



Diocese of Rochester
Catholic Schools

Faith. Academics. Community.

STUDENT PARENT/GUARDIAN HANDBOOK



4488 Lake Avenue

Rochester, NY 14612

585-663-6533

2023-2024

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
HOLY CROSS SCHOOL – STUDENT/PARENT HANDBOOK

TABLE OF CONTENTS

1.00	WELCOME
1.01	• STUDENT EXPECTATIONS
1.02	• PARENT/GUARDIAN EXPECTATIONS
2.00	SCHOOL ADMINISTRATION
2.01	• SCHOOL HOURS
2.02	• SCHOOL FACULTY & STAFF
2.03	• SCHOOL DRESS-CODES AND UNIFORMS
2.04	• SCHOOL CLOSINGS & WEATHER EMERGENCIES
2.05	• DIGNITY FOR ALL STUDENTS
2.06	• ATTENDANCE & ABSENCE
2.07	• DISCIPLINE & BULLYING
3.00	SCHOOL ADMISSION
3.01	• AGE REQUIREMENTS
3.02	• IMMUNIZATION
3.03	• NONDISCRIMINATION
3.04	• LEAD TESTING FOR PRE-SCHOOL STUDENTS
3.05	• TRANSFERS
4.00	SCHOOL CURRICULUM
5.00	STUDENT HEALTH AND SAFETY
5.01	• ADMINISTRATION OF MEDICATIONS AT SCHOOL
5.02	• EMERGENCY TREATMENT
5.03	• STUDENT PREGNANCY
5.04	• CHILD PROTECTIVE SERVICES ACT
5.05	• DRUG, ALCOHOL, AND TOBACCO
5.06	• WEAPONS ON SCHOOL PREMISES
6.00	FINANCIAL
6.01	• TUITION
6.02	• PARISHIONER STATUS
6.03	• DELINQUENT ACCOUNTS
7.00	TECHNOLOGY
7.01	• ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY
7.02	• USE OF ELECTRONICS – CELL PHONE
8.00	PARENT INFORMATION & COMMUNICATION
8.01	• COMMUNICATION FLOWCHART
8.02	• MEDIA RELEASE STATEMENT



Mission Statement

The Diocese of Rochester Catholic Schools offer families an authentic Catholic education rooted in the Gospel of Jesus Christ and the teachings of the Roman Catholic Church.

Our schools:

- ***Guide** students to be disciples who know and live the Catholic faith;*
- ***Inspire** a learning community to foster academic excellence; and*
- ***Empower** young people to fulfill the two great commandments of Jesus Christ by loving God and being service-oriented, responsible, and self-disciplined neighbors to others.*

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

HOLY CROSS SCHOOL – STUDENT/PARENT HANDBOOK

1.00 WELCOME

Holy Cross has been providing Catholic education in the city of Rochester and surrounding communities for over 120 years. Holy Cross strives to maintain learning programs that foster academic achievement while providing for physical, social, and spiritual growth. We understand the significance of making the right choice for your child and invite you to discover the rewarding experience of a Catholic School education with our family of families here at Holy Cross.

Faith is integrated into everything we teach at Holy Cross School. We view faith as the foundation and structure of knowledge, wisdom, and values. We are proud to be able to offer a faith-based education that is not offered by our public-school counterparts.

Parents support our mission to:

- Lead student to be disciples who know and live in 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 to be responsible and give service to our neighbor.

We believe that parents are the first teachers of their children. Together parents, students, teachers, and God work as partners in every student's education. This partnership forms a powerful community united in the belief that Christian values and excellent academics will best prepare your child for the future. We guide our students to learn the importance of following the example of Jesus by serving others in a loving and nurturing environment.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

HOLY CROSS SCHOOL – STUDENT/PARENT HANDBOOK

1.01 Student Expectations

All Holy Cross students have the responsibility to:

1. Contribute to maintaining a school environment conducive to learning and to show respect to other persons and to property.
2. Follow all Holy Cross School handbook policies, school rules, and this Code of Conduct.
3. Refrain from negative and harmful verbal or physical acts towards others, in all interactions.
4. Attend school every day unless they are legally excused, and be in class on time, and prepared to learn.
5. Work to the best of their individual ability in all academic and extra-curricular activities and strive toward their highest possible level of achievement.
6. Complete all assignments as directed.
7. Keep parents informed of school-related matters including class and homework assignments as well as school events and ensure that parents receive communications that are sent home by teachers and school staff members.
8. Help maintain a school environment free of tobacco, weapons, illegal drugs, and alcohol.
9. React positively, proactively, and responsibly to directions given by principal, teachers, staff, and volunteers.
10. Do not use cell phones, smart watches, and other personal electronic devices during the school day. Devices will be turned off and placed in backpack upon arrival and not removed until exiting the school building.
11. Display emotions in an appropriate manner and communicate using respectful, appropriate language both verbally and in written form.
12. Ask questions when they do not understand.
13. Seek help in solving problems that might lead to discipline.
14. Dress according to the Holy Cross School uniform policy for school and school functions.
15. Accept responsibility for their actions.
16. Conduct themselves as representative of Holy Cross School when participating in or attending school-sponsored extra-curricular events (such as but not limited to fieldtrips and enrichment activities), while on a school bus, or on school grounds and to hold themselves to high standards of conduct, character, and sportsmanship.
17. Avoid using someone's work (plagiarism) in place of their own, unless properly cited.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

HOLY CROSS SCHOOL – STUDENT/PARENT HANDBOOK

1.02 Parent/Guardian Expectations

The philosophy of the Diocese of Rochester Catholic School community is to proclaim the Gospel message of Jesus, educate the whole child, guide students in the love and service of God and others, and integrate Christian virtues (love, faith, hope, courage, reconciliation, and justice) into the curriculum.

By registering your child/ren at a Catholic school, parents/guardians become members of the school community of students, faculty, and staff that recognizes the mission of building Christ-like presence in our schools by instilling Christian values in our young men and women who will shape our future. By registering at a Catholic school, parents/guardians agree to uphold the policies, procedures, and decisions of the school as a partner in the education of each child. This partnership obligates all of us to share in the responsibilities for the education of children by agreeing to the following oath:

- I (We) fully understand the importance of guiding my (our) children's faith development, acting as a good Christian role model, actively participating in church membership and attending weekly Mass or church services.
- I (We) fully understand the importance of attending Parent Teacher Conferences at the teacher's request, cooperating with school staff, and being present at other school events to support my child/ren.
- I (We) understand the importance of reviewing my child/ren's homework daily.
- I (We) support and work with the faculty and staff to ensure a nurturing learning environment.
- I (We) agree to volunteer for events and projects within the school year.
- I (We) will ensure that students are picked-up from school and from school events on time.
- I (We) will register dissatisfactions and complaints in a reasonable and fair way, will not gossip, and will give everyone the benefit of the doubt by assessing the facts before passing judgment. Solutions to specific classroom issues must be sought at the level of the teachers before approaching the administration. ***The school expects that students and parents/guardians are respectful of one another, the faculty, and staff, including verbal, written, and face-to-face communications. Inappropriate and slanderous comments and/or social media behavior will not be tolerated and addressed appropriately by the school principal.***
- I (We) will fulfill financial obligations to the school in a timely manner, including the payment of tuition, fees, and other expenses.

This promise is designed to implement the blessings of the Church-Family-School relationship. The Catholic school becomes a faithful atmosphere with the positive interaction of students, parents/guardians, teachers, administration, and support staff.

RESOLVING QUESTIONS OR CONCERNS

The mark of a Christian society is the way in which conflicts are resolved. Virtue and respect for others demand that questions or concerns be addressed directly to those involved and not discussed with others, requires an understanding that sometimes people have to “agree to disagree”, and that they not be presented to higher levels of authority unless previous attempts at resolution have been unsuccessful.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

HOLY CROSS SCHOOL – STUDENT/PARENT HANDBOOK

All interaction with faculty, staff, and administration should be by appointment. Parents/Guardians should not expect availability on a “drop-in” basis. **For the safety and security of all students and staff, visitors must report to the main office and be escorted throughout the building and abide by all safety policies and procedures set forth by the school.**

- Questions regarding classroom order, expectations, grading, and other classroom related issues should be discussed directly with the teacher to address concerns.
- General questions regarding academics should be addressed to the teacher and then the Principal.
- Disciplinary issues should be addressed with the Principal.
- Financial questions should be addressed with the Business Office.

PARENT/GUARDIAN VOLUNTEERISM

We have an active group of volunteers – Volunteers are the main support system of every Catholic School. Please become involved in some capacity. The Principal expects every family will become involved in one of our celebrated events to support their child/ren and the school. As Jesus said, “I am the way and the truth and the life. No one comes to the Father, except through me” (John 14:6). In service to the children and the school, your gifts will be realized and valued.

All parent/guardian volunteers must complete the online Diocese of Rochester’s Creating a Safe Environment (CASE) for Volunteers Training (before volunteering at any event where students are present). Information is provided below:

Diocese of Rochester Volunteer Requirements

Catholic school system or in its parishes and related ministries fulfill the following criteria:

1. Participate in or complete online a Creating a Safe Environment Training course (<https://www.dor.training/home.aspx?pagename=volunteer-training>).
2. Complete and sign a Diocese of Rochester Volunteer Code of Conduct Form.
3. Complete the Criminal Record Check process.
4. If driving children, complete the Volunteer Driver Information Form and have driving record checked. This must be completed every year.

This is required to work with children in any capacity in our school - room parent, assist in the classroom, chaperone/drive on fieldtrips, athletic coach, and/or assistant at any social event where students are participating. All volunteers must participate in a renewal of training as determined by the Diocese of Rochester.

2.00 SCHOOL ADMINISTRATION

2.01 SCHOOL HOURS

The School Day begins at 8:00 AM and ends at 2:25 PM. For safety and security reasons, students are not allowed to enter the school building or be on school grounds before 7:00 AM or after 6:00 PM, unless attending an authorized school program or function.

The daily schedule for grades PreK – 6:

Classrooms open: 7:50 am

First Bell: 8:00 am

Opening Prayer: 8:05am

Tardy: 8:06 am

Ending Prayer: 2:20

Dismissal: 2:25 pm

Full Day Pre-K: 8:00am-2:15pm

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

Early Dismissal: 11:15am

**DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
HOLY CROSS SCHOOL – STUDENT/PARENT HANDBOOK**

2.02 SCHOOL FACULTY & STAFF

Name	Position	Grade Level
Mr. T.J. Verzillo	Principal	PreK – 6
Sister Laurie Orman	Dean of Instruction	PreK – 6
Mrs. Anita Nagel	Administrative Asst	PreK – 6
Mr. Roger Youmas	Counselor	PreK – 6
Mrs. Michele Lewis	Teacher	Pre K
Ms. Michelle Beisheim	Teacher Aide	Pre K
Ms. Kathleen Kramer	Teacher	Pre K
Mrs. Nancy Popovich	Teacher Aide	Pre K
Mr. Blaine Smith	Teacher Aide	Pre K
Ms. Suzanne Corsall	Teacher	Pre K
Mrs. Melissa Adams	Teacher Aide	Pre K
Ms. Samantha Huerta	Teacher	Kindergarten
Mrs. Dawn Maio	Teacher Aide	Kindergarten
Ms. Wendy Manly	Teacher	1st Grade
Mrs. Mary Patricia Bronowicki	Teacher	2nd Grade
Mr. Alexander Bartholomew	Teacher	3rd Grade
Ms. Marisa Paris	Teacher	4th Grade
Mrs. Jessica Frattare	Teacher	4th Grade
Ms. Arianna Scavuzzo	Teacher	5th Grade
Mrs. Nerissa Ashford	Teacher	6th Grade
Ms. Dorenda Prue	Teacher	6th Grade
Mrs. Martha Grant	Teacher	Technology
Mr. Florian Komorowski	Teacher	Physical Education
TBD	Teacher	Music
Mrs. Anne Berends	Teacher	Art
Mrs. Margaret Oberst	Teacher	Library
Ms. Cindi Shear	Teacher	Academic Support – Title I
Mrs. Lisa Lydum	Teacher	Academic Support – Title I
Ms. Valerie Weyand	Teacher	Academic Support – Title I
Mrs. Irene Economou	Teacher	Special Education – RCSD
Mrs. Shelley Clendenning	Teacher	Special Education – RCSD
Mrs. Jennifer Graham	Teacher	Special Education – RCSD
Mrs. Ann Wasula	EC Coordinator	Extended Care
Ms. Cathy Church	EC Staff	Extended Care
Mrs. Phyllis Byrne	Food Services Manager	Food Services

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
HOLY CROSS SCHOOL – STUDENT/PARENT HANDBOOK

2.03 SCHOOL DRESS-CODE AND UNIFORMS

Kindergarten through Grade 6

DRESS UNIFORM

- **Navy blue dress slacks** (no knit pants, leggings or stretch pants).
- **Light blue or navy, three button polo shirts** (short or long sleeve) – with or without logo. **It is requested that students have at least one shirt with a logo for Mass days and special events.**
- *Optional for all girls:* **Solid navy-blue skirt**, plaid jumper, plaid skirt or plaid or navy skort with light blue, 3 buttons down polo shirt or peter pan collar blouse in 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 shoes may be worn on Non-Physical Education days. High heels, slipper moccasins and boots are not allowed. **Sneakers are allowed to be worn EVERY day.**
- Sneakers must be **worn on physical education days.** – no light up shoes, please, PK-6
- *Optional:* *Navy blue school sweatshirt or fleece with optional name stitched under school logo navy blue sweater and/or long sleeve sweater available
- Navy blue walking shorts in September/October and May/June - or unless notified otherwise.
- Non-uniform sweatshirts and hoodies are not allowed to be worn in the classroom or hallways during the school day.

PHYSICAL EDUCATION UNIFORMS:

- Navy blue emblem T-shirt and/or sweatshirt with emblem
- 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.
- **NO JEWELRY ON PE DAYS**

OTHER INFORMATION:

- No long sleeve shirts may be worn under the polo shirt. Students may wear school sweatshirt, or fleece over the polo. Only white t- shirts may be worn under the polo shirts.
- Sweatpants and mesh shorts only worn on PE days.
- Sandals, flip flops are not permitted.
- Boys' hair must not extend below the collar.
- Please label all sweatshirts and fleece with child's name.
- Jewelry – one set of small earrings (no hoops or dangling earrings).
- Modest hair styles—no extreme colors, styles or **cut-in designs**.
- No tattoos.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

HOLY CROSS SCHOOL – STUDENT/PARENT HANDBOOK

DRESS DOWN DAYS:

- Students may dress down on their birthday.
- Students may wear jeans (no holes), sweatpants or school flannel pants with a Holy Cross School or Holy Cross Bomber shirt or sweatshirt on a *Spirit Wear Day* or Physical Education Uniform shirt and jeans.
- Shorts are only permitted September/October and May/June.
- Teachers or Principal may allow students to wear street clothes for a special occasion or with a dress down pass.

UNIFORMS MAY BE PURCHASED AT:

Premier Sports Center – Greece Ridge Center – location near Barnes and Noble and Dick’s Sporting Goods www.premiersportscenter.com (585) 227-2930

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

Dress code revisions may be made throughout the year at the discretion of the principal.

2.04 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.

2.05 DIGNITY FOR ALL STUDENTS ACT

Holy Cross School adheres to the New York State's Dignity for All Students Act ("The Dignity 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 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 and harassment as best as possible by not only posting and enforcing school wide rules against bullying and harassment, but by applying our key instrument: involving parents/guardians.

2.06 ATTENDANCE & ABSENCE

Regular student attendance is an integral factor in maintaining a quality educational program and is one of the most powerful factors of a student's success in school.

Parents/Guardians must notify the Main Office at 585-663-6533 to report student absences.

Approved excused absences are defined as:

- Sickness
- Serious family illness
- Death of a family member of close friend
- Religious
- Medical or Dental Appointment
- Court
- Approved school-related program

2.07 Bullying and Discipline

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.

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

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

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

HOLY CROSS SCHOOL – STUDENT/PARENT HANDBOOK

- 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.

3.00 SCHOOL ADMISSION

3.01 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 four-year-old pre-school program for must be four on or before December 1 of the entering year. The same rule applies for three-year-old program.

3.02 IMMUNIZATION

The Diocese of Rochester and its Affiliated Employers follow New York State Public Health Law 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, NYS Public Department of Health Immunization Laws and Regulations. Exceptions may be granted for medical or religious reasons.

3.03 NONDISCRIMINATION

Title IX – Nondiscrimination, Harassment, and Bullying: Diocese of Rochester and its Affiliated Employers personnel must follow regulations of Title IX and the guidelines of the nondiscriminatory policy of the Federal government. Diocese of Rochester and its Affiliated Employers will not discriminate in the administration of their educational policies, admission policies, scholarship and financial aid programs, athletic and other school-administration programs. It is the responsibility of the principal (Title IX Coordinator), teachers and staff, students and parents/guardians to create an environment free from harassment, bullying and discrimination.

All students have equal educational opportunities at Holy Cross School without regard to any legally-protected category under federal or state law. Moreover, harassment against students on the basis of a protected category will not be tolerated.

If you believe you or another person has been discriminated against, harassed or denied an opportunity on the basis of any protected category, please promptly contact Mr. Verzillo, the Title IX Coordinator, at 585-663-6533 to report your concerns. All concerns reported will be promptly and thoroughly investigated/ reviewed. Confidentiality will be maintained to the greatest extent possible under the circumstances. Retaliation against persons who raise concerns is strictly prohibited. If you believe you have suffered reprisal for raising concerns, please contact the Title IX Coordinator to report your concerns.

3.04 LEAD TESTING FOR PRE-SCHOOL AND KINDERGARTEN STUDENTS

New York State Public Health Law requires proof of lead testing for admission to preschool and kindergarten in order to be compliant with the New York State Lead Poisoning Act.

3.05 TRANSFERS

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

HOLY CROSS SCHOOL – STUDENT/PARENT HANDBOOK

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.

4.00 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 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)

5.00 STUDENT HEALTH AND SAFETY

5.01 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. In the absence of the health care professional, there will be a designated staff member who has been properly trained to administer medication, in most cases the administrative assistant or the principal. 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).

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

5.03 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.

5.04 CHILD PROTECTIVE SERVICES ACT

Under the New York State Child Protective Services Act, school personnel who “suspect” that a child coming before them in their “professional capacity” is being abused, maltreated, and/or neglected are mandated to report this suspicion to the New York State Central Register for Abuse and Maltreatment. 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.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

HOLY CROSS SCHOOL – STUDENT/PARENT HANDBOOK

5.05 DRUG, ALCOHOL, AND TOBACCO

Student use, possession, sale, conveyance, distribution or manufacture of controlled substances (as defined by New York Penal Law and Title 21 of the Code of Federal Regulations) and/or illegal drugs is expressly prohibited on parish, school, or diocesan (including vehicles) property. Underage possession or use of alcohol and tobacco on parish, school, or diocesan (including vehicles) property is strictly prohibited. Students shall not be under the influence of alcohol or other prohibited substances on parish, school or diocesan grounds or at parish, school or diocesan-sponsored events.

School authorities (minimum of two adults) may conduct a search of a student's book bag, locker, and/or a personal search of a student when there is sufficient cause to believe that drugs, alcohol, tobacco, weapons or other materials are hidden

Local police must be called to investigate suspicion of a violation of this policy. Anyone on school premises who is taking drugs prescribed by a physician, dentist, or other licensed practitioner which may affect their ability to function in the school environment, should bring this information to the attention of the principal. Prior to the ingestion of any such prescribed medication every student must provide to the principal a written statement from the prescribing practitioner that identifies any restrictions that the medication may necessitate.

New York State Law prohibits smoking in all parish and diocesan buildings as well as anywhere on school grounds. Students may not smoke on school grounds at any time. For purposes of this policy, smoking includes the use of any tobacco products, such as lighted or unlighted cigarettes, cigar, cigarillo, pipe, bidi, clove cigarette, spit/spitless tobacco and any other smoking or tobacco product. The use of e-cigarettes and any other products containing nicotine is also prohibited.

Compliance with this policy is a condition of enrollment, and any student who engages in any such behavior may be subject to disciplinary action, up to and including expulsion.

5.06 WEAPONS ON SCHOOL PREMISES

No implement that can be construed as a weapon (e.g., firearms, knives, large sticks, matches, lighters, or the like) will be allowed on school or parish grounds. Appropriate disciplinary action should be taken if a weapon is found including contacting the police, if the student possessing the weapon is considered to be jeopardizing the safety of themselves and/or others. In the event of contacting the police, the Diocese (Department of Catholic Schools and the Chancellor's office) must be notified immediately.

School officials must cooperate with law enforcement officers who come to the school for purposes of questioning pupils. Cooperation with police will be done in such a way as to protect the legal rights of each individual student.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
HOLY CROSS SCHOOL – STUDENT/PARENT HANDBOOK

6.00 FINANCIAL

6.01 TUITION

The annual tuition (K-6) at Holy Cross School is **\$5,410** for parishioner and **\$6,316** for non-parishioner. Tuition payment options are **yearly (August)**, **bi-yearly (August/January)**, and **monthly (August – May)**.

6.02 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.

6.03 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 payment, 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.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
HOLY CROSS SCHOOL – STUDENT/PARENT HANDBOOK

7.00 TECHNOLOGY

7.01 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 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

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.

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.

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.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

HOLY CROSS SCHOOL – STUDENT/PARENT HANDBOOK

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 damage's users may 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 school budget.

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 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.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
HOLY CROSS SCHOOL – STUDENT/PARENT HANDBOOK

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;
 - Any other form of cyber bullying.
5. Violations will result in loss of access as well as other disciplinary action as determined by the school principal.

7.02 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, tablets, or any digital equipment. All electronic communications devices are subject to the Acceptable Use of the Computer Network and Internet policy.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
 HOLY CROSS SCHOOL – STUDENT/PARENT HANDBOOK

8.00 PARENT INFORMATION & COMMUNICATION

8.01 COMMUNICATION FLOWCHART

As a Catholic school community, we recognize the role of parents/guardians 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/guardians 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	
Athletics/CYO	Coach	Athletic Director & Principal	Director of CYO Sports
Behavior	Teacher	Principal	
Extra-Curricular Activities	Club Advisor	Teacher	Principal
Financial Aid	Business Office	Principal	Pastor/ Pastoral Administrator
Medical	School Nurse	Teacher	Principal
Religion	Teacher	Principal	Coordinator of Curriculum & Instruction
Safety	Teacher	Principal	
Special Education	Teacher	AIS Teacher & Principal	K-8 th : District of School Location; Pre-K: 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>	Business Office	Principal
Use of Facilities	Parish Office	Principal	Pastor/ Pastoral Administrator

Additionally, the Superintendent of Schools is the Fourth Contact.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
HOLY CROSS SCHOOL – STUDENT/PARENT HANDBOOK

8.02 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 (i.e. turned away from the camera or otherwise unidentifiable).

Adults:

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

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
HOLY CROSS SCHOOL – STUDENT/PARENT HANDBOOK

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 “*SCHOOL NAME 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

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