



***Holy Cross School***  
***Family Handbook***  
***SY '23 - '24***

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# ***Introduction to Holy Cross School***

## ***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*** CDOP A421 Handbook Faculty Parent Staff; Reviewed 7/2018, 6/2020, 7/2021, 7/2022 Revised 7/2018, 6/2020

“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 illuminated by the light of faith and having its own unique characteristics, an environment with the Gospel spirit of love and freedom....” The Religious Dimension of Education in a Catholic School, #25

Catholic schools in the Catholic Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the youth 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 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/extra-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 as the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual activities, 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 teachings are 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. Catholic school personnel share this educational mission and its various commitments and responsibilities with our parents and local Church communities.”

## *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, who served until 2001. We continue to remember their dedication as we recite a prayer to St. Joseph each morning.

## *Education Commission* Catholic Diocese of Peoria, G-210, Reviewed 7/2018, 6/2020, 7/2021, 7/2022

Each school in the Diocese of Peoria is required to have a local Commission on Education for discerning the Catholic formation and educational needs of the entire school community and for providing policies to meet those needs. Each Commission on Education has a Constitution and By-Laws approved by the pastor in consultation with the Superintendent of Schools. The governance model used in the Diocese of Peoria provides that the Commission on Education is advisory to both the pastor and the administrators of the school.

## *Holy Cross Pledge*

Today, I will view challenges as opportunities,  
And treat myself, my peers, and the school staff  
With respect, understanding and kindness,  
And I pledge to keep Jesus at the center of my words,  
Actions and my life.

**We are Holy Cross!**

## *Right to Amend* CDOP A421 Handbook Faculty Parent Staff; Reviewed 7/2018, 6/2020, 7/2021, 7/2022 Revised 7/2018, 6/2020

Circumstances may arise in which Holy Cross School determines that changes are required in these guidelines and procedures. For this reason, Holy Cross reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this Family Handbook.

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## ***Faculty and Staff Directory***

<i><b>Role/Title</b></i>	<i><b>Name</b></i>	<i><b>Grade/Subject</b></i>
Principal	Mr. Greg Koerner	
Parish Administrator, Holy Cross	Father Leopold Mushobozi	
Pastor, St. Patrick	Father Anthony Co	
Pastor, St. Mary	Father Guido Gutierrez Juarez	
Office Administrator	Mrs. Peggy Loftus	
Office Assistant	Mrs. Sue Berndt	
Teacher	Mrs. Angie Crawford	Kindergarten Readiness PreK3
Teacher	Mrs. Natalie Durdan	Kindergarten Readiness PreK4
Teacher	Mrs. Natalie LeFaivre	Kindergarten
Teacher	Mrs. Betsy Wright	Kindergarten
Teacher	Mrs. Hallie Sharp	1 <sup>st</sup> Grade
Teacher	Mrs. Mary Kay Thompson	2 <sup>nd</sup> Grade
Teacher	Mrs. Pat Grider	3 <sup>rd</sup> Grade
Teacher	Ms. Katie Hicks	4 <sup>th</sup> Grade
Teacher	Mrs. Meghan Burgess	5 <sup>th</sup> Grade
Teacher	Mrs. Judy Crull	6 <sup>th</sup> -8 <sup>th</sup> Science
Teacher	Miss Corey Bilger	6 <sup>th</sup> -8 <sup>th</sup> Math
Teacher	Mr. Anthony Frasca	6 <sup>th</sup> -8 <sup>th</sup> Social Studies
Teacher	Mrs. Lydia Spillman	6 <sup>th</sup> -8 <sup>th</sup> Religion
Teacher	Miss Kristy Ketcham	7 <sup>th</sup> -8 <sup>th</sup> English/Literature

<b><i>Role/Title</i></b>	<b><i>Name</i></b>	<b><i>Grade/Subject</i></b>
Teacher	Adjust as needed	6 <sup>th</sup> -7 <sup>th</sup> English/Literature
Teacher	Mr. Tim Weaver	Physical Education
Teacher	Mrs. Sherri Bolen	Library/Title 1
Teacher	Mrs. Penny Woolwine	Music & Band
Teacher	Mrs. Katrina Widholm	Art
Teacher	Mrs. Penelope Lim	Spanish
Classroom Aide	Mrs. Kim Baker	
Classroom Aide	Mrs. Mindy Moomaw	
Classroom Aide	Ms. Terry Sturdyvin	
Classroom Aide	Mrs. Jamie Christhlf	
Math/Reading Intervention	Mr. Joe Karny	
Special Education	Mrs. Betsy Wright	
School Counselor	Mrs. Shawna Waller	
Aftercare Director	Mrs. Sheila Roberts	
Athletic Director	Mr. Jacques LeFaivre	
Athletic Director	Mr. Anthony Frasca	
Maintenance Supervisor	Mr. Bill Graham	
Maintenance Assistant	Mr. Charlie Lowary	
School Nutrition Director	Mrs. Peggy Loftus	
Kitchen Manager	Mrs. Tammy Wells	
Kitchen Assistant	Ms. Kristina Kerkerling	

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# ***Admissions Information***

## ***New Student Admissions***

Holy Cross School shares a vision that Catholic education is a thirteen year plus process of education and formation extending from preschool 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 the 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 who actively participate in the parish community. Participation includes: spiritually, by conscientiously attending Mass and in the sacramental life of the Church; financially, by contributing to the support of the parish to the best of their ability through annual sacrificial giving; and providing a commitment of their time and talent.
2. Children of families of other Catholic parishes in the community who actively participate in their parish community. Participation includes: spiritually, by conscientiously attending Mass and in the sacramental life of the Church; financially, by contributing to the support of the parish to the best of their ability through annual sacrificial giving; and providing a commitment of their time and talent. Families of other Catholic parishes should also support the financial needs of Holy Cross School to the best of their abilities.
3. Children of families who are not members of the Catholic community but who have one or more children already enrolled in Holy Cross School. Such families should support the financial needs of Holy Cross School to the best of their ability.
4. Children of families who are not members of the Catholic community and do not have any children enrolled in Holy Cross School. Such families should support the financial needs of Holy Cross School to the best of their ability.

No student shall be refused admission to Catholic schools on the basis of race, color, gender, national or ethnic origin or disability. Students of religious denominations other than Catholic may be admitted according to the above policy. *Diocese of Peoria Non-Discrimination in Admission Policies D-111; Reviewed 7/2018, 6/2020, 7/2021, 7/2022; Revised 7/2018;*

*7/2022*

Catholic schools exist to educate students in the Catholic faith. Therefore, non-Catholic students must participate in the religion classes, liturgies, and prayer services scheduled during the school



year. They must also satisfactorily pass all the course requirements of the school's religious education classes. *Diocese of Peoria Non-Discrimination in Admission Policies D-111; Reviewed 7/2018, 6/2020, 7/2021, 7/2022*

To file a complaint of discrimination, please follow these steps: 1) contact the principal of Holy Cross school; 2) if not satisfied, contact the parish priest; 3) if there is still an unresolved issue contact the Superintendent of Catholic Schools at the Diocese of Peoria.

## *Parent Cooperation as a Condition of Enrollment* CDOP A421 Handbook Faculty Parent Staff; Reviewed 7/2018, 6/2020, 7/2021, 7/2022

*Revised 7/2018, 6/2020*

The education of a student is a partnership between the parent/guardian and the school. The parent/guardian is expected to support the decisions of the people hired to administer the school and/or the diocesan system of schools. Just as a parent/guardian has the right to withdraw a child, if desired, the administration reserves the right to require the withdrawal of a student if the administration determines that the partnership with the parent/guardian is irretrievably broken.

## *FACTS*

FACTS is the online student information system (SIS) used by Holy Cross School to track our students through their years at Holy Cross. The FACTS SIS is used by faculty and staff for students' demographic information, attendance, grades, behavior, medical information, lunch orders, and incidental billing. The FACTS Financial System is an online business used to process and collect all tuition and incidental charges. FACTS Financial also administers the FACTS Grant & Aid application. This application helps to determine a fair amount of tuition assistance for families that apply for the Diocese of Peoria Spalding Scholarship and parish assistance. There is an additional fee to submit the FACTS Grant & Aid Application each school year.

The FACTS Family Portal is where parents can stay connected to the school in terms of announcements, calendars, enrollment packets, financial information, grades, attendance, report cards, etc. Each parent and student has access to their own Family or Student Portal account.

- You can access the family portal via web browser at:  
<https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>.
- Our district code is HL-IL.
- Students need to click on "student" before logging in.
- Contact the school office if you can not remember your username.
- If you are locked out of your account, contact the school office to clear the lock.

The school office highly recommends that parents and students download the mobile friendly Family Portal app from the app store on their smartphone. Search for "Holy Cross School Champaign."

# ***Tuition Management***

## ***Fee Structure 2023-2024***

- ★ All families are required to pay Tuition and Fees electronically through FACTS School Management using the financial information you provided (credit card or bank account).

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### **Tier 1: Tuition (See Schedule page 2)**

- ★ Kindergarten Readiness (KR) Program and K-8 Tuition Rates are listed on the fee schedule.
- ★ 4 payment plans:
  - 11 Month: begins August 2023, ends June 2024
  - 12 Month: begins **July** 2023, ends June 2024
  - Biannual: ½ Payment due on first day of school; ½ Payment due on January 10, 2024
  - Annual: Full Payment due on or before first day of school

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### **Tier 2: School Fees (See Schedule page 3)**

- Ⓐ Aftercare and Lunch Fees
  - These charges will be added to family accounts weekly.
  - Statements will be sent on the 15<sup>th</sup> and 30<sup>th</sup>/31<sup>st</sup> of each month. Payments are due within 10 days.
- Ⓑ Incidental Fees
  - These charges will be added to family accounts throughout the school year.
  - **\*\*NEW\*\*** Payments will be due 30 days after posting of the Incidental charge to the account.
- Ⓒ Organizational Fees
  - PTC Membership Dues (mandatory for all families). Payment is due August 30, 2023, or upon enrollment in the school.
  - Booster Club Family Pass (optional)

### **Important**

- ★ All charges must be paid by their established due dates. If payment is not made within 10 days, a \$10 late fee will be assessed for every month in arrears. This fee applies to all Tiers.
- ★ Invoice dates that fall on a weekend or holiday will be withdrawn the next business day.
- ★ Special arrangements may be made by individuals unwilling to pay electronically through FACTS. In this case, tuition must be paid annually or biannually and be approved in writing by the principal. Tier 2 fees must be paid upon receipt of invoice.
- ★ Families are encouraged to log into their FamilyPortal account frequently to check their accounts.

## Tuition Fee Schedule 2023-2024

It has been a long-standing tradition at Holy Cross School to do our best to make Catholic education affordable for all. **Holy Cross Parish** collaborates with **St. Patrick, St. Mary**, and the surrounding Catholic parishes to provide the financial resources needed to cover our operating expenses.

**The current cost to educate one child at Holy Cross School is \$7450.** Every Catholic family in good standing, regardless of which parish they attend, is eligible to receive the discounted rate of tuition published in the chart below. The pastor of your parish will be asked to verify that you are registered and participating in the life of the parish.

To bridge the gap created by the cost of education and the discounted rate of tuition for Catholics in good standing, **St. Patrick, St. Mary** and the surrounding Catholic parishes without schools of their own, who chose to send their children to Holy Cross School, agree to provide an additional *\$1000 per child* to assist **Holy Cross Parish** with the cost of education at Holy Cross School. Unaffiliated Catholic families and affiliated Catholic families from parishes with their own school will be charged the additional \$1000 per child.

### K-8 Tuition:

Catholic	11 month	12 month	Biannual	Annual
1 child	\$513.64	\$470.83	\$2825	\$5650
2 children	\$950	\$870.83	\$5225	\$10450
3 children	\$1309.09	\$1200	\$7200	\$14400
4 or more children	\$1590.91	\$1458.33	\$8750	\$17500
<b>Non-Catholic</b> (per child)	\$709	\$650	\$3900	\$7800

### Kindergarten Readiness Program Rates:

3 year old Classroom & PreK Classrooms	
Mon/Wed/Fri (3 day)	Mon - Fri (5 day)
Half Day 8-11am	
\$2000	\$3000
Full Day 8am-3pm	
\$4000	\$6000
<b>Please note: Aftercare is available at the times and rates published on the Fee Schedule.</b> <b>Please note: Hot Lunch is not included with KR Program Rates. See rates published on the next page. KR Program families are eligible to participate in the National School Lunch Program.</b>	

## *School Fee Schedule 2023-2024*

### A

1. Aftercare Program
  - a. Aftercare is offered for Part Time (3pm - 4pm) at \$30/week and Full Time (3pm -5:30pm) at \$60/week, per student.
  - b. Aftercare charges are posted weekly to the student's incidental account, and families pay each week of the school year, regardless of the number of days attended in a given week. Charges will continue upon enrollment in Aftercare unless the school office is contacted to withdraw the student from the program.
  - c. A late fee of \$15 will be charged if you are 10 minutes beyond your pick up time (4:10pm or 5:40 pm).
  - d. Families that are delinquent more than \$200 will not be able to send student(s) to Aftercare until the balance is paid in full.
  - e. Emergency Care is offered for families that need a one-time Aftercare use. The fee for Emergency Care is \$20 per student for a 4pm pickup and \$40 for a 5:30pm pickup.
2. Lunch Program
  - a. HCS participates in the National School Lunch Program. All KR Program and K-8 parents are encouraged to apply for free or reduced lunches at any time during each school year. All information about eligibility is kept confidential.
  - b. KR Program & K-8 Student Lunch (includes milk): \$3.30; Milk Only \$0.40
  - c. Adult Lunch: \$3.70

### B

1. Gym Uniforms - Grades 5-8
  - a. Place an order by the end of July for gym shorts and shirts (order form available in Online Enrollment or from school office).
  - b. \$15/shirt; \$15/short
2. Athletic IESA Sports Participation - Grades 5-8
  - a. Fees are per student.
  - b. \$75 for first sport; \$50 for each additional sport
  - c. \$150 replacement fee for a uniform component that is damaged or lost (jersey/shorts)
3. Field Trips
  - a. Field trip fees will be added to your family account the day after the field trip occurs so as to accurately reflect attendance.
4. Miscellaneous Fees
  - a. Any additional charges may be added throughout the school year.

### C

1. Parent Teacher Club Dues - \$40
  - a. Annual membership dues per family for all Kindergarten Readiness & K-8 families
2. Booster Club Family Pass - \$50; Booster Club Extended Family Pass \$70
  - a. A family pass allows all immediate family members entrance to all regular season home games.
  - b. An extended family pass allows grandparents, aunts, uncles, etc entrance to all regular season home games.

## *Outstanding Balances*

Student enrollment at Holy Cross School includes a financial obligation for tuition and all other incidental fees. Tuition is payable monthly according to the payment plan chosen via the FACTS Financial portion of the online enrollment packet. Be aware that NSF charges are payable to FACTS, and the school administration can not waive these fees. Each month that tuition is not paid, a \$10 late fee will be assessed by the school.

Lunch and aftercare charges are to be paid twice a month, no later than 10 days upon receipt of your invoice via email. Unpaid accounts will be charged a \$10.00 late fee each month that they are overdue. All other incidental fees will be due 30 days after being invoiced. Incidental billing can be set up for auto payment if desired.

Those with accounts not current at the end of a semester are required to meet with the administration. Any family with an outstanding balance as of June 30 of each school year will not be permitted to begin the subsequent school year at Holy Cross School without the authorization of the pastor and administration. Holy Cross School and Parish realize that circumstances for families can change suddenly due to an illness or change in employment. The pastor and principal are committed to working with any family experiencing difficulties.

## *Tuition and Fee Agreement* (electronically signed by parents in online enrollment packet)

1. I/We understand all outstanding fees including, but not limited to tuition, incidental fees, and any incurred late fees are to be paid in full before students are transferred to the next grade level or records are sent to a new school and/or before partaking in graduation.
2. I/We understand if our child's tuition is being paid by another individual, it is my/our responsibility to inform the other individual(s) of all due dates to avoid any late fee charges.
3. I/We understand that all school families are required to set up a FACTS Financial account. Payment through FACTS is the preferred method of payment. Payment options through FACTS include automatic deduction from your checking/savings account or credit card. If you prefer to bring your payment to the school office, you must still set up a FACTS account.
4. I/We understand and will adhere to the rules and guidelines as outlined on the FACTS Financial website.
5. I/We understand that delinquent tuition must be caught up at the end of every semester. All tuition must be paid in full by the end of your specific payment plan.

## *Tuition Refunds*

In the event that a family withdraws their child(ren) from Holy Cross School, tuition refunds will be prorated based on the number of months/days left in the school year. Any outstanding incidental fees will be due at the time of withdrawal.

## *Tuition Assistance/Scholarships*

Step 1: Make sure your family is registered at a local Catholic parish.

Families must be registered and active members at one of our Catholic parishes. At the very least, registered and active members of a church should be attending Mass regularly on Sundays and Holy Days of Obligation, practicing stewardship by volunteering their time in support of parish and school activities, and giving sacrificially of their financial resources on a regular basis to support the ministries of the parish. If you are uncertain, call your parish office to verify that you are a registered member. If you are NOT registered at a local parish, you will be charged the Non-Catholic tuition rate.

Step 2: (State) Empower Illinois - Begins annually in mid-January.

On page one of the reservation form, enter basic information, such as parent name, student name, and contact information. On page two, review this information and click submit. After clicking submit you receive your first come, first-served timestamp to access your application through your Empower Illinois student portal. You can complete this step whenever you are able to ensure accuracy, but we encourage you to submit your application as soon as possible for the best chance at receiving a scholarship.

Step 3: (Diocese) Diocese of Peoria Spalding Scholarship - Due annually in late April [Catholic Families Only](#)

The John Lancaster Spalding Scholarship is an endowment fund established as a result of the Diocese of Peoria ROOTED IN FAITH Campaign and named in honor of Archbishop Spalding, the first Bishop of Peoria. You must be a member of a local parish, in good standing, in order to qualify for the Spalding Scholarship. If you receive a Spalding Scholarship and are later awarded an Empower Illinois Scholarship, your Spalding monies will be returned to the Diocese for use by another family in need. Contact your home parish and ask to be placed on their Spalding Scholarship list that will be submitted by your church to the Diocese.

Step 4: (Parish) FACTS Grant & Aid - Begins annually on January 1 - Catholic Families Only

Log into FACTS Grant & Aid, which can be accessed via your FACTS Family Portal account. Complete the entire FACTS Grant & Aid application for the upcoming school year and pay the fee. You will also need to upload copies of your W2s, 2020 Federal Tax Return, and any other required documents. A \$40 online payment is needed to complete the FACTS Grant & Aid application. All families who want any type of assistance from their home parish or the Diocese of Peoria Spalding Scholarship MUST fill out a FACTS Grant & Aid form.

These steps are completed EVERY school year. They do not carry from one year to the next.

After you have completed all four steps, the following will occur:

1. You will receive a notification from Empower Illinois about whether you have been placed on the wait list or awarded a scholarship. If you receive a scholarship award email, notify the school office so that we can begin the process of moving your scholarship through the Empower Illinois system.
2. You will receive a letter from the Diocese in June stating whether or not you were awarded a Spalding Scholarship.
3. Once Spalding Scholarships are awarded, the local parishes begin awarding assistance based upon Diocesan awards and the results of your FACTS Grant & Aid application. Contact your parish about any other necessary meetings or other obligations that may be required in order to receive parish assistance.
4. During online enrollment you will be choosing your payment plan for the upcoming school year. There are no tuition amounts entered at the time you re-enroll your child(ren) for school. Base tuition amounts are entered in late July or early August.

Important: Everyone is charged the base tuition rate according to their standing as Catholic, Other Catholic, or Non-Catholic and the number of children enrolled at Holy Cross School. Scholarships and discounts are entered and deducted from the base tuition rate and included on your Tuition Agreement. Your signature on the Tuition Agreement in your Online Enrollment packet and School Compact (paper agreement to be distributed and returned to office) will complete the process.

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# ***Medical and Legal Documentation***

## ***Faith's Law*** CDOP Faith's Law Policy C411, Effective 7/1/23

### School Employee Code of Professional Conduct

Pursuant to Illinois's Faith's Law requirements, the Diocese of Peoria adopts this Code of Professional Conduct for School Employees. Each of the provisions below is contained in existing policies and rules of the Diocese of Peoria, but are restated as a Code of Conduct for School Employees to comply with the law. Each school is required pursuant to Faith's Law to post this Code of Professional Conduct for School Employees on the school's website and to publish this document in the school's parent/family/student handbook, if the school has one.

#### I. Educator Code of Conduct

Pursuant to recent Illinois law, the Diocese adopts the relevant portions of the Illinois Educator Code of Conduct, as follows, which applies to school employees who are certified or working toward certification or whose certification has been waived:

Principle 1: Responsibility to Students. Educators are committed to creating, promoting, and implementing a learning environment that enables students to achieve their highest academic potential, and to succeed as a responsible member of society. They are committed to embodying standards of professionalism in the learning environment; respecting the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect for each student; maintaining a professional relationship with students at all times; providing a curriculum based on high expectations for students; and fostering in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

Principle 2: Responsibility to Self. Educators are committed to establishing high professional standards and striving to meet these standards through their performance. They are committed to assuming responsibility and accountability for their performance and striving to demonstrate proficiency and currency in both content knowledge and professional practice; developing and implementing personal and professional goals with attention to professional standards through a process of self-assessment and professional development; representing their professional credentials and qualifications accurately; and using sound professional judgment.

Principle 3: Responsibility to Colleagues and the Profession. Educators are committed to collaborating with school and Diocesan colleagues and other professionals in the interest of



student learning and to meet state educational standards; working together to create a respectful, professional and supportive school climate for educators to maintain their individual professional integrity; seeking out and engaging in activities that contribute to the ongoing development of the profession; encouraging promising candidates to enter the education profession; and supporting the preparation, induction, mentoring and professional development of educators.

Principle 4: Responsibility to School Parents and Families. Educators are committed to collaborating, striving to build trust, and respecting confidentiality with school parents and families striving to develop and maintain professional relationships with school parents and families; and promoting collaboration and supporting student learning through communication with parents and families.

Principle 5: Responsibility to the ISBE. Educators are committed to supporting the Administrative and School Codes as applicable to Catholic schools, state and federal laws and regulations as applicable to Catholic schools, and the Illinois State Board of Education's standards for highly qualified educators, as applicable to Catholic schools. They are committed to providing accurate communication to the Illinois State Board of Education concerning all certification matters; maintaining appropriate certification for employment; and complying with the state and federal codes, laws, and regulations that apply to Catholic schools.

Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal. The Catholic Diocese of Peoria and its associated schools have no tolerance for any unprofessional conduct.

## II. Sexual misconduct

The Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment, prohibits sexual abuse of minors by its employees, clergy members, and volunteers. Pursuant to Faith's Law, the Diocese has amended its Norms to add additional description of acts constituting sexual abuse of a minor:

I. Sexual misconduct, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the purpose of

establishing a romantic or sexual relationship with the minor, including but not limited to a sexual or romantic invitation; dating or soliciting a date; engaging in sexualized or romantic dialog; making sexually suggestive comments that are directed toward or with a minor; self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor (Illinois' Faith's Law, Public Act 102-0676, (105 ILCS 5/22-85.5).

II. Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

### III. Expectations of School Employees

School employees are expected to maintain professional relationships and boundaries, recognizing the age and the developmental levels of the students with whom they interact.

1. Employees are strictly prohibited from using any form of communication with students (e-mails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and/or inappropriate between an employee and student.
2. Employees are not permitted to transport students in the employee's privately owned vehicle, unless the employee has obtained the prior permission of the Principal to do so.
3. Employees are not permitted to take or possess a photo or video of a student on their private devices that would be construed as inappropriate.
4. Employees are expected to maintain a professional relationship in all interactions, both in and out of school.

### IV. School employees are mandated reporters

The Diocese restates here the Diocese's requirement that its employees, including employees who work at diocesan elementary schools and high schools, shall report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services. Pursuant to the Illinois Abused and Neglected Child Reporting Act, (325 ILCS 5/4), school employees are required to make a report suspected child abuse and suspected child neglect to the Illinois Department of

Children and Family Services by calling the hotline number at 1-800- 25-ABUSE (1-800-252-2873) whenever the employee has reasonable cause to believe that a child known to the employee in the employee's professional or official capacity may be abused or neglected.

#### V. Employee training related to child abuse and educator ethics

The Diocese requires its employees be trained annually in their obligations as mandated reporters and every three years to be trained in preventing, detecting and responding properly to sexual harassment. The trainings are entitled DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and the State of Illinois' Prohibition of Sexual Harassment training. Those requirements are set forth in the Diocese's Employee Handbook and in the Diocese's Safe Environment Requirements for Clergy, Adult/Teen Employees and Volunteers whose role involves direct contact with minors. The Diocese will require its school employee educators to receive training in educator ethics. When those resources are completed, they will be shared with educators.

#### Faith's Law Resource Guide

On December 3, 2021, Governor Pritzker signed Faith's Law, P.A. 102-0676 (HB 1976), into law. Faith's Law expands the criminal definition of grooming beyond electronic communications to include written communications and acts committed in person or by conduct through a third party. The law also makes it clear that mandated reporters must report suspected grooming to DCFS under the Abused and Neglected Child Reporting Act. In addition to expanding the criminal definition of grooming, Faith's Law includes several new requirements for schools and educators intended to prevent sexual abuse and misconduct in schools.

The law specifically provides that any violation of the employee code of professional conduct or failure to report a violation may subject an employee to discipline, up to and including dismissal from employment. As part of this law, we are posting a copy of the Resource Guide to support you and your family should you need it.

<chrome-extension://efaidnbmnnnibpcajpcgltclfindmkaj/https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf>

### *Health Examinations and Immunizations* Catholic Diocese of Peoria, D-152, Revised 7/2018, 6/2020; Reviewed 7/2018, 6/2020, 7/2021, 7/2022

Dental Health Exam Required. All students in kindergarten, Grade 2, and Grade 6 are required to have an oral health examination. Examinations must be performed by a licensed dentist. If a family fails to present proof of the required dental examination by October 15, the student will be withheld from attending school until the examination is turned in to the office.

Vision Exam Required. All students enrolling in kindergarten and any student enrolling for the first time in a private or parochial school are required to have an eye examination. The eye examination requirement does not apply to children enrolling in preschool. Each child, to whom the eye examination requirement applies, is required to present proof of an eye examination by a licensed optometrist or medical doctor who performs eye examinations by the first day of the school year. If a family fails to present proof of the required eye examination by October 15, the student will be withheld from attending school until the examination is turned in to the office.

Health Exam Required. Each student in a Catholic school in the Catholic Diocese of Peoria shall have a health examination within one year prior to entering preschool; prior to entering kindergarten or the first grade; and upon entering the sixth grade; and upon entering a school pursuant to a transfer, regardless of the student's grade level. If a family fails to present proof of the required health examination by October 15, the student will be withheld from attending school until the examination is turned in to the office.

Immunizations Required. Each Catholic school student shall receive such immunizations against preventable communicable diseases as are required by the Illinois School Code and the Communicable Disease Prevention Act, at the time those immunizations are required to be received, unless one of the exceptions listed below is satisfied.

Proof of Health Exam and Immunizations Required. A student's parent/legal guardian must supply proof of both the health exam and the required immunizations no later than the beginning of the school year. Where proof is not submitted, the school will notify the parent/legal guardian that he or she has until October 15 of the current school year in which to have the student examined and receive the immunizations, and present proof of the same.

Noncompliance with this Policy. Failure to provide proof of required health exams and immunizations shall result in the student being excluded from school until the parent/legal guardian presents proof of the exams and the immunizations, and the parent/legal guardian is deemed in violation of the Illinois School Code during the period of noncompliance.

Objections to Examinations and/or Immunizations.

A parent/legal guardian who objects to his/her student being examined and/or immunized is eligible to be exempt from exams and/or immunizations only as follows:

- *Medical Objection.* Any medical objection to an immunization must be presented by a physician licensed to practice medicine in all its branches indicating the reason(s), and signed by the physician on the certificate of student health examination and placed on file in the student's permanent record. Should the condition of the student later permit immunization, this requirement will then have to be met.

- *Religious Objection.* Children of parents or legal guardians who object to health, dental, or eye examinations or any part thereof, to immunizations, or to vision and hearing screening tests on religious grounds shall not be required to undergo the examinations, tests, or immunizations to which they so object if such parents or legal guardians present to the local school authority a signed Certificate of Religious Exemption detailing the grounds for objection and the specific immunizations, tests, or examinations to which they object. The grounds for objection must set forth the specific religious belief that conflicts with the examination, test, immunization, or other medical intervention. The signed certificate shall also reflect the parent's understanding of the school's exclusion policies in the case of a vaccine-preventable disease outbreak or exposure. The certificate must also be signed by the authorized examining health care provider responsible for the performance of the child's health examination confirming that the provider provided education to the parent or legal guardian on the benefits of immunization and the health risks to the student and to the community of the communicable diseases for which immunization is required. The Certificate of Religious Exemption form is available on the Illinois Department of Public Health website at: <http://dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf>. The form may not be used for exemptions from immunizations and/or examinations for personal or philosophical reasons. Illinois law does not allow for such exemptions.
- The school shall inform the parent or legal guardian, at the time that the exemption is presented, of exclusion procedures should there be an outbreak of one or more diseases from which the student is not protected.

Determination of Objection to Examination and/or Immunization. The school is to forward all objections to the Catholic Diocese of Peoria, attention Superintendent of Schools, for determination of whether the required documentation has been presented for an exemption from health examination and/or immunization requirements. The final decision regarding whether a valid exemption exists rests with the Superintendent of Schools.

List of Non-Immunized Students. An accurate list shall be maintained at every school of those who have not presented proof of immunity against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, Haemophilus influenzae type b, hepatitis B, or Varicella.

## *Custody and Court Documents*

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. If problems arise, divorced or separated parents may be required to 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.

### *Emergency Contacts and Authorized Pick-Up Contacts*

During online enrollment/re-enrollment, a section of the packet asks for emergency contacts and pick-up contacts. If a student is sick or injured, the school office will attempt to contact parents first by leaving voicemail or sending a text via the Parent Alert system. If parents are not available within a reasonable amount of time, the school office will move to calling designated emergency contacts.

### *Medication - Prescription and OTC*

The purpose of administering medication at school is to help students maintain a state of health sufficient for their academic learning and faith development.

Any student who takes asthma medication, medication for diabetes, or uses an epinephrine injector is required to have an Emergency Action Plan, filled out by the doctor on file in the school office.

The school office must have a Prescription Medication Authorization Form, signed by their doctor, acknowledging that the parent or guardian is giving the school personnel permission to give their child prescription medication and/or that they allow their child to carry asthma medication, an epinephrine injector, or diabetic medication.

Over the Counter (OTC) medications can be administered to a student with a signed Permission to Self-Medicate OTC Medication form. The OTC medication must remain in its original packaging and should be labeled with that child's name. The medication will be kept in the school office, and the student can take the medication as needed per instructions on the signed form. Any unused medication will be returned at the end of the school year. The school office can not administer any OTC medications from a phone call authorization; a signed OTC medication form must be on file with the school office.

***Publicity/Media Release*** *(electronically signed by all parents in online enrollment packet)*

On occasion, Holy Cross takes photographs or makes an audio or video recording of children and/or adults involved in school or parish activities. Such photographs or video records may be used by staff and participants to remember the activities or participants. In addition, such photographs and audio/visual recordings may be used in school or parish publications or advertising materials to let others know about the school or parish. Also, local news organizations may learn about the school's activities or events, and the school or parish may invite or allow them to photograph or record such events to be used, distributed, or displayed as the agents of the school or parish see fit. Parents have the option to opt out in the online enrollment packet or by contacting the school office.

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## ***Dress Code*** ***\*\*Updated for SY '23 - '24\*\****

All students are required to follow the Holy Cross dress code, an expression of unity that eliminates materialistic competition and strengthens our academic focus and discipline.

### **PreK - 8th Grade Girls & Boys**

- Khaki or navy uniform-style pants – worn at the waist, no cargo or jogger pants
- Khaki or navy uniform shorts (1<sup>st</sup> and 4<sup>th</sup> quarters only) two inches above the knee worn at the waist, no cargo
- Solid white, navy, light blue, or hunter green short or long-sleeved collared polo with no logos
- Cardigan or pullover sweater in navy, gray, hunter green, or white
- Holy Cross or plain crew neck pullover sweatshirt in gray, navy, purple, or hunter green – collared shirt worn underneath with collar showing
- Holy Cross fleece in black or gray
- Socks must be worn and should not be distracting
- Closed heel and toe flat shoes – no sandals, boots, or mules

**8th Grade:** Short-sleeved, solid-colored class polo

### **Girls:**

- **PreK - 8th:** Plaid or navy uniform jumper, skirt, or skort - no shorter than two inches above knee
- Solid navy, white, gray, or black leggings or tights – no patterns or embellishments
- Peter Pan blouse with no logos or embellishments

### **ADDITIONAL DRESS CODE POLICIES AND REQUIREMENTS**

- Grades 3-8: Belt worn with pants or shorts
- Grades 3-8: Shirts must be tucked in.

### **HAIR**

- Hair must be a natural color, presentable, and groomed.
- Boys' hair must not touch the eyebrows or shirt collar.
- All students must wear hair in a style that does not impair vision.

### **JEWELRY**

- Girls may wear post-earrings, non-dangling.
- No body art or piercing of any kind

### **MAKEUP**

- Acne/blemish concealer allowed.
- Colored nail polish allowed. Nails should be short and not distracting.















## PHYSICAL EDUCATION UNIFORMS

- **Grades K-4:** white t-shirt worn over uniform with first name printed in 2" black lettering on the front
- **Grades 5-8:** purple gym shorts, HCS gray gym t-shirt (purchased from Holy Cross)
- **PreK- 8:** one pair of clean tennis shoes specifically for PE to be kept at school

## SPIRIT DAYS

Thursdays will be Holy Cross Spirit days. Students may wear Holy Cross athletic or spirit wear tops with uniform bottoms.

## ONLINE RESOURCES FOR UNIFORM COMPONENTS

<p>Lands' End Girls Box Pleat Uniform Skirt:</p>  <p>Select: Classic Navy Evergreen Plaid</p>	<p>Lands' End Girls Uniform Jumper:</p>  <p>Select: Classic Navy Evergreen Plaid</p>	<p>Lands' End Girls Uniform Skort:</p>  <p>Select: Classic Navy Evergreen Plaid</p>	<p>Lands' End Women's Uniform Skort:</p>  <p>Select: Classic Navy Evergreen Plaid</p>
<p>Lands' End Girls Shorts:</p>  <p>Select: Khaki or Classic Navy</p>	<p>Lands' End Girls Pants:</p>  <p>Select: Khaki or Classic Navy</p>	<p>Lands' End Girls Ponte Pleat Solid Skirt:</p>  <p>Select: Classic Navy</p>	<p>Lands' End Girls Box Pleat Solid Skirt:</p>  <p>Select: Classic Navy</p>
<p>Lands' End Girls Short Sleeve Feminine Polo Shirt:</p>  <p>Select: Solid White/Navy/Light Blue/Evergreen</p>	<p>Lands' End Kids/Girls/Boys/Adults Short Sleeve Polo Shirt:</p>  <p>Select: Solid White/Navy/Light Blue/Evergreen</p>	<p>Lands' End Boys Shorts:</p>  <p>Select: Khaki or Classic Navy</p>	<p>Lands' End Boys Chino Pants:</p>  <p>Select: Khaki or Classic Navy</p>

\* Lands' End uniforms are also available at Target.

\* Polo shirts, shorts, and pants can also be purchased at Target, Gap, and Old Navy.

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# ***Transportation***

## ***Arrival/Dismissal***

Student drop off will begin at 7:40 am, and school begins at 7:55 am. Students will be dropped off at door #2 from the parish center parking lot or at the front door (#1). There will be seventh and eighth grade student ambassadors available to help the younger students get to their classrooms.

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Full Day of School (Staggered Dismissal)	
PreK, K, 1, 2	2:50 pm
3, 4	2:55 pm
5, 6, 7, 8	3:00 pm
½ Day of School (Staggered Dismissal)	
PreK	11:00 am
K, 1, 2	11:20 am
3, 4	11:25 am
5, 6, 7, 8	11:30 am

Parents are asked to leave the school grounds when they have collected all of their children at the end of the school day. Once a student leaves the school building, he or she may not come back into the building.

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

## ***Bicycles/Walking to School***

Students in grades 1-8 may ride their bicycles or walk to school with the permission of their parents. All bicycles must be locked onto the purple bike rack provided at the northwest corner of the school building. Bicycles are to be walked across streets and playgrounds. 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 or the school office and may not be ridden on school property.

## ***Bus Transportation***

The majority of Holy Cross parents drive their child(ren) to school each day. After the COVID19 pandemic and the subsequent bus driver shortage in our area, Unit 4 has stopped providing bus service to private schools. With parent approval, students can use the C-U MTD buses to travel to and from school as long as the schedule coordinates with school arrival and dismissal times.

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## ***Communications***

### ***Communication with Staff and Faculty***

Parents who need to communicate with staff or faculty should email them directly or call the school office. The school office can “blind transfer” the call directly to their voicemail without interrupting their class. Messages will be returned as soon as time allows. Please be respectful of staff and faculty “off hours” in the evenings and on weekends.

### ***Communication from Home to School***

Please provide your child with clear instructions about his or her day before they leave home, especially regarding after-school plans and activities. Parents wishing to give their child(ren) a message during the school day should call the school office and the message will be given directly to the student, written on a note left in their locker, or given to their homeroom teacher.

### ***Communication from School to Home***

Each Friday parents will receive a Friday News & Notes email from the school office. These weekly emails will help keep parents informed about the upcoming events and activities at Holy Cross. Important information will also be sent home via email or USPS as needed throughout the school year. The school office and faculty use email as a primary means of communication with school families. Families should provide at least one parent or guardian email address. Changes in an email address can be called in to the school office as often as necessary.

## *Illness Guidelines (electronically signed by all parents in online enrollment packet)*

Parents should notify the school office by 8:15 am by phone or email if their child will be absent from school due to any health concerns.

The school office will notify parents via email of fellow classroom students who have a contagious condition (strep throat, chicken pox, head lice, COVID, etc).

- If your child has strep throat, scarlet fever, conjunctivitis (pink eye), pinworms, ringworm, or impetigo, the child needs to be on medication from your doctor for 24 hours before returning to school.
- When a child has chicken pox, he or she may return to school after all the pox are dry and crusted over, usually not sooner than six days after the onset of the illness.
- If your child has head lice, he or she 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 the best option to assure total lice treatment of the hair, especially with increasing reports of possible lice resistance to treatment products. Of course, thorough cleaning of the home environment, clothing, bedding, combs, brushes, etc is a critical part of the solution to this problem.
- If your child is diagnosed with COVID19 either with a home test kit or a medical PCR test, please contact the school office immediately so that isolation procedures can be put into place per the current CDC recommendations.

No child should be sent to school with a fever. If the child has been feverish, he or she should not return to school until they have been fever free without medication for 24 hours.

A child with diarrhea should be kept at home until they are feeling better. If vomiting occurs, the child should be kept at home until they can eat and keep food down for 24 hours.

If your child develops a body rash or skin lesions, a doctor should diagnose the problem. Please let the school office know what the doctor has diagnosed and recommended before permitting the child to return to school. There may be times when a note from the doctor will be required.

Parents may request homework for their child when they call/email in an absence. We do not guarantee that we can get all of the homework together if the request is made after 8:15am. Unless parents have made special arrangements with the classroom teacher, homework will be available for pick up after 3pm dismissal.

## *Emergency Closing of School*

Weather conditions may make it necessary to close school. Parents will be contacted by email and text messaging via the FACTS Parent Alert system. If possible, school closure information will be provided to the local radio and television stations (WDWS/WHMS, WLRW/Mix 94.5, WILL, and Channels 3 and 15).

It is general school policy that school will not dismiss early. However, parents or guardians are free to pick up their child at any time during the school day if they feel inclement weather will make travel difficult or dangerous.

In the event of a crisis situation that requires evacuation of the school building, students will be taken to a place of safety, usually inside Holy Cross Church or Parish Center. If evacuation of the entire parish property is necessary, students will be taken to the White street fire station or Busey Bank. Additionally, information will be announced on the above-mentioned radio and television stations and by phone call, email, FamilyPortal, and texting through the Parent Alert System.

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## ***Absenteeism & Truancy Policy** \*\*Updated for SY '23 - '24\*\**

Daily on-time attendance is essential to ensure continuous academic progress. It is equally important that if your child is not feeling well, he or she should be kept at home.

School attendance is compulsory in Illinois. The responsibility of compliance with the law belongs to the parents/guardians. An accurate attendance record is placed in the student's permanent file at the end of each school year. The principal will investigate and contact the parents/guardians when:

- there is a suspicion that a student is truant.
- a student returns to school with no excuse or one that might not be valid.
- a student continues to be absent for no apparent reason.

Students at Holy Cross School can only miss a total of 9 days per school year (excused and/or unexcused absences).

### **Tardy**

Students who are not in their homeroom at 8:00 am will be marked tardy.

## **Absence**

When a child is absent, parents/guardians must notify the school office between 7:15 am and 8:00 am either by phone call, voicemail to the school office, or an email to the school office (hcs@holycrosselem.org). Report in detail why your child is not attending school and if ill, his or her symptoms.

- **Excused Absences:**

- physical illness
- mental or behavioral health of the student (up to 5 days per year)
- observance of a religious holiday
- death in the immediate family
- family emergency
- medical visits
- situations beyond the control of the student (such as court appearances)
- other circumstances which cause reasonable concern to the parents/guardians for the mental, emotional, or physical health or safety of the student
- family vacations with approval of the school administration

- **Unexcused Absences:**

- A student will be marked unexcused when parents/guardians fail to notify the school office of their child's absence.

- **Chronic Absences:**

- Truant: a student who is absent without valid cause for a school day or portion of the school day
- Chronic or habitual truant: a student who is absent without valid cause for 5% or more of the school year
- Truant minor: a chronic truant student to whom supportive services have been offered and/or refused

## **School Office Procedures for Absences**

The following interventions/strategies will be implemented when a student is absent, truant, or chronically truant:

- The school office will contact the parents/guardians if the student is not phoned in as absent.
- All parties listed as emergency contacts in the student's file will be contacted if the parents/guardians cannot be reached.
- If the administration is unsuccessful in reaching the parents/guardians or the emergency contacts, the police will be notified and asked to conduct a well-being check on the student/family.
- Parents/guardians of students who are chronically truant or absent will be provided with all available supportive services. These services may include parent/guardian conferences; student and/or family counseling; prevention, diagnostic, intervention, and remedial services;

alternative programs; and other school and community resources.

- When efforts to persuade the student to attend school fail, written notice shall be sent to the parents/guardians stating that the matter is being turned over to the Regional Office of Education for truancy. Additionally, the student may be withdrawn from enrollment at Holy Cross School.

### **Release During the School Day Procedure**

No child will be released to a person who is not known to the teacher, principal, or school office staff. If it is necessary for parents/guardians to take their child out of school for any reason once the school day begins the attendance record will be appropriately marked. The following procedure should be followed:

- A written note, email ([hcs@holycrosselem.org](mailto:hcs@holycrosselem.org)), or phone call to the school office should be placed in advance, providing pertinent information.
- Parents/guardians must notify the school office upon arrival to check their child out of school.
- Office staff will call your child out of class and send them to the main door after you arrive.
- If the child returns to school, he or she must buzz the door at the main entrance to enter and check in at the office before returning to class.

### **Partial Day Absence**

Students will be marked absent for partial attendance based upon the following time schedule:

- **A** = Absent full day
- **T** = Tardy = less than 1.75 hours out of school
- **A1/4** = Quarter Day absent = 1.75 hours out of school
- **A1/2** = Half Day absent = 3 hours out of school
- **A3/4** = Three Quarter Day absent = 5.25 hours out of school

### **Homework Requests**

Homework assignments can be collected if a request is received no later than 8:15 am. Teachers cannot guarantee homework will be collected once classes have begun. When possible, homework will be sent home with a sibling. Otherwise, homework will be available for pickup between 3 pm and 3:30 pm at the school office and/or outside bin.

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# ***Curriculum and Student Grades***

## ***Religion***

K/1 - Sadlier - Christ in Us. With a focus on the seven sacraments, children prepare to actively participate in the life of the Church. Children experience *Christ in Us* through the student books and the student portal. In each lesson, children learn about their Catholic faith, build faith vocabulary, and apply their knowledge with thought-provoking activities. <https://www.comcenter.com/product/SADL-37008/>

2-8 - Loyola Press - Christ Our Life. The New Evangelization Edition of *Christ Our Life* fosters children's love of God and knowledge of our Catholic faith. In each grade level, the program builds upon previous grades, following a pattern of continuous growth in depth and in scope. [https://s3.us-east-1.amazonaws.com/lpress-craft-flippingbooks/COL/COL\\_BrochureUpdated2019/4/index.html](https://s3.us-east-1.amazonaws.com/lpress-craft-flippingbooks/COL/COL_BrochureUpdated2019/4/index.html)

### Sacrament Preparation.

Parents will be informed about the preparation program for the reception of the sacraments of First Reconciliation and First Communion in the second grade and Confirmation in the eighth grade. 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, in the second grade or older, 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 second grade year.

For Confirmation, the young adult must have received the Sacraments of Baptism, Reconciliation, and Eucharist prior to receiving the Sacrament of Confirmation. Participation in classroom instruction, selecting an eligible sponsor, and meeting with him or her are key factors in the preparation process. It is customary for the confirmands to attend a Confirmation retreat during their preparation as well. The Confirmation date is set by the bishop's office.

### Service Projects

Students at all levels are given opportunities throughout the school year to be of service to others within and outside of the school community. Projects have included honoring our veterans and first responders, feeding the poor, providing supplies for those in need, and making cards and saying prayers for homebound parishioners.



## *English/Literature*

### K-6 - HMH - Into Reading

Kindergarten through sixth grade use the Houghton Mifflin-Harcourt Into Reading all inclusive English curriculum. Into Reading incorporates literature, spelling, grammar, and writing across the entire curriculum. Student resources include a grade level specific myBook, Writer's Notebook, Know It Show It Practice Book, Read and Respond Journal and a Grammar Practice Workbook.

"HMH Into Reading provides a range of opportunities to support students in practicing and applying targeted knowledge and skills either on their own or in collaborative groups. A balance of fiction and nonfiction, multi-genre text sets are carefully curated, content-rich, diverse, award-winning authentic texts designed to engage all readers." HMH Into-Reading Profile

### 7-8 - Sadlier & HMH

The main objectives in the seventh and eighth grade language arts classes include learning and reviewing basic grammar and usage rules, practicing and continuing to develop editing and writing skills, and expanding vocabulary usage. A Houghton Mifflin grammar book is utilized to cover grammar concepts, and the Sadlier-Oxford *Vocabulary Workshop* workbook is used to introduce new words. Students will be given opportunities to improve their communication skills as they explore expository essays, business letters, personal narratives, poetry, research-based writing, and reflections as well as other forms of creative, descriptive, and persuasive writing. Oral presentations and technology use will also be incorporated into multi-layer projects.

Literature classes in seventh and eighth grades will continue to focus on literary elements and themes in fiction, nonfiction, drama, and poetry. Students will be asked to analyze and cite text, make inferences, and think critically. Participation in discussions is expected, and students will also be required to read independently.

## *Math*

Students in grades K-6 are taught using the Houghton Mifflin-Harcourt *Go Math!* series. *Go Math!* is designed using the proven 5E instructional model, guiding students toward proficiency by building on their previous understanding of mathematical concepts. The 5E model guides the students through their curriculum to Engage-Explore-Explain-Elaborate-Evaluate. Embedded formative math assessments ensure students get the support they need. <https://www.hmhco.com/programs/go-math>

Students in grades 7 and 8 start on a two-year program using *Big Ideas Math* to study Pre-Algebra or Algebra. The goal of Pre-Algebra is to prepare students for success in Algebra I in high school. This is a rigorous course of study, intended to prepare students to progress to geometry in high school.

## *Social Studies*

Students in grades K-5 are taught using the McGraw Hill IMPACT Social Studies series. This series builds a solid foundation in the core subjects of social studies—history, geography, economics, and civics—with conceptually coherent units of study. Each unit provides active engagement with a rich variety of informational texts, primary sources, and media. In a developmental approach across grade levels, students use disciplinary tools and strategies to think like a historian, a geographer, an economist—and as an informed and engaged citizen.

<https://www.mheducation.com/prek-12/program/impact-social-studies/MKTSP-AAS02M0.html>

Social Studies units in grades six through eight are subject focused. Sixth graders study world history and ancient civilizations: their history, culture, and geography. Seventh graders focus on the United States and Illinois Constitutions, culminating with tests that students must pass per the Diocese of Peoria. They also look at the history of the United States from its colonial beginnings to the beginning of the Civil War. Eighth grade students continue with United States history from the Civil War to the present day.

## *Science and Aquaponics Lab*

Holy Cross PreK through eighth grade science curriculum engages students in the practices of science and engineering using the Next Generation Science Standards, allowing the student to understand how scientific knowledge develops in physical, life, and earth and space science. The eight practices of 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, and 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 and engineering builds curiosity and interest while also preparing the student for college, careers, and citizenship.

All students in grades PreK – Grade 8 will learn about Aquaponics, an aquaculture system where fish provide nutrients for plants that are grown in water. Students will have the opportunity to plant, harvest, and maintain the aquaponics towers. In addition, students will clean and prepare the produce for our kitchen staff to use in our school lunch program.

## *Spanish*

Spanish classes are offered to PreK through fifth grade and as an elective to middle school students. PreK-2 grades learn Spanish songs, vocabulary, and common phrases through music, dance, art, games, and writing. The focus for 3-5 grades is phonics, vocabulary, and simple sentences. Middle

school students advance to conversation, grammar, vocabulary, and reading. All Spanish students participate in El Dia de Los Muertos activities.

## *Art*

Art concepts, art history and appreciation for art are experienced through drawing, painting, printmaking, sculpture, collage, fibers, and weaving. In addition, reclaimed materials are used to express a connection between earth and art.

## *Music, Band, Chorus*

### General Music

Students in grades K-5 have music class once each week. Basic fundamentals such as steady beat and recognizing high and low pitches are taught at each grade level. Each year additional concepts are taught along with music history. During third and fourth grades, students begin using instruments such as the glockenspiel and recorder, with an emphasis on beginning to read sheet music. Several concerts are performed throughout the school year.

### Band

The opportunity to play a band instrument begins for all students in fifth grade. Students in sixth through eighth grade may choose band as an elective choice for the school year. In addition to learning to play their chosen instrument, students learn the elements of sound, melody, harmony, dynamics, tempo, and articulation. Elective students also learn the basics of marching band beginning in the fall semester. Band students perform multiple times throughout the year, including marching in the Labor Day parade.

### Choir

Seventh and eighth grade students may choose choir as an elective for the school year. They will learn the fundamentals of singing, which include vocal production, diction, and musicality. These students will have many performances throughout the year, including caroling for nursing homes and homebound parishioners at Christmas time.

## *Physical Education*

Physical education is offered to PreK-8 at least two classes per week. The curriculum consists of developing the skills, knowledge, attitudes, and behaviors that lead to regular and enjoyable participation in physical activity for a lifetime. To that end, the physical education curriculum incorporates the growth of motor skills, physical fitness, cognitive concepts, and personal/social concepts.

## *Technology*

The K-2 classrooms have daily access to iPads, while third through eighth grade students have access to Chromebooks. Interactive smart boards are in all classrooms to enhance learning.

## *Electives*

Students in grades six through eight have the opportunity to choose from several elective courses at the beginning of each school year, such as art, band, choir, and Spanish.

## *Grading Scale and Honor Roll*

### Kindergarten Readiness Grading Scale (PreK3 and PreK4)

E	Excellent
P	Progressing
N	Needs development

### Kindergarten to Second Grading Scale

S+	Exceeds basic requirements
S	Meets basic requirements
S-	Difficulty meeting basic requirements
NI	Needs modified instruction and assignments

### Kindergarten to Second Skill Set Grading Scale

E	Excellent
S	Satisfactory
P	Progressing
N	Needs Development

### Third-Eighth Grading Scale

A+	100
A	95
A-	94
B+	93
B	87
B-	86
C+	85
C	77
C-	76
D+	75
D	69
D-	68
F	67

### Third-Eighth Skill Set Grading Scale

O	Outstanding
G	Good
S (+ and -)	Satisfactory
N	Needs improvement
U	Unsatisfactory

### Honor Roll for students in grades five through eight.

Honor roll is presented at the Friday all-school Mass two weeks after the closing of the school quarter.

#### Highest Honors

No grades lower than an A-

No N's or U's in conduct or effort

### High Honors

At least 75% of grades are A- or above

No grades lower than a B-

No N's or U's in conduct or effort

### Honors

B- or better in all grades

No N's or U's in conduct or effort

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

## *Make-Up Work and Missed Assignments*

When returning from an absence, students have one day for each day missed to submit school work and make up tests. Assignments not completed within the allotted time will be considered missing.

In grades 5-8, 10% will be deducted per assignment for late work. Additionally, all missing work must be turned in before a unit test in order to receive credit.

## *Report Cards*

Report cards are emailed to parents one week after the quarter closes and are also accessible through the FACTS Family Portal. Quarter dates are published on the school calendar and in the Family Portal account.

## *Testing: Standardized Testing*

The Diocese of Peoria requires that Holy Cross students be tested several times per academic year. Students in grades K-8 take the Measure of Academic Progress (MAP) test in the fall, winter, and spring. Faculty and students in grades 2 - 8 take the Assessment of Religious Knowledge (ARK) test in the spring each year. The results of these tests are used by the school and the Diocese of Peoria to direct religious curriculum. Students in grades 3-8 who have been awarded an Empower Illinois Scholarship through the State of Illinois are required by state law to take the Illinois Assessment of Readiness (IAR) Test each spring. Additionally, students in grades 5-8 are required by state law to take the Illinois Science Assessment (ISA) Test.

## *Testing: Academic and Psychological*

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

then qualifies for an IEP and/or 504 Plan, this will be kept in the student's cumulative file. Transfer students are required to disclose any IEP and/or 504 Plans to the school office upon application to Holy Cross School so that the principal can make an informed decision about the student's ability to thrive at Holy Cross.

### *Poor and Failing Work*

Core curriculum subjects are Religion, English, Reading/Literature, Math, Social Studies, and Science. At the end of the year, students who have failed two or more core curriculum subjects may not be promoted to the next grade or graduate from Holy Cross School. When considering retention, the emotional, social, physical, and academic development of the child will be taken into consideration. The final decision regarding retention will rest with the principal. 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. In the case of an eighth grade student, he/she will receive an unsigned diploma.

### *Trips and Vacations*

If plans for family trips conflict with the school calendar, parents should notify the teacher(s) and school office as soon as possible. It will remain the responsibility of the student to secure work assignments. Work assigned before the trip needs to be submitted upon the student's return to school. Upon return, students need to check with their teachers about additional assignments and tests that also need to be completed.

### *Student Records*

Parents wishing to review their child(ren)'s records in the cumulative files should make an appointment with the principal. The cumulative file contains academic transcripts, academic testing, health records, and an emergency sheet.

Student records will be sent to the transfer school requesting them within 10 days of the request, either by USPS mail, fax, or scanned email.

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# ***Catholic Identity***

## ***Liturgical 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 and family members are welcome to join their child(ren) for liturgical or paraliturgical services.

Each Friday during the school year we have an all-school Mass that begins at 8:15 am, with Adoration of the Blessed Sacrament throughout the remainder of the school day and Benediction at 2:30 pm. Reconciliation is offered twice a year during Advent and Lent to all third through eighth grade students.

Other Masses and liturgical services will be announced throughout the school year via the Friday News & Notes emails and the school calendar.

## ***Catholic Schools Week***

Catholic Schools Week is a national celebration in the final week of January. Religious, academic, and service activities are planned each year to celebrate.

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# ***Discipline Policies***

## ***Discipline Policy*** *\*\*Updated for SY '23 - '24\*\**

Discipline guarantees the full measure of the educational process. The Holy Cross Discipline Policy is based on the premise that conduct disruptive to good learning will not be tolerated. Students will learn to be responsible for their actions and to be respectful of the rights and feelings of others by observing school regulations. Students will be held accountable for their actions both on and off school property and whenever representing Holy Cross. Any student who engages in conduct, whether inside or outside the 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. Holy Cross School strives to work with all families to build a faith community marked by mutual respect and concern for one another's needs.

### **Classroom/Playground/Cafeteria/Hallway/Aftercare Infractions**

Classroom/Playground/Cafeteria/Hallway/Aftercare infractions are less serious infractions that will be



handled by faculty or staff as the incident(s) occurs. The teacher will correct the situation, which may require punitive action. Examples of infractions include, but are not limited to:

- Annoying others
- Failure to follow classroom, cafeteria, and playground rules
- Misconduct in halls
- Tardiness for class
- Lying
- Chewing gum
- Dress code violations

Consequences for classroom infractions could be but are not limited to:

- Take a break in the classroom
- Denial of privileges
- Conference with parents
- Referral to the principal for disciplinary action

Every infraction will receive a demerit. In addition, student(s) may be asked to partake in a restorative conversation with the principal. Restorative conversations allow the principal to demonstrate empathy, teach children how to resolve conflict, and most importantly, allow students to have a voice. Recurring infractions of any type may result in additional disciplinary action.

### **In-School Violations**

School violations are serious rule violations or serious patterns of behavior that must be corrected for the benefit of the student and the benefit of Holy Cross. Such offenses may occur in the school building or on school or parish property. Parents will be responsible for paying any repair or replacement of school property made necessary due to the actions of their children. These rules will be handled by the principal's office where a digital disciplinary file will be kept within our FACTS system.

All of the following acts are prohibited on school property or during any school-sponsored activity regardless of time or location. Order of appearance on the list sets no precedence as to importance. School violations include, but are not limited to:

- Fighting
- Disobedience, disrespect, or insubordination
- Repeated antagonism or harassment (including but not limited to verbal, physical, sexual, or racial) directed toward students, teachers, or any other school personnel
- Use or possession of guns, knives, or any other potentially dangerous items, including but not limited to explosives, sheaths, carrying cases, look-alikes, or any weapon

- Assault on a student, teacher, or any school personnel
- Verbal abuse, profanity, or threats directed toward a student, teacher, or any other school personnel
- Arson, possession, and/or use of flammable materials (fireworks, etc.)
- Willful destruction of property
- Sexual misconduct
- Theft during or after school hours on school property
- Acts which seriously obstruct or interrupt the instruction process in the classroom
- Participation in premeditated acts willfully designed to disrupt school (strikes, walkouts, etc.)
- Truancy
- Smoking/Vaping
- Possession or use of alcohol, marijuana, or other drugs or controlled substances
- Use of cell phones, tablets, or smart watches during school
- Written or electronic material which is inappropriate, harasses, bullies, or disrupts school day/activities
- Failure to comply with the Holy Cross School electronic policy
- Gambling
- Dishonesty or cheating
- Repeated failure to follow stated rules
- Any acts that endanger the well-being of the individual, other students, teachers, or any school employee

### **Out-of-School Violations**

Students will be accountable for their actions both on and off school property. For any public act or police involvement as well as degrading remarks about Holy Cross School, students, or staff on any websites or social media platform, students may be subject to disciplinary action, including suspension or expulsion.

### **Substance Abuse**

Student consumption, possession, or distribution of alcoholic beverages, drugs, and/or look-alikes, is not tolerated. This drug policy extends to all school, school-sponsored, and school-related activities including, but not limited to, field trips and athletic events. Any student found in violation may be suspended or expelled.

### **Discipline Procedures**

#### **Corporal Punishment**

Corporal punishment is not permitted in any school or school program in the Catholic Diocese of Peoria. Corporal punishment includes, but it is not limited to, slapping, paddling, maintenance of

students in physically painful positions, or intentional infliction of bodily harm. (D-146, P-CDOP) Holy Cross complies with diocesan policy and forbids the use of corporal punishment.

### **Demerits/Detentions**

A demerit is documentation of any of the above infractions. Three demerits will result in an after-school detention. Detention is a form of discipline that is a consequence of unusual, repeated, excessive, or extreme misbehavior.

Detentions will be served on Tuesdays and Thursdays from 3:05 to 3:35. These detentions will be served in a designated teacher's classroom. Students will not be able to attend aftercare, sports practices, games and/or school-sponsored activities the day the detention is served. Those students involved in extracurricular activities must also follow the ineligibility guidelines. (See pages 51 and 58.) A parent or other designated adult on file will need to sign out their child from detention.

### **Suspension and Expulsion**

The principal has been given the authority to suspend students upon notification of his/her parents for a period not to exceed three (3) school days. The principal has the legal authority, with the approval of the pastor, to expel students or to levy a suspension of more than three (3) school days, but not more than ten (10) consecutive school days. The suspension will be internal or external in nature, depending upon the circumstances. A student on suspension may not participate in any after-school activities during the period of suspension.

**Note: The Administration reserves the right to abridge, supplement or by-pass the above procedures depending upon the severity of the offense. Should it become apparent to the administrator that a student's attitude and conduct cannot reconcile with Holy Cross philosophy, the administrator reserves the right to remove the student from Holy Cross after having consulted the pastor.**

### **Pastor's Jurisdiction**

The pastor is the final local recourse in all disciplinary situations and may waive any disciplinary rule or step for just cause at his discretion. The pastor reserves the right to request the withdrawal of a student for the following reasons:

- failure of the family to meet financial obligations or to be in good standing with the parish.
- determination by the principal that a student's educational needs can no longer be met by school personnel or by available school resources.
- failure of a family or student to support the mission of the school.
- disciplinary violations.

## *Conflict Resolution – Appeal and Review* Catholic Diocese of Peoria, G-111, Revised 7/2018; Reviewed 6/2020; 7/2021; 7/2022

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by an individual who is directly aggrieved by the decision under the following conditions only:

- The decision violates or is in conflict with the teachings of the Roman Catholic Church, or
- The decision violates or is in conflict with an applicable diocesan policy, or
- 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
- 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 regarding personnel matters can only be appealed by the aggrieved personnel and not third parties, due to issues of confidentiality.

The individual desiring the appeal or the review of a decision must make that request known to the pastor/canonical pastor responsible for the school in the form of a written letter. As a matter of record, a copy of the letter is to be forwarded to the Superintendent of Schools.

This letter must clearly cover each of the following points:

- The decision that is being questioned and which competent authority made it.
- The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed in the policy statement above, and
- The proposed resolution.

The pastor/canonical pastor, having received the request for appeal or review, is to respond to the individual making the request within thirty (30) days of receiving the request. A copy of this response letter is to be forwarded to the Superintendent of Schools.

In most cases, the decision of the pastor/canonical pastor is final. However, the individual who has requested the appeal or review may further appeal the decision of the pastor/canonical pastor to the Superintendent of Schools within thirty (30) days. The Superintendent of Schools has the authority to summarily dismiss the appeal. If the individual requests a further appeal or review of the Superintendent's decision, the individual may forward the appeal to the Vicar General of the Catholic Diocese of Peoria. The Vicar General shall make a final decision on the appeal in such cases.

## *Bullying* Diocese of Peoria Bullying Prevention Policy D-147; Adopted 7/2018; Reviewed 6/2020, 7/2021, 7/2022

All elementary and secondary schools in the Catholic Diocese of Peoria shall actively seek to provide

a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian, and strictly prohibited.

Although religious schools are exempt from the Illinois law and its application to bullying situations, for the purpose of *this* policy, Illinois law shall be used to define bullying in our diocesan schools:

Bullying, including cyber-bullying, is any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property;
2. Causing a substantially detrimental effect on the student's physical or mental health;
3. Substantially interfering with the student's academic performance; and/or
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school (105 ILCS 5/27-23.7b).

Bullying conduct covered under this policy is conduct that occurs on school property or at school sponsored activities or events, while students are being transported or walking to and from school or school sponsored activities or events, while students are waiting at bus stops for transportation to and from school, or cyberbullying as defined hereinafter.

Cyberbullying under this policy is the bullying and/or intimidation of students through the use of the internet and/or social media sites on any electronic devices, whether on or off school campus or during non-school hours.

Any reported bullying issue shall be promptly brought to the attention of the appropriate party, the pastor or principal or their designee, and thereafter investigated. Any student who engages in bullying and/or cyberbullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

#### Types of Bullying

1. Relational: ostracizing another student, psychological manipulation, and systematic actions to isolate, shun, or exclude.
2. Verbal: name calling, put downs, and/or the spread of rumors.
3. Physical: aggressive acts such as hitting, slapping, choking, kicking, spitting, or pushing, as well as the destruction of property or the writing of offensive notes/graffiti.
4. Cyberbullying: actions associated with one or more types of bullying utilizing email, instant

messaging, social networks, text messages, or other means of electronic communications.

Bullying conduct may include but is not limited to:

- Physical acts such as inappropriate, unwanted, uninvited, or injurious physical contact with another; stalking; sexual assault; or destruction or damage to the property of another.
- Written or electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium including but not limited to cell phones, computers, websites, electronic networks, instant messaging, text messages, and emails.
- Verbal threats made to another; blackmail or demands for protection money.
- Non-verbal threats or intimidation such as aggressive or menacing gestures.
- Direct or indirect relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone's reputation.
- Blocking access to school property or facilities.
- Stealing or hiding or otherwise defacing books, backpacks or other personal possessions.
- Repeated or pervasive taunting, name calling, belittling, mocking, putdowns, or demeaning humor related to a student's race, color, sex, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or create a hostile educational environment for the student.
- Any of the preceding conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events.

## *Weapons and Look Alike Weapons* Catholic Diocese of Peoria, D-150; Reviewed 7/2018, 6/2020, 7/2022

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.

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/canonical 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). 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. The student's parents will be notified, and there will be an administrative review. The normal consequence shall be expulsion from school.

In cases where there are substantial mitigating circumstances, the pastor/canonical 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 any time 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.

In the event that a student is in possession of and/or uses a weapon or look alike weapon, the following procedures shall be implemented:

1. The weapon shall be immediately confiscated by the school administration. Proper discretion shall be used in confiscating weapons from students, taking into consideration such factors as the age of the student, the circumstances surrounding the event, and the potential danger posed by the student. If there is any potential risk to the safety of students and/or staff, school authorities shall call 911 and wait for law enforcement officers to disarm the student.
2. The Superintendent of Schools shall be contacted promptly and informed about the situation. The Superintendent will discuss the required procedures to be followed.
3. The principal shall immediately notify a local law enforcement agency of firearm or drug incidents on school grounds. If a student is in possession of a firearm or illegal drugs, the principal shall also immediately notify the student's parent(s) or guardian(s), who will be required to remove their student from the school grounds.
4. The principal shall notify the Illinois State Police within three days of any firearms or drug incidents at the school through the School Incident Reporting System (SIRS) in IWAS.

5. The student shall be suspended pending the completion of an administrative review of the events.
6. The principal will conduct a complete investigation into the incident. All involved parties shall be interviewed and any pertinent information shall be documented in writing.
7. A meeting will be held with the principal, pastor/canonical pastor, student, and parents. If the principal's investigation verifies that the student possessed and/or used a weapon or look alike weapon, the student shall be expelled from school.
8. In the event of mitigating circumstances, the pastor/canonical pastor may elect a disciplinary action other than an expulsion, especially for students in Gr. K-3. The pastor/canonical pastor may consider circumstances such as:
  - Is the violation merely technical in nature (e.g. squirt guns)?
  - Was the weapon displayed or used in a threatening manner?
  - Has the weapon caused any harm, injury, destruction, or damage?
  - Is the weapon commonly used by people for purposes other than use as a weapon (e.g. table knife)?
  - Did verbal threats precede the possession of the weapon?
  - Does the student have a prior disciplinary record of physical violence, aggression, causing injury or damage, and/or making threats to others?
9. The decision of the pastor/canonical pastor shall be final (cf. D-114). Any appeal of the decision must be submitted in writing directly to the Superintendent of Schools. A review of the decision will only consider whether it violates the applicable policy.
10. Parents may withdraw their child from the school at any point during the process. If the decision is made to withdraw, the official transfer form shall indicate that the student is not in good standing due to a pending disciplinary action.
11. If a student who has been expelled for a weapons violation applies for readmission in a subsequent school year, the school shall require an assessment by a mental health professional and/or professional counseling prior to reinstatement.
12. Upon advance written approval from the principal, a student, or school visitor may possess a weapon and/or look alike for the following reasons:
  - Possession and/or use is required as part of an authorized class or course
  - Possession is part of an authorized school and/or class display or presentation
  - Possession and/or use is part of an official ceremony (e.g. honor guards, Knights of



Columbus, etc.)

- Possession is authorized as a stage prop
- Possession and/or use is part of an authorized interscholastic sports activity.

Prior to granting such approval, the principal shall require a written outline documenting how student safety will be guarded throughout the duration of the project, display, presentation, or activity.

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## ***Electronics and School Property***

### ***Cell Phones/Smart Watches/Electronic Devices***

For the safety of all students and staff, it is important that the school office monitors calls that students make or receive in order to know what is happening with our students during the school day. Students with cell phones or smartwatches should not be texting. Cell phones should be silenced and stored in a backpack during the school day. Inappropriate use of cell phones or other electronic devices may result in the item being confiscated and taken to the school office to be picked up at the end of the school day by a parent or guardian. This policy also applies to other electronic devices such as ipads, handheld gaming systems, etc. Holy Cross School is not responsible for the loss, theft, or breakage of any personal electronic device on school grounds.

### ***Computer Use and Agreement*** *(electronically signed by all parents in online enrollment packet)*

Computer Software and Federal Copyright Law (Diocese of Peoria Computer Software Use & Federal Copyright Law, C-404, Reviewed 7/2022)

The diocese recognizes that software written for all computers is intellectual property, and is protected by copyright rules established by the United States. Further, the diocese recognizes that by protecting the investment of companies that develop computer software, we also protect those companies and allow them to gain a fair return on their development costs, and thus allow those companies to continue to produce enhancements and advancements to software.

The diocese also recognizes that it has a unique position of influence in the community and must make every effort to uphold the law and respect for property, including intellectual property.

Computer Use/Internet/Technology Agreement (electronically signed in online enrollment packet)  
Acceptable Use of the Internet Policy

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 file server 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: 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, email, 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 and a school wide firewall.

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 email 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.

### *Lockers and Desks*

Students are allowed the use of a desk, locker, and/or a coat/backpack hook. Students will be held accountable for any damage 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.

### *Care of Books and Supplies*

Tuition includes the cost of consumable textbooks, hardcover textbooks, chromebooks, ipads, etc. In the event that a student loses a textbook or library book or damages electronics, they will be assessed the replacement cost of that item through the FACTS incidental account.

### *Lost and Found*

The Lost and Found table is located in the main hallway of the school near the school office. Students should check the lost and found area regularly. Parents are strongly encouraged to label all school uniform items and other clothing items to aid in identifying and returning lost items. Lost items are periodically donated to local charities if unclaimed. School uniform items are washed and given to the Uniform Exchange Closet.

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## ***Student Life***

### *Extracurricular Activities*

Extracurricular opportunities may include Scholastic Bowl, Girl Scouts, Boy Scouts, musicals and athletics. The following activities have eligibility requirements: Scholastic Bowl, musicals, and athletics.

Students may participate in these extracurriculars if they are not failing any subjects and have not received a detention. Grades will be reviewed on a weekly basis; parents will be notified of ineligibility. Ineligibility for a detention begins on the day the student receives their third demerit and lasts for one week during which their detention will be served. (See page 39 for detention policies.)

## *Field Trips*

Official school permission slips must be signed by a parent/guardian. Students without a signed permission slip will be kept at school on the day of the field trip. While faxed, scanned, or emailed permission slips can be accepted, telephone calls cannot be accepted in lieu of written permission.

Any charges for a field trip will be applied to your child's incidental account after the field trip has been completed.

Diocesan guidelines require that all field trip drivers and chaperones have completed the required background checks (criminal background check and DCFS CANTS background check) and have completed the required online training sessions (Safe Environment and Safe Driving). Diocesan guidelines also require all field trip drivers to submit a signed Volunteer Driver form and provide proof of valid car insurance and driver's license to the school office.

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.

## *Classroom Celebrations*

Parties may be planned by teachers and room parents throughout the school year, or students may want to celebrate their birthday or half-birthday. Students may only bring store bought, prepackaged treats with no peanuts or tree nuts to share with their classmates. Home baked goods are no longer allowed. Simple, nutritious treats or non-food treats are recommended.

## *Cafeteria*

Holy Cross school proudly serves a child friendly and nutritious lunch sponsored through the National School Lunch Program. Hot lunches are available every full day of school. The cost of a student lunch for the 2023-2024 school year is \$3.30 and includes a carton of milk. Students may also bring lunch from home. If a "cold lunch" student wishes to purchase milk, it is \$0.40/carton. If a student wants an additional milk it can be purchased for \$0.40/carton as well. A hot lunch menu will be sent home via paper copy each month, is posted on the school website, and in the FACTS Family Portal account.

For students with peanut or other life threatening food allergies, several tables in the cafeteria are marked "Peanut Free." Any student eating at these tables can not have any peanut items in their lunch while sitting at these tables.

Students order a hot lunch or milk with their homeroom teacher first thing each morning. If a student will be tardy, please indicate in your phone call or email if they are ordering a hot lunch.

Holy Cross School participates in the National School Lunch Program. Free or reduced-price meals are available if the family qualifies under the government income guidelines or is directly certified by the state of Illinois. Information and application forms for free/reduced meal status are mailed in August each year. Families are encouraged to apply at any time during the school year should their financial status change.

## *Aftercare*

Holy Cross Aftercare program is a service to parents who need to have their children remain at school after 3:00 pm dismissal. All regular school rules regarding behavior, discipline, playground usage, and care of school property apply at Aftercare as well.

Aftercare is offered for Part Time (3 pm - 4 pm) at \$30/week, per student and Full Time (3 pm - 5:30 pm) at \$60/week, per student.

Aftercare charges are posted weekly to the student's incidental account and families are charged each week of the school year, regardless of the number of days attended in a given week. Charges will continue weekly, unless you contact the school office to withdraw your student from the program.

A Late Pick-up Fee of \$15 will be assessed for those arriving 10 minutes beyond pick-up time.

Families that are delinquent more than \$200 will not be able to send their child(ren) to Aftercare until the balance is paid in full.

Emergency Care is offered for families that need a one-time Aftercare use. The fee for Emergency Care is \$20 per student for a 4 pm pickup and \$40 for a 5:30 pm pickup.

Parents/Guardians will pick up their child(ren) from Door #5 by ringing the buzzer to the left of the door.

# Athletics

## *Philosophy* Diocese of Peoria Athletic Handbook for Elementary Schools

*We have offered sports to God as a human activity aimed at the full development of the human person.* Pope John Paul II, Jubilee for the World of Sport

Holy Cross school is dedicated to the development and growth of the whole person.

Jesus' teachings remain at the heart of virtues that ultimately contribute to making the athletic program a Catholic Christian experience. The athletics program exists to develop and enhance the relationship between faith development and daily living.

First and foremost, parents and legal guardians are the first teachers and models of faith development. Myriad opportunities for spiritual, intellectual, physical, social and emotional development exist within the religious and academic environment.

Athletics, as an extracurricular school activity at the elementary level, is a privilege, one that is earned and fostered by a student's Christian character and academic efforts. Athletics will be recognized as a supportive component to the total educational process, offering balance rather than prominence within its educational scope and practices.

## *Objectives* Diocese of Peoria Athletic Handbook for Elementary Schools

A balanced athletic program, a privilege in which elementary students may choose to participate, exemplifies and witnesses to the meaning of living in a Catholic Christian community by:

- Allowing participation of students regardless of their athletic abilities
- Developing character qualities within the realm of Catholic Christian traditions
- Providing opportunities for development of fundamental skills and self-confidence
- Developing habits of health, hygiene and safety
- Providing opportunities for student-athletes, parent(s)/legal guardian(s), coaches, moderators and spectators to celebrate their school communities as *Christ present among us*

At the minimum, outcomes flowing from the Philosophy and Objectives will include:

- Character formation
- A healthy sense of competition
- Development of basic skills
- Team work

- Sportsmanship
- School pride
- Self discipline
- Enjoyment

## *Governance*

Holy Cross school is a member of the Illinois Elementary School Association (IESA). Holy Cross will abide by the association's regulations. Recognizing that the Pastor is ultimately responsible for all parish activities, the Principal will provide the leadership and responsibility for all athletic programs at Holy Cross School. These responsibilities will then extend to the Athletic Director, coaches and moderators, students-athletes and their parent(s) or guardian(s).

## *Concussion Awareness (electronically signed by parents in online enrollment packet)*

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

Headaches	Irritability
Amnesia	Sensitivity to Light or Noise
"Pressure in Head"	More Emotional
"Don't Feel Right"	Feeling Sluggish or Slowed Down
Nausea or Vomiting	Confusion
Fatigue or Low Energy	Feeling Foggy or Groggy
Neck Pain	Concentration or Memory Problems (forgetting game plays)



Sadness	Drowsiness
Balance Problems or Dizziness	Repeating the Same Question/Comment
Nervousness or Anxiety	Changes in Sleep Patterns
Blurred, Double or Fuzzy Vision	

Signs observed by Parents, Teammates and Coaches include the following:

Appears dazed	Slurred speech
Vacant facial expression	Shows behavior or personality changes
Confused about assignment	Can't recall events prior to hit
Forgets plays	Can't recall events after hit
Is unsure of game, score or opponent	Seizures or convulsions
Moves clumsily or displays incoordination	Any change in typical behavior or personality
Answers questions slowly	Loses consciousness

What can happen if my student keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your student athlete has suffered a concussion...

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Return-toPlay Policy of the IESA and IHSA requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a

physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

## *Student Athlete Expectations and Responsibilities* Diocese of Peoria Athletic Handbook for Elementary Schools

*It must be emphasized that an authentic human and Christian formation of athletes indirectly becomes an educational instrument on a more vast social level.* Pope John Paul II, *The Most Authentic Dimension of Sports*

Students who demonstrate Christian conduct and achieve academically according to their abilities may participate in athletic activities.

Only students enrolled at Holy Cross School may participate in their respective athletic programs.

Previous to the beginning of each sport during the school year, participants will be required to have on file:

- Parental/Guardian Consent Form and Liability Waiver (online enrollment packet)
- Concussion Acknowledgement Form (online enrollment packet)
- Medical Information and Emergency Consent Forms (online enrollment packet)
- Annual Proof of Sport Examination, signed by a licensed physician and by the parent or legal guardian

Student-athletes are expected to model appropriate Christian behavior at all times.

Sanctions for inappropriate and unacceptable behaviors will include, but not be limited to, verbal and written warnings, documentation, communication with parent(s) or guardian(s), limited suspension from the sport, permanent suspension and expulsion for the sport. Practices and participation in games and tournaments should be carefully considered as disciplinary steps and sanctions are determined.

The Principal will determine the final sanctions for unacceptable behaviors.

## *Athletic Eligibility*

Athletic eligibility will be checked weekly by the Athletic Director. Students may not participate in athletic practices and games if they are failing any classes or have received a detention. Parents will be notified via email if their child is ineligible to participate in practices and games for that week. The student has that week of ineligibility to make up missing assignments or speak to their teachers about how to improve their grades. (See pages 42 and 51.)

Students may not attend practice or play in a game unless they have been at school at least four hours that school day. Decisions regarding irregular circumstances pertaining to these rules will rest with the principal.

## *Parent/Guardian & Spectators Expectations and Responsibilities*

*Schools*

*Diocese of Peoria Athletic Handbook for Elementary*

Parents or legal guardians are the first teachers of faith formation in their children's lives. Display of Christian conduct is paramount to modeling what is expected of one's own child. Parents and legal guardians represent themselves, their children, the coaching staff and the school community. Encouragement and positive role modeling through acceptable words, actions and support of the local school's policies and administrative regulations, give evidence and an example of commendable sportsmanship.

It is a gift to student-athletes when their parents and legal guardians emphasize good sportsmanship rather than excessive competition and when they praise rather than criticize the efforts of their children, their children's teammates, opposing team members, coaches and officials.

It should be remembered at all times that the program belongs to the children.

Spectators have distinct roles as participants at athletic events. While they may be considered guests, they are bound by the same rules of conduct as student-athletes and their coaches and moderators.

Propriety demands respect for school rules and procedures including, but not limited to, remaining in the locations where games are played, staying seated, refraining from stomping on benches, cursing, booing, yelling and making noises that disrupt activities.

The principal, athletic director, coaches and officials have the right and the responsibility to eject spectators whose behaviors are unacceptable.

## *IESA Sports offered at Holy Cross*

Baseball (boys)	Cross Country (boys & girls)	Soccer (co-ed)
Basketball (boys & girls)	Golf (boys & girls)	Softball (girls)
Cheerleading (co-ed)	Volleyball (girls)	Bowling (boys & girls)
Scholastic Bowl (co-ed)	Track & Field (boys & girls)	

Teams at the fifth and sixth 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 seventh and eighth 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.

## *Other Athletic Information*

No games or practices, including tournaments or open gyms, may be scheduled or played on Sundays. In addition, no practices, games, tournaments, or open gyms may be scheduled or played on Holy Days of Obligation: January 1, August 15, November 1, December 8, December 25, Ash Wednesday, Holy Thursday, Good Friday, and Easter (Sacred Triduum).

Parish and school events such as seasonal programs, fairs, and concerts will take precedence over practice, games, and tournaments.

In the event that a grade level does not have sufficient members to form a team, the athletic director and the principal may allow student-athletes to play up; however, those playing up will be from the next lower grade level only. The total number of team members will not exceed a reasonable number if there was a need to have lower grade student-athletes play up. The principal will determine what the "reasonable" number is.

The athletic director, under the supervision of the principal, shall be responsible for approving the purchase of team uniforms. Uniforms will be issued annually. A timetable for their expedient return will be determined by the athletic director. Normal wear and tear is expected; however, in the event a uniform is returned in less than acceptable condition, the parent or legal guardian will be assessed the cost for its replacement (see Fee Tiers).

Some costs for the completion of the entire uniform will become the responsibility of the parent or legal guardian. Such items may include shoes, socks, warm up tops and outfits as well as ball caps.

### ***Booster Club*** *(electronically signed by parents in online enrollment packet)*

The Holy Cross Booster Club was formed to support the athletic department and to enhance the overall experience of the athletes of Holy Cross School. To achieve this goal, the support of the parents of all the athletes attending Holy Cross School is needed.

- All parents of students participating in the athletic program will be responsible to share the duties associated with the scheduled home games at Holy Cross approximately two times per athletic season (fall and winter). This will include staffing the Admissions/Concessions table during each home game.
  - If you are unable to volunteer at an assigned date and time, it is your responsibility to ask another parent to work for you. The athletic directors will try to schedule parents on nights when their child plays, but opposite the time they are playing (ie: 5th grade parents during the 6th grade game).
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## ***Volunteering Policies***

### ***Parent Teacher Club (PTC)***

Holy Cross school has an active and vibrant Parent-Teacher Club. The PTC is a social and fundraising organization for our school community and is fueled by our parent volunteers. The PTC welcomes any parent, guardian, or grandparent of a Holy Cross student to join and get involved. Contact the current PTC President by emailing [hcsptc@gmail.com](mailto:hcsptc@gmail.com). PTC meetings are held once a quarter in the school library to coordinate events and plan ways to support our students and teachers. The PTC provides funds towards teacher grants for classroom needs, field trips, library resources, and school celebrations throughout the year. PTC also supports large-scale, school-wide projects, such as refurbishing the playground equipment.

The following is a list of the current PTC Committees/Activities:

- ★ Hot Dog Day
- ★ Halloween Fall Festival (PreK-5)
- ★ HC+ Events (middle school, 6-8)
- ★ Kris Kringle Christmas Store
- ★ Trivia Night (yearly fundraiser)

- ★ Bingo
- ★ Family Night Out
- ★ Room Parent Coordination
- ★ Staff Appreciation Day
- ★ Uniform Exchange Closet
- ★ Spirit Wear Sales

## *Volunteer Code of Conduct* (electronically signed by all parents in online enrollment packet)

Our children are the most important gifts God has entrusted to us.

As a volunteer, I promise to strictly follow the rules and guidelines of this Volunteer's Code of Conduct as a condition of my providing services to the children and youth of our Holy Cross School and the Catholic Diocese of Peoria.

As a volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor and the Department of Children and Family Services. I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

As a volunteer, I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.

- Use profanity in the presence of children and/or youth.
- Access, view and/or distribute pornography, including, but not limited to child pornography.

I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action consistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth.

## *Volunteering Requirements*

There are many opportunities to volunteer at Holy Cross. Our volunteers are an essential part of our programs, special events, field trips, book fairs, celebrations, Field Day, Bingo, Lenten Fish Fries, and more. Volunteer opportunities are available for coaches, assistant coaches, and admissions and concession stand helpers at home games.

Please create an account with CMG Connect through the Diocese of Peoria at this website:

- <https://peoria.cmgconnect.org/>
- Click on “Register for a New Account.”

### Parent Volunteers:

Once you have created an account, complete the following training requirements:

1. Safe Environment Training \*\*French version available too\*\*
  - a. DCFS CANTS Form (Child Abuse Neglect Tracking System). This form CAN NOT be submitted through the Safe Environment Training via CMG Connect. Submit a paper copy to the school office. At this time, it requires a “wet signature” as DCFS will not accept electronic signatures. As long as you have turned this form into the school, you can begin volunteering.
  - b. Click through the CANTS information and to get to the Selection.com federal background check. You can choose to pay for the processing yourself or ask the school to pay for the processing; either choice is acceptable.
2. Drive Safe Training

You can log into your CMG Connect account or the school office can check your certification status at any time and verify you are in compliance each school year.

### Parent Driver Volunteers:

Parents who drive our students for any purpose, whether for a field trip, an extracurricular activity or for a sporting practice or game, need to have the following paperwork turned in to the school office for each school year.

1. Volunteer Driver Form, filled out once per school year

2. Copy of current driver's license and proof of car insurance
3. Chaperone Release of Liability Form for each field trip

#### Coach Volunteers:

1. Safe Environment Training (see instructions above)
2. Drive Safe Training
3. Bloodborne Pathogens

### *Student/Family/Staff Directory*

A directory of all students, their families, and the staff is located in each enrolled family's FACTS Family Portal account. Parents can make the choice to block their information from appearing in the directory during online enrollment/re-enrollment each year. If a family wishes to change their preferences during the school year, please contact the school office. The purpose of the directory is for the sole use of Holy Cross parents and students. Any abuse of the directory listings should be reported to the principal immediately.

### *Parent-Student Agreement* (paper signature will be required by all parents for SY23-24; to be included in online enrollment for SY24-25)

***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.***

As a parent/guardian, I understand that I am the primary teacher of the faith to my child. I realize that by enrolling my child(ren) at Holy Cross School, I will be collaborating with the administration, faculty, and staff of the school to help my child reach his or her full spiritual, academic, and physical potential.

#### ***As a parent of Holy Cross School, I pledge the following:***

- ☐ To attend Mass every weekend and on Holy Days of Obligation with my child to strengthen the bond we have within our own family and parish family.
- ☐ To give generously of my time, talent, and treasure to both the parish and school.
- ☐ To abide by the Holy Cross Attendance Policy and the Holy Cross Family Handbook.
- ☐ To make sure my child is punctual, attends school regularly, and comes prepared to learn.
- ☐ To establish a regular place and time to do homework, ensure that it is completed, and set a proper bedtime.
- ☐ To expose my child to learning activities outside of school.
- ☐ To encourage reading activities, including reading to and/or listening to my child regularly.
- ☐ To praise my child for effort, improvement, and achievement.



- ☐ To monitor my child's progress by attending scheduled parent-teacher conferences, checking over my child's homework, and communicating with my child's teacher and the staff as needed in order to help my child succeed.
- ☐ To be partners with the school staff to improve my child's learning and behavior.
- ☐ To interact with the school staff in a respectful manner.
- ☐ To reinforce the school's discipline policy and help my child learn how to resolve conflicts in positive ways.
- ☐ To assist my child in learning how to make appropriate choices and how to deal with the consequences.
- ☐ To teach my child respect for others, regardless of any differences.
- ☐ To provide the school with accurate home and emergency phone numbers and email addresses.
- ☐ To act in a courteous and responsible manner at all school-related activities.

***As a student of Holy Cross School, I pledge the following:***

- ☐ To attend Mass every weekend and on Holy Days of Obligation with my family.
- ☐ To attend school regularly, arrive on time, bring my supplies, and be prepared for the day's lessons.
- ☐ To do my best at all times.
- ☐ To take responsibility for doing my homework and turning it in on time.
- ☐ To participate in class.
- ☐ To ask for help when needed.
- ☐ To follow the school and classroom discipline policies.
- ☐ To be sensitive to individuals from diverse backgrounds and cultures.
- ☐ To resolve problems and issues while treating everyone with dignity, courtesy, and respect.
- ☐ To act in a courteous and responsible manner at all school-related activities.
- ☐ To become a productive citizen.

**Holy Cross School will provide the following:**

- ★ A faith-filled education rooted in Sacred Scripture and the teachings of the Catholic Church.
- ★ A highly qualified staff dedicated to helping students become productive citizens in our community and active disciples in the Church.
- ★ A curriculum that engages and challenges students to grow in faith and knowledge.
- ★ A campus that provides a safe environment conducive to learning.

# ***Building Safety Policies***

## ***Safety Drills & School Security***

The 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 crises. Each school year Holy Cross will provide the following safety drills:

- Three evacuation drills; one with participation of the local fire department.
- One severe weather drill.
- One law enforcement drill in which local law enforcement participate.

Evacuation routes and tornado preparedness plans are posted in each classroom as well as in the school hallways, cafeteria, and gym.

Holy Cross is a closed campus during the school day, and all doors are locked and should not be propped open. Parents and visitors must enter the school through the main entrance (door #1) by buzzing the school office when they need to visit the school for any purpose. Visitors are asked to sign in at the school office and wear a visitor/volunteer tag when they are in the building for an extended period of time.

Holy Cross staff, athletic coaches, and other volunteers are given an electronic key fob to enter the school building. This allows an electronic record of all entrances into the building. The school maintains electronic video surveillance at all entrance doors of the main school building.

## ***Smoke Free School Building and Grounds***

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

## ***Asbestos Notification***

The Holy Cross School building at 410 W. White Street in Champaign has been inspected for building materials containing asbestos 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 school office and payment of a fee to cover copying costs.

## ***Sexual Abuse Allegations*** Diocese of Peoria Policies & Procedures Relating to Allegations of Sexual Abuse of Minors by Priests, Deacons, or Lay Employees or Volunteers, C-402;

11/2022

In accord with the “Charter for the Protection of Children and Young People”, the United States Conference of Catholic Bishops promulgated “Essential Norms for Diocesan/Eparchial Policies Dealing with the Allegations of Sexual Abuse of Minors by Priests or Deacons” as approved by the Apostolic See. The Charter addresses the Church's commitment to deal appropriately and effectively with cases of sexual abuse of minors by priests, deacons, and other Church personnel (i.e., employees and volunteers). The Bishops of the United States have promised to reach out to those who have been sexually abused as minors by anyone serving the Church in ministry, employment, or a volunteer position, whether the sexual abuse was recent or occurred many years ago. They stated that they would be as open as possible with the people in parishes and communities about instances of sexual abuse of minors, with respect always for the privacy and the reputation of the individuals involved. They have committed themselves to the pastoral and spiritual care and the emotional well-being of those who have been sexually abused and of their families.

In addition, the Bishops work with civil authorities, parents, educators, and various organizations in the community to make and maintain a safe environment for minors. In the same way, the Bishops have pledged to evaluate the background of seminary applicants as well as all Church personnel who have responsibility for the care and supervision of children and young people.

The Diocese of Peoria will implement these Norms diligently, compassionately, and fairly. This Policy and the procedures set forth herein will be reviewed on a regular basis, at least annually, by competent Diocesan authorities and Diocesan legal counsel.

# Appendix

<i>Websites</i>	
Catholic Diocese of Peoria (CDOP)	<a href="https://cdop.org">https://cdop.org</a>
Catholic Mutual Group (CMG) Connect	<a href="https://peoria.cmgconnect.org">https://peoria.cmgconnect.org</a>
Empower Illinois	<a href="https://empowerillinois.org">https://empowerillinois.org</a>
FACTS Family Portal	<a href="https://https://logins2.renweb.com/logins/ParentsWeb-Login.aspx">https://https://logins2.renweb.com/logins/ParentsWeb-Login.aspx</a>
Holy Cross School	<a href="https://holycrosselem.org">https://holycrosselem.org</a>
Holy Cross Church	<a href="https://holycrosscatholic.org">https://holycrosscatholic.org</a>
Illinois Elementary School Association (IESA)	<a href="https://iesa.org">https://iesa.org</a>
Illinois State Board of Education	<a href="https://isbe.net">https://isbe.net</a>

<i>Documents</i>	
CDOP - Harassment Policy - C-401	<a href="https://cdop.org/why-choose-catholic-schools/resources/school-forms/?drawer=school-forms*School%20Policies*C-Personnel">https://cdop.org/why-choose-catholic-schools/resources/school-forms/?drawer=school-forms*School%20Policies*C-Personnel</a>
CDOP - Sexual Abuse of Minors - C-402	<a href="https://cdop.org/why-choose-catholic-schools/resources/school-forms/?drawer=school-forms*School%20Policies*C-Personnel">https://cdop.org/why-choose-catholic-schools/resources/school-forms/?drawer=school-forms*School%20Policies*C-Personnel</a>
CDOP - Bullying Prevention - D-147	<a href="https://cdop.org/why-choose-catholic-schools/resources/school-forms/?drawer=school-forms*School%20Policies*D-Students">https://cdop.org/why-choose-catholic-schools/resources/school-forms/?drawer=school-forms*School%20Policies*D-Students</a>
CDOP - Code of Pastoral Conduct - C-407	<a href="https://cdop.org/why-choose-catholic-schools/resources/school-forms/?drawer=school-forms*School%20Policies*C-Personnel">https://cdop.org/why-choose-catholic-schools/resources/school-forms/?drawer=school-forms*School%20Policies*C-Personnel</a>
Food Allergy Anaphylaxis Emergency Care Plan	<a href="https://www.foodallergy.org/living-food-allergies/food-allergy-essentials/food-allergy-anaphylaxis-emergency-care-plan">https://www.foodallergy.org/living-food-allergies/food-allergy-essentials/food-allergy-anaphylaxis-emergency-care-plan</a>
IL State Child Health Exam Form	<a href="https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/certificate-of-child-health-examination-03032017.pdf">https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/certificate-of-child-health-examination-03032017.pdf</a>
IL State Dental Exam Form	<a href="https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/dental-exam-form-2021.pdf">https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/dental-exam-form-2021.pdf</a>
IL State Eye Exam Form	<a href="http://www.idph.state.il.us/HealthWellness/EyeExamReport.pdf">http://www.idph.state.il.us/HealthWellness/EyeExamReport.pdf</a>

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