



**HOLY CROSS CATHOLIC SCHOOL
PARENT/STUDENT HANDBOOK**

Revised 2026 -2027

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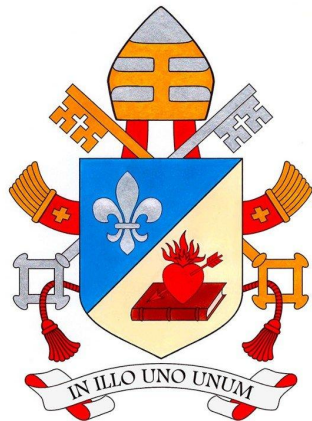
www.hcscrusaders.com



***His Holiness
Pope Leo XIV***



***His Excellency
Archbishop Nelson Perez***



Holy Cross Catholic School Mission Statement

Holy Cross Catholic School uses Catholic Principles to enhance our students' relationship with Christ's teachings and the Church. Our goal is to help our students grow into full, practicing members of the Catholic Church and be at the center of evangelization which calls on our students to live fully the message of Christ. Christ's teachings and messages are the center of the student's academic excellence where the school is fully committed to helping each individual child develop as a whole person: spiritually, morally, intellectually, physically, and socially.

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Mission Statement

Holy Cross Catholic School uses Catholic Principles to enhance our students' relationship with Christ's teachings and the Church. Our goal is to help our students grow into full, practicing members of the Catholic Church and be at the center of evangelization which calls on our students to live fully the message of Christ. Christ's teachings and messages are the center of the student's academic excellence where the school is fully committed to helping each individual child develop as a whole person: spiritually, morally, intellectually, physically, and socially.

Holy Cross School Philosophy

Holy Cross Catholic School exists to provide students with a Catholic education which integrates academic excellence with Catholic Christian values. In partnership with our clergy, administration, faculty, staff, parents and parish community, we strive to present the Gospel of Jesus Christ as a model for our children. In this Christian atmosphere, students grow through knowledge, work, example, and service to the Catholic Church, learning how to make their faith living, conscious and active.

Holy Cross Catholic School develops, offers, integrates, and evaluates educational programs to provide for the optimal growth of all students. The fundamental educational requirements of the Commonwealth of Pennsylvania, combined with the Philadelphia Archdiocesan Guidelines, form the basis of the curriculum taught to all students from Pre-K to Grade eight. A professionally competent and dedicated faculty and staff is committed to the spiritual, intellectual, moral, physical and social development of each child.

Administrative decision-making originates at the Archdiocesan level. Under the direction of the Pastor and Principal, the Policies and Procedures manual, in conjunction with the Archdiocesan Curriculum Guidelines, determine the management and education policies of Holy Cross School. Implementation of school policies and curriculum guidelines is the co-responsibility of administration and faculty.

As educators, we strive to access available resources to evaluate and assist the individual needs of each student. The Delaware County Intermediate Unit offers support services in the areas of Remediation, Speech, Counseling and Evaluation.

Students receive report cards on a trimester basis. Current methods of evaluation include formal tests, projects, cooperative learning lessons, class participation, and homework as well as performance-based portfolio assessments. Standardized Testing is administered in Grades three through seven.

The Pastor and Principal evaluate and select educationally qualified applicants who commit themselves totally to the religious nature of the school. The goal of the school community is to provide an environment which is not only safe and peaceful, but just and respectful toward all. Additionally, we strive to instill a strong moral code through self-discipline which will lead each child to develop a positive and healthy self-image.

PARENT COOPERATION:

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

**In such instances, tuition would be prorated, and a refund issued. Parents are to abide by the rules listed in this handbook for their child(ren) to remain at Holy Cross School.*

If you are disgruntled with the school and you direct that a student is not to be spoken to by the administrator or any other school official regarding conduct unless you are present is not acceptable. You are advised that the school cannot teach the student under such circumstances and, therefore, the student should be removed if you insist on such conditions.

**You may not bring third parties (relatives, friends, lawyers, counselors, or activists) to school meetings involving the student. Meetings, where third parties are present, are not allowed to take place. Meetings will take place only with the parent(s)/guardian(s) and the student.*

PARENT COMMUNICATION:

Every staff member is expected to communicate with parents and guardians in a professional, respectful and timely manner. Parents must abide by those same guidelines. Communication with the teachers, staff, principal and pastor must be professional, respectful and timely. Make sure your emails, phone numbers and contact information is up to date in the school learning management system (FACTS). As a community, we expect parents to be responsive to teachers and staff regarding their student(s) success in Holy Cross.

ADMISSIONS:

Holy Cross School admits students of any sex, race, nationality and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the parish school. We do not discriminate on the basis of race, color, nationality and/or ethnic origin in administration of educational policies, admission policies, loan programs, athletic and other school-administered programs or in hiring personnel.

NEW STUDENT ADMISSIONS:

For new students, notice of date of registration and all pertinent information is published in the Church Bulletin beginning in early January. Birth and Baptismal certificates must be presented at the time of registration.

*All registration information will be posted to the school's website www.hcscrusaders.com

* Pennsylvania State Law requires that:

*Students entering Kindergarten must have attained the age of five years old by September 1.

*Students entering first grade must have attained the age of six by September 1.

*Students entering Pre-Kindergarten, Kindergarten and all new students grades 1 - 8 must have a physical examination and present an up to date record of immunization (both forms must be originals).

*Examinations must be completed, and the record returned to the school office before the first day of school. It is strongly recommended that eye and ear examinations are included in the physical examination.

All new students must have a verified recommendation letter sent in by their former place of schooling.

*Acceptable letters of recommendation include: former head of school principal or classroom teacher.

TRANSFER STUDENTS

All new students to Holy Cross will be required monthly evaluations that the parents **MUST SIGN** and return to the teachers. If the monthly reports do not progressively get better, showing academic growth and appropriate behavior, the student will be asked to leave. All new students to Holy Cross school are accepted on a probationary period. If the student does not adhere academically or behaviorally to our school code they may be asked to not return.

All registered transfer students, Catholic or Non-Catholic, Pre-Kindergarten, Kindergarten and Grades 1-8 are subject to a 30 Day probation period in Holy Cross Catholic School. If in 30 days a student is determined to not meet the qualifications, or if the students' needs cannot be met by the school, a withdrawal of the student is required.

WITHDRAWING STUDENTS: The education of our students is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. In such instances, tuition would be prorated, and a refund issued.

ACADEMIC SCHOOL DAY GRADES PRE-K - 8 SCHEDULE TIME DAY

8:00 A.M. (First Bell) Prayers

8:00 A.M. –2:45 P.M. (K-8) Monday through Friday

8:00 A.M. - 2:35 P.M. (Pre-K)

7:50 A.M. - 12:00 P.M. Early Dismissal Days

*All children will be supervised at all times.

SCHOOL BELL RINGS AT 8:00 A.M.

STUDENTS ARE MARKED LATE IF THEY ENTER AFTER 8:00 A.M.

Students should enter the building at 7:50 A.M. For the safety of our children, they should not arrive on the school grounds before 7:40 A.M. as there is no supervision before that time.

Announcements begin at 8:00 A.M. followed by prayers and flag salute. **A student is late after 8:00 A.M.** He/She must be accompanied by a parent to the vestibule. Students will receive a late slip to give to the teacher. If a student(s) is/are consistently late, the principal will meet with the parent to discuss the situation. If the lateness continues, the school will report the parent to Childline as consistent lateness is considered neglect.

GRADES PK THROUGH 8:

Unexcused Lateness: If your child is late to school or to their classroom (come into the classroom after 8:00 AM). They will receive a late slip. Detentions for chronic lateness will be given to students.

Excused Lateness: Principal has the right to decide if a reason for lateness is excusable or not. Some examples of excused latenesses include: funerals, doctor appointments and dentist appointments. If a student has an excused lateness, they will be given an excused lateness form from the office to give to their homeroom teacher when reaching the classroom.

DISMISSAL OF STUDENT:

No child may remain unattended or be allowed to go home with another child or parent without written permission of their respective parent or guardian. Students may not ride buses with other students without prior permission of the principal and of the bus driver. Parents are reminded to be on time in picking up your children. Unexpected emergencies can happen but consistent lateness in pick-up will not be tolerated. **Any child that is not picked up by 3:00 p.m. will be sent to CARES and a fee will be charged.**

The School office will be open from 7:45 A.M. until 3:30 P.M. on all days that school is in session.

ACCREDITATION: Holy Cross School is accredited by the Middle States Association of Colleges and Schools, a recognized accrediting agency by the State of Pennsylvania, and maintains membership in the National Catholic Educational Association.

ARRIVAL AND DISMISSAL PROCEDURES

CAR MORNING DROP OFF AND AFTERNOON PICK-UP PROCEDURES: Cars are to enter the school yard through the last gate on Bishop Avenue closest to the houses. Please park along the perimeter of the school yard and escort your child PK-2nd grade level to the door. Students 3rd grade and up may walk to the doors. A sibling of 3rd grade or older may escort their younger sibling to the doors. Your child will be met by teachers/staff to enter the building. Students should remain in their cars until the teachers open the school doors at 7:40 am. Children should have all their belongings with them and be ready to exit the car. Parents should be careful as they are leaving the parking lot. [There is a diagram of this procedure posted on the school website.](#) ***Please follow all signage in and around the lot.***

Dismissal will be 2:35 for Pre-K and 2:45 for grades K-8. Teachers will escort the children to the school yard. Please park along the perimeter of the school yard. Parents should leave their cars to collect their children from the school staff members. ***No dismissals after 2 PM, the office is too busy to coordinate it. Parents and guardians that arrive at 2 PM or later, will have to wait until dismissal time for their student.**

ANY DISRESPECTFUL ACTIONS TOWARDS TEACHERS/STAFF/ OTHER PARENTS, OR NOT FOLLOWING INSTRUCTIONS: WILL BE HANDLED BY THE PRINCIPAL DIRECTLY.

WALKERS:

ARRIVAL: Students enter through the main doors with the bus students. They may enter the building starting at 7:40 am.

BUSES:

Bus schedules are determined by individual school districts. Upon arrival they will enter the building via the main doors. It is expected that our students who ride the buses behave in a manner which reflects favorably on themselves, their families and Holy Cross School. Failure to do so may result in the suspension of the bus riding privilege.

RIDE SHARE PROGRAMS:

Uber and Lyft or any programs similar are normally not permitted to take riders under 18 without parental supervision. It is against Archdiocesan policy, UBER and LYFT policy to transport children this way. Legally, we are not permitted to allow a child to dismiss or arrive this way. If it comes to our attention that students are arriving or dismissing this way, we are obligated to report this for police investigation. **Please, inform the school administration of any extenuating circumstances.**

ACCIDENT AND ILLNESS

You will be notified immediately in case of sudden illness or accidents of a serious nature. Please be certain that the office and Homeroom Teacher have the correct information for Emergency Contact. Emergency Information sheets are sent home the first week of school. These are to be filled out completely and returned to the homeroom Teacher BEFORE THE END OF THE FIRST WEEK OF SCHOOL. Please notify the Office of any changes during the year. It is imperative that the office has emergency numbers to contact parents during the day.

Please seriously evaluate your child's health and ability to be productive in school when he or she complains of a headache, stomach pain, sore throat, or cold symptoms without a fever. Children often have no fever in the morning, but, as the day progresses, can develop a fever. Keeping your sick child home will help him/her recover sooner and will help to prevent the spread of germs to others. It is important to maintain a healthy environment in the classroom to protect all students. The following symptoms may indicate a contagious illness and your child should be kept at home if any of the following occur:

- Fever of 100° the night prior to or the morning of school; student must be fever-free for 24 hours before returning to school
- Headache unrelieved by Tylenol or Advil
- Vomiting and/or diarrhea within the past 24 hours; student must be vomit/diarrhea free for 24 hours before returning to school
- Sore throat lasting 2-3 days; a visit to the doctor may be needed to rule out strep throat.
- Drainage from the eyes; red, itchy, and/or crusty eyes
- Excessive coughing unrelieved by cough drops or cough medicine
- Rash (unless determined to be non-communicable by a physician)
- Abdominal pain
- Dizziness or chills
- Stiff neck or headache not caused by an accident or fall

- Having your sick child rest at home with any of the above conditions will likely help with his/her recovery. If symptoms are not relieved by rest, please see your family physician. It will also help to prevent the spread of germs to other students and staff members.

The school is not permitted to send a child to a doctor for emergency treatment without the expressed permission of a parent or guardian. On the days that a nurse is present, the nurse may dispense over the counter medications or prescription medicine ONLY if there is written permission from the parent and a completed treatment plan signed by the physician. On days the nurse is not available, the school will call and you have the option of coming to school and administering the medicine to your child.

CONTAGIOUS DISEASES: It is the responsibility of the parent to notify the school if your child has contacted a contagious disease such as strep throat, measles, lice, etc. This will enable the school to notify the parents of those classes so that they may take the necessary precautions. All notifications will be held in strictest confidence.

AM & AFTER SCHOOL CARES PROGRAM:

Morning and after School Care (CARES) is provided in the school building. CARES fees are billed through FACTS the same as tuition. Payment is expected to be on time, if monthly payment is not received, the CARES past due payment will accrue late fees just like tuition. The cost is \$ 10.00 per hour. Late payments may result in loss of CARES use at the discretion of the school administration. In October we will move to a calendar system in After School CARES. You will receive a calendar for that month, check off the days your child will be attending CARES. Please send it into school with your child. Children are expected to behave at CARES and be respectful to the CARES providers.

ATHLETICS (GRADES 4 TO 8):

Before a student is selected for an athletic team, his or her name is presented for approval to the faculty and Administration before any team is announced. ***If a student does not have a "75" average and a minimum of a "3" in personal social growth, effort and study skills, and special classes they are not eligible to play on the team.*** Grades from the previous trimester will be used to determine academic and social eligibility to play on a team. This policy applies to students who play sports for parishes other than Holy Cross. Academic and Conduct Checks will be made regularly as well as grades from the most recent reports or trimester will be used to determine eligibility. In the case of fall sports, the Academic and Conduct Check will be used.

*The principal will notify the Athletic Director of the respective schools if there is a student who may not participate.

*If at any time during a season, student grades fall or conduct becomes unsatisfactory, a student may be placed on probation from any team/squad. The final decision as to participation resides with the Administration and is **not subject to parental approval.**

Holy Cross School offers sports opportunities for both girls and boys: Sports available through the CYO are: Football, Basketball, Volleyball, Softball, Cheerleading, Baseball, Track and Cross Country. (provided the numbers are there to support a team)

If a student is absent or sent home ill during the day, they may not participate in an after-school game or practice. Failure to abide by this policy may result in the student being placed on athletic probation. This applies to students who attend Holy Cross but play for other parishes.

ATTENDANCE AND PUNCTUALITY

Appendix A has the full attendance policy for Holy Cross School

Regular attendance and punctuality are essential to a student's progress and to the formation of good habits. A student is considered late after 8:00 a.m. We ask that you have your children to school on time. This is in preparation for their future. Detentions for chronic lateness will be given to students.

Students who are absent/or late in excess of 10 school days may be retained or required to make up work in summer school. In cases of 8th graders, participation in graduation may be in jeopardy. If a student needs to attend summer school to pass a grade, the principal will work with the Office of Catholic Education to find an appropriate program. Extraordinary circumstances will be handled on an individual basis by the Principal.

If a student leaves before 12:00 p.m. a student is considered one half day absent. On days when you may need to pick up your child early, you must send a note via attendance form or email the office by 8:15 a.m. so that we can inform the teacher and know when to prepare the student for dismissal. Students are only permitted to leave early due to doctor's appointments, emergencies, or illness. If they leave early for any other reason it will be considered unexcused.

Parents are to complete the attendance form before 8:15 a.m. if a student will be absent that day. That will count as the written note for the day. If the child will only be absent one day, please do not request homework to be sent home. If they are absent for more than one day please let us know and we can gather their work and books for them. Homework can always be found through the teacher's website.

Excessive absences: A student who is excessively absent will be reported to the school's attendance officer and a parent conference may be requested by the principal. After three consecutive days a doctor's note must be presented to the teacher.

The principal determines excused and unexcused absences.

Unexcused absences are those absences whereby a student is absent or truant. The principal has the final say on which absences are considered unexcused absences.

All family vacations or non-school trips taken outside of regularly scheduled school holidays are considered unexcused absences. However, if you plan on taking a trip, please inform the **school and classroom teachers of your student's absence.**

Excused absences: Are absences when children are ill, there is a death in the family, school sponsored activity, etc. During excused absences, class work is made up upon the child's return to school. Work is not usually provided in advance. Take your Child to Work Day is a non-school sponsored event; therefore, if you choose to have your child participate in that event, your child will be marked absent.

EXAMS:

Final exams cannot be administered early nor may report cards be issued without those grades, so please plan your trips and vacations during the summer months or after school dismisses in June. Failure to complete exams will reflect negatively on the final grades.

RETURNING TO SCHOOL:

Upon returning to school the student must present an absence note signed by the parent/guardian explaining the reason for absence. If no note is presented, the child will be marked as an unexcused absence. These notes are kept on file for one year. Three or more day's absence requires a doctor's note for readmission to school. In cases of communicable diseases, a physician's note is also required. If your child does contract a communicable disease such as strep, measles, lice, please call and report to the office so that we may issue a health alert to all parents. All such reports remain confidential.

Parents are asked to limit special appointments during school hours. If necessary, a note must be sent to the office by 8:15 a.m. the morning of the appointment. Students will be released from class only through the school office to a parent or designated guardian.

Students coming from a doctor or dentist appointment must bring a note from either one of the above when returning to school.

MAKING UP WORK:

When students are absent, they must make arrangements with their respective teachers regarding making up missed work. This work needs to be made up **within two days of the absence unless it is an extended absence**. In this case special arrangements will be made with the teachers.

***This includes special teachers as well. Students are required to make up missing work for these classes in addition to their other classes.**

***Any student not well enough to attend classes during the day may not participate in any co-curricular, extra-curricular, or sports activities that day.**

Check the Trips and Vacation section of Handbook.

BOOKS AND CARE OF MATERIALS

Books, copybooks, and book covers may not be written on or torn. If so, they will be replaced at the student's expense. *All textbooks must be covered at all times.* Students' desks and materials are to be neat and clean at all times.

Students also must have their daily materials. Please keep updated on your child's materials, making sure they are prepared with the daily necessities for school.

All areas of the building and grounds should be kept neat and left in order by anyone using them, including the bathrooms and cafeteria.

No student may enter a teacher's desk, closet, office or books without specific permission. Furniture and materials damaged by students must be replaced at their expense.

Since the school does not receive any state monies to purchase books used for religion, books are purchased by the parents yearly. This fee is factored into the tuition cost.

CARE OF BOOKS AND PERSONAL EFFECTS

It is each student's responsibility to have all books covered. All workbooks are to be covered in clear contact paper. Books must also be carried to and from school in a book bag and kept in their proper place during the school day. Wheeled luggage carriers/backpacks are not permitted. Students in grades 5-8 are asked to purchase a medium sized canvas tote bag to carry books when changing class.

Highlighting of textbooks is not permitted. Books which are defaced or not returned will be charged to the parent at the end of the year. Reports and final grades will not be issued until the bill is paid. Cost will be determined by the age & condition of the book.

Please mark personal items: School Jackets, sweatshirts, lunch boxes, gym clothes etc. with name tapes or another form of identification and help your children learn to exercise responsible concern for all their possessions and those of the school.

BULLY BEHAVIOR

As a member of the Body of Christ and part of the Holy Cross School community each person has a right to be treated with respect and dignity. No student has the right to treat another student in any way which will cause physical or emotional pain.

Bullying may involve but is not limited to: threats, written or verbal, teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, writing/drawing unkind notes or pictures, social isolation, gestures, cyber-bullying or other verbal or written conduct.

Cyber-bullying

Includes the following misuses of digital technology: written threats, teasing, intimidating, or making false accusations about another student or teacher by way of any technological tool, such as sending or posting inappropriate emails, instant messages, text messages, digital images or website postings (including blogs and social networking sites)

This policy prohibits bullying in any form or by any media that occurs either:

1. On school premises, before, during or after school hours. If a student is being bullied on a website, etc. after school hours, the parent must notify the police to further investigate the matter.
2. On any bus or vehicle as part of any school activity or on the way to and from school.
3. During any school function, extracurricular activity or other school sponsored event or activity

Reporting Complaints: Each student and parent have a duty to report any legitimate incident of bullying/cyber-bullying to the school. The school cannot act on hearsay or rumors however; if a student experiences (or a parent witnesses or learns of) any incident involving the above, it should be reported to the school principal. Appropriate disciplinary measures will be taken for violations of this policy. This may include suspension or dismissal from school depending on the circumstances. The police will be contacted if there is any threat of physical harm, or harassment.

CAFETERIA

Holy Cross School will provide a free morning snack and lunch each school day for all grades, Pre-K-8 starting in September. Nutritional Development Service (NDS) is our lunch provider and offers a daily snack and lunch option to students.

Monthly menus will be shared with families in our Weekly Updates and online.

You may choose to send your student with a provided lunch or snack. We do not have any additional food on hand.

Please use caution when sending in peanut products. It is preferred that you restrain from these items due to possible allergies. We will take every precaution to protect those students who are affected by these allergies.

If an airborne allergy is discovered we will ask that no peanut products be sent to school. This is essential for the safety of all our children although it may be inconvenient for some.

Soda and fast food lunches are not allowed for any of our students so please do not drop off these types of lunches for your child. This is especially the case when a student forgets lunch. If a student forgets lunch and the parent has not provided one by the time lunch begins, we will make every effort to give that child something sustainable to eat until they get home from school.

Students are not permitted to have fast food dropped off to them throughout the day. Students are also not allowed to have food delivered or Doordashed/ GrubHubbed, etc. to their children. The school has the right to refuse these deliveries. Make sure you pack your child a lunch if you choose not to use the hot lunch program.

Special lunches will be offered from time to time. Parents must follow the directions of the main office to order the special lunch.

Other snacks will be on sale from the school store. Students need to bring in the snack money on those days. Dates and times will be shared.

All students are expected to listen to and respect the adults in charge of the lunch hour. Since it is a public eating area, proper manners and a low tone of speaking are the only acceptable behavior. Disrespect shown to any parent or lunchroom employee will be treated as a serious infraction.

When students go outside for a recess period, they will be expected to respect the regulations set down by the playground supervisor. No student is permitted to leave the school grounds during the school day nor are they permitted to go out to purchase food or drinks and return to the school after dismissal.

LUNCH SCHEDULE

11:15 to 12:00 Pre-K lunch and recess

12:00 to 12:25 K-3 eat lunch | 12:00 to 12:25 4-8 outside recess

12:25 to 12:50 4-8 eat lunch | 12:25 to 12:50 K-3 outside recess

CHEWING GUM: Chewing gum is not allowed in the classroom or on the school premises in order to maintain cleanliness and hygienic conditions. A warning will be given for the first offense; future violations may result in a detention. Teachers may, on occasion, give the students a treat for which no permission is needed.

COOPERATION WITH LEGAL AUTHORITIES

The personnel in our school attempt to cooperate with any local, state or federal investigators or law enforcement officers who may contact the school in the course of any criminal investigation. All investigators and law enforcement officers must present proper identification to the principal or designate prior to obtaining entry into school.

Whenever an investigator or law enforcement officer comes on school property with the appropriate legal authority (subpoena), that person will be given access to these records. Except in cases involving abuse at home, the principal will attempt to contact the parents/guardian of a child with whom the law enforcement person wishes to speak. In the former case, the principal will request permission to call the parents, but will follow the decision of the officer. The school principal /designee will attempt to remain present at any meeting between a student, investigator or law enforcement officer that occurs on school grounds.

COUNSELOR

Holy Cross School has a part time counselor provided by the Intermediate Unit. Counselors may see a child at the request of the principal for an initial meeting without parental notification or consent. If there are serious concerns, parents will be notified promptly. These counseling services are short term visits; long term counseling will be referred.

CUSTODY ISSUES

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. A current address must be provided by the non-custodial parent in order to obtain information. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order dealing with the education/visitation of the child. It is also the parent's responsibility to inform the school of the addresses where the student's records should be sent.

Divorced parents must provide the school with a court certified copy of the custody section of the divorce decree. If no such copy is on file, school officials will assume that both parents have custodial rights.

School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the time/days according to the court custody arrangements. However, parents must accept the primary responsibility for such arrangements and should instruct their children as to which parent should have physical custody of them on any given day.

DESKS/STORAGE CUBES

The school is the co-tenant of all storage areas and desks and reserves the right to search them at any time without notice. Defacing desks, chairs, books or cubes is strictly forbidden. Students will be financially liable for any cleaning and/or replacement.

DISCIPLINE POLICY

DISCIPLINE POLICY: In its broadest meaning, discipline connotes the development of the physical, mental and moral capacities of the child through exercise and instruction. The discipline, which characterizes Holy Cross School, should contain two essential elements:

1. Conduct that exemplifies respect for each person and will be conducive to learning and growth.
2. Conduct that will enrich the life of the pupil spiritually, mentally, morally and physically; thus developing a responsible, caring person.

In guiding the child's growth in Christian attitudes and in habits of virtue, it is the school's policy to emphasize the positive rather than the negative. Students are young, developing people who possess strengths, hopes, and expectations. These young people depend on the adults in their lives to model Christian values and conduct. Knowing their limits and school rules will help them in making choices. The principal has the right to ask a child any questions that will shed light on an issue without the parents being present. Holy Cross School is committed to fairness in dealing with any discipline problem, so, in most cases, the administration or disciplinarian will make every effort to tell the students what he/she did that was wrong. The students and teacher will both be given an opportunity to be heard. The principal and/or pastor are the final recourse in all disciplinary situations and may waive all regulations for just cause at his or her discretion.

***All conduct records are recorded in the FACTS student management system.**

Grades Pre-K to 3rd

Early Childhood and Primary teachers work with the children at various developmental stages that require individualized methods of discipline. At this level, any serious difficulties would be documented in FACTS and brought to the attention of the administration, and parents in conference.

Grades 4-8

The classroom teacher/special teachers will handle most disciplinary measures. Individual teachers will issue specific guidelines for their classes and grade units. If the situation or behavior continues, then the parents will be notified. All students need to be aware of the following rules and discipline procedures.

1. Respect for all authority is expected
2. Students are expected to respect and accept fellow classmates.
3. Students will be in complete uniform, & wear it properly each day as specified in the section on school uniforms.
4. Being on time for school and reporting to individual classes on time is expected.
5. Students are expected to play fairly.
6. Fighting is not a solution to a problem and is not permitted, under any circumstances.

7. The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include dismissal from the school, even for a first offense.
8. Any student, who, for any reason, is found to have a weapon or any object deemed inappropriate by the principal/pastor may be subject to immediate dismissal.
9. Any student, who threatens/bullies another student, teacher physically, verbally, or by written expression, will be subject to suspension, which may result in dismissal. (see Bully Policy)
10. Cheating is a form of stealing, therefore; copying homework, using notes during a test, receiving answers from another student, or copying verbatim from the internet or elsewhere is not allowed.
11. Any student who displays inappropriate behavior or conduct unbecoming of a Christian student and contrary to the good order of the entire school will be subject to disciplinary action.
12. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. (Bullying & cyber-bullying apply)
13. Any student who would leave school grounds or a school-sponsored event without permission would be subject to disciplinary action.
14. Destruction of school property, including any graffiti.
15. Students may not demonstrate inappropriate signs of affection.
16. Inappropriate use of electronic media (see section on Electronic Media)

CONDUCT INFRACTIONS

Class I Infractions

Attendance Concern
 Bathroom Misconduct
 Bus Violation
 Class/Lunchroom Misconduct
 Disobedience
 Dress Code
 Excessive Tardiness
 Gum Chewing
 Hall Misconduct
 Inattentive
 Lack of responsibility
 Line Misconduct
 Missing Homework
 School Yard Misconduct
 Talking
 Unprepared for Class

Class II Infractions*

Aggressive behavior
 Bullying
 Cheating
 Church Misconduct
 Destruction of school/personal property
 Disrespectfulness
 Excessive lateness of due assignment
 Excessive lateness of work
 Fighting/Aggressive Behavior
 Forgery
 Inappropriate Language
 Invading the privacy of another's Property (desk, schoolbag...)
 Misuse of Phone/Technology
 Stealing
 Truancy

Please note the following points regarding the Code of Conduct Policy:

1. Effort and Conduct grades are based on the Code Conduct System.
2. Explanation of school consequences for conduct marks is stated in the Code of Conduct.
3. Conduct marks are recorded by the teacher on the behavior calendar.

4. Three Class I infractions of any kind will result in a detention. A Class II infraction will result in an automatic detention.
5. Parents are asked to review the behavior section of SIS for student conduct, especially when notified by the school.
6. Ongoing conduct infractions will be assessed by the Administration and the Conduct Review Board. In the event a child is unable to correct their behavior and accumulates multiple detentions and/or suspensions in a trimester they may be referred to the Administration and Conduct Review Board. The Administration and Conduct Review Board will look over the conduct issues and offer solutions. After two Class II infractions, a student will be suspended. After two suspensions, a student may be expelled.

Positive Behavior Interventions and Support (PBIS) is an evidence-based three-tiered framework for improving and integrating all of the data, systems, and practices affecting student outcomes every day. It is a way to support everyone – especially students with disabilities – to create the kinds of schools where all students are successful.

PBIS Tier I- School wide rules and expectations to be successful and to prevent problems.

PBIS Tier II- supports a small group of students to develop the skills needed for Tier I.

PBIS Tier III- individualized student interventions plans for academics and behavior support (IST).

Plans often include goals in both areas.

Collaborative Proactive Solutions (CPS) model- non-punitive model that deescalates conflict, models proper trusting relationships, communication and social skills. It teaches and supports challenging students to learn and apply good social and emotional skills to resolve conflicts. This is used as a chief component of the Tier II & Tier III supports of PBIS.

Virtue Based Restorative Discipline (VBRD) is a spiritual approach to disciplining that cultivates virtue and provides a rich foundation for fostering faith both at home and at school. VBRD can significantly improve school culture, relationships at home, and increase faith practices. Those affected by this movement are becoming the voice of hope – a necessary virtue to change the face of the future for Catholic parishes and schools.

The goal is to decrease anti-social behaviors by creating quality relationships and holding students accountable to restore relationships that have been harmed and to increase faith practices through education on virtues and integration of faith through prayer and virtue-based activities at home and school.

The Guiding Principles of VBRD

Dedicate ourselves to living virtue.

Support others in living virtue.

Commit to constructive thoughts, words, and deeds.

When faced with challenges or conflicts, we will find solutions that cultivate virtue for ourselves and one another.

Monthly Virtues/Ambassadors of Christ

We, as members of God's Family, realize the value and dignity of each person God has created.

Therefore, we are committed as Christians to follow Jesus in our words and actions by practicing these special qualities and attitudes throughout the year. The Ambassadors of Christ Virtues Awards inspires our students to grow in the spirit of Jesus and "Aspire not to have more, but to be more."

Each month we highlight one virtue for self-reflection.

October - Responsibility: Firm adherence to a code of especially moral or artistic values; the quality or state of being complete or undivided

November – Respect: The process or result of following rules to fairly judge and listen to authority

Gratitude: Seeing everything as a gift and being thankful

December – Generosity: Giving without counting the cost

January – Honesty: a refusal to lie, steal, or deceive in any way and regard for the standards

February – Courage: Mental or moral strength to venture, persevere, and withstand danger, fear, or difficulty

March – Organization: Keeping all things in order and neat, conforming entirely to the standards

April – Trustworthy: being reliable, honest, truthful and having sympathetic consciousness

May – Most improved: enriched knowledge and Christian and personal behavior, philosophic or scientific learning

Detentions:

Students who repeatedly choose to ignore or oppose any of the above or following list will receive an administrative detention. These detentions are usually held after school from 2:45-3:45 PM with a teacher or the principal. After school detention will be given after accumulating three of any Class I infractions. Class II infractions will result in automatic detention. After two Class II infractions, a student will be suspended. After two suspensions, a student may be expelled.

Parents need to check the Behavior Section of FACTS SIS for teacher entered behavior infractions. Conduct notices will be emailed out at 3 PM daily. Behavior Data will be collected at the end of each month. Student report card grades for personal and social growth are based on their Behavior and Conduct.

It is understood that for many parents detention may cause a dilemma in providing transportation to and from school. However, we feel strongly that this consequence must be enforced in order to protect the orderly learning environment. We are grateful to our teachers who are freely giving of their time to monitor detentions. It is our hope that the students will adjust behaviors before consequences occur.

Suspensions: Only the pastor and/or principal have the right to suspend a student. Parents will be notified if a student is getting suspended. Only the Pastor, in consultation with the principal, has the authority to dismiss a student after a thorough investigation. In certain incidents, the seriousness of the offense may warrant immediate dismissal. Tuition and fees will not be refunded if a student is dismissed.

At the beginning of the school year, classroom rules and school policies will be discussed with the students. Appropriate behavior will be expected for all students and consequences of choices made will

be fairly treated. At the first Parent Teacher Meeting, teachers will discuss with the parent's school/classroom policies. Parents are expected to support these policies since they are for the overall good order of the school.

If your child begins attending Holy Cross **AFTER** the school year begins, parents/ guardians are expected to contact the teacher and schedule a meeting with them and their child reviewing the expectations, requirements, responsibilities, and rules of the school and the teacher's individual classroom.

Academic Probation: A student's failure to adhere to the academic expectations of Holy Cross will be placed on Academic Probation. Students can be placed on probation for:

- ****Missing Assignments:*** If a student exceeds more than six missing assignments (unexcused) between all their classes. They will be placed on Academic Probation.

- ****Receive Failure Notice:*** If a student receives a failure notice, they are on probation and expected to bring the grade up to passing. They have two weeks to bring the grade up before further action is taken.

- ****Failed Class (70 percent or below):*** If a student receives a failing grade for the trimester in any subject, they will be evaluated mid-way through the following trimester to determine if they will stay in the school or be asked to leave due to academic failure.

- *A student can save their position midway through the trimester by writing a formal letter to the pastor, principal, and all classroom teachers explaining the steps they will take to get their grade to pass the class. Each letter has to be signed by the parent/ guardian. The student will be asked to leave if they receive a failure notice in the same trimester and the letter written.

Behavior Probation: A student's failure to abide by the mission of Holy Cross, consistently disrupt the learning environment of the classroom, cause harm to their peers, and or the faculty will be placed on probation due to behavior. If the behavior(s) have not been improved after a three week probation, the parents will be brought in for a meeting with the principal, pastor, and their student's teacher(s). From the moment of the meeting, the student will have one week to fix the behavior or they will be asked to leave the school.

Students can be placed on probation after their 2nd Class II infraction in one trimester, or at the discretion of the administration. If the behavior(s) have not been improved after a two week probation, the parents may be brought in for a meeting with the principal, pastor, and their student's teacher(s). From the moment of the meeting, the student will have one week to fix the behavior or they will be asked to leave the school.

Ineligibility of Participation

Students with academic, behavior, tuition, attendance concerns or other issues will be deemed ineligible for: academic honors, participation in extra-curricular activities, field trips, special school events, school clubs, School activities, graduation/closing ceremonies, CYO Sports and any additional activities or events in addition to the normal course of study. This is to the discretion of the School's Administration.

CELL PHONES AND ELECTRONIC MEDIA

Electronic effects, such as iPods, smartwatches, apple watches, headphones, video games, toys, or other electronic/mechanical items are NOT permitted in school. Cell Phones must be handed in to the respective teacher upon the student's arrival into homeroom and may be picked up at the end of the school day.

Cell phones are not to be used on the school bus unless it is an emergency. Cell phones or iPods may NOT be used to take pictures, or to copy tests. A student who does not follow this procedure may forfeit their privilege of bringing the phone to school as a matter of safety, however; students must follow the above procedure or risk losing the privilege. **A student who would use a cell phone or computer to “sext”, “text”, blog, or cause harm to another student or teacher may be subject to dismissal.** The use of any social networking sites are discouraged for our students and use of them to harm another student or teacher's reputation may lead to dismissal. At no time may a student use the name of Holy Cross School on any website or social network site.

If you would like your child to bring a cell phone to and from school, you are required to fill out the *Parent/ Student Cell Phone Form* (check the last page of this Handbook and our website.)

Parent/ Student Cell Phone Form: Explains that the child(ren) and their parents understand that the cell phone must be turned off and away in a school bag BEFORE walking into the school building. The phone cannot be taken out of the bag until it is collected in their homeroom. Once the cell phone is handed back at the end of the day, it must remain off and in the school bag until the student walks out of the building. This same rule applies to Apple Watches, Airpods, Fitbits and other smart devices.

If a student has their phone or device out, is found using their device, or the phone goes off during school, it will be taken from the child, and a parent only may claim the phone at the Principal's office. If a second offense occurs, the phone will remain in the office for a minimum of 24 hours. A third offense may result in a personal plan of action.

CHROMEBOOKS:

Holy Cross School offers One to One Chromebook usage for grades K through 8. Grades K through 4 will NOT take the Chromebooks home at the end of the school day. Grades 5 through 8 will have the ability to take their Chromebooks home as long as all their forms are filled out and turned into the school **before the end of the second week of school.** Students and Parents must sign the *Student Chromebook Care and Responsibility Form* and the *Chromebook Equipment Form*. Check these forms for more information about the Chromebook policy (forms found on the Holy Cross website). **Students in grades 5 through 8 must have a laptop bag to carry the Chromebook around in. (Check school supplies list)**

Holy Cross reserves the right to take the Chromebook away from any student who goes against the rules and responsibilities of owning the Chromebook. ***The Chromebook is a privilege, not a right.***

EMERGENCY DISMISSAL

In cases of an emergency closure during school hours, parents will be notified via FACTS SIS. This system will send automated messages via your home, work, and cell phones with a recorded message. E-mails will also be sent via FACTS SIS. Please follow the directions distributed in the beginning of the year and posted on the school's website. It is imperative therefore that all contact numbers be updated. If any of these numbers should change over the course of the school year it is the parent's responsibility to notify school. Parents may also make changes in their FACTS SIS profiles themselves.

PLEASE DO NOT CALL THE SCHOOL ASKING ABOUT DISMISSAL SINCE THESE CALLS CAUSE EXCESSIVE TIE-UPS OF THE PHONE WHICH MAY BE NEEDED FOR EMERGENCIES.

EXTRACURRICULAR ACTIVITIES:

Students have the opportunity to participate in various extra activities if they meet the academic and behavioral criteria. Some of these activities may include: Student Council, Choir, CYO Sports, Altar Servers, Candlelight, Spring Show, field trips, special activities or events, assemblies or other activities not listed.

FACULTY ROOM:

The Faculty Room allows the teachers to have some privacy and space to call their own. We request that parents and students refrain from entering this room.

FIELD TRIPS:

Field trips planned with an educational objective may be engaged, provided they are safely conducted, adequately supervised, and do not represent an unreasonable financial burden on the school or individual families. Educational trips are considered to be an extension of the classroom learning experience and appropriate follow-up will take place in the classroom. Information about the trip and a permission slip will be sent home for your signature and must be returned to the child's teacher. A blank copy is included in this handbook in case you misplace the original.

Phone permission is never a substitute for written permission. If a student needs medication it is the teacher & parent's responsibility to make sure that the medicine is on hand before leaving. Because field trips are considered part of the educational process, students who elect not to participate will be marked absent.

Please note: Since field trips are a privilege and not an expectation, a student may be denied participation if a student fails to meet academic or behavioral requirements and would be required to attend school.

Parents have the right to refuse to allow their child's participation in a field trip. In that instance, the student will be marked absent. Every student who participates in a field trip is expected to obey all discipline codes as previously stated.

Field trips must be within the normal school day. Siblings are not allowed to accompany parent chaperones while on a field trip since parents need to be present to the children assigned to them. Parents wishing to chaperone must have all clearances into school prior to the scheduled trip.

FIRE/SAFETY DRILLS:

Fire/Safety Drills are held monthly depending on the weather conditions. All students, staff, parents, and volunteers are expected to exit the building immediately. Silence is required during any fire drill or other emergency.

FUNDRAISERS:

Holy Cross School does participate in various fundraisers over the course of the year. The first major function is held in the fall and the Walk-a-thon is held in the spring. Every family and teacher is expected to cooperate in these endeavors, according to your means, since it is the children who benefit from the results, and improvements to the school cannot be achieved without them. 100% participation from every family is our expectation. Other events may take place throughout the year which are voluntary but parental participation is essential for their success. The school will have 2 mandatory fundraisers a year that will require all families to make a minimal purchase or have a fundraising fee charged to the family FACTS account.

HOME AND SCHOOL ASSOCIATION:

Each family will have membership in the Home and School Association. This association gives parents many opportunities for involvement in the education of their children. In addition to representing parents, the association conducts fundraising activities to provide for various school needs, as well as social events to help generate a supportive environment for all our families. All parents are strongly urged to become active members and to support all functions sponsored by the Home and School Association. **Each Family is asked to participate in two mandatory fundraiser or pay the required fundraising fee.** All fundraising goes back to the school. Meetings are held three times a year.

HOMEWORK

Homework is generally given daily at the discretion of the individual teacher in Grades 1 to 8. It is a valuable practice in the development of responsibility and the exercise of initiative. However; Holy Cross is trying to lessen the amount of homework as long as; the students work to their ability during the school day.

The parent's role is primarily that of providing a suitable place for study and helping your child decide the best time for study. Parents should supervise homework but not actually do the work. If you are noticing frustration due to difficulty in a homework assignment, please write a note to the teacher about your observation. Having children sit for hours accomplishes nothing and by writing a note, a teacher may look for solutions to specific problems regarding homework. If a student fails on a continual basis to complete homework assignments, the teacher will determine the consequences of this action.

Homework may be either written or a study assignment. The homework policy for Holy Cross School is:

Grades K, 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	120 minutes

Check Academic Probation for Rules about Missing Homework

These times serve as guidelines for each evening. Projects are normally assigned at least one to two weeks before they are due so no project will be given with just a few days to complete it.

If your child says he/she has no homework, please check the teacher's website or email the teacher as homework is usually given each school night. Each student has a Homework Book in which they are to write down all assignments.

Students may not call home when they forget homework or come back into school to retrieve forgotten books.

They can make up the work the following day or retrieve assignments from the teacher's website.

LEARNING SUPPORT PROGRAM:

The Learning Support teachers at Holy Cross are responsible for supporting the academic needs of students when deemed necessary. Classroom teachers and the Learning Support teachers collaborate to decide which students would benefit from one-on-one or small group learning outside the classroom. Parents or Guardians will be contacted when their child is recommended for Learning Support. A permission slip is required with a parent or guardian signature for a child to meet with the Learning Support teachers.

LICE:

At any time during the school year the nurse may inspect any student for head lice. If nits or lice are identified during the check the following procedure will be implemented:

1. Student will be removed from the classroom & parent must pick up the child immediately
2. Parents must take the child to family physician for verification and treatment
3. Students can only return to school after the nurse checks the student (parents need to be present) or has a Doctor's note stating that the child is clear of any infestation.
4. If any nits are found, the parent will need to take the child home until all nits are removed

LITURGY AND PARALITURGY:

The students will participate in liturgies throughout the school year. Parents are invited to join in celebrating the liturgy with the school if you are able. Special feasts and liturgical seasons will be celebrated by the entire school. Opportunities for grade level masses and prayer services are offered to the children. Catholic parents and children are expected to attend Mass either Saturday Night or Sunday. The Sacrament of Reconciliation is available at scheduled times for the students. Children participate in the blessing of throats, reception of ashes, Stations of the Cross, and other para-liturgies at the appropriate seasons of the liturgical year. Children not of the Catholic faith are expected to show reverence and respect at all services. Religion homework must be completed by ALL students since it is a major academic subject and is graded regardless of an individual's faith. **They are also expected to attend our school's religious services such as Candlelight and May Procession. These are school functions.**

LOST AND FOUND:

All articles belonging to a student should be properly labeled. Many lost and found articles are brought to the office daily, but they are infrequently sought after or claimed. Please remind your children to look for their lost items immediately. These are located in the lunchroom. Unmarked clothing turned into the school office will be given to the poor.

MEDICATION PROCEDURES:

The administering of medicine to a child outside the doctor's office or health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it is possible to prescribe medication so that it can be administered at home. Only when absolutely necessary is the school willing to accept responsibility for administering medications, and then under the following guidelines:

The school nurse will not administer/dispense medicines (including over-the-counter drugs) to students without specific authorization by both a licensed physician and the parents of the students. An "Authorization for Medication" form must be completed and submitted by the parent. The name of the medication and dosage must be indicated on this form. (Form is in the back of the Handbook)

Medications to be dispensed by the school must be labeled with the child's name and the exact dosages. All medications will remain in a secure location. (By exception, students who are asthmatic may carry a prescribed inhaler with them during the school day if necessary.) Ordinarily, a written log will be kept of dispensed medication. Please Note: No child may carry prescription or over-the-counter medications around with them unless it is a medical emergency such as a prescribed inhaler. These cases would be handled on an individual basis. A doctor's note would be required in such instances.

ONLINE GRADES:

Parents can access their child's marks in Grades 1-8 through the school's online learning management system, FACTS SIS. Parents are given a specific password at the beginning of the year which is specific to each child. This will allow you to enter the program and view the grades. Parents must be current in their tuition payments and other school fees in order to receive this service or access will be blocked. If you do not have access to the internet please contact the child's teacher to receive an update however; all financial obligations must still be current. Parents must click on the blue average grade to see all assignments.

PARENT COMMUNICATION:

Communication between home and school is a vital part of the educational process. Teachers share with parents the privilege and obligation of educating their children. Therefore, every effort should be made by parents or guardians to keep informed of the programs of the school.

Faculty members are always eager to discuss pupil progress with parents or guardians. The proper time to confer with teachers is on conference day when report cards are distributed; however, teachers are available at other times as well. Appointments may be arranged directly with the teacher either by email, phone or a written note.

PARENTS NEED TO BE RESPONSIVE TO TEACHERS' COMMUNICATION! RESPOND TO TEACHERS AND FACULTY IN A TIMELY MANNER.

In the Holy Cross community, we value open communication, in order to establish that communication, parents, and guardians must be responsive to teacher's emails and contact.

AT NO TIME ARE PARENTS OR GUARDIANS PERMITTED TO PRESENT THEMSELVES TO A TEACHER IN CLASS DURING CLASS TIME. NO PHONE CALLS ARE TO BE MADE TO A TEACHER'S HOME. NOR CAN THEY APPEAR UNANNOUNCED TO THE TEACHER IMMEDIATELY AFTER SCHOOL.

If a problem should arise concerning your child and a classroom situation, please contact the individual teacher first, before referring it to the principal or pastor. The principal will not meet unless you have first contacted the teacher. The school no longer prints paper copies of school news and information, however; all communication is posted on the school's website www.hcscrusaders.com. A weekly letter with important communication is sent home via email by the principal. It is the parent's responsibility to check the PIC section of our website in order for you to be aware of school happenings and functions. All calendars, forms, registrations, and activity sign-ups are placed on this website.

PHYSICAL EDUCATION CLASSES:

During Physical Education classes students are required to be in P. E. uniform. Maroon shorts, ash gray tee shirt with sport emblem and plain white/black sport socks is the official school gym uniform. Uniform sweat pants/sweat shirts are a part of the winter uniform. The sweat pants should be worn in cold weather. Sweats may not be worn with the school uniform. This uniform should be purchased at Flynn and O' Hara Uniform Store. CYO sports and other athletic attire are permitted to be worn in place of the official gym uniform during Spirit week, which is their last gym day of the month.

Non-marking, non-skid sneakers with laces must be worn for class. PK & K sneakers Velcro are preferred. A student requesting to be excused from PE class must submit a written notification from a parent with a valid explanation. Should this exemption be necessary for more than one (1) class, a doctor's note must be submitted to the school office.

PROMOTION-RETENTION:

Promotion to the Next Grade Level:

In Grades 1 to 3, a student must maintain an "S" average or above in all major subject areas for promotion to the next grade. However, if a student achieves a below S average in two or more of the major subject areas, (Math, or Language Arts), a summer tutor must be arranged. A letter from the tutor must be received in the office prior to the beginning of school in order for the student to be admitted to the next grade. Failure to provide this letter may prevent re-enrollment for September.

In Grades 4 – 8, a student must demonstrate a "70" average or above in all major subject areas for promotion to the next grade. In these grade levels, retention in another school or district would be recommended. Retention in Present Grade Level Parents will be notified at the beginning of the second trimester if your child is in academic difficulty. At this time, retention may be discussed if this would be a viable option. All other avenues such as tutoring, IU evaluations and counseling will be discussed

before retention is decided. Students may also be retained if they do not possess the necessary maturity and/or social skills necessary in order to successfully complete the required curriculum.

Parents will be notified by the teachers at the start of the third trimester if retention is a possibility. Final retention papers must be signed by the first week of May in order for the child to remain in school. Parents will be required to sign a retention form which will be kept on file for one year. Failure to sign this form may result in dismissal from school. The final decision regarding retention resides with the Administration.

PUBLIC SHOW OF AFFECTION:

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connotes more than simple friendship, are not permitted in school, or at school sponsored events. Those who violate these rules will be subject to disciplinary measures including detention. If this type of behavior is habitual it may lead to suspension or dismissal. The Administration reserves the right to determine appropriate behavior in Catholic school.

REPORT CARDS:

Report cards are issued three times a year according to the Archdiocese of Philadelphia Guidelines. Percentage grades are used for grades 4 – 8. Letter grades are used for grades 1 – 3. Students in Grades 1 & 2 do not receive grades for Social Studies or Science. Parents are asked to sign the report card and return to school promptly. If you wish copies to be sent to a non-custodial parent, copies of custody order must be on file with the principal, and addresses of that parent must be current. Tuition payments must be current before report cards, progress reports or transcripts can be issued. Also, students may not sit for exams or attend field trips if there are outstanding financial obligations. Questions concerning finances should be directed to the Business Office.

SCHOOL PARTIES/BIRTHDAYS:

Classroom activities may be planned with the classroom teacher. Parties may be held for the following occasions for Grades PK-3: Halloween, Thanksgiving, Christmas, Valentine's Day and end of the Year. No parties will be held during Lent (Excluding birthdays). Please check with your child's teacher regarding birthdays in order to avoid duplication on one day. A small treat may be sent into the classroom such as cheese sticks, fresh fruit, granola bars, raisins, regular popcorn, veggies or a nonfood treat or goodie bag. When considering treats, give priority for healthy options, such as fresh fruit or fruit snacks. Please consider that some children may not have sugar, so providing healthy options would include all children in the celebration. A nonfood treat or goodie bag may also be sent in for each student with items such as stickers, pencils, erasers or small party favors. Items must be individual prior to coming into the classroom. The school does not permit birthday parties, or the following items: birthday lunches, pizza, sheet cake, cup cakes, ice cream cakes, candy, balloons, outside entertainment, special gifts, or drinks. We do not have the supplies to cut the cake or plates to hand them out on.

SCHOOL VIOLENCE:

Violence may be defined as anything that could cause physical harm to another. Threatened violence is defined as threatening to cause physical harm to another. A student whose verbal or written comments,

including e-mail messages, blogs, and cell or text messages include a threat to another student, faculty member or staff shall be:

1. Immediately suspended from school after the parents have been informed of the situation.
 2. Be seen by a psychologist, at the parent's expense, and by the school counselor, both of whom will be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be dismissed from school. If it is the opinion of those who evaluate the child that the child did not seriously intend to do harm to others, the child may be allowed to return to school.
 3. If allowed to return to school, the child should be placed on probation with an indication that should a similar threat occur, the child may be dismissed from the school.
 4. The Office of Catholic Education will be notified in these cases. The school may also submit to the police an informational report.
 5. When children from the primary/elementary grades are responsible for verbal or written threats, the administration, after informing the parents, will review the matter, will determine the severity of the threat, and will take appropriate action which may include any or all of the above.
- * The pastor and/or the principal are the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his/her discretion.

SEXUAL HARASSMENT:

For purposes of this policy, the term "sexual harassment" refers to any unwelcome sexual attention, sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature. Sexual harassment is unacceptable conduct and will not be accepted. All students are responsible for ensuring that the school is free from all forms of sexual harassment. The school will investigate all allegations of sexual harassment and will take appropriate corrective action when warranted. Any student, parent or teacher who is determined, as result of such an investigation, to have engaged in this type of harassment will be subject to appropriate disciplinary action, up to and including dismissal. The age of the student will be taken into consideration in all matters of this nature.

STATIONERY:

Copybooks can be purchased at any time by sending money in an envelope with your child's name, grade, and number of books needed. The cost for the book is \$1.50. Please send your child with just the supplies listed on their supply list. Extra items should not be sent to school. Items not requested will be sent home.

SUBSTANCE ABUSE POLICY:

The Archdiocese of Philadelphia and Holy Cross School are Christian communities whose mission is to help each student develop his/her potential by emphasizing their self-worth and dignity in an academically challenging and spiritually fulfilling environment. Substance abuse is intolerable in such an environment. Yet, we recognize that substance abuse is a societal problem and that it must be confronted.

If any student is suspected of substance abuse by the administration the following steps will be in place:

1. Parents/Guardians will be notified

2. School Counselor will have a preliminary visit with the student and if it is ascertained that additional help is needed
3. Professional (outside) help will be arranged through the parents.
4. An appropriate action plan to support the student in his/her ongoing rehabilitation with appropriate consequences if compliance is not given will be arranged with all the parties involved.

If there is suspicion of possession or possession with intent to distribute, the school will:

1. Investigate the circumstances
2. Contact parents/guardians
3. Contact police as appropriate.
4. Contact Office of Catholic Education

TRANSFER OF RECORDS:

No educational records will be transferred to another school unless all financial obligations to the school are current. A release from the parents needs to be sent to Holy Cross from the new school. Health records will be sent in accordance with state law.

TRIPS AND VACATIONS:

The annual school calendar should be consulted before making plans for trips and vacations. Trips and vacations taken outside of regularly scheduled school holidays are unexcused absences. Work will not be given in advance. End of the year examinations may not be administered earlier than scheduled by the Archdiocese. Final grades cannot be completed until final exams are completed. Vacations during school time are not excused absences and will count toward the 10 day cumulative limit.

[Appendix A has the full attendance policy for Holy Cross School](#)

TUITION POLICY *Revised 3/1/2024; Effective 2024-2025 School Year*

The mission of Holy Cross School is to provide a Christ-centered education that first and foremost forms our students to be faith-filled followers of Jesus while also providing a solid educational foundation to prepare them for high school and beyond.

The tuition and fees charged by Holy Cross School are essential for us to be able to continue operations and be faithful to our mission. Parents have an obligation in justice to pay all required tuition and fees in a timely manner. We also expect parents to cooperate with the school in seeking financial aid opportunities and supporting our fundraising activities and opportunities for service to the school.

Tuition Levels and Rates

- The *base tuition rate* is the general tuition rate and represents the cost of educating a child at Holy Cross School. All children in Grades K-8 are assessed this rate, unless the family qualifies as a participating parishioner.
- The school offers a discounted rate to families that are registered, active, and contributing parishioners of Holy Cross Parish. Catholic parents have a grave moral obligation to see to it that they and their children attend Mass on Sundays and Holy Days and contribute to the financial needs of the parish. The school reserves the right to require proof of attendance at Sunday Mass at Holy Cross or another parish. Families that fail to meet their obligation will forfeit the opportunity to receive the participating parishioner discounted rate. The suggested contribution to the parish is \$20 per week.

- The tuition for Pre-Kindergarten is a flat amount per child.

School Fees

- A non-refundable registration fee is required each year. New families pay this fee when they enroll. Returning families will automatically be billed this fee via FACTS. Payment of the fee (assuming all other required paperwork is submitted and the FACTS account is set up) reserves a seat for the child(ren).
- A technology maintenance fee is assessed each year for children in Grades K-8. This fee helps maintain, repair, and upgrade the Chromebooks and other technology used in the classroom.
- Other fees may be assessed to pay for personal supplies and equipment for students and for participation in extracurricular activities and clubs.

Tuition Payment

- Tuition is collected over a period of ten (10) months—from June through March. Payments are to be received by the last day of the month to be on time. Parents may pre pay several months ahead of time if desired.
 - o For families enrolling a new student after July 1, the annual tuition will be divided into monthly installments such that full tuition will be paid by the end of March. The first month's payment must be received with the enrollment paperwork.
- Tuition payments are managed through FACTS, which collects payments electronically. All families are required to create and maintain an active FACTS profile and use electronic payments. While payments by cash, check, and credit card will be accepted at the school office, an account with electronic payments must still be set up in FACTS. (Credit card payments will incur an additional fee to offset the fees charged to us by the credit card company.)
 - Parents have the option to select which day of the month to have their payment withdrawn from their bank account. If the date needs to change, parents should contact the Enrollment and Tuition Manager for assistance at least three business day ahead of time.
 - Fees (e.g. registration fees) will be withdrawn from accounts on days established by the school administration. Parents will be given at least two weeks of notice before any fees are assessed.
 - It is the parents' responsibility to manage their FACTS profile.

Late/Missed Payments

- Late payments jeopardize the operation of the school and require additional staff time, effort, and expense. Financial penalties are assessed if payments are missed or late.
- If a payment is rejected by the bank, FACTS will automatically attempt to pull the payment a few days later. FACTS will impose a processing fee if this happens. This fee is assessed by FACTS and is not controlled by the school.
- If a monthly payment is not received by the last day of the month, the school reserves the right to impose a late payment fee equal to 15% of the payment due. This fee applies to any tuition or fees assessed by the school.
- If a check written to the school is returned by the bank as unpaid, the school will impose a bounced check fee equal to the fee imposed by FACTS for a denied payment. The school reserves the right to refuse to accept check payments from any family that has had a bounced check.

Delinquent Tuition/Fees

- If a family has a past due balance for more than thirty days, the school reserves the right to do any

and all of the following, at the discretion of the pastor and principal:

- o The school will suspend parent access to student records and will not provide report cards.

- o Students will be deemed ineligible for participation in extra-curricular activities, field trips, graduation/closing ceremonies, and CYO Sports.
 - o Students may be excluded from school until the account is brought current. Parents are reminded that under Pennsylvania compulsory education laws, after a student is excluded for ten days, the parents must enroll the student in the local public school district. We are required to notify the school and state authorities in these situations.
 - o Repeated or prolonged delinquencies will result in the dismissal of the student(s) from the school. The student(s) will not be permitted to return in future years.
 - o No records will be released to another school if there is a past due balance on the account.
- If a family fails to make the required June and/or July payments over the Summer, the student(s) will be disenrolled from the school. The registration fee will not be refunded. No student will be permitted in the building on the first day of school if the family has a past due balance before the first day of school.

Tuition Refund Policy

- Families who enroll their children and pay the registration fee make a commitment to send their children to our school. A family who withdraws their children after making this commitment adversely impacts the school. By the time the school year starts, the school has already spent money on books, materials, and supplies for the children whose families committed to attending the school. Because of limits to classroom size, other students may not have been able to enroll at the school on the assumption that space was not available.
- Once tuition payments for the year start, if a family withdraws a student before July 15, a full refund will be issued. If a family withdraws a student on or after July 15 and before August 15, a 50% tuition refund will be issued. No refunds will be issued if a family withdraws a student on or after August 15.
- The above does not apply if the family changes residence to out of the area or if it is determined by the administration that a student needs to enroll in a different school to accommodate a special need.

Extenuating Circumstances

- Holy Cross School recognizes that families may find themselves in difficult situations and that the unexpected happens. We will work as much as possible with families who anticipate tuition payment challenges to find a fair solution.

- Parents who anticipate challenges or who encounter difficulties should contact the Principal to schedule a meeting to discuss their circumstances.

Fundraising Policy

- Holy Cross relies on multiple fundraising efforts throughout the year to help meet our operational needs. Without these fundraisers, significant tuition increases would be necessary to keep the school operational.
- All families are expected to participate in school- and parish-sponsored fundraisers during the year and to volunteer to assist with special events. While not every family can or will participate in every event, it is not acceptable for a family to have zero participation in any fundraising activity during the year.

Financial Aid and Tuition Assistance

Scrip

- The parish runs a scrip gift card program to provide for tuition assistance. The proceeds from this program benefit individual families with tuition credits and give us funds to use for financial aid for families. Families who use the program well can earn hundreds of dollars in tuition credits during the year.
- All school families are asked to participate in this program.

Financial Aid

- Holy Cross School attempts to make financial aid available to eligible families. The amount of aid available varies each year and is based on donations received and grants awarded from different foundations.
- Eligibility for financial aid is determined by the guidelines established by the various financial aid programs in which we participate. The school will communicate information about how to apply for financial aid. It is the family's responsibility to complete the necessary forms and provide the documentation. The school's staff is unable to assist with this process or do it for the family.
- There is no guarantee that financial aid will be available to any family. ***All families must be prepared and committed to make full payment of all tuition and fees each year according to the schedule outlined above.***
- The school cannot award any financial aid until we actually receive the monies from the funding source. This often does not happen until after tuition payments have begun. In such cases, awards will be applied and payment amounts adjusted accordingly.
- We ask parents to understand that the school cannot provide any estimates of what aid may be available or when it will be applied. We simply do not have that information ahead of time.

These policies are subject to further revision and change at any time.

Students may not receive report cards, attend field trips, sit for exams or participate in graduation if tuition is not current.

UNIFORM POLICY

Holy Cross School Uniform Requirements:

Boys School uniforms can be purchased from Flynn and O'Hara Gym uniforms and collar (golf) shirts purchased from Flynn and O'Hara School shoes can be purchased at Flynn and O'Hara or otherwise please make sure they meet the specifications.

School Uniforms School Uniforms. Now you can order your school uniforms from Flynn O'Hara online at the following website School Uniform Online Purchase. If you have any questions regarding uniforms, please contact the school at (610) 626- 1709.

***HCS Spiritwear or CYO items may be worn on students PE Days.**

***No other footwear may be worn other than what is listed in the dress code policy.**

***Parents of PreK and Kindergarten please send in a full change of seasonal clothes.**

UNIFORM POLICY - Holy Cross School Uniform Requirements:

Boys:

Boys (Pre-Kindergarten 3 & 4)

Spring/Fall Uniform

- Light Steel Grey T-shirt with school silkscreen
- Maroon Micromesh Shorts with school silkscreen
- White Crew Socks or black socks
- Black or White Velcro or Lace Up Sneakers

Year Round Uniform

- Oxford Grey Sweatshirt with school silkscreen
- Oxford Grey Sweatpants with school silkscreen
- Black or White Crew Socks
- Black or White Velcro or Lace Up Sneakers

Boys (Kindergarten through 8th Grade)

Spring Uniform

- Maroon Short Sleeve Polo Shirt with Holy Cross logo
- Steel Grey Boys Twill Walking Shorts
- Steel Grey Twill Pants
- Heather Grey, black or White Crew Socks
- Black Oxford Shoes or all black sneakers
- Maroon Short Sleeve Polo Shirt with Holy Cross logo
- Heather Grey, black or White Crew Socks
- Black Oxford Shoes or all black sneakers

Boys (Kindergarten through 8th Grade)

Fall Uniform

- Heather Grey, black or White Crew Socks
- Black Oxford Shoes or all black sneakers
- Maroon Long Sleeve Polo Shirt with Holy Cross logo
- Wine V Neck Cardigan Sweater with Holy Cross logo
- Holy Cross Quarter Zip
- Steel Grey Twill Pants
- Heather Grey, black or White Crew Socks
- Black Oxford Shoes or all black sneakers

Boys Gym Uniform (Kindergarten through 8th Grade)

Spring/Fall Uniform

- Light Steel Grey T-shirt with school silkscreen
- Maroon Micromesh Shorts with school silkscreen
- White Crew Socks
- White Velcro or Lace Up Sneakers

Year Round Uniform

- Oxford Grey Sweatshirt with school silkscreen
- Oxford Grey Sweatpants with school silkscreen
- White Crew Socks
- White Velcro or Lace Up Sneakers

Holy Cross School Uniform Requirements

Girls:

Girls (Pre-Kindergarten 3 & 4)

Spring/Fall Uniform

- Light Steel Grey T-shirt with school silkscreen
- Maroon Micromesh Shorts with school silkscreen
- White Crew Socks
- White Velcro or Lace Up Sneakers

Year Round Uniform

- Oxford Grey Sweatshirt with school silkscreen
- Oxford Grey Sweatpants with school silkscreen
- White Crew Socks
- White Velcro or Lace Up Sneakers

Girls (Kindergarten through 8th Grade)

Spring Uniform

- Maroon Short Sleeve Polo Shirt with Holy Cross Logo
- Maroon & Grey Plaid 2 Pleat Skort
- Steel Grey Twill Walking Shorts
- Heather Grey, black, red or White Crew Socks
- Black Mary Jane Strap Shoes (1st Grade through 4th Grade) or all black sneakers
- Black Oxford Shoes (5th Grade through 8th Grade) or all black sneakers

Fall Uniform

- Maroon & Grey Plaid 2 Pleat Skort
- Maroon Short Sleeve Polo Shirt with Holy Cross logo
- Maroon Long Sleeve Polo Shirt with Holy Cross logo
- Wine Crew Neck Cardigan Sweater with Holy Cross logo
- Holy Cross Quarter Zip
- Maroon Opaque or Orlon Knee Hi
- Maroon Opaque or Ribbed Tights
- Heather Grey, black, red or White Crew Socks
- Black Mary Jane Strap Shoes (1st Grade through 4th Grade) or all black sneakers
- Black Oxford Shoes (5th Grade through 8th Grade) or all black sneakers

Girls Gym Uniform (Kindergarten through 8th Grade)

Spring/Fall Uniform

- Light Steel Grey T-shirt with school silkscreen
- Maroon Micromesh Shorts with school silkscreen
- White Crew Socks
- White Velcro or Lace Up Sneakers Year Round Uniform
- Oxford Grey Sweatshirt with school silkscreen

- Oxford Grey Sweatpants with school silkscreen
- White Crew Socks
- White Velcro or Lace Up Sneakers

NO RELIGIOUS HEADGEAR IS PERMITTED TO BE WORN BY ANY STUDENT.

JEWELRY:

A small cross and chain and a non-smart watch is acceptable for all students. Girls may wear one pair of small (post) gold/silver earrings only (one in each ear). If a girl is allergic to the post earrings, no earrings are to be worn. (No hoops, dangles, etc. may not be worn) Earrings are not acceptable nor allowed for the boys. No other jewelry or body piercings may be worn. If a student wears inappropriate jewelry (as determined by the Administration) it will be taken from the student and returned to the student at the end of the day. Students may not wear any rubber message bracelets or other forms of accessories. Hair accessories included: No exotic/excessive hair bows or clips.

MAKE-UP:

Make-up or colored nail polish is not permitted, clear polish may be worn. Acrylic nails are not permitted.

HAIRCUTS:

Haircuts are to be traditional and conservative. Hair may not be worn below the collar for our boys. Extreme hair styles (fads, tails, shaved, extreme buzzed styles, long, overgrown, dyed or dreadlocks, etc.) are not permitted! Girls or boys are not permitted to dye or have any coloring in their hair, highlights, or excessive or colored braids. Natural colors only. Boys must have short trimmed hair above the collar with eyes and forehead visible. Final determination as to what is traditional and conservative will be determined by the Administration. If an inappropriate hairstyle is not corrected within a few days, the parent will be contacted by the Principal.

NO RELIGIOUS HEADGEAR IS PERMITTED TO BE WORN BY ANY STUDENT

Continual non-compliance with the uniform policy may result in an in-school suspension (at parent's expense) or subsequent dismissal.

VOLUNTEERS, PARENTS, AND VISITORS:

Volunteers, parents or any other visitors must check in at the school office first through the logbook and receive a visitor's pass. Upon leaving, please sign out using the same procedure as check in.

NO ONE IS PERMITTED TO GO THROUGH THE BUILDING OR DIRECTLY TO A CLASSROOM.

Anyone who work in the school building DAILY (for example lunch staff, parent lunch volunteers' library, coaches.) must complete numbers 1, 2, 3 (Parts 1 and 2), 4, 5, and 6 listed below:

- 1 – PA Depart of Human Service Child Abuse Clearance
<https://www.compass.state.pa.us/cwis/public/home>
- 2 – PA State Police Criminal Record Check - <https://epatch.state.pa.us>
- 3 – Part 1 PA Disclosure 1
- 4 – Part 2 PA Disclosure 2
- 5 – Safe Environment Part 2 – Mandatory Reporting of Suspected Child Abuse
<https://learning.childyouthprotection.org/login/index.php>
- 6 – Safe Environment Part 1 – “Protecting God’s Children”
This is a class. To schedule a class, go to www.virtus.org
- 7-Fingerprinting through cogent can be done at the DCIU

Parents who wish to volunteer for field trips or occasional school activities must complete numbers 1, 2, 3 (Parts 1 and 2), and 4 at least one month prior to the activity.

IT IS STRONGLY SUGGESTED THAT THESE ITEMS BE COMPLETED AT THE START OF THE SCHOOL YEAR. (MOST CLEARANCES ARE GOOD FOR 5 YEARS)

- 1 – PA Depart of Human Service Child Abuse Clearance
<https://www.compass.state.pa.us/cwis/public/home>
- 2 – PA State Police Criminal Record Check <https://epatch.state.pa.us>
- 3 – Part 1 PA Disclosure 1
- 3 – Part 2 PA Disclosure 2
- 4 – Safe Environment Part 2 – Mandatory Reporting of Suspected Child Abuse
<https://learning.childyouthprotection.org/login/index.php>

WITHDRAWALS: Please notify the principal in writing at least two weeks in advance stating your reason for withdrawal if the student is leaving before the end of the year. Library books, texts, and Chromebook (if applicable) belonging to the school are to be returned and all school accounts settled, then the transfer will be issued from the school office. No records will be forwarded unless tuition is current. In the case of an expulsion, the Pastor and Principal may also require the withdrawal of siblings.

SCHOOL/PRINCIPAL’S RIGHT TO AMEND:

The school/principal retains the right to amend the handbook for just cause. Parents will be notified if changes are made through the weekly communication letter and on the website.

Appendix A

COMMONWEALTH OF PENNSYLVANIA TRUANCY LAW, 24 P.S. §§ 13-1326 – 13-1354: COMPULSORY SCHOOL ATTENDANCE, UNLAWFUL ABSENCES, AND SCHOOL ATTENDANCE IMPROVEMENT CONFERENCES

Holy Cross School has updated our Attendance Policy to aligned with the changes of the Commonwealth of Pennsylvania Truancy Law, 24 P.S. §§ 13-1326 – 13-1354: Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences.

Unlawful Absences

Unlawful absence shall be defined as a student of compulsory school age, or an enrolled student of an earlier age, who is absent without a valid excuse.

A note should be handed in upon return of student to school, or reported via email to the school. The note should be no later than 3 days after student absent, or it will be considered an unlawful absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant -

When a student has been absent for three (3) days during the current school year without a lawful excuse, school staff shall provide notice.

The notice may include the offer of a School Attendance Improvement Conference after the third unlawful absence.

School Attendance Improvement Conference -

The School shall notify the student's parent/guardian in writing via email and by telephone of the date and time of the School Attendance Improvement Conference.

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The School may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.

Habitually truant shall be defined as absent for more than three (3) school days or their equivalent following the first notice of truancy given after a student's unlawful absence for three (3) school days.

When a student under fifteen (15) years of age is habitually truant, school staff:

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or

- b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

Authority

Attendance shall be required of all students enrolled in schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.

Absences shall be treated as unlawful until the school receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year, in order to ensure the school provides: a) a minimum of 180 days of instruction or 900 hours of instruction per year at the elementary level, b) and/or 990 hours per year of instruction at the secondary level as mandated by state law.

Excusal beyond ten (10) cumulative lawful absences shall require submission by the parent/guardian an excuse from a licensed physician.

Students who miss ten (10) consecutive school days shall be dropped from the active enrollment unless the school is provided with evidence the excuse is legal or the school is pursuing compulsory attendance prosecution.

Holy Cross School Attendance Policy

A. EXCUSED ABSENCE

1. Excused Absences

State law establishes conditions under which any child may be excused from attendance at school. In keeping with these statutes and recommendations of the State Department of Education, students at Holy Cross may be excused temporarily from school attendance for the following reasons:

- a) Sickness
- b) Quarantine
- c) Death in the immediate family
- d) Inclement weather that would endanger the health of the child or make roads impassable
- e) For observance of a major religious holiday - In instances of requests to be excused from school attendance for observance of a religious holiday, the school administration shall excuse absences only for those days on the list of major religious holidays published by the State Department of Education.
- f) Student educational workshop/seminar/visit (elementary/high school visit, student presentation, etc.) with the approval of Administration:
 - Failure to receive prior approval for such trip may result in the absence from school being regarded as unexcused
 - Advanced approval required
 - Student must be in good academic standing and attendance
 - It is the student's responsibility to make up completely any required assignments missed during such trip.
 - It is also the student's responsibility to submit all assignments to the appropriate teacher upon return to school.

g) For other exceptional reasons with the approval of Administration State law requires a written explanation from the parent/guardian in each instance of school absence, lateness, or early dismissal. Parents are requested to notify the school of the student's absence prior to the start of the school day. In the event a call is not received, a school representative may attempt to contact the parents to confirm that the child is legitimately absent.

2. Communication and Documentation

- a) In cases where the school administration believes that absences due to illness are chronic or irregular, the school administration may request a physician's statement certifying that such absences are medically justified.
- b) Absences must be reported to the appropriate school's attendance office to ensure student safety. In addition, written notes are required. Notes must be submitted within 3 days after return from an absence. The absence of any student failing to comply with this time period will automatically become unexcused and the school laws of Pennsylvania shall be applied accordingly.
- c) The School Attendance Register, Department of Public Instruction, is the official manual on matters of attendance.
- d) Absences for a portion of the school day and tardiness will be considered on a cumulative basis and may translate into equivalent days. Unexcused absences shall include absences which result from parental neglect and illegal employment.

3. Make Up Work

- a) Students will be permitted to make-up work missed during periods of excused absences only. Students should make prior arrangements with teachers prior to field trips.
- b) Students will be permitted one (1) school days for each day of excused absence to make-up schoolwork missed during the period of absence. For absences in excess of five (5) school days, alternate arrangements may be made with individual teachers. The same time line applies to homework.
- c) Students who do not make-up work in the approved time period, shall forfeit the right to receive academic credit for work missed during the period of absence.
- d) Any student whose absence is unexcused or who cuts a class shall have no opportunity to make-up the schoolwork missed.

B. UNEXCUSED ABSENCES

1. Unexcused Absences

It is important for parents to realize that other reasons for missing school, such as those listed below, will result in an unexcused absence or lateness. This list includes but is not limited to:

- a) Oversleeping
- b) Missing the bus
- c) Babysitting
- d) Shopping
- e) Participating in private hobbies, lessons, or non-school sponsored activities/competitions
- f) Studying for an examination or preparing a term paper
- g) Habitual car problems
- h) Family vacations
- i) Unauthorized or unsubstantiated school visitations

Absences not listed above or approved on a special basis by the school administration shall be unexcused. After 3 or more unexcused absences a student will be considered truant. Students who are absent have three (3) school days after their return to submit a written absence note to the attendance office in order to have the absence excused. Failure to do so will result in having that absence permanently coded as unexcused.

C. ATTENDANCE NOTIFICATION

The following procedures shall be followed in administering the School attendance procedures in regard to absences:

1. Students who are absent more than 3 consecutive days or 10 days cumulatively require a doctor's note to excuse the absence.
2. The parents/guardians of students who miss 10 cumulative days or more, regardless of the nature of the absences shall be notified in writing of the student's absence record.
3. A parent/guardian conference may be requested by the administration when a student has missed a total of 7-10 days regardless of the nature of the absences.
4. Excessive absences may result in administrative recommendations regarding grade retention or other truancy action, which may be made in writing to the Principal.

D. LATENESS TO SCHOOL

Every lateness will be UNEXCUSED unless the student comes to school with an acceptable excuse note from the parent or guardian. (See reasons listed in the Excused Absences paragraph for which students may be temporarily excused from school attendance). Unexcused latenesses (10 or more) may result in administrative recommendations regarding grade retention or other action..

1. Elementary Level

At the elementary level, accrued school time missed due to excessive lateness or early dismissals may be treated in equivalence to days of absence, which would be counted into the total absences.

2. Middle School Level

At the middle school level, accrued school time missed due to excessive lateness or early dismissals may be treated in equivalence to days of absence, which would be counted into the total absences.

E. ABSENCES AND TARDIES AS RELATED TO EXTRACURRICULAR ACTIVITIES

1. In order to participate in or attend any after-school activities (sports practices or contests, play rehearsals or performances, concerts, proms, etc.), a student must be in attendance during the entire school day on which that activity takes place.
2. An unexcused absence on the day prior to a weekend or holiday activity will cause the student to be excluded from participating in any extracurricular activity during that weekend or holiday.
3. Emergency or extraordinary situations must be cleared with the appropriate school administrator.

F. TRUANCY

1. Frequent or prolonged absence, without satisfactory reason, or willful violation of the compulsory attendance laws, shall be handled in conformity with the procedures stated in the Pennsylvania School Code. (See appropriate grade level procedures)

Appendix B

HOLY CROSS SCHOOL VIRTUAL INSTRUCTION POLICY

Uses

- During a snow closing, or non weather emergency closing.
- During a scheduled school wide Virtual Instruction Day.
- For long term use out of necessity not convenience, when homebound instruction or dual enrollment would be needed.

i.e. Rare situations that would require homeschool, dual enrollment, student with a medical issue needing long term care, in house family member with medical issue that requires long term care and warrants student to be home, quarantine periods, and other situations deemed necessary by administration.

Type of days

Virtual Day- Online direct teacher instruction and work to be completed.

Asynchronous- work posted for students to complete for the day, no full instruction.

*The type of virtual instruction day use will be decided by the administration.

Accessibility

The school administration will make a determination on a case by case basis for long term use. Families that feel Virtual instruction use will be needed, must meet with the administration to present their need. All documentation, including length of time for use, reason for use, and additional supporting information should be shared at that time. The school administration will decide if the need is credible for use of virtual instruction.

Expectations

While using Virtual Instruction Students must:

- Log in on time & be prepared for class
- Listen for teacher instructions
- Wait for the time to speak and ask questions clearly
- Honor others learning and keep from disrupting the class
- Use kind words and general etiquette when speaking
- Do your best work and complete all work on time and to the teachers expectations.

Revocation

If the student does not follow the procedures and expectation of the school, or violates any of the following policies: Chromebook agreement, Website & Media Guidelines, AOP Virtual Classroom Video/Audio Recording, Web 2.0, Acceptable Use, Student Access, or the School Code of Conduct, the school administration reserves the right to revoke the Virtual Instruction privilege. If privileges are revoked, the student must return to in person instruction the next school day. The school administration will make this determination on a case by case basis.

Appendix C

Holy Cross School Wide Expectation

	Arrival/ Dismissal	Transition Hall/ Stairwell	Recess Yard	Lunch Room	Rest Rooms	Church	Classroom	Virtual Learning
Friendly	Appropriate greeting	Silent greeting Awareness	Include others Play fair Resolve conflicts peacefully Make new friends	Be aware of noise level Honor cleaning personnel Use manners	Honor privacy Honor cleaning personnel	Appreciation of Mass Listen to Readings/ Gospel/ Homily	Show care for school/personal items Listen & follow the teacher's directions Use kind words Do your best work	Honor others learning Listen & follow the teacher's directions Use kind words when speaking
Accountable	Be on time Listen to announcements Reverence for prayers	Stay to the right Stay in line Eyes forward	Stay in designated area Walk	Dispose of trash appropriately Have napkin and utensils	Conserve supplies Report problem Dispose of trash appropriately	Use missal/ replace quietly Kneelers up/down quietly	Be prepared Be neat & keep workspace clean Keep hands, feet, & objects to yourself Stay in your assigned area	Be on time & prepared for class Ask questions clearly Do your best work Follow along with your work
Respectful	Walk Speak Quietly Stay in assigned spot/line	Walk Silently Hands to self	Respond to teacher's signal Hands to self	Respond to teacher's signal Walk Speak quietly	Go Flush Wash Exit	Participate/ sing/respond Hands folded Kneel/sit upright	Enter quietly Raise your hand to speak Wait quietly for instructions Be a good listener	Log in on time Listen for teacher instructions Wait for the time to speak Be a good listener

Appendix D

Academic Honors

Academic Effort

Requirements: Nothing lower than at least a 3 in effort and conduct and specials.

Students who have not met Honors requirements, but display good grades and good effort.

Academic Honors 2nd Honors

Requirements: Academic Honors requires no grade lower than a 85, and at least a 3 in effort and conduct and all specials. Advanced Math can be excluded if it is not below 85.

Academic Honors 1st Honors

Requirements: Academic Honors requires no grade lower than a 90, and at least a 3 in effort and conduct. Advance Math can be excluded if it is not below a 90.

Archdiocese of Philadelphia Schools

Artificial Intelligence Policy & Implementation Guide



Archdiocese of Philadelphia Schools
Artificial Intelligence Policy

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Acknowledgement

This Artificial Intelligence (AI) Policy represents a practical, coordinated effort across the Archdiocese of Philadelphia Schools to provide clear operational boundaries and academic guidance for our classrooms. We are deeply grateful to all who helped draft, review, and refine this document to ensure it serves our teachers, students, and families effectively.

We express our sincere appreciation to the **Office of Catholic Education (OCE)**, **Secondary Technology Committee**, **Elementary School Administrators and Classroom Teachers**, and the **AoPTech Team** who served on our planning and revision teams. By combining diocesan policy oversight with day-to-day school and classroom expertise, your collaborative foresight, technical review, and platform vetting have built a balanced framework that directly addresses the developmental needs of our students, respects the workload of our educators, and ensures that technology continues to support the human relationships at the heart of Catholic education.

Through this shared responsibility, we fulfill our commitment to prepare our students to use modern tools honestly, productively, and responsibly as leaders and missionary disciples.

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Archdiocese of Philadelphia Schools

Artificial Intelligence Policy

A Faith-Based Vision for Technology

At the Archdiocese of Philadelphia, we believe that every person is created in the image and likeness of God and endowed with a unique intellect. Our primary mission is to equip saints for life in this world and the next.

As we navigate the emergence of Artificial Intelligence (AI), we hold fast to the guidance of [Antiqua et Nova](#) (2025), which tells us that “access to data must not be confused with intelligence.” We recognize that this technology is, above all else, a powerful tool that is a gift of human ingenuity that must always serve the integral development of the human person. Our use of AI must honor the inherent dignity of students, teachers, and staff, ensuring that digital innovation always serves the higher purpose of seeking the true and the good. Artificial Intelligence can support curiosity and creativity in our classrooms. It can provide pathways to support the dignity of every person by enhancing learning and more effectively meeting students' diverse needs.

AI can never replace the unique human spirit, the wisdom of a teacher, or the personal relationships and community that are at the heart of Catholic education.

This AI Policy serves as a companion to the school's broader Responsible Use Policy (RUP). While this document provides specific guidance on generative technology, it does not supersede the RUP; rather, both policies work in tandem to ensure both academic integrity and the effective ethical use of all digital resources. We are reminded in Pope Leo XIV's encyclical [Magnifica Humanitas](#) (2026), that "it will always be human intelligence, with its conscience and freedom, that guides technical innovations and responsibly determines their use and limits." By anchoring our technical advancements in this truth, we ensure that our deployment of artificial intelligence remains aligned with our faith, our values, and our commitment to forming responsible digital citizens.

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The Human-Led Classroom - Guidance for Educators

The core of Catholic education is the human relationship and the community of faith, which no technology can replace. We view AI as a tool to support teacher effectiveness and efficiency, allowing educators to devote more time to the spiritual and intellectual formation of their students.

Teachers are encouraged to use school-approved AI platforms to enhance personalized learning and meet the diverse needs of all students through differentiated instruction. This includes using AI for administrative tasks, lesson planning, and creating assessments that accurately measure student growth. Teachers will prioritize Google Gemini and other Google Workspace for Education tools, as these provide a protected ecosystem that addresses the security and data privacy concerns inherent in many AI platforms. By utilizing these preferred platforms, the school ensures that all data, both student and teacher, is handled in compliance with COPPA and FERPA regulations. Additionally, with the school's right to monitor all digitally accessed content, administrators may utilize Google Vault as a digital investigation tool to review a 30 day history of Google Gemini prompts and responses.

These tools can help our educators focus on what matters most: the holistic formation of young minds and hearts. However, it is essential that teachers maintain a "human in-the-loop" approach, reviewing and "owning" all AI-generated content for accuracy, bias, and alignment with Catholic values before it is presented to students.

Educators are called to model responsible use of Artificial Intelligence. Before engaging with AI tools, educators and administrators are encouraged to refer to the [Catholic AI Discernment Rubric](#), asking:

- Does this tool respect the privacy and worth of every person?
- Does this tool help me support my students' needs and amplify the voices of the marginalized?
- Is the AI output accurate?

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Teachers are responsible for providing students and their families with specific guidelines indicating whether AI use is permitted on a specific activity, assignment, or project. The following scale may be used for guidance:

Level	Permission Status	Requirements & Expectations
Red	Prohibited	AI tools are not permitted for the activity, assignment, or project. This aligns with the general prohibition of AI for academic or assessment purposes without express authorization
Yellow	Permission Required	Students must obtain teacher permission before use. Any AI-assisted work must be cited appropriately to maintain academic integrity
Green	Permitted with Plan	Students may use AI tools but must discuss their usage plan with the teacher. AI use must be cited appropriately, and students may not submit AI generated content as their original work.

As this technology evolves, there may be a shift toward assessing the learning process, including drafts and reflections, rather than just the final product, to verify the authenticity of the student's original work.

Academic Integrity and Authorship - Guidance for Students

Students are called to a Christ-like presence in digital spaces, where every interaction is an outward expression of their inner character. The goal is for students to navigate complex digital landscapes with honesty and empathy. Students must come to value and prioritize the authenticity of the human voice over the speed of a digital output. As students use Artificial Intelligence tools for educational assistance, research, or brainstorming, they must, with teacher permission and guidance, remain the primary drivers of their learning journey.

As AI policies are developed, it is essential to distinguish between the mechanics of the tool and the student's intent.

Most modern educational software now features integrated AI, such as automated grammar suggestions, layout assistance, or image formatting, where the AI technology is often an unavoidable part of the product's ecosystem.

In contrast, a clear distinction must be made when students utilize Generative AI tools (GenAI) such as Large Language Models e.g. ChatGPT, Google Gemini, Claude. In these instances, the risk is that a student may prompt a tool to manufacture an end product or complete an entire assignment from scratch. Such use bypasses the learning process and fails to honor the unique, God-given intellect and spiritual guidance with which each student has been blessed.

Developmental Distinctions

We recognize that the use of AI must be developmentally appropriate for the age and maturity of our students. Expectations appropriate for high school students may not be suitable for middle or elementary students. Local school AI committees should create methods for evaluating and approving new AI tools.

- **Elementary (K-8):** The focus in these grades should be on building foundational digital literacy and "digital character." Student AI use in these grades should be highly structured and closely monitored by the teacher. Students under the age of 13 should not create individual accounts on any Generative AI site. Students struggle distinguishing between human beings and anthropomorphic chatbots. Teachers may choose to model AI usage for students and teach AI literacy concepts using AI tools specifically designed for safe, secure student interaction.
- **Secondary (9-12):** High school students may be granted greater flexibility with the use of AI, accompanied by explicit instruction in ethical use, attribution practices, and intellectual responsibility. Academic integrity is maintained through transparency; students must clearly disclose when AI has been used to assist with an assignment. These students are expected to engage in deeper ethical discernment, and utilize the [Student AI Use Self Reflection Checklist](#) to evaluate their use of AI tools for any given assignment.

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Accountability of AI Use

Violations of this policy—including academic dishonesty involving AI or the creation of harmful or inappropriate content—will be handled in accordance with the school’s disciplinary code. Students may be subject to disciplinary action even if they view their use of GenAI as humorous or harmless. Our response to misuse is designed to help students understand the importance of integrity and the impact of their actions on the community. Consequences are determined based on the severity of the violation and in accordance with the school’s Academic Integrity Policy.

Furthermore, the unauthorized use of any individual’s Name, Image, or Likeness (NIL)—including the creation of AI-generated "deepfakes," voice cloning, or the non consensual manipulation of photos and videos—is a grave violation of our community standards. Students are strictly prohibited from inputting Personally Identifiable Information (PII) belonging to themselves or others into GenAI prompts, as this compromises digital privacy and data security. Any attempt to use AI to impersonate faculty or peers, or to expose private information, will be treated as a significant disciplinary matter. Because these actions can cause lasting reputational and emotional harm, the school reserves the right to impose consequences ranging from loss of technology privileges to suspension or expulsion. Our priority is to protect the dignity and privacy of every member of our school.

Portions of this document were developed with the assistance of Google Gemini, (February 2026), in drafting language regarding AI policies, which was subsequently reviewed and edited by the AoP Office of Catholic Education, AoP Tech Team, AoP Tech Committee.

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Responsible Use of AI for Students

I agree to the following rules regarding the use of Generative Artificial Intelligence (GenAI) tools in connection with schoolwork:

1. I understand that GenAI is a tool, not a human, and therefore does not possess the moral and ethical discernment that God has granted me.
2. I will only use GenAI tools to help complete school assignments or assessments when a teacher has given permission.
3. I will use GenAI to deepen my understanding of concepts.
4. I will ask my teacher before using GenAI if I am unsure whether GenAI is allowed or appropriate for an assignment.
5. I will be honest about when and how I use GenAI in my schoolwork. I will follow my teacher's directions for citing GenAI.
6. I understand that GenAI may provide inaccurate or biased results, and I will use it carefully and critically. I take full responsibility and ownership of all the work I turn in.
7. I will use GenAI tools responsibly, avoiding content or actions that could cause emotional or reputational harm to myself or others. I will not use GenAI to manipulate the likeness (photos, videos, etc) of anyone without permission. This includes but not limited to faculty, staff, and students from any school, or any community member in a way that is disrespectful, dishonest, or harmful.
8. I agree to use the designated GenAI tool(s) if my teacher or the school recommends a specific tool.
9. I will not share personal, sensitive, or confidential information with GenAI tools.
10. I will not use GenAI carelessly or without purpose. GenAI tools require significant energy and resources to operate, and I will use them thoughtfully, respecting both the task at hand and our responsibility to care for God's creation.
11. I understand that this policy may be updated as technology and school practices change, and I will follow any new guidelines shared with me by teachers or school leaders.
12. I will protect my digital identity and the privacy of others by never inputting Personally Identifiable Information (PII)—such as names, home addresses, phone numbers, or ID numbers—into GenAI tools. I understand that information shared with these tools may be stored or seen by others, and I will act as a responsible steward of the private details of my life and my community.

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Holy Cross School Approved AI Tools

Our schools utilize the following tools vetted by AoPTech and OCE: Google Gemini, Google Notebook LM, Brisk, Magic School, School AI, Diffit, Khanmigo, Canva, Catholic Chat, Magisterium AI.

Additional AI tools that have been locally evaluated through our AI evaluation framework include: Any and all new forms or tools monitored by the school as safe use.

Citation Standard

If you are using AI to help with a draft or outline, you'll want to acknowledge that with a sentence at the beginning or end of the paper that says something like, "This paper was produced with drafting support from Google Gemini." Your teacher might have specific ways for how they would like to list this as well, so it is always best practice to check in with them.

Consequences of Misuse

Any misuse or misrepresentation of student work or ability on any and all works and projects will follow Holy Cross Schools Standard Plagiarism/Forgery Policy. Students will have the opportunity to "redo" the work with human-only effort.

Misuse of GenAI in academic work is considered a violation of academic integrity and will be addressed by the school administration and faculty. Students may be subject to disciplinary action even if they think their use of GenAI is humorous or harmless. School administration and faculty will decide on the consequences of AI misuse.

Our goal is to foster a partnership between home and school that encourages innovation while maintaining the high standards of integrity outlined in this AI policy document as well as the **Responsible Use Policy (RUP)**. Please refer to the parents section of aoptech.ai for parent and guardian resources.

This AI Policy serves as a companion to the school's broader Responsible Use Policy (RUP). While this document provides specific guidance on generative technology, it does not supersede the RUP; rather, both policies work in tandem to ensure academic integrity and the effective, ethical use of all digital resources.

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Signatures

Student Commitment: I agree to use AI only when my teacher gives me clear permission for a specific task. I will always cite any AI tools I use and will not turn in AI-generated work as my own original writing. I understand that using AI without permission is a violation of academic integrity.

(Student Signature)

(Date)

Parent Commitment: I have read the school's policy on AI and will help my child follow these rules at home. I will model and encourage my child to use technology safely and honestly, focusing on their actual learning and the development of their own critical thinking skills.

(Parent Signature)

(Date)

Teacher Commitment: I will clearly communicate to students when and how AI tools may be used in my classroom. I will supervise any authorized use of these tools and continue to teach the ethical, safe, and legal ways to use technology in a digital society.

(Teacher Signature)

(Date)

Staff / Admin Commitment: I will model the ethical, safe, and legal ways to use AI technology within our school community.

(Staff / Admin Signature)

(Date)

Each student will sign this policy annually, and a copy will be kept on file for the school year.

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Appendix A: Student AI Use Self Reflection Guide Alignment

with Teacher Guidance

- Did I confirm that my teacher allowed AI for this specific assignment?
- Do I know which level of use is permitted for this task? Is it for brainstorming, editing, feedback, or content generation?
- If I am unsure about how much AI help is “too much”, have I asked my teacher for clarification?

Academic Integrity and Authorship

- Is this work a true reflection of my own creativity and effort?
- Have I clearly cited the AI tool and described exactly how it helped me?
- Did I use AI to help me understand the material rather than just to generate an answer?
- Am I prepared to provide a verbal or written explanation of my process if asked?
- Did I keep my drafts and reflection logs to show how my own thinking evolved?

Ethical Reflection

- Has my use of AI respected human dignity and promoted kindness?
- Have I acted as a "human-in-the-loop" by personally reviewing every piece of information the AI provided for accuracy?
- Did I check the AI's output against my textbook or other trusted sources to ensure it is true?
- Does the content I generated respect the dignity of others and avoid any language or image that may be harmful or offensive?
- Does this use of technology help me to learn or am I just looking for a shortcut?
- Am I certain that I haven't shared "personally identifiable information" about myself, my classmates or teachers?

Student Self Reflection Adapted from [Student AI Policy Template](#), Lewis Poché, Higher-Powered Learning at the University of Notre Dame.

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Appendix B: A Parent's and Guardian Guide to Supporting their Child's Use of AI

Key Principles for Home Support

To ensure AI tools remain a bridge to learning rather than a shortcut, we ask parents to reinforce the following pillars of ethical use:

- **Prioritize Academic Integrity:** AI should be viewed as a **tutor or a brainstorm partner**, not a ghostwriter. Students must ensure that the final product of any assignment reflects their own understanding, voice, and effort.
- **Transparency is Mandatory:** Encourage your child to be open about their use of AI. If a tool was used to help structure an essay or explain a complex math problem, it should be disclosed to the teacher according to the specific guidelines of that assignment.
- **Verify, Don't Just Trust:** AI can "hallucinate" or provide confident but incorrect information. Ensure your child fact-checks all AI-generated claims using reliable primary sources and school-provided databases.
- **Data Privacy & Safety:** Remind students never to input personal identifiers (full names, addresses, or private family information) into AI prompts. These tools often use input data for further training.

How to Help Your Child Use AI Effectively

Use Case	Recommended Approach	What to Avoid
Studying	Asking AI to "Explain the laws of thermodynamics like I'm 10."	Asking AI to "Write a summary of the chapter for me."
Writing	Using AI to generate an outline or suggest transition words.	Copying and pasting AI-generated paragraphs into an essay.
Problem Solving	Asking for the steps to solve a calculus problem.	Asking for just the final answer to a homework set.
Coding	Using AI to debug an error in a line of code.	Generating an entire program without understanding the logic.

The "Tandem" Approach

As noted in our policy, this AI guidance works in conjunction with the school's broader RUP. We encourage parents to review both documents with their children.

A Note on Critical Thinking: The most valuable skill a student can develop is the ability to ask the right questions. By guiding your child to use AI as a tool for inquiry, you are helping them develop the "AI Literacy" essential for their future careers.

If you are ever unsure whether a specific use of AI is permitted for a project, we encourage you or your child to reach out to the classroom teacher for clarification before submission.

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**ALL HOLY CROSS SCHOOL PERMISSION FORMS ACKNOWLEDGEMENT
AND ACCEPTANCE OF THIS HANDBOOK**