be returned when the teachers become available. Emailing teachers is also an option. Respecting the teachers' private lives at the end of the school day, parents are asked to call the teachers at home only for crucial matters. Parents wishing to talk with the principal are asked to call the school office to speak with her or to set up an appointment.

Communication Home to School

Children should be given clear instructions about their day before they leave home, especially regarding after school plans. Parents wishing to give their children a message during the school day should call the school office; messages will then be given to their students.

Communication School to Home

Important monthly newsletter information will be found on the school's website (www.holycrosselem.org). Occasionally, important information/forms will be sent home with the students in a large yellow envelope. The envelope should be signed next to the date and returned the following school day.

Communication Students/Parents

It is generally unnecessary for students to make phone calls during the school day. If, however, an emergency should arise, a phone call may be made by the student at the discretion of the principal, teacher or secretary. Permission will not be given for students to call to arrange for after school visits with other students.

We strongly discourage the carrying and use of cell phones at school by students. For the safety of the students, it is important for the school office staff to monitor calls that students make or receive. A phone is available at all school sponsored events. Inappropriate use of cell phones or other electronic devices may result in confiscation.

Computer Software Use

Diocesan policy regarding the illegal duplication and use of pirated software requires all diocesan employees to comply with federal law. Anyone who purchases a copy of software has the right to load that copy of software onto a single computer and make another copy for archival (backup) purposes only. It is illegal to use computer software on more than one computer without multiple licenses or to make or distribute copies of software for any other purposes unless specific written permission has been obtained from the institution holding the copyright.

Anyone who illegally copies and/or distributes a software program may face civil suit for damages, criminal liability, fines, and/or imprisonment as defined by federal statutes. Employees of the diocese who are found copying, or have copied, computer software for other than backup purposes without permission of the owner of the copyright of the software shall be subject to disciplinary action and/or termination.

C-404,P-CDOP adopted by Catholic Diocese of Peoria 4.95, reviewed 2011

Conflict Resolution

Diocesan Appeal and Review Policy

Complaints should be handled at the lowest possible level. Parents with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed should the administrator be contacted.

Appeal and Review

A review or appeal of any decision concerning the policies, procedures, or other serious matters made by the competent authority of any schools of the Catholic Diocese of Peoria may be requested by any member of the diocese under the following conditions only:

1. The decision violates or is in conflict with the teachings of the Roman Catholic Church, or
2. The decision violates or is in conflict with an applicable diocesan policy, or
3. The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question, or
4. The decision violates or is in conflict with an applicable federal, state, or local civil law.

It is to be noted that dissatisfaction with a decision is not sufficient condition for appeal.

G-111, P-CDOP

The individual or group desiring the appeal or the review must make that request known to the governing pastor or pastors' board responsible for that school in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the local vicar and to the Superintendent of Schools. This letter must clearly cover each of the following points:

1. The decision that is being questioned and which competent authority made it;
2. The grounds for the appeal or the review with specific reference to one or more of the four conditions listed above, and
3. The proposed resolution.

The governing pastor or pastors' board, having received the request for appeal or review, is to respond in writing to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the local vicar having jurisdiction over that particular parish/school, and to the Superintendent of Schools.

In most cases, the decision of the governing pastor or pastors' board is final. However, those who have requested the appeal or review may further appeal the decision of the governing pastor or pastors' board to the local vicar within thirty (30) days. The local vicar has the authority to summarily dismiss the appeal or he may forward the appeal to the Vicar General of the Catholic Diocese of Peoria and the Office of Catholic Schools. The Vicar General shall make a final decision on the appeal in such cases. If the local vicar decides to dismiss the case, he must, as a matter of record, forward a copy of such decision to the Vicar General and the Office of Catholic Schools.

It is at the sole discretion of the Bishop of the Catholic Diocese of Peoria to intervene in any matter at any time, and to modify, reverse, or rescind any action taken by the above referenced officials.

Custody

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order.

Parents should settle their differences outside of school. Holy Cross School will not become involved in disagreements between separated parents. Divorced or separated parents must file a court certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to the court mandated custody arrangements. However, parents must accept the primary responsibility for such arrangements and should instruct their children as to which parent should have physical custody on any given day.

Electronic Devices

Electronic devices such as cell phones, I-pods, MP3 players, electronic readers, and games may not be used at Holy Cross School during the school day. We strongly discourage the use of cell phones at school by students. For the safety of the students, it is important for the school office staff to monitor calls that students make or receive. A phone is available at all school sponsored events. Inappropriate use of cell phones or other electronic devices may result in confiscation.

Emergency Closing of School

Weather conditions may make it necessary to close school. Prior to the school day, announcements will be made on local radio and television stations (WDWS/WHMS, WLRW, WILL, and Channels 3 and 15). School closing information will also be posted on the school website (www.holycrosselem.org). Additionally, parents will be contacted by a phone call/email.

General school policy is that school will not dismiss early.

In the event a crisis requires evacuation of the school building, students will be taken to a place of safety, usually inside Holy Cross Church. If evacuation of the entire parish property is necessary, students will be taken to Central High School. Additionally information will be announced on the above mentioned radio and television stations, on the school website, and by phone call and email.

Emergency Information

Emergency cards are distributed in August for pertinent information in case of emergencies during the school day. A current address and phone number for each school family must be in the school files at all times. Failure to notify the school of a change of address or phone number may result in terminating the enrollment of students until such information is given to the school office. The school also requests the phone number of sitters be written on the emergency card. It is important for parents to be generous in giving information on the emergency cards and on the health information form. The information is used only by the principal, teachers and school secretaries.

Extra-Curricular Activities

Extra-curricular activities may include Council of House Captains, Scholastic Bowl, Girl Scouts, Boy Scouts, drama and other related activities. The following activities have eligibility requirements: athletics, drama, and academic teams.

Students may participate in the above named activities whose grade average are passing in each curriculum area and who have at least an S- in work habits and conduct. Grades will be reviewed on a scheduled basis by the principal and the teachers.

In the event that the academic requirements are not met and/or the student receives an N or U in work habits and/or conduct from more than one teacher, he or she will be ineligible for the activity from the day following the scheduled review until the next scheduled review. An Incomplete grade on the quarterly report card must be made up within 10 days or the student becomes ineligible. Individual abilities will be considered in all instances. The following curriculum areas are included in the review: religion, reading, math, social studies, science, English, spelling, physical education, art, Spanish, library, computer, band, music, any elective.

Ineligibility will occur when a student receives a detention. Ineligibility will begin on the day after the detention is given, lasting for a period of one week. Parents, coaches, student participants, and moderators will be notified about ineligibility. Ineligible students may not attend practice or participate in games. The final decision regarding eligibility rests with the principal.

Students must be present the last four hours of the school day to participate in extra-curricular activities.

Field Trips

Official school permission slips must be signed by parents. Students without a signed permission slip may be kept at school. While faxed permission can be accepted, telephone calls may not be accepted in lieu of written permission.

Diocesan guidelines require that all field trip drivers and chaperones have completed the required background checks and have attended a Safe Environment training session. Diocesan guidelines also require all field trip drivers to submit to the school office a signed liability statement and proof of valid car insurance in advance of a field trip. It will be at the discretion of the teacher to allow students to attend field trips based on their behavior and/or the completeness of their school work during the school days preceding the field trip.

Grades

Any request for grade changes due to error must be made in writing to the teacher within one week of receipt of the grade.

Third-Eighth Grading Scale

A+	100	E	Excellent
A	95	S	Satisfactory
A-	94	P	Progressing
B+	93	N	Needs Improvement
B	87	(Blank)	Does not apply this quarter
B-	86		
C+	85		
C	77		
C-	76		
D+	75		
D	69		
D-	68		
F	67		

Kindergarten-Second Grading Scale

S+	Exceeds basic requirements	E	Excellent
S	Meets basic requirements	S	Satisfactory
S-	Difficulty meeting basic requirements	P	Progressing
NI	Needs modified instruction & assignments	N	Needs Development
(Blank)	Does not apply this quarter		

Gum and Candy

Gum is not allowed at school. Students may be charged a fine for violating this regulation.

Harassment Policy

Harassment, including but not limited to, sexual harassment, of any employee or other person is unethical, is illegal and is prohibited. This policy is intended to clarify the roles and responsibilities of diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual abuse. It sets forth the diocesan response to victims.

The term “harassment” includes, but is not limited to, slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect adversely on an individual’s race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or physical or mental handicap. Harassment under this policy includes sexual harassment which means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submissions to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment; or (4) such other conduct or actions as are defined as “harassment” under the Illinois Human Rights Act as amended from time to time. Further, retaliation against a complainant or witness who initiates a case under this policy is included within the term “harassment” as used herein and shall be handled under this policy.

C-401, P-CDOP Catholic Diocese of Peoria adopted 5.94, revised 1.03 (The Administrative Regulation corresponding to this policy is found in the Appendices.)

Any such conduct witnessed or reported to the teacher shall be reported in accordance with the Student-to-Student Harassment Policy, Diocese of Peoria, which is available in the Holy Cross School office. Adult-to-student and adult-to-adult sexual harassment is addressed by Diocesan Policy.

Homework

The amount of homework will be appropriate to the grade level of the child. Parents should speak directly with the teacher if concerns arise about length or difficulty of the homework. If a parent wishes to pick up homework at 2:30 p.m. for a sick child, the request must be made when the parent calls in the morning.

Honors Recognition

Students earning honors will be recognized on a quarterly basis.

Highest Honors: A- or better in all curriculum areas

High Honors: 75% of curriculum areas with letter grades must be A- or better, the rest must be B’s

Honors: B- or better in all curriculum areas

Students must have at least S- in conduct and work habits in all curriculum areas to be on the honor roll.

Illness Guidelines

Parents should notify the school office of any health problems concerning their child. The principal will notify parents of students in those classes if the condition is contagious, such as chicken pox, strep throat, etc.

The following guidelines should be followed to keep our school a healthy and safe environment.

No child should be sent to school with a fever. If the child has been sick, he/she should not return to school until they have been free of fever for 24 hours.

A child with diarrhea should be kept at home.

If vomiting occurs, keep the child at home until he/she can eat and keep food down.

If your child develops a body rash or skin lesions, a doctor should diagnose the problem. Please inform the school of the doctor's recommendations. There may be times when a note from the doctor is required.

If your child has strep throat, scarlet fever, conjunctivitis, pinworms, ringworm or impetigo, the child needs to be on prescription medicine from your doctor for 24 hours before returning to school.

If your child has head lice, the child may not return to school until appropriate treatment has been obtained and all the nits (eggs) are removed. If nits are visible in the hair, the child will be sent home. Manual removal of all lice and nits is often the best option to assure total lice treatment of the hair.

If your child has to stay home from school for any medical reason, please notify the school office between 7:30 a.m. and 8:30 a.m.

Liturgy/ Paraliturgical Services

Liturgical and paraliturgical services play a major role in the spiritual life of Holy Cross School. All students are expected to attend and participate in these services, including daily prayer. Parents are strongly encouraged to join our students in the religious celebrations during the school year.

Lockers and Desks

Students are allowed the use of a desk and/or locker. Students will be held accountable for any damage to them beyond normal wear and tear. The school is co-tenant of lockers and desks and reserves the right to search them at any time without notice.

Lost and Found

Students and parents should check the lost and found area if items are missing. Parents are encouraged to label school uniform items and other clothing items to aid in identifying lost items. Lost items are periodically donated to local charities if unclaimed.

Make Up Work

Students may have one day for each missed day to submit school work. Students who do not complete make-up work before the end of a grading period will receive an I (incomplete). Incomplete work must be made up within 10 days, or as arranged with the teachers and principal. The I will be changed to a grade when the make-up work is submitted, graded and approved. This applies only to those who have incomplete work due to illness.

Medication

The personnel at Holy Cross cannot distribute medication without the written permission of the parents. Provision can be made to refrigerate medicines and to aid in the process of helping with the dosage. Exceptions to this must be approved by the principal.

The Holy Cross staff is unable to dispense over-the-counter medication to students on the basis of a phone call. If a student needs over-the-counter medication including cough drops at school, parents must follow one of these options:

Parents can bring a bottle of the over-the-counter medication from home, labeled with the student's name and sign an authorization form which allows the school staff to dispense as directed; or

A parent can bring over-the-counter medication to their child at school on an as-needed basis.

Permission slips are available in the school office. All medications will be held in the school office. Students who need to self medicate during the school day must have the permission of the principal. The school office must have a permission slip from the parent or physician on file to dispense medication during the school day. All prescription medication must be sent to school in a current prescription bottle with the student's name, dosage and drug name. If the dosage or medication changes, a new bottle must be sent to school. When a child no longer needs to medicate, parents should notify the school office.

Newsletter

A monthly newsletter/information will be found on the school website (www.holycrosselem.org). Parents may request that information be sent home in a yellow envelope with the youngest or only student in a family.

Non-Discrimination in Admission

No student shall be refused admission to Catholic schools on the basis of race, color, gender, national, or ethnic origin. Students of religious denominations other than Catholic may be admitted according to local policy.

D-111, P-CDOP Catholic Diocese of Peoria, adopted 4.71, revised 11.73, 5.78, 5.79, 2.88, 7.91, 1.03

Holy Cross admits qualified students to its programs. It does not discriminate on the basis of sex, race, color, national or ethnic origin, or disability, if with reasonable accommodations, the applicant can meet the program requirements. This school does not discriminate on the basis of race, color, national and ethnic origin, or disability in administration of its educational policies, admission policies, athletic programs, and other programs.

Non-Discrimination/Employment

The Catholic Diocese of Peoria, the Office of Catholic Schools, and the Catholic schools of the Catholic Diocese of Peoria are equal employment opportunity employers and do not discriminate against employees or job applicant on the basis of race, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.

The Catholic Diocese of Peoria, the Office of Catholic Schools, and the Catholic schools of the Catholic Diocese of Peoria will:

1. Recruit, hire, train, and promote persons in all job titles without regard to race, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.
2. Insure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, sponsoring training, education, tuition assistance, and social and recreation programs will be administered without regard to race, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.

Parent Cooperation As a Condition of Enrollment

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irreparably broken.

Parent Teacher Club

Holy Cross School has an active PTC which helps in volunteering and fundraising in cooperation with the pastor, principal and teachers.

Parties

Parties may be planned by the teachers and room parents for the following holidays: Halloween, Christmas, and Valentine's Day. Children may bring store bought, prepackaged birthday treats with no peanuts or tree nuts to share with their class. Simple, nutritious treats are recommended. No home baked goods.

Patrol

Students who are assigned to the safety patrol have the authority and responsibility to see to the safe crossing of other children before and after school in conjunction with the teacher on patrol duty.

Physicals and Immunizations

The Illinois State Code requires health examinations for all students entering school for the first time and in grades 6 and 9. Vision examinations are required for students entering Kindergarten by October 15th. Dental examinations are required for all students in Kindergarten and grades 2 and 6 by April 15th. All students entering grade 6 must have the Hepatitis B vaccination series.

Physicals and immunization records must be current prior to the first day of the school year. Students without proper health and immunization forms will not be permitted to attend school. In all cases, follow the advice of your doctor.

Playground

Teachers will explain the playground rules every school year and remind students as necessary throughout the year. Students are expected to be respectful to the playground parent volunteers.

Poor and Failing Work

Students who fail two or more subjects in the core curriculum may not be promoted to the next grade or graduated from Holy Cross School (They will receive an unsigned diploma). An F average in any subject for the school year constitutes failure of that subject for the year. Failure of two or more core curriculum subjects will result in retention or recommendation that the student attend a school other than Holy Cross School the following year. Further, if the student fails two subjects by the end of the first semester, the principal may recommend that another school be found for the second semester.

Core curriculum subjects for this regulation are: religion, reading, English, math, social studies, and science.

Individual abilities will be considered in all instances of the above regulation.

In the event that absences of a student appear to affect the academic school work, a conference will be held with the parents to determine if the program of the school is meeting the needs of the student. This situation pertains to those who miss school excessively and without apparent, good reason.

Report Cards

Report cards are distributed generally one week after the quarter closes. Distribution dates are published on the website.

The school reserves the right to withhold a student's report card due to non-payment of delinquent tuition, lunch charges, After Care fees, and other fines and charges. Additionally, report cards can be withheld for non-return of textbooks, library books, sports uniforms, and other materials. Report cards will be released upon payment or return of missing items.

Retention of Students

When considering retention, the emotional, social, physical, and academic development of the child will be taken into consideration.

D-122.1, P-LCE, Reviewed 2011

The final decision regarding retention will rest with the school.

Retreats

It has been customary for students in grade 8 to attend a retreat.

Sacrament Preparation

Parents will be informed about the preparation program for the reception of the sacraments of First Reconciliation, First Communion, and Confirmation. Parents need to be actively involved in their child's preparation for the celebration of these sacraments.

For First Reconciliation and First Communion, a child must be baptized, at least a second grader, have completed first grade religious studies or received special permission from the parish. First Reconciliation and First Communion are usually celebrated in the spring of the 2nd grade.

For Confirmation, the young adult must have received the sacrament of Baptism, Reconciliation and Eucharist prior to receiving the sacrament of Confirmation. One year of religious studies immediately prior to this sacramental preparation process is required or special permission from the parish must be received. The Confirmation date is set by the Bishop.

Safety Drills

Faculty and staff of Holy Cross School take their responsibility for the safety of the students very seriously. Students will be instructed about the procedures to follow in case of fire, tornado, or other crisis. The school will conduct drills in these procedures several times during the year according to state regulation.

School Hours

Our school day starts at 7:55 a.m. on the playground east of the school. Students who are not in line with their class at the time of the Pledge of Allegiance are considered tardy. The school day ends at 2:30 p.m. On early dismissal days, school is dismissed at 11:30 a.m. The school office is usually open from 7:30 a.m. until 3:15 p.m.

Service

An important aspect of Holy Cross School's mission is to help develop students into persons for others. To this end, opportunities for service within the school community, the local community, and on the national world front are provided throughout the school year.

Sexual Abuse Allegations Involving the Laity, Religious and Non-diocesan Clergy

This policy and its accompanying administrative regulation set forth procedural guidelines which apply to laity, religious, and non-diocesan clergy employed by or in the diocese against whom sexual abuse is suspected or reported. It is intended to clarify the roles and responsibilities of diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual abuse. It sets forth the diocesan response to victims. It is intended to inform parties who may wish to report such misconduct. "Sexual abuse" should be interpreted broadly to insure that any possible misconduct is investigated and terminated at the earliest possible time. This policy applies to abuse of minors and/or adults.

Catholic Diocese of Peoria adopted 6.95, revised 1.03

Smoke-free School

No smoking will be allowed within the school buildings or anywhere else on school grounds.

D-147, P-LCE, 4.18.91, reviewed 2011

Student Directory

The Holy Cross School directory published by the Parent Teacher Club is for the sole use of Holy Cross school students and parents.

Student Records

Parents wishing to review their children's records in the cumulative files should make an appointment with the principal. The cumulative file contains academic transcripts, academic testing, and health records. Only these records will be forwarded to a new school.

Testing, Academic/Psychological

Parents and/or teachers may request that students receive academic and /or psychological testing through Unit 4. This testing is initiated by the school principal and is paid for by Unit 4.

Testing, Achievement

According to Diocese of Peoria requirement, Holy Cross students are tested several times per academic year. Students in grades 3-8 take the Iowa Tests of Basic Skills in September. Students in grades 5 and 8 take the National Catholic Education Association Assessment of Catechesis Religious Education Test (ACRE) in January. The results of these tests are used by teachers to direct the curriculum so as to meet the needs of the students. The individual results from the Iowa Test of Basic Skills are sent to parents.

Trips/Vacations

If plans for trips conflict with the school calendar, parents should notify the principal and teachers as soon as possible. It will remain the responsibility of the student to secure work assignments for the period in which he or she will be gone from school and to see that all work is made up in the time frame designated by the teachers. Work may be assigned before or after the absence at the teachers' discretion.

Tuition Refunds

In the event that a tuition family chooses to withdraw its child(ren) from Holy Cross School, for whatever reason, no refund will be given after January 1.

In the event that a tuition family withdraws their child(ren) from Holy Cross School because they are moving from the area, tuition refunds will be prorated based on the number of months left in the school year. There is no refund for book fees after the beginning of the school year.

B-113, P-LCE adopted 3.92, reviewed 2011

Use of Student Pictures

The school reserves the right to use student pictures in publications and on the school website. Any parent who does not wish his/her child's picture used must notify the principal in writing.

Visitors

Parents are always welcome to observe the classrooms and are asked to notify the office one day in advance of such visits. Everyone other than Holy Cross students entering the school building must register at the school office and obtain and wear an official badge. Please enter through the main entrance on White Street by buzzing the office for admittance. For safety reasons, all doors to the school are kept locked.

Walkers

Students who walk home from school must leave the school grounds promptly at 2:30 p.m.

Weapons Policy

Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students. Therefore, diocesan schools have zero tolerance towards weapons.

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the pastor and principal, be subject to immediate expulsion.

Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Weapons include:

1. Any firearm or ammunition (pistols, rifles, shotguns)
2. Airguns, pellet guns, BB guns, blowguns, slingshots, etc.
3. Look alikes, stun guns, toy guns or other toy weapons, and replicas of weapons
4. Any knife or blade including switch blades, pocket knives, stilettos, swords, daggers, box cutters, razor blades, etc.
5. Any club or clublike object including billies, bats, blackjacks, and other bludgeons
6. Metal knuckles, fused rings, or objects designed to produce similar effects

7. Martial arts devices including nunchakus, klackers, kungfu sticks, batons, chains, etc.
8. Projectiles including shurikens and similar pointed starlike objects, arrows, darts, etc.
9. Mace tear gas, pepper spray or other propellants
10. Explosive devices including fireworks, firecrackers, poppers, cap devices, etc.
11. Poisons
12. Armbands, bracelets, etc. that have spikes, points, or studs
13. Objects which have been modified to act as or resemble a weapon
14. Any article (laser pointers, belts, combs, pencils, scissors, etc.) used to intimidate, threaten and/or inflict bodily injury

Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. Upon notification of the student's parents and administrative review, the student shall be expelled from school.

In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3).

In the event that a student finds a weapon at school or a school related function, the student shall immediately notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school.

Diocesan schools reserve the right to dismiss any student at anytime whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students.

D-150, P-CDOP, Catholic Diocese of Peoria, adopted 4.04

Withdrawals/Transfers

Parents should notify the office at least one week prior to the date that a child is being withdrawn from Holy Cross. A release of school records form is usually signed at the new school and then forwarded to Holy Cross for transferring of both academic and health records. Records may be withheld if tuition, fees, fines, and/or materials are not current.

Appendices

Acceptable Use of the Internet Policy

We are pleased that Holy Cross School has the Internet available to students and teachers in our school. Holy Cross believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning. Our goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication. Holy Cross School will make every effort to protect students from any misuses or abuses during their experiences with this information service.

Students are responsible for good behavior on school computer networks just as they are in the classroom. School rules for behavioral and communication apply. The Internet is provided for students to conduct research. Access to internet services will be provided to students who agree to act in a considerate and responsible manner.

To insure a beneficial and quality experience to all, students are required to adhere to the following criteria for acceptable use:

Purpose

Catholic schools use technology such as computer hardware and software, presentation tools, and online materials in their instructional programs to facilitate research, collaborative learning, and interpersonal communications and to provide access to information. The use of such technology shall be consistent with Catholic moral principles and reflect the varied instructional needs and learning styles of students.

Authority

Electronic information available to students and staff does not imply endorsement of the content by the school nor the accuracy of information received on the Internet. The school shall not be responsible for any information that may be lost, damaged, or unavailable when using its computers or for any information that is retrieved via the Internet.

The school shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. It reserves the right to log network use and to monitor fileserver space utilization by computer users. The use of the Internet is a privilege, not a right; inappropriate, unauthorized, and/or illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Responsibility

The school shall make every effort to ensure that students and staff use technology responsibly. Teachers have a professional responsibility to help students develop the moral foundation and intellectual skills necessary to discriminate among sources, identify appropriate information, and evaluate and use information to meet their educational needs.

Guidelines

Any school network accounts will be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the school network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Prohibitions

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with the moral principles espoused by the Catholic Church, accepted rules of network etiquette, and federal and state law. The

following uses of computer hardware & software, the Internet, e-mail, and/or the school computer network are strictly prohibited:

- Chat rooms.
- Using e-mail for other than educational purposes.
- Transmitting material likely to be offensive or objectionable to recipients.
- Hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Accessing or sending obscene or pornographic material, including language, sound, or images.
- Disrupting the work of other users.
- Intentionally obtaining or modifying files, passwords, and data belonging to other users.
- Commercial and/or for-profit purposes.
- Non-work or non-school related work.
- Product advertisement.
- Fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Inappropriate language or profanity.
- Impersonation of another user, anonymity, and pseudonyms.
- Loading or use of unauthorized games, programs, files, or other electronic media.
- Destruction, modification, disruption, or abuse of hardware and/or software.
- Quoting personal communications in a public forum without the author's prior consent.
- Creating and/or uploading computer viruses.
- Placing unlawful information on the network or facilitating illegal activity.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the network, the following guidelines must be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in with another's name.
3. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the network.

Safety

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. Users shall not reveal personal addresses or telephone numbers to other users on the network or the Internet.

Consequences for Inappropriate Use

The user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Actions such as illegal use of the network, intentional deletion or damage to files belonging to others, and/or theft of services will be reported to appropriate authorities for possible prosecution.

General rules and etiquette for behavior and communications will also apply when using e-mail or the Internet. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, the Internet, and/or other networks. This includes but is not limited to the creation or uploading of computer viruses.

Copyright

The illegal use of copyrighted software by students and staff is strictly prohibited. Anything uploaded to or downloaded from the network shall be subject to "fair use" guidelines and copyright law.

Social Media

The school recognizes the importance of the Internet in forming public opinion. Therefore, it is essential that administration, faculty/staff, parents, students and volunteers join together and help shape the way the school is perceived in the community via interaction in social media. The following guidelines will help everyone make appropriate decisions about utilizing various social media.

- Parents, students, employees and volunteers are personally responsible for the content that they post, share and respond to online.
- Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff or other parents.
- Never discuss sensitive school matters using social media outlets.
- Under no circumstances should offensive comments be made about students, parents or staff nor the school in general.
- Social media sites using the school name may not be created without permission.
- Do not use any school logo or image without permission.
- Public postings on social media should not be used to challenge or ridicule Church teachings.

The school reserves the right to require parents, students, employees or volunteers to remove content or comments posted on social media for any reason, including but not limited to the administration's opinion that the comments violate this policy. The core values of the school apply to behavior both on and off campus including the online environment. Failure to comply with any of the provisions of this policy may be grounds for disciplinary action, including dismissal from the school and/or termination of employment and/or volunteer activities.

Harassment (Administrative Regulation for P-CDOP, C-401)

See the Diocese of Peoria website (www.cdop.org) for the most current administrative regulation on Harassment.

Policies and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons, or by Lay Employees or Volunteers

See the Diocese of Peoria website (www.cdop.org) for the most current policy regarding allegations of Sexual Abuse of Minors by Priests or Deacons, or by Lay Employees or Volunteers.

Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Administrators, Staff, and Volunteers

See the Diocese of Peoria website (www.cdop.org) for the most current policy regarding the Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Administrators, Staff and Volunteers.

Annual Safe Environment Update

See the Diocese of Peoria website (www.cdop.org) for the most current Annual Safe Environment Update.