



ROMAN CATHOLIC
DIOCESE OF ROCHESTER

STUDENT/PARENT HANDBOOK 2020-2021



Holy Cross School
Beacon of Hope

4488 Lake Avenue

Rochester, NY 14612

585-663-6533

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Diocese of Rochester Catholic School's Mission Statement

The Catholic schools of the Diocese of Rochester offer families a Catholic education rooted in the Gospel of Jesus Christ and the teachings of the Roman Catholic Church.

Our schools:

- **Lead** students to be disciples who know and live the Catholic faith;
- **Inspire** a learning community to foster academic excellence; and
- **Motivate** young people to fulfill the two great commandments of Jesus Christ by loving God and self in order to be responsible and give service to our neighbor.

Belief Statements

Faith

We believe that:

- Jesus Christ is the foundation of our Catholic school community and the center of everything that we do.
- Each child is welcomed in our faith community and makes a positive contribution to the Church and society.
- Catholic schools carry out the educational mission of the Roman Catholic Church and are an integral part of our parishes.
- Catholic schools are instrumental in building communities of faith, hope, and love.
- Parents and guardians are an essential element of the school community and we recognize the rights of parents as the primary educators of their children.

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Values

We believe that:

- Each person is a unique being in the image and likeness of God and therefore deserves respect and dignity.
- Respect and dignity begin with self in the context of family and extend to others in the community.
- Students should develop leadership skills that enable them to be active Christians and responsible citizens.
- Our community appreciates the unity and diversity which comprise the human family.
- All of God's creation should be acknowledged as God's gift and deserves admiration through our good stewardship.

Learning

We believe that:

- Children learn in a variety of ways, according to their individual needs, with high academic expectations and support.
- All children have the right to learn in a safe, secure, and stimulating environment.
- Learning is enhanced through meaningful partnerships between the Church, home, and school.

Service

We believe that:

- Life-long faith formation in the teachings of the Roman Catholic Church creates and supports a compassionate, service-oriented community.
- Respect for self, our school family and the diverse community in which we live inspires students to serve.
- Service to the community is rooted in our love for God and motivates us to love one another.

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Holy Cross School Mission Statement



Holy Cross School's mission is to be a beacon of hope reflecting Christ in a multi-cultural, caring and family environment that honors the needs and strengths of each student.

At Holy Cross School, we strive to promote a rigorous curriculum that integrates our Catholic faith and service to others to fully inspire each of our students to grow, to excel and to shine in God's love.

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1.01 Holy Cross School Student Learning Expectations

A Holy Cross School student is expected to be:

A Christ-centered person who

- exhibits a strong Catholic identity
- makes morally responsible decisions
 - demonstrates a knowledge of Catholic doctrine and traditions
 - participates in prayer and liturgy

A life-long learner who

- displays a continuing curiosity and enthusiasm for learning
- demonstrates age appropriate mastery of curriculum
- uses problem solving and critical thinking skills
- uses technology to acquire and communicate information
- develops an interest and understanding of the Fine Arts

An active responsible citizen who

- respects the life and dignity of every person
- demonstrates stewardship
- is accountable for his/her actions
- acts responsibly toward others
- respects diversity

A health-conscious individual who

- incorporates good health habits
- develops a positive self-image
- recognizes and avoids health risks
- acquires skills to maintain a balanced life

An effective communicator who

- expresses him/herself clearly in oral and written form
- is an active attentive listener
- is able to work collaboratively

Parent Expectations

Parent's Role in Education

We at Holy Cross School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and duty to become the primary role models for the development of your child's life—intellectually, spiritually, emotionally, socially, and physically. Your choice of Holy Cross School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by honest personal relationship with God in your family. Once you have chosen to enter into partnership with us at Holy Cross School, we trust you will be loyal to this commitment.

During these formative years, your child needs constant support from both parents and faculty to develop his/her intellectual, spiritual, emotional, social, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, as parents, your first step must be to make an investigation of the complete story.

Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits, which provide a young person with both guidance and security. It is essential that each child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and any other assignments. This responsibility also extends to time of absence.

Together let us go forth with a commitment to partnership as we support one another in helping your child to become the best person he/she can become.

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Parents as Partners

As partners in the educational process at Holy Cross School, we ask parents:

To set rules, times, and limits so your child gets to bed early on school nights To arrive at school on time and pick up students on time at the end of the day Dress students according to the school dress code and weather

Ensure class assignments are completed and turned in on time

We also ask parents to do the following:

Actively participate in school activities, presentations, and Parent/Teacher/Student Conferences

Attend and keep your children with you during school events

Notify the school with a phone call and a **written note the following day** when the student has been absent or is tardy

Notify the school before 1pm for changes in dismissal

Meet all financial obligations to the school in a timely matter and call with any difficulties

Inform the school of any special situation regarding the student's well-being, safety, and health

Complete and return to school any requested information promptly.

Read school notes and newsletters and to show interest in the student's total education Support the annual fund-raising activities

Support the religious and educational goals of the school

Support and cooperate with the discipline policy of the school

Treat teachers and staff with respect and courtesy in discussing students' problems Discuss problems in the classroom with the teacher first or request a meeting with the teacher and the principal or the teacher, student and principal.

Home/School Communication

In any school setting it is possible that misunderstandings or breakdowns in communication can occur. The administration, faculty and staff generally use the following means of communication with parents:

Thursday Email Blast

Cross Currents Newspaper

Parent-Teacher Conferences

Telephone calls

E-mails

Special Purpose Letters/Teacher Memos

Progress Reports & Report Cards in MSP

Behavior Notices

Principal Updates

Parent/Student Handbook

Surveys

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Order of Communication

Should there be a difficulty or problem, first, parents are expected to request a telephone or personal conference with the teacher. Immediate, effective communication fosters partnership between home and school and is one way of modeling similar home/school values to the students. If a resolution of the problem or concern is not reached at this conference, the Principal is advised of the situation and is called in to facilitate. If the principal is unable to resolve the concern of the parent to the parent's satisfaction, the parent may request a meeting with the Pastor and/or Superintendent of Schools.

The School and Administration

Bishop

Our Bishop, The Most Reverend Salvatore Matano, is the Chief Pastor of the Diocese. He is officially responsible for all educational programs within the Diocese. This responsibility extends beyond the spiritual formation of his people and includes all those elements that contribute to the development of the total Christian community. The Bishop delegates comprehensive regulatory and general supervisory authority on school-related matters by appointing a Superintendent. The Diocesan School Board is approved by the Bishop to function as an advisory board to the Superintendent of Schools and to the Bishop.

Superintendent of Schools

As an appointee of the Bishop, the Superintendent, Mr. James Tausel, is responsible for reporting directly to the Bishop, or his delegate, and the Diocesan School Board in all matters affecting the Diocesan schools. He administers the operation of a School Department and oversees his department in the administration, supervision, and strategic planning for education in the schools of the Diocese. The School Department provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the Principal. Although governance of the schools is at the local level, Pastors and Principals are expected to follow policies and guidelines approved for schools by the Bishop. Schools are also expected to follow curriculum guidelines.

Pastor

The Pastor, The Most Reverend Father William Coffas, by direction of the Bishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish school. The Pastor can render service and leadership to Holy Cross School by acting as a religious leader, community builder, and administrator, working together with the Principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the Principal and the renewal or non-renewal of the Principal's employment agreement.

Principal

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The Principal, Mr. Thomas J Verzillo, fosters community among faculty and students. She understands the Catholic school as part of larger communities, both religious and secular. The Principal collaborates with parish, area, and/or Diocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds. The Principal is responsible for implementing school policies and overseeing curriculum.

Faculty

The faculty (and students) of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

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Administrative Assistants

The administrative assistant, Mrs. Laurie McMahon is responsible to the Principal for the efficient operation of the school and for the performance of all secretarial, clerical, and other assigned duties related to the Principal's office.

SCHOOL HOURS/PARKING

The daily schedule for grades PreK – 6:

First Bell: 7:50am

Opening Prayer: 8:05am

Tardy: 8:06am

Ending Prayer: 2:25

Dismissal: 2:35pm

Full Day Pre-K: 8:00am-2:20pm

Half Day Pre-K: 8:00am-11:15am

Early Dismissal: 11:15am

1. Parents, **PLEASE DO NOT** use the school parking lot or the bus loop in the back of the school during the following times: 7:45am – 2:45pm. **This is for the safety of the children.**
2. During school hours, all parents **must park in the church parking lot** or on Lake Avenue and Latta Road. There is some parking for Preschool parents in the playground lot. Please do not block the rectory garage and please do not move the cones or drive up the one-way road to the faculty parking lot on Latta Rd. This is an exit only.

SCHOOL DRESS-CODE AND UNIFORMS

It is a proven fact that uniforms: affect behavior in a positive way, eliminate competition, save money, instill pride (if worn properly), and give one a sense of belonging. All students in Grades K-6 at Holy Cross School are to be dressed in the proper uniform each day of the school year. Complete uniform is to be worn to and from school unless specific permission is granted otherwise. Parents will be notified of any violation of the uniform code.

DRESS UNIFORM

- Navy blue dress slacks (no knit pants, leggings or stretch pants).
- Light blue or navy, three button polo shirt (short or long sleeve) – with or without logo.
- Optional: Solid navy blue skirt, plaid jumper, plaid skirt or plaid or navy skirt with light blue, button down polo shirt or peter pan collar blouse in yellow or blue (short or long sleeve).
- Navy blue, black or white socks or navy blue leotards only (no nylons). Socks must cover the ankles. Mismatched and other colored socks are not acceptable.
- Plain black or brown school shoes with rubber soles may be worn on non Phys Ed days–maximum 2-inch heels. High heels, slippers, moccasins and boots are not allowed.
- Sneakers may be worn daily – no light up sneakers, please. All colors of sneakers are allowed this year.
- Optional: *Navy blue school sweatshirt, fleece or fleece vest with optional name stitched under school logo (purchased only at Stitchworks or Passantino's). New this year: navy blue sweater vest and/or long sleeve sweater available.
- Navy blue walking shorts in September/October and May/June – or unless notified otherwise.

GYM UNIFORM

- Navy blue emblem T-shirt and/or sweatshirt with emblem (purchased at Stitchworks or Passantino's)
- Navy blue sweatpants with optional emblem (no nylon, leggings or stretch pants are permitted).
- Navy blue nylon mesh shorts in September/October and May/June on PE days only or unless notified otherwise.
 - Students in Grades 3-6 may wear shorts under their sweatpants all year to change for PE, however, they must put their sweatpants back on after PE in cold weather months.

- NO JEWELRY ON PE DAYS

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OTHER INFORMATION

- No long sleeve shirts may be worn under the polo shirt. Students may only wear the school uniform sweatshirt, vest, or fleece over their uniform. ***No other*** sweatshirts, fleeces or hoodies are allowed, including sweatshirts supporting other area schools, colleges or sports teams. Only white t- shirts may be worn under the polo shirts.
- Sweatpants and mesh shorts only worn on PE days.
- Flip flops are not permitted.
- Please label all sweatshirts and fleece with child's name.
- Jewelry – one set of small earrings (no hoops or dangling earrings) for girls.
- Modest hair styles—no extreme colors, styles, or cut-in designs.

DRESS DOWN DAYS

- Students may dress up on their birthday.
- Students may wear jeans, sweatpants or school flannel pants with a Holy Cross School or Holy Cross Bomber shirt or sweatshirt on a Spirit Wear Day or gym shirt and jeans.
- Shorts are only permitted September/October and May/June
- Teachers or the Principal may allow students to wear street clothes for a special occasion or with a dress down pass. Dress down passes may not be used on a church day.

Uniforms may be purchased at:

Stitchworks / 297 Culver Parkway / Rochester, NY 14609 / (585) 654-7522
www.stitchworks.com

Passantinos / 563 Titus Avenue / Rochester, NY 14617 / (585) 544-9077
www.passantinos.com

School Outfitters by Land's End / 200 Eastview Mall /Victor, NY 14564/ (585) 421-3312/
<http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900091448>

SCHOOL CLOSINGS & WEATHER EMERGENCIES

In the event that school would have to close due to bad weather or other emergency situations, such notice will be given over the local TV/radio stations beginning at 6:00am. The announcement will say ***all*** Rochester City Schools and/or Greece Central Schools. They may not name any particular school. Families are asked to listen to the radio rather than call the school.

Holy Cross School will close when the Rochester City School District is closed and/or the Greece Central Schools are closed.

DIGNITY FOR ALL STUDENTS ACT

Holy Cross School adheres to the New York State's Dignity for All Students Act which seeks to provide a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. All Diocese of Rochester Catholic Schools have implemented the Olweus Bullying Prevention Program, which is based on over 35 years of research, dedicated to effecting positive change at schools by utilizing four essential social environments: community, school, classroom, and individual. The Olweus Bullying Prevention Program effectively trains our school leaders and school teachers on the latest research regarding bullying and effective methods to prevent it and address it. Diocese of Rochester Schools have pledged to eliminate bullying as best as possible by not only posting and enforcing school wide rules against bullying, but by applying our key instrument: involving parents.

HARASSMENT IN AN ELEMENTARY SCHOOL SETTING

We support the belief that all teachers, staff and students are entitled to be treated with dignity and respect, and to learn and work in a safe environment free from harassment. We strictly prohibit any conduct that constitutes harassment and reserve the right to discipline any person found guilty of such conduct.

BULLYING

At Holy Cross School, we believe that everyone should enjoy our school and feel safe, secure, and accepted. It does not matter what color, race, gender, or nationality we are. It does not matter how popular, how much athletic ability, or how smart, we are all equal in God's eyes.

What is Bullying?

Bullying happens when someone hurts or scares another person on purpose and the person being bullied has a hard time defending himself or herself. Bullying happens when certain behaviors occur **OVER AND OVER**.

- Punching, shoving, and other acts that hurt people physically
- Spreading rumors about people
- Keeping certain people out of a "group"
- Teasing people in a mean way
- Getting certain people to "gang up" on others

Bullying also can happen online or electronically. Cyberbullying is when children or teens bully each other using the Internet, mobile phones, or other cyber technology.

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This can include:

- Sending mean text, email, or instant messages
- Posting unkind pictures or messages about others in blogs or on websites
- Using someone else's username to spread rumors or lies about someone else

Bullying is NOT:

Normal conflict that can occur any time or place and is generally accidental and resolved by the parties in conflict. Bullying behaviors occur where the person bullying feels safe engaging in power seeking behavior which is intentionally harmful and directed at someone who is considered weak or vulnerable and generally is resolved by third party intervention.

A certain level of conflict between children is normal, even healthy, and teaching your child how to handle everyday difficulties will prepare him or her for life. The problem begins when it surpasses normal childhood conflict and meets the three common markers for bullying: an imbalance of power, intent to harm, and threat of future harm. Once a conflict between one or more children has escalated into a cycle of bullying, employing conflict resolution to solve the problem is no longer appropriate. The word "conflict" assumes that both children are in part responsible for the current problem and need to work it out. In the process of working it out, both children make compromises and the conflict is resolved. This happens through the VBRD process.

Tattling versus Reporting/Telling:

Tattling is when someone is trying to get someone else in trouble. Reporting or Telling is when someone is trying to get help to resolve a problem. We encourage our students To share concerns with an adult at school and an adult at home.

Discipline:

Suspension:

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made at the local level by the school principal in consultation with the pastor and Superintendent of Schools.

In School Suspension:

It may be necessary for students with repeated acts of misconduct or a single act of severe misconduct to be subject to in-school suspension. Such misconduct could include repeated or excessive acts of disrespect to God, an adult member of the school staff, other students, volunteers and visitors, or school property. If a student's behavior is so inappropriate as to warrant more than one in-school suspension in a given school year, the principal and pastor will call a meeting for the student and parents/guardians

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to discuss the student's future at Holy Cross School. Guidelines for In-School Suspension:

- Parents/guardians are contacted and advised of the student action(s) that necessitated in-school suspension.
- Student will be isolated from peers for the entire day(s) of suspension and will be
- monitored by an adult staff member.
- Student will be required to accomplish all of the work missed in each class during the in-school suspension. So that there is no idle time, student may be required to produce additional assignments for missed class time.
- All of the missed class work must be completed to the teacher's satisfaction or the student will earn another day of an in-school suspension.

Out of School Suspension:

If a student has previously received an in-school suspension, or if a student has repeated acts of misconduct, or if a student has a single act of severe misconduct, that student may be placed in an out-of-school suspension. The amount of time for the out-of-school suspension and other stipulations for the student to re-enter regular classes at Holy Cross School will be determined by the principal, Pastor and Superintendent.

Probation:

Probation is the continued enrollment of a student, but with specific conditions. The decision to use probation as a disciplinary action is made at the local level by the school principal in consultation with the Pastor and Superintendent.

Withdrawal for Cause:

Withdrawal for Cause is the permanent end of enrollment of a student from school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parent/guardians. A student may also be subject to withdrawal for cause as a result of a single extremely serious violation or action contrary to the mission and purpose of our Catholic school. The decision of withdrawal for cause is made at the local level by the pastor of the parish with the recommendation of the principal with consultation from the Superintendent.

Drug, Alcohol, Tobacco, and Substance Use and Abuse:

The use and abuse of alcohol, tobacco, and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal. Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol or tobacco on the school premises or at school-sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal

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for cause from school. In addition, civil authorities may become involved. In addition, preventive approaches through counseling and other educative methods should be used.

Students may not have in their possession any prescription or “over the counter” drugs without the written consent of an authorized physician. This restriction includes cough drops and pain medications.

With good reason, school officials may request that a student empty the contents of pockets, purse, or backpack. If the student refuses, disciplinary action such as suspension could be given based on that refusal. School officials will search any purses, backpacks, or containers left unattended inside or outside of school.

Holy Cross School Violence Policy:

Catholic schools shall provide a safe learning environment for all members of the school community. This reflects Gospel values including an emphasis on the dignity of all persons, which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons, which are the foundations of justice. Therefore, violence is not tolerated. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violent acts include threats of injury, harassment, assault, possession and/or use of a weapon, and theft or vandalism of property. A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted. All reported or observed instances of violence or threats of violence on school premises shall be addressed in a timely, serious and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy. Students and parents/guardians should be encouraged to report concerns regarding potential acts of violence to an administrator or a teacher. Teachers **MUST PROMPTLY** report in writing to the principal pertinent concerns and/or pertinent information regarding the issue.

Holy Cross School Implementation:

All reported or observed instances of threatened or actual violence will be addressed by the school administration. **Appropriate actions may include parent/guardian/student conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.** If a student engages in serious, threatening, or violent behavior, before the student can continue to attend school or be readmitted to school, the administration must receive reasonable assurance from a competent licensed mental health professional that the student does not pose future danger to others. In addition, the student and his/her parents/guardians must comply with the recommendations of the professional evaluation. Appropriate releases of information must be signed to allow communication between school officials and the

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mental health professional. Police will be notified of and/or involved in the handling of any possession, threatened use, or use of a firearm or other weapon by a student. Confiscated weapons will be turned over to the police.

BUILDING VISITS

All parents and visitors must enter and leave the building through the main doors. Parents and visitors must come to the school office to sign in and out and wear a visitor's badge. **No one may go directly to a classroom or the cafeteria except when attending out of school events.**

IMMUNIZATIONS

The Diocese of Rochester and its Affiliated Employers follow New York State Public Health Law which requires every student entering school to be immune to diphtheria, tetanus, pertussis, measles, mumps, rubella, poliomyelitis, hepatitis B, varicella and meningococcal in accordance with Advisory Committee on Immunization Practices (ACIP) recommendations and the NYS Public Department of Health Immunization Laws and Regulations. Exemptions may be granted for medical reasons.

EMERGENCY FILE

Emergency forms are presented to parents/guardians at the beginning of each school year to facilitate quick access to adults responsible for students. Parents/guardians must complete, one form per family, and return to the school office. It is the responsibility of the parent/guardian to notify the school office personnel in writing of any changes to the emergency form throughout the school year.

ATTENDANCE & ABSENCE

Students are expected to attend all classes and school activities (including, but not limited to standardized testing, field trips, music programs, etc.) on days scheduled by Holy Cross School and days of student instruction. A student who is not present at the appointed times is designated as absent. Students are considered absent whenever they are away from school during school hours except school sponsored or school sanctioned co-curricular activities (eg. field trips, enrichment, remedial programs, etc.). Students who must be excused for medical, dental, funeral, or other reasons during the school hours are considered absent. For these types of absences, a written notice should be sent to the school in advance stating the time, length, and reason for the absence. If a student must be absent because of an illness parents/guardians are to call the school office at 663-6533 before 8:30am. Parents will be contacted the day of the absence if the school has not been notified. In addition, a written excuse giving the reason for the absence, the date(s), and the parent/guardian's signature is required when the student returns to school. This information will be kept on file in the classroom. Chronic or excessive absences without substantial cause can be a factor in determining student's continued enrollment in the school.

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A student is truant if he/she is absent from school for a day or a portion of the day without the knowledge and/or consent of the parent/guardian and school officials. Repeated truancy may lead to serious disciplinary consequences. Ongoing truancy and absenteeism without just cause may be reported to Child Protective Services.

When a student is absent for the majority of both the morning and afternoon sessions, the student will be marked as absent for that day. A student who is absent for two hours anytime during the school day will be marked absent for half a day. All absences will be recorded on the student's attendance record. Students who are absent will have time to make up missing work (1 day for each day absent).

No advanced homework will be given if a family is taking a vacation or will be missing for a period of time. Homework will be given to the student when they return to school.

Attendance at Christmas programs, spring concerts, and all other school related functions are expected by all participating students. If a student doesn't attend these events it could result in a deduction of their grade.

RELEASE OF STUDENTS FROM SCHOOL

In order for a student to be released from school, an authorized adult must sign out the student from the school office. An authorized adult is the custodial parent or guardian or someone that the custodial parent or guardian has given written permission to release the child from school.

Adults who have been designated in writing as emergency contacts for the students may be given permission to release the student from school if the authorized parent or guardian has contacted the school office by phone. In cases of emergency, when no one on the written permission form is available, the authorized adult may phone the school and give permission for a specified individual to release the student. The specified individual must report to the school office and present a picture identification that will be copied and placed in the school's emergency contact file

CAFETERIA

Nutritious meals are served daily in the school cafeteria through the RCSD. All students may eat breakfast and lunch for free. Please remember that we are a Peanut/Tree Nut Free School and students should not bring peanut butter, Nutella, nuts or items containing nuts.

There will be an option to purchase pizza once a month in the cafeteria.

Cafeteria Rules: ● No soda is permitted during school hours. ● Students are permitted to wash their hands and use the bathroom during the lunch period. ● Students are expected to be quiet and courteous in line while waiting their turn to be served. ● Students are to remain at their tables and to speak in low tones to each other while eating. Proper table manners are expected.

● Students may not trade food or eat from another's plate.

Additional information about the Cafeteria will come home in the Fall.

SCHOOL ADMISSION

Admission Procedures

1. Holy Cross School admits students of any race, color, creed, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally made available at the school.

The order of acceptance is as follows:

- a. Children of families who already have children in the school
- b. Children of parishioners of a Diocese of Rochester Catholic Parish
- c. All others as space permits

2. Families are expected to comply with tuition and fee payments. Inability to pay the entire tuition should not be seen as a deterrent to admission. Tuition assistance is available.

3. The principal and faculty will determine academic requirements for admission. Children entering Grades 1-6 will have records reviewed prior to admittance, and testing will be done when deemed necessary. All students entering with an IEP will need to have their plan reviewed by the Principal and School Counselor to be sure we can adequately provide the student with the services needed.

4. Children entering Kindergarten will be screened for readiness in June prior to entrance. They must be 5 years old by December 1st of the year entering Kindergarten. Children entering Preschool must be 3 years old by December 1st of the year entering Preschool.

5. Application for our programs generally begins in January. A non-refundable family registration fee may be required at the time of registration. Parents will be asked to provide:

- a. Birth Certificate and Copy of Immunizations
- b. Provide a copy of a Baptismal certificate if Catholic
- c. Submit a complete registration form for their child(ren)
- d. Complete a transfer of Records request if the child attends school elsewhere
- e. Complete a June 1st Letter if the child has an existing IEP

f. Prior to admittance, necessary immunization and health records must be submitted.

g. Apply for Financial Assistance in FACTs Grant & Aid & Sign up for a payment plan in FACTs
h. Complete a Parish Commitment Form- signed by their Pastor to receive the Parishioner Rate

AGE REQUIREMENTS

New York State Law requires children entering Kindergarten must be five years of age on or before December 1 of the entering year. Similarly, children entering a pre-school program for four-year-olds must be four on or before December 1 of the entering year. The same rule applies for three-year-olds.

IMMUNIZATION

The Diocese of Rochester follows New York State Public Health Law which requires that all students have satisfactory proof of immunization against polio, regular measles,

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German measles, diphtheria, mumps, Hepatitis B, and chickenpox. Exceptions may be granted for medical or religious reasons.

STUDENT NONDISCRIMINATION

The Department of Catholic Schools will not discriminate on the basis of race, color, and national or ethnic origin in administration of their educational policies, admission policies, financial assistance programs, athletic or other school-administered programs.

STUDENTS WITH SPECIAL NEEDS

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's learning needs with minor adjustments, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

LEAD TESTING FOR PRE-SCHOOL STUDENTS

All Preschool students must provide documentation of lead screening at the time of enrollment.

TRANSFERS

Students with past due balances will not be accepted at any other Catholic school within the Diocese of Rochester until the past due amount is resolved. Student records will not be forwarded on to a new school if the tuition balance is not paid in full.

SCHOOL CURRICULUM

Our curriculum is unique to the individual teacher and school as it integrates our faith and includes all teaching and learning experiences. All curriculum in our schools meets and exceeds the minimum core learning standard requirements set forth by New York State. Teachers are expected to use a variety of resources to devise lesson plans and tailor instruction to the individual needs of their students. Teachers of all subject areas are encouraged to collaborate to show the connection between subject areas and allow for students to apply knowledge and skills in preparation for college and careers.

Religion is taught daily as a core subject as well as integrated into all subject areas and aspects of the school day. Prayer occurs multiple times daily and the integration of religious values within other subject areas is the constant responsibility of all faculty and staff.

Shared Expectations for Excellence in Development guides curriculum and instruction in our schools. The document is available online at the Diocese of Rochester Department of Catholic Schools' website (www.dorschools.org)

HOMEWORK POLICY

3-4th Grade Homework Policy:

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Homework is given to students in order to reinforce what has been presented in class, to provide for discovery of new ideas, to stimulate independent investigation, to develop in-depth understanding through long-range projects, and to provide for the exploration of additional sources of information. ***Homework completion is the responsibility of the student and we are hopeful that each student will take pride in completing his or her work.***

If homework is not completed by the due date, the following deductions will result:

- 1 point off if the assignment is not turned in on the due date (1st day)
- 2 points off if the assignment is not turned in on the day following the due date (2nd day)
- Half credit off thereafter.
- A 0 will be posted in the MSP Gradebook until the assignment is turned in and then will receive half credit.
- If the students do not turn in the assignment by the end of the quarter they will receive a 0. Current grades and missing assignments are most efficiently tracked using the MSP system on a weekly basis.

5-6th Grade Homework Policy

Homework is given to students in order to reinforce what has been presented in class, to provide for discovery of new ideas, to stimulate independent investigation, to develop in-depth understanding through long-range projects, and to provide for the exploration of additional sources of information.

Homework completion is the responsibility of the student and we are hopeful that each student will take pride in completing his or her work. If homework is not completed by the due date, the following deductions will result:

- 10% off if the assignment is not turned in on the due date (1st day)
- 20% off if the assignment is not turned in on the day following the due date (2nd day)
- 50% off thereafter. A 0 will be posted in the MSP Gradebook until the assignment is turned in and then will receive 50%.
- The students will receive a 0 if the assignment is not turned in by the end of the quarter. Homework is to be completed and turned in at the beginning of the class period of the due date. ***The teacher and/or principal may request a parent conference after a student receives numerous 0's. At times, certain activities and privileges may be restricted to those students who have missing assignments.***

STUDENT HEALTH AND SAFETY

ADMINISTRATION OF MEDICATIONS AT SCHOOL

Prescribed medications will only be dispensed by the school nurse, doctor, or other health professional when the “Parental Authorization for Administration of Medications in School” is completed and returned to the school. Additional document includes a written order from a health care professional stating the drug to be given and the time and dosage. In keeping with New York State law, medications must be transported directly by the parent/guardian to the school (medications CANNOT be transported on the school bus).

EMERGENCY TREATMENT

If a student becomes ill during school hours, the parent/guardian will be notified. Each year an “Emergency Treatment of Students” form must be completed and returned to the

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school. This form summarizes emergency contacts, medical conditions, medications, and allergies.

STUDENT PREGNANCY

The Diocese of Rochester maintains a pastoral approach to ministering to the needs of female and male students involved in a pregnancy as well as to their families. Each such case will be treated individually by the Principal and Pastor/Pastoral Administrator in consultation with the family.

CHILD ABUSE

Under the New York State Child Protective Act, school personnel who “suspect” that a child coming before them in their “professional capacity” is being abused or neglected are mandated to report their suspicion. All school faculty and administration are mandated reporters. All Diocese of Rochester Schools are legally and morally bound to make such reports and will contact the local Department of Social Services when necessary.

FINANCIAL

TUITION

The annual tuition at Holy Cross School is included on the next page. At the time of registration you may choose to pay annually, semi-annually or monthly. Tuition is paid through FACTs, a tuition processing company. For more detailed information regarding tuition, please go to our website: www.hcrochester.org or contact our Business Manager/Finance Director at 663-2244.

PARISHIONER STATUS

Families are granted parishioner status by Pastor/Pastoral Administrator authorization. Neither Holy Cross School nor the school principal has the authority to grant parishioner status. Should a discrepancy arise regarding a family’s parishioner status, it must be resolved through their home parish. It is the responsibility of the family to resolve the discrepancy with the Pastor/Pastoral Administrator, not Holy Cross School or the school principal.

DELINQUENT ACCOUNTS

Families that are one payment in financial delinquency will be notified by **FACTS** as being past due. The Pastor/Pastoral Administrator, Business Manager/Finance Director and Principal will be notified of the past due status.

Families with balances greater than 60 days past due will not be permitted to return to school until the outstanding balance is resolved. Holy Cross School will pursue every avenue to obtain tuition and extended care payments, including collection agencies and legal options. Academic records and transcripts will not be released until the outstanding balance is paid in full, as well as any collection fees incurred.

TECHNOLOGY

ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY

It is the policy of Holy Cross School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the “Holy

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Cross School Acceptable Use of the Computer Network and Internet Policy.” Access privileges may be revoked, administrative disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Internet Terms, Conditions, and Regulations

1. Acceptable Use:

Use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of Holy Cross School. Use of other organizational networks or computing resources must comply with the rules appropriate for these networks.

2. Unacceptable Use:

Transmission of any material in violation of any national, state or Diocesan policy or law is prohibited. This includes, but is not limited to, copyright materials, threatening, violent, or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, unauthorized chat or chain letter communication or political lobbying is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, or like material.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access sign-on and/or password and/or accounts, and/or files is prohibited.

3. Privileges:

The use of the Internet and related technologies is a privilege, not a right. Inappropriate use may result in cancellation of those privileges. Each user, who is provided access to Internet and related technologies, will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user access to the Internet and related technologies due to unacceptable use.

4. Warranties:

The educational programs governed by Holy Cross School make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user's own risk. The educational program governed by Holy Cross School specifically denies any responsibility for the accuracy or quality of information obtained through its services. The computer user will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not previously approved as part of the local budget.

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***Acceptable Student Use of the Computer Network and Internet Policy Rules
and Responsibilities:***

Access to the Internet will enable students to explore thousands of school-related libraries, databases, and research media. While Holy Cross School's intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable material as well. Holy Cross School believes that educational benefits to students from accessing the Internet, in the form of information, resources, and opportunities for collaboration, exceed any disadvantages.

To that end, Holy Cross School has set the following standards for acceptable student use of on-line information sources via the Internet.

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The Internet network is provided for students to conduct research and communicate with others as a regular part of the curriculum. Access to Internet network services is given to students who agree to act in a responsible manner. Parental permission is required, and access is a privilege - not a right.
2. Network administrators and teachers may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas will be monitored regularly. Users should not expect that files used or stored on school computers or servers would always be private.
3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.
4. The following list describes behaviors and/or actions that are not permitted. The principal, as school administrator, has final authority to determine what behaviors and/or actions are unacceptable:
 - Sending, displaying, or downloading offensive messages or pictures;
 - Using obscene language;
 - Harassing, insulting, or threatening others;
 - Damaging of computer systems or computer networks;
 - Violating copyright laws;
 - Submitting documents from the Internet as a student's personal work;
 - Using another person's sign-on and/or password;
 - Trespassing in someone else's folder, work, or files;
 - Intentionally wasting limited resources;
 - Using the network for commercial purposes;
 - Revealing a personal phone number, name or address of one's self or another.
5. Violations will result in loss of access as well as other disciplinary action as determined by the school principal.

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USE OF ELECTRONICS – CELL PHONE AND OTHER ELECTRONIC DEVICES

Neither the Diocese of Rochester nor the school is responsible for any electronic items brought to school; including cell phone, iPads, or any digital equipment. Therefore, we request that all of these devices be left at home or in your child’s backpack. All electronic communications devices are subject to the harassment policy. Cellphones will be taken from students who are using them without permission. Parents will need to pick up the phone in the office.

PARENT INFORMATION & COMMUNICATION

COMMUNICATION FLOW CHART

As a Catholic school community, we recognize the role of parents as the primary educators of their children. Therefore, we value communication as a key to the success of all children entrusted to our care. This communication flow chart serves as a guideline and should assist parents and school community members in contacting the appropriate school staff members with questions or concerns. We encourage you to contact the staff member most immediately involved with your question or concern as the first contact. If the issue is not resolved, please progress through the flow chart below.

Questions/ Concerns	First Contact	Second Contact	Third Contact
Academics	Teacher	Principal	Associate Superintendent
Athletics/CYO	Coach	Athletic Director & Principal	Project Manager for Youth Ministries
Behavior	Teacher	Principal & Counselor, <i>if applicable</i>	Pastor/Superintendent
Extra-Curricular Activities	Club Advisor	Teacher	Principal
Financial Aid	School Finance Director	Principal	Pastor
Medical	School Nurse	Teacher	Principal
Religion	Teacher	Principal	Associate Superintendent
Safety	Teacher	Principal	Superintendent
Special Education	Teacher	AIS Teacher/Counselor & Principal	K-8 th Grade: School District of School Location; Preschool/ Pre-K: School District of Residence
Transportation/ Bus Behavior	Driver	Principal	Transportation Department of District of Residence
Technology	Teacher	School Technology Coordinator	Principal
Tuition Payment	Tuition Management Company, <i>if applicable</i>	School Business Manager	Finance Director
Use of Facilities	Parish Office	Principal	Pastor

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School Notification Systems for Parent Communications

MSP is a school notification system that helps educational leaders send schedule change notices, weather advisories, lunch balance notifications, emergency alerts, and other important parent communications via voice, text, e-mail, and social media. Information will be sent home regarding the School Reach Notification System.

Home/School Communication

In any school setting it is possible that misunderstandings or breakdowns in communication can occur. The administration, faculty and staff generally use the following means of communication with parents:

- Thursday Blue Folders
- Newsletters
- Parent-Teacher Conferences
- Telephone calls

E-mails

- Special Purpose Letters/Teacher Memos
- Progress Reports & Report Cards
- Packets of student work (assignment folders, binders, etc.) F.Y.I note (For Your Information)
- Parent notices or Detention slips
- Parent/Student Handbook
- Conferences with the principal email at mary.martell@dor.org
- School web site: www.hcrochester.org
- Calendars
- Surveys

THURSDAY BLAST

Once school begins, we will send school info, updates, calendars and flyers home via email in the THURSDAY BLAST. This is our main system of communication between home and school. Please be sure to have an email on file in the MSP system. If you need a paper copy or would like additional family members to receive the BLAST, please notify the office.

SCHOOL WEBSITE

The Holy Cross School website provides a variety of information, including the school calendar, homework information, parent handbook, School Advisory Committee information, uniform policy, registration information, classroom pages, and forms. Accelerated Reader lists may also be viewed. Visit the school's website at: www.hcschools.org

My Students Progress (MSP)

Parents and guardians of students at Holy Cross School will be able to view student progress through *My Students Progress*, the school's student information system. *My Students Progress* brings together teachers, students, parents, and administrators in a web-based data system. It may be accessed from any place with Internet access. Information regarding the link for the *My Students Progress* will be sent home with students. The application uses a secure link that encrypts the data to and from the end user and is very secure. Parent access to the *My Students Progress* will be by unique login ID (user name) and password. This will allow parents to see the following:

- student schedule.
- student attendance.
- student grades in teacher gradebook.
- comments entered for grades in gradebook.
- progress reports and report cards

MEDIA RELEASE STATEMENT

Holy Cross School subscribes to the following photo release policy:

Minors:

Photos and images of minors (children under 18 years of age) may be included in print and Web publications only when the parent/guardian sign Model Release.

If no Model Release is available, photos and images of minors may only be included in print and Web publications and video productions when the minors' faces are indistinguishable (ie, turned away from the camera or otherwise unidentifiable).

Adults:

Holy Cross School does not require signed release form to publish images of adults.

As a Catholic school community, we recognize the role of parents as the primary educators of their children. Therefore, we value communication as a key to the success of all children.

Acceptable Student Use of the Computer Network and Internet Policy

Parent/Guardian Agreement Form

Parents/guardians are asked to complete this form after reading and discussing the "*Holy Cross School Acceptable Student Use of the Computer Network and Internet Policy*" with their child(ren). This document will be kept at the school for the duration of the student's attendance.

Parent/Guardian Support for Acceptable Computer Network Guidelines:

As the parent and/or guardian of _____, I have read and will support terms described in the "*SCHOOL NAME Acceptable Student Use of the Computer Network and Internet Policy*." I have instructed my son/daughter to cooperate with and support the rules and guidelines set forth in the "*SCHOOL NAME Acceptable Student Use of the Computer Network and Internet Policy*." I understand my son/daughter will be held responsible for any non-compliance with the stated policy's rules and responsibilities."

Signature of Parent / Guardian

Date

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Student Support for Acceptable Computer Network Guidelines:

As a student, I have read/discussed and will follow the guidelines of the “*SCHOOL NAME*
Acceptable Use of the Computer Network and Internet Policy. I understand I will be held
responsible for any non-cooperation with the stated rules and responsibilities.”

Student Signature

DATE