Holy Cross Catholic School

Holy Cross School
Student-Family Handbook

SCHOOL CONTACT INFORMATION

Main Office: 215-242-0414
Website: www.imsholycross.org
E-mail: holycrossoffice@holycrossphila.org
Address: 144 East Mount Airy Avenue, Philadelphia, Pennsylvania 19119

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Introduction

This Student-Family Handbook is provided to inform you of rules, policies, procedures, guidelines and other information you may need or for which you are responsible during the school year. Answers to many frequently asked questions may be found herein and we encourage you to not only review the handbook carefully but also to keep it readily available for reference throughout the year. If you have questions or concerns that are not addressed in the handbook, you are encouraged to contact the teachers or administrators in your school.

This handbook contains certain policies and procedures of Holy Cross Catholic School. Holy Cross Catholic School may change any of its policies and procedures and apply them as circumstances dictate. Families will be notified of major changes through the weekly update or weekly email from the Principal. This handbook may not cover every situation; accordingly, the school principal maintains the discretion to make final determinations regarding how to address situations that arise that are not specifically addressed in this handbook. This handbook will be updated when necessary and reviewed annually by the staff of Holy Cross Catholic School and Independence Mission Schools.

Students and families must work together with the school and abide by the policies in this handbook. School-to-home cooperation is imperative to the success of the student.

Holy Cross: Mission, Vision, Accreditation, & History

IMS Mission Statement

Independence Mission Schools (IMS) provides a transformative Catholic education to children of all faiths across the city of Philadelphia. Unlocking our students' potential starts with a culture of love that values and embraces each child. The promise of God's love, shown by our faculty and staff, is at the very core of the Catholic education our schools deliver. This atmosphere sets our students, from kindergarten to Grade 8, on the path to a promising future in which they feel confident in their own worth and ready to succeed both in and out of the classroom.

Vision

Through a deliberate approach that combines our Catholic values, academic focus, and unwavering faith in the great potential found within each of our students, we aspire to support our students in becoming problem solvers, critical thinkers, and civic-minded citizens who – when faced with life's unknown challenges – demonstrate grace and perseverance.

Accreditation

Holy Cross Catholic School is accredited by the Commission on Elementary Schools of the Middle States Association.

History

Holy Cross Catholic School opened as an elementary school in the Archdiocese of Philadelphia in 1911. The school celebrated 100 years of Catholic Education in Mount Airy in 2011. Holy Cross became an Independence Mission School in 2013.

Religious Instruction

Religious Instruction

The focus of our work and activity is on God, Scripture, values, and morals from the Catholic perspective. Students participate in religion classes daily. Our religion program includes religious education classes, sacramental preparation, liturgical and prayer experiences, and opportunities for Catholic witness and service. We hope to further each child's knowledge and practice of their faith and guide them to serve others through the use of their gifts and talents.

Mass

Our students and teachers may attend Mass on important holy days. Families are welcome to attend Mass.

Family's Role in Education

At IMS, we consider it a privilege to work with families, who we believe are the first and primary educators of their children. During these formative years, children need constant support from both their families and the school faculty to develop their moral, intellectual, social, cultural, and physical development. Evidence of mutual respect between families and teachers will model good, mature behavior and relationships. When concerns arise, please contact your child's teacher or an administrator. Families are expected to support the policies of the school as a condition of enrollment. Just as the family has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that its partnership with a student's family is irretrievably broken.

As partners in the educational process we ask families to:

- Set rules and establish a schedule, times, and limits so that your child gets a good night's sleep on school nights, arrives at school on time and is picked up on time, and completes homework assignments by their due date
- Restrict the student from bringing any non-school-related items to school; please note that the school is not responsible for any missing or damaged items
- Ensure the student is dressed according to the school uniform dress code
- Actively participate in school activities whenever possible, such as back-to-school nights, parent/teacher conferences, and family engagement activities
- Notify the school office by 9:00 a.m. when a student is absent and the nature of the absence
- Notify the school office, in advance and in writing, of any changes of address or important phone numbers or changes to your child's dismissal routine
- Inform the school of any special situation regarding the student's well-being, safety, or health including, but not limited to, medical conditions, allergies, change in family circumstances, and/or child custody orders
- Complete and promptly return to school any requested information, such as surveys, packets, and required forms
- Review email regularly to read school notes and newsletters and to show interest in the student's total education
- Inform the administration of any concerns which may call for administrative action or attention
- Communicate with school staff in a respectful manner reflective of an effective partnership
- Meet all financial obligations to the school, including tuition, fees, and fines for damage to textbooks or school property
- Follow all health guidance, including completing and returning to school a yearly emergency/medical information form, and to ensure that their child is up-to-date on their required vaccines and that the school is notified in writing of any health condition or allergy

School Volunteers

Families are encouraged to take an active role in their child's education by volunteering in the school. All volunteers must complete the required clearances and trainings prior to beginning any volunteer work with the school. All paperwork required as documentation of these clearances and trainings must be on file with the IMS Human Resources Office. Please contact the school principal for information about completing and submitting these requirements.

The Family Association

The Family Association is a group of parents/guardians who meet regularly to facilitate many events that greatly enhance the positive atmosphere and school community. Its primary goal is to foster family involvement and to create communication and a sense of cooperation among our students' home, classroom, and administration networks. The Family Association also sponsors fundraisers throughout the year to benefit the school and students. All families are encouraged to join the Family Association and

participate in events, and can expect to receive information regarding how to get involved at the start of the new school year.

Faculty and Staff Directory

Title	Name	Email
Principal	Ms. Rosalie Doherty	rdoherty@imsholycross.org
Secretary	Mrs. Tina Van Thuyne	holycrossoffice@imsholycross.org
Teacher Leader	Ms. Kimiyo Cain	kcain@holycrossphila.org
IMS Director of Tuition	Mrs. Yolanda Haynes	yhaynes@imsphila.org
Tuition and Enrollment Mgr	Ms. Patricia Singleton	psingleton@imsholycross.org
Kindergarten	Ms. Erika Allen	eallen@imsholycross.org
First Grade	Mrs. Jane Ries-Jacoby	jriesjacoby@imsholycross.org
Second Grade	Ms. Heather Greeby	hgreeby@imsholycross.org
Third Grade	Ms. Devin Fulmore	dfulmore@imsholycross.org
Fourth Grade	Mrs. Karen Campbell-Craig	kcampbellcraig@imsholycross.org
Fifth Grade	Ms. AJ Cote-Donovan	acote-donovan@imsholycross.org
Middle School Social Studies and Science	Ms. Hannah Spector	hspector@imsholycross.org
Middle School ELA	Mrs. Kathy Everlof	keverlof@imsholycross.org
Middle School Math	Ms. Isamar Nunez	inunez@imsholycross.org
Middle School Math - Sophia Program		
Music	Mr. LeBaron K. Robinson	lbrobinson@holycross.org
Art	Ms. Andrene Lord	alord@imsholycross.org
Physical Education	Mr. Shareef Hampton	shampton@imsholycross.org

Admissions Policies and Procedures

Holy Cross Catholic School is committed to advancing the mission of IMS by providing a transformative quality education for our students. We commit to serving the students within our community, and offer admission to all students we have capacity to serve. Holy Cross Catholic School endeavors to accommodate students with special needs as the School's resources and capabilities reasonably permit. The School reserves the right to decline admission or to impose reasonable conditions of attendance where circumstances indicate.

Holy Cross Catholic School follows the School District of Philadelphia's age requirements for admission. A student who is 5 years old by September 1st is eligible for Kindergarten. A student who is 6 years old by September 1st is eligible for first grade. The necessary forms and certificates for admission include:

- Birth Certificate
- Baptismal certificate (if Catholic)
- Immunization record: student(s) must adhere to Pennsylvania state regulations on student immunization. No exemptions are granted on the basis of religion or otherwise.
- Personal recommendation (from the student's previous teacher, counselor, or principal)
- Copy of the student's most recent report card (or progress report)
- IEP if applicable
- All relevant custody agreements if applicable

The admittance of students is contingent on the following factors:

- Academic records and/or testing results: Students must submit satisfactory academic records from their previous school. If a child has never attended school, the child will be required to demonstrate academic readiness through an appropriate assessment. New students registering for second grade through eighth grade must also demonstrate satisfactory skills on placement tests.
- Discipline record: Students must submit evidence of a satisfactory discipline report and the completed personal recommendation form (to be provided by Holy Cross) from their previous school.
- Agreement for admission: parents/guardians must sign a form in which they acknowledge certain obligations to Holy Cross Catholic School. These obligations include: their child's attendance at all religion classes and participation in all religious functions offered as part of the school program during the school week; timely payment of all required fees and tuition; acceptance and promotion of the philosophy, goals, objectives, and regulations of Holy Cross Catholic School; and understanding the importance which the school places on families worshiping together regularly at their home church (if Catholic).

Holy Cross Catholic School admits students of any race, color, religion, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. Holy Cross Catholic School does not discriminate on the basis of race, color, religion, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

As part of our public relations efforts, we routinely photograph faculty, staff, and students involved in school-related activities. Your (non)consent to have your child photographed is indicated in TADS (our registration system) at the time of registration.

Financial Policies and Procedures and TADS

Tuition Payments

Tuition is billed over a 10-month period from August 15-May 15. TADS will assess a $40 late fee for any payment which is not made within five days of the due date. Late fees will begin to be assessed in the month of August. Families select the desired payment method for monthly payment in TADS. Payments may be made by automatic withdrawal from your bank account, by credit card (Mastercard, Discover, Visa or American Express), or by check or money order. All payments by check or money order should be sent by mail to: TADS, Auncor, Inc., P.O. Box 850136, Minneapolis, MN 55485.

Tuition Refund Policy

Tuition is non-refundable.

Return Check Policy

Families are responsible to make full financial restitution for any checks that are returned to Holy Cross Catholic School due to insufficient funds, including all related fees. Families will be responsible to make full restitution for any school-related materials or merchandise that is loaned or provided to a student and not returned to the school when due. If a family fails to comply with this rule, the student's privileges will be revoked and the student's report card will be withheld at the end of the school year until restitution has been made.

Office Records

Families are requested to notify the school–through email or in writing to the school office–of any change of home telephone numbers and/or address, business telephone numbers, and telephone numbers of emergency contacts so that office records are always accurate, complete, and up to date.

Transfer of Students

If a student will be transferring out of an IMS school, the student's parent/guardian should notify the school principal, in writing and in advance of his or her withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled and tuition is paid in-full.

Tuition Policies

Students whose tuition payments are not up to date a week prior to school must contact the school principal. Students with outstanding balances are at risk of not being permitted to attend the first day of school.

If tuition and fee obligations are not paid up to date before school events, (trips, dances, etc.) students may not be permitted to participate in the event. Eighth grade students will not be permitted to participate in special trips and/or graduation if all tuition and fees due are not paid. Report cards may be held for any student with an outstanding balance.

Students whose tuition is two months late will be excluded from school until the past due balance is paid. Students who are absent for ten or more consecutive days due to tuition delinquency will be dismissed from school.

The school reserves the right to ask families who have patterns of gross delinquency in meeting financial obligations during the school year to find other accommodations for the education of their children.

All scholarships and other financial awards known to the school will be reflected in the tuition agreement. If further awards are made, those awards will be credited to a student's accounts as they are confirmed by the school. However, families and students are responsible for maintaining any conditions required for the award and remain financially liable if the grant/scholarship is NOT ultimately paid to the school by the grantor for any reason.

General School Day

School Hours

School hours for all students (Kindergarten through Eighth grade) are:

- Monday, Wednesday, Thursday, and Friday from 7:45 a.m. until 3:00 p.m.
- Tuesday from 7:45 a.m. until 1:30 p.m.
- On half-days, dismissal will be at 12:00 p.m. for all students unless otherwise notified.

Arrival and Dismissal Procedures

Students are to enter the school through the back door that leads into the cafeteria. This door will be open from 7:15 a.m. to 7:45 a.m. Parents/guardians are not to enter the cafeteria. After 7:45 a.m. students must enter the school through the front door. All students are to be in the auditorium by 7:45 a.m. Students not in the auditorium by 7:45 a.m. must report to the main office and receive a late slip before proceeding to their classroom. Any change to your child's arrival or dismissal procedure must be given in writing to the school. Children will only be released to the people specifically listed on their TADs account or in their emergency contact information. We will also require identification from anyone who picks up your child.

Early Dismissals

In the rare instance you need to pick your child up from school for an early dismissal please be sure to notify his or her teacher in writing on the morning of the dismissal. Also note, there will be no early dismissals after 1:30 pm (12:30 pm on Tuesdays). If you have an emergency, please contact the office for assistance.

Car Line

Drop off: School yard. Please pull up in the drop-off lane in order for child(ren) to exit without crossing in front of cars. If you need to help your child or wish to speak to someone, please park next to the retaining wall with the fence.

Pick up: School yard. Please pull up in the pick-up lane in order for child(ren) to exit without crossing in front of cars. Students will remain in the cafeteria and be called as families arrive. Please wait outside until your child exits the school. If you need to help your child, please park next to the retaining wall with the fence. If you want to speak with a teacher or the principal please make an appointment. At no time should a child be picked up in front of the school or encouraged to cross the street in front of the school. This is unsafe for children and drivers. After 3:10 p.m., students will be taken to the lobby and families should pick them up from the office. After 3:30 p.m., students will be taken to After Care and a fee will be charged.

Buses

To ride a school bus, students must be assigned and registered through the school district transportation authority in which he/she resides. A code of bus behavior is issued through the school district. Courtesy, good manners and promptness are required. Students who take the bus must behave in an orderly fashion and follow the instructions of the bus driver. Students who misbehave will be subject to disciplinary action and loss of riding privileges. The school principal and parents/guardians are notified through written referral from the school district if a student's behavior is to be modified. Consistent failure to adhere to bus regulations warrants suspension or expulsion from the use of school transportation. Improper behavior on the school bus could lead to after school detention or suspension from school. Information concerning pick-up times and stops is determined and provided by the individual district.

Walking

Crossing Guards: To ensure their safety, all students must obey the crossing guards and only cross at the corner of Mt. Airy Avenue and Chew Avenue or the corner of Mt. Airy Avenue and Boyer Street.

Parents/Guardians must also obey the crossing guards and wait until the crossing guard allows the child to cross the street. This is to ensure that the child is safely escorted onto and off of school property.

Before Care and Breakfast

Before Care is a free service for Holy Cross students. The back door of the school building opens at 7:15 a.m. Breakfast is served between 7:15 and 7:35 a.m. The menu is posted outside the kitchen.

After Care Program

The After Care Program runs from dismissal until 6:00 p.m. on regular school days. There is no After Care Program on noon dismissal days. The After Care schedule includes time for snack, homework, and outside play (weather permitting). Rates and the After Care Handbook will be provided upon registration.

Academic Policies and Procedures

Student Records
Records will only be released with written permission from a student's family/guardian. Academic records are the property of Holy Cross.

Progress Reports
Progress reports are available at the mid-trimester point each trimester. Families can always review their child's academic progress through Educate.

Report Card Policies
Report cards are issued three times per year to students in Kindergarten through Eighth Grade.

Family-Teacher Conferences
Planned conferences will be offered at least once a year. If a family/guardian would like to schedule a family-teacher conference at any other point during the year, they must contact the student's teacher.

Standardized Testing
The Terra Nova Test is administered each year to students in Sixth and Seventh Grades. The results are communicated to families and are utilized by the school for curriculum planning.
MAP Testing is administered to all students in kindergarten through Eighth Grade. It is given three times during the school year for reading and math and charts your child's growth in these areas.

Curriculum
The Holy Cross Catholic School curriculum from Kindergarten through Eighth Grade includes Religion, Integrated Language Arts, Mathematics, Science, Social Studies, Art, Music, and Physical Education. The curriculum guidelines for each subject were developed by Independence Mission Schools.

Homework Assignments
Homework is an extension of the learning that takes place in school. Homework provides practice and drills that reinforce classroom learning and creates opportunities for independent study, research, and creative thinking. Homework includes both study and written assignments which students are expected to complete independently. While the assignments should not require undue family assistance or supervision, families can help their children by arranging a quiet, comfortable place to work, checking that assignments are completed, and signing homework (if required by the teachers). Ample time is allowed for the completion of research and long-term assignments or projects, and students should pace themselves by spending additional time each night focusing on these assignments so that they are completed on time.
Homework can be obtained from students' homework books or Google Classroom.

Graduation
Eighth Grade students who have completed the prescribed course of study and maintained a suitable conduct record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the principal and the Eighth Grade teachers. The principal reserves the right to deny the privilege of graduating and/or participating in graduation exercises to any student who does not meet the academic or behavioral expectations of the school or whose family has not met their financial obligations to the school.

Field Trips, Extracurricular Events, and School Spirit Celebrations
Throughout the year, the school may offer students opportunities to participate in community building and school spirit events, which may include but are not limited to pep rallies, field days, and club activities.

Participation in these activities is a privilege, not a right. The principal has the right to restrict any student from participating in field trips, extracurriculars, or school spirit celebrations if, in the principal's view, the student's conduct, academic record, or disciplinary record indicates that the privilege should not be extended.

Books

All textbooks are the property of Holy Cross Catholic School. The school issues textbooks to each student for his/her use. Each textbook must be returned to the teacher at the end of the school year. If a student's book is lost or destroyed, payment for the cost of the textbook must be made in full. The charge for a lost or destroyed textbook will be the retail cost to replace the book.

Academic Dishonesty

Academic dishonesty is defined as any cooperative or solitary attempt to represent the work of any other person as one's own. Examples include but are not limited to:

- Copying any portion of another student's assignment or test
- Looking at any material not provided or permitted by the teacher during a test
- Giving answers to others on a test
- Informing others of test items before they take the test
- Reporting inaccurate grades
- Use of any electronic device (cell phone,smart watch, etc.) to give or obtain answers on a test.

Both the student who copies and the student who knowingly offers work or materials for copying will receive consequences. Students who are found to be academically dishonest may receive a zero on that assignment or test, in addition to any other appropriate disciplinary consequences.

School Culture and Student Conduct

Holy Cross Catholic School exists to create a positive, structured, and loving atmosphere in which each student can learn and thrive, while exhibiting proper behavior and self-control. In order to provide a successful learning experience, it is important to establish consistent classroom procedures and clear guidelines around behavioral expectations, using a proactive, preventative approach that keeps our care and respect for our students at the forefront. Each teacher will have consistent expectations for their classroom that will be explained, taught, and modeled. These behaviors will be reinforced throughout the school year. Students are expected to exemplify positive behaviors on school grounds and anywhere students represent Holy Cross. Students should be aware that there are consequences for failure to observe behavior expectations; all consequences should be logical and appropriate and all adults, especially the classroom teacher, share in the responsibility of consistently responding with logical and appropriate consequences.

Attendance

There is a strong relationship between school success and a good record of attendance. Students are expected to be punctual. Families/guardians are asked to schedule trips and vacations around the school calendar to minimize the number of days students will be absent from school. Families should encourage good habits of attendance and punctuality in their children. Whenever a student must be absent from school, a parent or guardian must notify the school of the reason before 9:00 a.m. on the day of the absence. *If we have not received a call by 9:30 am we will contact you. Please respond so we know your child is safe.*

Students who are too ill or otherwise incapacitated to attend classes and participate fully in class activities may not participate in activities scheduled for the afternoon or evening of that day. Students must attend five (5) sequential class periods to participate in an afterschool activity.

Consistent attendance concerns will result in interventions or disciplinary action, up to and including dismissal from the school for the following year.

Attendance Goal

Our goal is for students to attend school 95% of the time or more. Accordingly, a student should not miss any more than nine days of school over the course of the school year.

Late Arrivals

A student who arrives late for school must sign in at the school office and present a note from her/his parent/guardian explaining the reason for the lateness (Students who are late because the school bus on which they were riding was late do not need to present a note). Lateness negatively impacts a student's attendance record and constitutes a serious infraction because it disrupts class and causes loss of instructional time for all students in the class. As a result, students who are often or excessively late to school may not be allowed to return to Holy Cross for the following school year.

Student Expectations

Students attend and participate in the school program so that they may develop to their fullest potential. Students are expected to exhibit behavior that reflects favorably on themselves and the school. Students are expected to:

- respect all other persons by the way they speak to and act toward them
- respect the rights of others, including the right to secure an education in an environment that is orderly, disciplined, and free from disruptions and distractions
- contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all

- behave appropriately in all situations and adhere to the Catholic principles which the school espouses
- be punctual and attend school on a regular basis
- come prepared for class with required supplies and assignments
- make an earnest effort to do their best work
- assist in the efforts of teachers and families to communicate about a student's progress by presenting to their parent/guardian all test papers and other documents requiring a parental/guardian signature and returning those documents to school promptly
- deliver other forms of communication between their teachers and parent/guardians when instructed
- observe the approved school dress code
- respect school property and help keep it free from damage
- accept responsibility for his/her actions and commit to consequences with an intent to grow and learn

Discipline Policy and Procedures

The school's main objective is to create a positive, structured and loving atmosphere in which each student can thrive and exhibit proper behavior and self-control. In order to provide a successful learning experience, it is important to establish consistent classroom procedures and clear guidelines for behavioral expectations. A fair, consistent discipline policy is an integral part of a sound educational program. Discipline is a reflection of the philosophy of a Catholic school which strives to develop students committed to the observance of just rules and regulations and to assist individuals in responding to their responsibilities and obligations to themselves and others. The philosophy of Holy Cross Catholic School supports the belief that each child deserves to be guided and encouraged so that healthy attitudes toward self and others are fostered.

Students are considered representatives of their school at all times, including on the bus, at school-sponsored functions, and on social media. Inappropriate behavior outside of the school (and both on and offline) may still result in disciplinary action.

Minor infractions that cause distractions and interruptions in the classroom will be addressed in accordance with the classroom management policy of the teacher. These infractions may include but are not limited to:

- being unprepared for class
- failure to follow classroom rules and procedures
- disrespect to peers
- inappropriate language or gestures
- cheating or plagiarism

Consequences may include but are not limited to loss of privileges, detention during recess or after school, and a call or conference with the parent/guardian.

A safe, nurturing, and thriving environment for all students is important to us. More serious infractions that require the intervention of administration may result in logical consequences which may include continued loss of privileges, suspension, and/or expulsion. These logical consequences are determined at the discretion of the administrative team. Examples of serious infractions include, but are not limited to, the following:

- Fighting of any kind, including play-fighting and horseplay
- Flagrant disrespect for authority directed to any adult
- Possession and/or use of drugs (including prescription drugs), nicotine, vapes, or alcohol
- Vandalism of school or parish property
- Possession of weapons or any other material or item not permitted on school grounds
- Bullying or harassment of others, including cyberbullying

- Unwanted touching or contact with others
- Leaving class or school without permission from a school authority
- Theft
- Violation of acceptable use policy for technology
- Repeated classroom disruptions and offenses
- Repeated suspensions

Independence Mission Schools believe in restorative practices. All efforts will be made to make infractions a teaching moment for the student. However, it is important the student and parent cooperate when dealing with these situations. Our administrative team will work together in creating a plan of action that best meets the needs of our students and the school community. Any plan of action that is made will be communicated with parents and documented at the school level. In the event of a suspension, the administrative team will determine the requirements for readmission to the school, which may include a reassessment period for the student. In some cases, counseling may be required. Every effort will be made to help the student complete the current academic year. Full cooperation of families and students in regards to academic, behavioral, attendance, and tuition policies is essential for continued enrollment at the school.

Continued enrollment at the school is a privilege, and full cooperation of families and students in regards to academic, behavioral, attendance, and tuition policies is expected. The principal is entrusted to ultimately determine the appropriate consequences when this cooperation is not met.

Bullying

Holy Cross Catholic School has a zero-tolerance policy towards any bullying behavior. Bullying happens when someone with more power purposefully hurts someone with less power, through physical strength, social skill, verbal ability, or in any other manner. Instances of bullying that go unreported cannot be dealt with in an appropriate manner, so it is imperative that all such instances are communicated as soon as possible. At Holy Cross Catholic School, we ask that if a child has reported to his or her family/guardian that he or she has experienced bullying, the parent/guardian should notify their child's teacher immediately so that it can be investigated and appropriate actions can be taken to prevent further instances. (If the investigation determines it is appropriate, the bullying behavior may be reported to law enforcement). In addition to promptly notifying the school, families are always encouraged to report threats of violence or harm to their children to law enforcement, including instances in which any such threats are perpetrated electronically. Students are required to refrain from participating in any malicious, derogatory or inappropriate exchanges via text messages, e-mails, or social networking sites. All incidents should be reported to the school for investigation.

Electronic Device Policy

Students have access to a school-provided Chromebook throughout the day. With the exception of this Chromebook, students are NOT PERMITTED to have electronic devices, including but not limited to cell phones, smart watches, and tablets, during school hours without the express consent of a faculty or staff member. The teacher will determine how any electronic devices will be stored in the classroom. Failure to follow these instructions will result in disciplinary action.

For legal and privacy reasons, students are prohibited from taking photographs or video of any school employees or students during school hours or at school sponsored events without the express permission of those being photographed. This includes but is not limited to sharing pictures/videos electronically by phone, email, text messages or social media. Violations of these rules will result in disciplinary action.

Technology Policy

Acceptable Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes.

Adherence to this Acceptable Use policy is necessary for continued access to the school's technological resources:

Staff and students must:

- Respect and protect the privacy of others.
- Use only assigned accounts.
- Not log in to (authenticate) the school network unless using district-owned/authorized devices or services.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.
- Report security risks or violations to a teacher or network administrator.
- Report threatening, inappropriate, or discomforting materials to a teacher.
- Respect and protect the intellectual property of others.
- Not infringe copyrights (no making illegal copies of music, games, or movies!).
- Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful.

Supervision and Monitoring:

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of any crime to law enforcement.

Consequences for Violation:

Violations of these rules may result in disciplinary action, including the loss of privileges to use the school's information technology resources.

Receiving Your Laptop

Students and their parents/guardians will be required to review any and all information provided by the school as it relates to using their laptop. **All families are required to acknowledge the Acceptable Use policy before they can use the laptop.**

All members of the school community are expected to abide by the Acceptable Use policy. Students who fail to abide by this policy are subject to disciplinary action up to and including suspension and/or expulsion at the discretion of the principal.

General Guidelines

The following rules will apply when using the laptop, internet, and school email account. Ultimately, **students are responsible for any activity that occurs on their account.**

- Students must always use appropriate language.
- Students may not browse or attempt to browse inappropriate websites
- Students may not transmit language/material that is profane, sexual, obscene, abusive, or offensive to others
- Students may not send mass emails, chain letters, or spam. Students should maintain high integrity concerning email content.

- Students may not utilize "chat rooms" during class without permission.
- Students are not permitted to bypass or attempt to bypass the Internet filter
- Students may not access or attempt to access social media sites or computer games without the express permission of a teacher or administrator
- Students must protect their username and password and should not give their password to anyone else

Using Your Laptop at School and Home

The laptop is intended for use at school each day. Students are responsible for bringing their charged laptops to all classes. Only the provided charger should be used to charge the laptop.

Students are given a school-provided email for educational purposes. This email should only be used to log in to the laptop. No other email or guest mode is allowed while using the laptop.

All emails sent and received and all online activity done on a school-issued device are not private, and school staff can review emails and activity at any time and without notice.

Students can take their device home each day, provided that the Acceptable Use Form has been acknowledged, there is an academic purpose for the laptop to be taken home, and the student maintains proper use of the laptop. **Students are responsible for their device at all times and are responsible in the event of loss or damage.**

General Precautions

Keep all liquids away from the laptop. Never eat or drink while using the laptop.

The laptop should not be placed on or under soft items, such as blankets, pillows, or sofa cushions. This may cause the laptop to overheat and result in physical damage to the machine.

Chargers must be inserted carefully into the laptop charging port to prevent damage.

To avoid damaging the screen, never close the laptop with anything on the keyboard, such as pencils or notebooks.

Heavy objects should never be placed or stacked on top of the laptop.

Laptop Repair & Assessed Fees

If a school-issued laptop is damaged or malfunctioning, it must be reported to the administration immediately so a repair can be made. Under no circumstances should anyone else attempt repairs on school-issued laptops. All laptop repairs must be completed by the school's IT Department.

If a laptop is lost or stolen, it must be reported immediately to the school and appropriate law enforcement authorities.

Damage will be assessed according to the following schedule:

- A $200 charge for an unrepairable laptop may be assessed; this includes but is not limited to repairs for a broken screen, water damage, major structural damage.
- A $50 charge as the full cost of repair may be assessed for cosmetic/minor functional damage, which includes (but is not limited to) replacement of missing keyboard keys or a broken trackpad or repairs to a chipped enclosure.
- A $25 charge may be assessed for a missing laptop charger

In the case of theft, a charge may be waived if a police report is provided to the school.

An online resource for answering questions about Internet safety, computers, and the Web can be accessed by parents here: http://www.digizen.org

Uniform Policy

School uniforms are to be ordered through Flynn & O'Hara. A direct link to review and purchase school uniforms is available here: https://flynnohara.com/shop/holy-cross-school-pa048/. The spring uniform is worn from the first day of school until October 15, and then again from April 15 until the end of the school year. The winter uniform is worn from October 15 until April 15.

Neatness and cleanliness in personal attire are very much a part of a child's education and are the responsibility of both the child and his or her family/guardians. Neat and presentable personal appearance is expected of every student in Holy Cross Catholic School. Students are expected to wear their uniforms on each day of school. If there are extenuating circumstances that affect the child's ability to wear the uniform, the parent/guardian should contact the school.

Throughout the school year, there may be days in which our students may dress out of uniform. Students who do not participate in the "out of uniform day" will be expected to wear their complete uniform throughout the school day. Students in "out of uniform attire" that is deemed inappropriate by the administration may be asked to phone a parent/guardian in order to have other clothing brought to school or to be taken home in order to change clothes.

Girls:

Grades K-2: red-and-navy plaid jumper or navy uniform slacks.
Grade 3: Choice of red-and-navy plaid jumper or skirt, or navy uniform slacks
Grades 4-8: Red-and-navy plaid skirt or navy uniform slacks.
All grades: White short-sleeve polo shirt (three buttons with collar) or turtleneck; red V-neck sweater or sweater vest (embroidered with "Holy Cross") with the polo shirt in cooler months; navy knee socks or tights; black or navy flat shoes (e.g., "Mary Jane" or ballet style, not sneakers).
Plain or uniform-plaid hair bands
Additional options for girls in grades K-8 from October 15 TO April 15 only: Navy blue dress slacks (see note below under boys' uniform) (belted at the waist) instead of uniform jumper or skirt.
Additional options for girls in grades K-8 April 15 through October 15 (summer) only: White knit polo shirt with Navy blue dress shorts with dark socks and proper school shoes.

Boys:

All grades: Navy uniform pants (not cargo), white polo shirt (three buttons with collar) or turtleneck; red V-neck sweater or sweater vest (embroidered with "Holy Cross") with the white polo shirt in cooler months; black or navy dress shoes (not sneakers), dark socks.
Additional options for boys from April 15 to October 15 (summer) only: Navy blue dress shorts ("cargo pants" or other shorts with pockets at the thigh, or knee area are not permitted) belted at the waist, dark-colored socks, school shoes. The sweater is optional.

Gym Uniforms, Boys and Girls K-8:

Navy-blue t-shirt or sweatshirt with school logo and **plain** solid navy-blue sweatpants (no logos, trims, or designs). No leggings.
Navy-blue shorts permitted in warmer weather; must be school appropriate - no logos, trims, or designs.
Socks with **plain** athletic sneakers

Not permitted:

Jewelry and other accessories are not permitted except for post earrings (one per ear) and small religious necklaces tucked inside shirts. Hoops and dangle earrings are not permitted.

Nail polish, fake nails or nail tips, and make-up are not permitted. Students will be required to remove nail polish, make up, fake nails and nail tips.
No body piercing or tattoos.
No outerwear in class other than school sweater/gym sweatshirt.

School & Student Safety

Emergency Communications
Our contact system is TADS Educate. This system will deliver emails/text messages to families individually with updates and information communications from the school. For example, should schools need to close early due to weather, or if there are unexpected bus delays, this system would notify you by email/text message. All students have been entered into the TADS system. If your emergency contact information changes, please contact the school office to provide updated information as soon as possible.

In the event of an emergency that requires that your child be picked up at an alternate location, information will be communicated to families via TADS Educate.

Emergency Drills
State Law requires that emergency drills be held periodically throughout the school year. Fire drills are practiced monthly. Lockdown, shelter in place, and evacuation drills are practiced yearly.

Student Health Records and Immunizations
Proof of a current health examination and current immunizations are mandatory for the students to be enrolled in our school in accordance with the regulation of the Pennsylvania Department of Education. The necessary form is available from the student's primary care physician. No student will be allowed to attend classes after September 15 until his/her updated health form has been turned into the school office.

Student Illness
Please do not send a child to school who shows signs of illness. A student who becomes ill at school should request permission from his/her teacher to report to the office or school nurse. If the illness is serious, the student's parent/guardian will be contacted. No student will be released from school with anyone other than his or her parent, guardian, or responsible adult designated by the parent/guardian (the responsible adult may be asked to provide identification before signing the student out at the appropriate school office).

Please remember: Students with a fever of 100° or higher or who are vomiting or have diarrhea will be sent home. Students are required to remain at home until they are fever- and/or symptom-free for 24 hours. Students recovering from pink eye (conjunctivitis) must be on medication to treat the condition for at least 24 hours before returning to school.

Families of students with chronic medical problems should disclose the student's condition to the administration, school nurse and the classroom teacher(s).

Medication
The Prescription Drug and Medicine Authorization (MED-1) form must be completed by a physician before any prescription or over-the-counter medication will be dispensed by the school. This form is available at school. **We cannot keep medicine in the school without this form.** All medicines or refills must be delivered to the school by a family member or guardian. All medications must be in the original container. Students may **NEVER** carry medicines on school grounds unless directed by the school nurse for emergency purposes. Any student with medication in their possession is subject to disciplinary consequences.

Medical Emergencies/Accidents/Injuries
Accidents on school property shall be reported immediately to the principal. A report shall be written describing the accident and any follow up care. A copy of the report shall be kept permanently in the school. If professional medical services are required, a copy of the report shall be sent to the IMS Central Office.

Food Allergies
Students with food allergies will be accommodated to the extent practical for the school. The parent or guardian of a student with food allergies should notify the school in writing of the student's condition.

Inspections
Quarterly safety inspections will be conducted by school personnel. The school's insurance company will conduct annual inspections of the facilities and grounds. Annual asbestos inspections shall be conducted in schools that contain asbestos.

Safety and Security Legal Custody Factors
It is imperative that parents/guardians provide the school office with copies of any court orders or records that restrict or relate to the custody and care of their child(ren). The school staff cannot be responsible for your child's safety if these documents are not on file with the school. Please make sure your child(ren) is/are aware of the persons with whom they are and are not permitted to leave or be with while at school.

Families are asked to inform school personnel when legal custody of the child(ren) resides with one family. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial families should supply the school with copies of protection from abuse (restraining) orders if applicable.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights) have no such educational rights and may not participate in these matters without the permission of the custodial parent/guardian.

Unless a court or custody agreement specifies otherwise, each family/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the family/guardian with legal custody.

A child will not be released to a family member/guardian who does not have physical custody, without the written consent of the custodial family member/guardian. To determine the custodial family/guardian, all separated or divorced families of children enrolled in the school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file that is only accessible to pertinent office personnel and the principal.

Visitors to Campus
In order to maintain the highest degree of safety for our students, ALL visitors must sign in at the school office upon arrival to the school and be prepared to show identification.

Student Activities

Athletic Teams
Holy Cross Catholic School does not offer athletics; however, Holy Cross Parish offers CYO basketball for students in Fifth through Eighth Grade. In addition, your child can participate in any CYO sport. All

students participating in sports, and all spectators of any athletic events, are expected to conduct themselves in a respectful manner at all times and practice good sportsmanship.

Field Trips

Field trips are educational activities that are an outgrowth of class instruction and are designed to enhance the classroom or developmental learning experience. Permission slips must be signed by a parent/guardian and returned to school prior to the event in order for the student to attend the field trip. While we understand the desire of families/guardians to participate in field trips with their children, student safety is the school's priority. **It is now a state requirement that all adults attending a Field Trip must have all required clearances.** Please consult the school office for clearance requirements.

A field trip is a privilege. We reserve the right to exclude from field trips any student whose conduct in school or on previous trips has been unsatisfactory. Students' participation in field trips can be denied if they fail to meet academic,behavioral, or financial requirements. If a family/guardian does not wish a child to attend the trip for any reason, the school must be notified. The student must attend school on the day of the trip or he or she will be marked absent.

Fundraisers

All fundraisers must be approved in advance by the Principal. No outside sales of merchandise may take place without approval from the Principal.

Birthdays

For the health and safety of all students, food treats (cupcakes, pizza, etc.) are not permitted for celebrations. Parents/guardians are permitted (but not required) to provide small gifts like pencils or stickers to celebrate your child's birthday. Parents/guardians who wish to do this should send in enough for each student in the class, and the item will be distributed by the teacher.

Invitations for parties may not be sent to school unless an invitation is being given to every student in the class.

Parties or dances held by families off-campus are not sanctioned by the school and the school's name may not be used.

Service Opportunities

At Holy Cross Catholic School, we have several service opportunities for our students, including Student Council, Martin Luther King, Jr. Day of Service, Altar Servers, Liturgy speakers/readers. Students will be provided information about these opportunities and are encouraged to participate.

Seventh Grade High School Visitation

Each spring, our local Catholic high schools host a visitation day for Seventh Grade students. With their families/guardians, students select an archdiocesan high school to visit. Families must provide transportation to and from the high schools and students will not come to Holy Cross on the visitation day. As the visitation day is a school day, attendance will be recorded at the high school and reported to Holy Cross. Students who choose to not visit an archdiocesan high school on the visitation day must report to school at Holy Cross or be marked absent.

Special Events

Back to School Night is held in September and is the best time for parents/guardians to meet teachers and learn what the year ahead will hold for your student and family.

Our annual Christmas concert is held in December. This is an opportunity to celebrate the birth of Jesus with our school family and see our children perform.

Catholic Schools Week is held the last week in January and is filled with special activities for the students, teachers, and families.

Spiritual Activities
Our students can, and are encouraged to, participate in a variety of spiritual activities, including: Mass, Prayer Services, Retreats, Service Projects, and Community Outreach.

Student Clubs/Extracurricular Activities
Holy Cross Catholic School has a Writers' Club, Student Council, Newsletter Club, CYO basketball, and a variety of high school readiness events. Students will be provided information about these opportunities and are encouraged to participate.

Yearbook
Holy Cross Catholic School yearbooks are issued to students upon Eighth Grade graduation.

Holy Cross Catholic School

Student-Family Handbook Acknowledgement Page

Please sign and return to the school office.

Holy Cross's complete handbook is available online through our school website at:
https://holycrossphila.imsphila.org/

Along with my child/children, we have reviewed the Student/Family Handbook of Holy Cross Catholic School and understand and support the policies and procedures, including the Acceptable Use Policy for technology.

Parent printed name: _____

Parent signature: _____

Date: _____

In grades three and above:

Student printed name: _____

Student signature: _____

Date: _____