



**HOLY CROSS  
CATHOLIC SCHOOL**  
TEACHING AS JESUS DID SINCE 1868

3002 Bay Settlement Road  
Green Bay, WI 54311  
920-468-0625  
[www.holycrossfamily.org](http://www.holycrossfamily.org)

# **HOLY CROSS SCHOOL 2020-2021 HANDBOOK**

*“Let the little children come to me and do not hinder them for the kingdom of God belongs to such as these.”  
Mark 10:14-15*





# Holy Cross School

## Philosophy/Mission Statements



### **GRACE Mission Statement**

To engage all Green Bay area parishes in a thriving, collaborative ministry for Catholic schools where all children

- Grow in Catholic faith,
- Reach their potential,
- Serve the community, and
- Are prepared for life.



### **Holy Cross School Mission Statement**

Holy Cross Catholic School guides each student in developing academic, emotional, and physical excellence while spreading the Gospel message as Jesus did, since 1868.

### **Holy Cross Catholic School Philosophy**

The primary goal of the Holy Cross Catholic School Community is to announce the Good News of the Gospel of Jesus Christ.

Holy Cross Catholic School creates an atmosphere in which students develop values, attitudes, and skills that will enable them to become vital members of school, parish, and societal communities. The school community, together with the family, shares the Church's mission to motivate students to consciously direct their lives according to Christ centered values. The faculty and administration will maintain a standard of excellence through programs which will provide for the spiritual, intellectual, social, emotional, and physical growth of each child.

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## HOLY CROSS CATHOLIC SCHOOL PERSONNEL

PASTOR	Abbot Gary Neville
PRINCIPAL	Mrs. Kari Peterson
SCHOOL SECRETARY	Mrs. Kelly Boudwin
PRESCHOOL	Mrs. Jessica DeGroot
PRESCHOOL AIDE	Mrs. Jennifer Davister
KINDERGARTEN	Mrs. Michelle Anderson
FIRST GRADE	Mrs. Jodi Sullivan
SECOND GRADE	Mrs. Tara Wildenberg
THIRD GRADE	Mrs. Deanna Schauer
FOURTH GRADE	Mrs. Kathryn Steege
5-6 GRADE HOMEROOM	Mr. Todd Phillips
SEVENTH GRADE HOMEROOM	Ms. Jamie Olsen
EIGHTH GRADE HOMEROOM	Mrs. Patty Nennig
5-8 MATH & RELIGION	Mrs. Patty Nennig
5-8 LANG.ARTS & SOCIAL STUDIES	Ms. Jamie Olsen
5-8 SCIENCE	Mr. Todd Phillips
PHY. ED./HEALTH	Ms. Carrie Lundy
MS Choir	Mrs. Jennifer Johnson
Band	Mr. Sam Stranz
PK - 4 Music	Mrs. Aria Heim
ART	Mrs. Renee Zirbel
K-8 SPANISH	Mr. Todd Phillips
TECHNOLOGY SUPPORT	Mrs. Tonia Briski
SUPPORTIVE CONSULTANT	Mrs. Kelly Pheil
LUNCH PLAYGROUND SUPERVISOR	Mrs. Jennifer Davister
HCS HEAD OF NUTRITION	Mrs. Kathi Maddy
NUTRITION ASSISTANT	Mrs. Jillian Amezquita
	Mrs. Maureen Rasmussen
ATHLETIC DIRECTOR	Ms. Susan Aerts
FAITH FORMATION PROGRAM	Mrs. Tina Reignier

## SITE ADVISORY COUNCIL (SAC)

**President:** Molly Charles  
**Vice President:** John Stefl  
**Secretary:** Jessica DeGroot  
**Treasurer:** Adam DeKeyser  
**Members:** Mike Shea (Parish)  
Katie Servi  
Benjamin Bertram  
Abbot Neville  
Kari Peterson, School Principal

### HOLY CROSS PHONE NUMBERS

School: 468-0625  
Fax: 866-4000  
Faith Formation: 468-6554  
Parish Office: 468-0595

See [www.holycrossfamily.org](http://www.holycrossfamily.org) for a list of school personnel e-mail addresses.

### FAMILIES AND SCHOOL TOGETHER (FAST)

**President:** Betha Mackey  
**Vice-President:** Julia Broullire  
**Treasurer:** Jennifer Schleis  
**Secretary:** Michelle Novoselatz  
**Members At Large:** Kim Stefl  
Kelly Boudwin  
Tonia Briski  
Tina Van Egeren

**All parents/guardians are members of FAST**

# HOLY CROSS SCHOOL CALENDAR 2020--2021

August 18	Teachers' 1st Day
August 19-25	Faculty/Staff Work Days @HC
August 24	Virtual Back To School Night
August 26	First Day of School for PK4-8th grade
September 7	No School-Labor Day
September 23	Picture Day
September 25	No School - Staff In-service
October 22	Picture Retake Day
October 27	Parent/Teacher Conferences (4:00-7:00PM)
October 29	Early Dismissal @ 11:30am Parent/Teacher Conferences (1:00-6:00PM)
October 30	NO SCHOOL
November 1	All Saints Day
November 20	No School-End of 1st Trimester
November 25	Early Dismissal 11:30 AM
November 26-27	No School - Thanksgiving Break
December 23	Early Dismissal
December 24-January 31	Christmas Break
January 4	Classes resume
January 18	No School-GRACE/NDA Academic Forum
January 31-Feb 5	Catholic Schools Week
February 12	No School-Staff In-service (GRACE)
February 17	Ash Wednesday
February 26	No School-End of 2nd Trimester
March 4	Parent Teacher Conferences 4-8:00 PM
March 5	Early Dismissal-Parent Teacher conferences 12:30-3
March 8-12	No School-Spring Break

April 2	Good Friday-No School
April 5	Easter Monday-No School
May 14	No School-Teacher Work Day (Weather makeup day)
May 31	No School-Memorial Day
June 1	8th Grade Graduation 6:00 (Tentative)
June 2	Field Day/School Picnic
June 3	Early Dismissal – LAST DAY OF SCHOOL
June 4	Teacher work day

**\* No lunch will be served on early dismissal days. Early dismissal time is 11:30am.**



# COMMUNICATION

**Administrator's Weekly Newsletter:** [www.holycrossfamily.org](http://www.holycrossfamily.org)

A weekly newsletter containing items of interest to parents/guardians and students will be distributed every Monday throughout the school year on [www.holycrossfamily.org](http://www.holycrossfamily.org). Families that do not have access to the internet should request the newsletter via paper copy in the family folder instead. All families will receive a family folder containing hard copy information that cannot be distributed via the web.

The youngest student of each family will be responsible for bringing home the family folder. The folder should be emptied, signed, and returned to school within three days of receiving it. The cost to replace a lost or damaged folder is \$1.25.

Additions to the weekly newsletter or family packet should be sent to the school office by **Tuesday morning**. All enclosures require administrative approval for inclusion in the packet and/or newsletter.

## School Management System

Our school will utilize Power School and SwiftK12 as its School Information System. Parents will be able to obtain homework assignments, view progress reports, grades, and other school information. Parents can access this program at: <https://gbdioe.powerschool.com>. Information to get logged in is sent home the first couple weeks of school. Group emails for communications will be sent to families using the SwiftK12 system.

## DAILY SCHEDULE

7:30 a.m.	First Bell Rings
7:40 a.m.	Classes Begin (K-8) Opening Prayer, Pledge & Announcements
7:50 a.m.	Classes Begin (PK)
9:30 a.m.	Morning Recess (K-4) Preschool Recess
9:45 a.m.	Classes resume (K-4) Midday Recess
10:40 a.m.	Dismissal (3K)
11:00 a.m.	Lunch for Grades 1-4 Recess for Grades 1-4
11:50 a.m.	Lunch for Grades 4K, K & 5-8
12:10 p.m.	Recess for Grades 5-8
2:30 p.m.	Dismissal (4K)
2:35 p.m.	Closing Prayer and Announcements
2:40 p.m.	Dismissal (K-8)

## TUITION/EDUCATIONAL FEES

<https://gracesystem.org/enrollment/tuitionfees/>

Tuition is evaluated on an annual basis by GRACE. Tuition fees for the 2020-2021 school year are:

### GRACE Tuition<sup>1</sup>:

K-5	<u>1st Child</u>	<u>2nd-4th Child</u>	<u>5th Child</u>
	\$3,028	\$2,928	Free

### Non-GRACE-system Tuition:

K-5	<u>1st Child</u>	<u>2nd-4th Child</u>	<u>5th Child</u>
	\$5,028	\$4,928	Free

### GRACE Tuition<sup>1</sup>:

6-8	<u>1st Child</u>	<u>2nd-4th Child</u>	<u>5th Child</u>
	\$3,137	\$3,037	Free

### Non-GRACE-system Tuition:

6-8	<u>1st Child</u>	<u>2nd-4th Child</u>	<u>5th Child</u>
	\$5,137	\$5,037	Free

### Early Childhood

\_3 year old 1/2 Day—\$21.00 per day

4K Full Day—\$28.00 per day

<sup>1</sup> Parish families who are not on pace to meet their expected \$780 in annual sacrificial giving to their GRACE Parish will be billed Non-Parish Tuition on March 31st of each year.

Confidential financial assistance is available and granted through GRACE. See SCRIP PROGRAM for information on our Tuition Reduction Program.

# **SCHOOL TOPICS**

## **ABSENCE PROCEDURE**

Generally accepted excuses for school absence without advance notification include: personal illness, family illness, and a death in the family.

Notify the school of an absence or tardiness with a phone call or e-mail by 8:00 a.m. This information will then be communicated to the teachers.

When a student needs to be dismissed early from school for any reason, written notification should be given. The classroom teacher will be notified of the early release by the office. The student needs to report to the office and the parent/guardian should sign out the student before taking him/her from the school building.

Students who are tardy for class must check into the office for a tardy slip before reporting to the classroom.

A written, dated excuse should be sent to the office upon the student's return when a student is absent for three or more days of school. The excuse will be kept on file for the current school year.

See FAMILY VACATIONS

## **ACCREDITATION**

Holy Cross Catholic School underwent the process of renewing its accreditation status during the 2018-2019 school year and was accredited in June of 2019 through Wisconsin Religious and Independent Schools Accreditation (WRISA). The process of accreditation involved three phases: a self-study, a validation committee visit, and a long-range plan. The Accreditation Team, made up of parents/guardians of the students and faculty members, met twice monthly to perform the self-study and to devise the long-range plan.

## **ADMISSIONS**

Everyone is welcome at Holy Cross Catholic School. Families are encouraged to be registered members of a GRACE Parish. All registrations must be online through the GRACE website: [gracesystem.org](http://gracesystem.org). GRACE uses an enrollment system called TADS. On the GRACE website follow the "enrollment tab" to the Holy Cross Admissions Link. For additional help contact the school office.

*Holy Cross School does not discriminate on the basis of sex, race, color, national or ethnic origin in the enrollment and participation of students in any educational program or activity, nor in its employment of personnel.*

## **ALCOHOL AND OTHER DRUGS**

Student possession, sale, or use of alcohol, drugs, or any other controlled substance at school is strictly forbidden. Violations will be reported to the appropriate law enforcement agencies.

The use and/or possession of alcohol, drugs, tobacco, or controlled substances of any kind, or paraphernalia related to any of these, is prohibited at all times on the school premises or at school related activities including activities and events not on school grounds or outside school hours.

### **Consequences:**

- Three (3) day suspension after consultation with the parents/guardians of the student. Students may be required to seek counseling from a counselor approved by the school administrator and provide written evidence of such to the school administrator within 30 days of suspension.
- Any further incidents while a student at Holy Cross Catholic School will result in expulsion. Expulsion is permanent.

## **AMENDMENTS TO THE HANDBOOK**

The school administrator retains the right to amend the handbook for just cause. Parents/guardians, students, faculty and staff members, and SAC members will be given prompt notification, if changes are made.

## **APPOINTMENTS**

Students needing to be released early from school for emergency medical appointments or any other reason must bring a written request for that release from their parents/guardians. They are to check out at the office before leaving the building. Upon returning to school, students are also required to sign in and notify office personnel of their return.

## **ARRIVAL AND DISMISSAL**

Parents/guardians bringing to or picking up students from school should do so on time and in a manner that is compliant with the parking regulations around the school. Students should not arrive before 7:30 a.m. and should leave for home promptly at 2:40 p.m.

Students riding buses are supervised from the time they board the bus until the time they leave the bus at their designated stop. The designated bus company is responsible for the supervision of students on the bus.

Students riding the bus will be dismissed from school first. Students who ride in cars will wait in the lobby until after the buses leave the parking lot, before being dismissed. Extended care students will be escorted to their designated area of the school building for after school care.

## **ATHLETIC PROGRAM**

Students in Grades 5-8 may participate in soccer, basketball, and/or track.

All team members must be from our Holy Cross Catholic School or Faith Formation Program. All athletic program participants must meet conduct, academic, and effort standards set by the Athletic Committee. The Athletic Director and School Administrator shall have discretion to deny and/or terminate an individual's participation in the athletic program if said participation is not in the best interest of the other participants.

## **ATTENDANCE**

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent tardiness or absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

## **BAND**

The band program at Holy Cross is offered for grades 5-8. Band is scheduled during the regular school day.

## **BICYCLES**

Students are allowed to ride bicycles to school. Bicycles must have licenses and be locked to the bike rack during school hours. The bike racks are off limits to all students, except immediately before and after school. The school will not be responsible for damaged or stolen bicycles.

Skateboards, scooters, roller skates, roller blades, and others of the like, are not licensed and may not be ridden or brought to school.

## **BOOKS/TEXTBOOKS**

Students are expected to take care of the textbooks issued to them. Fines for any undue use or wear will be levied against students who have misused the books. Students receiving a book that has received undue wear or has damage should notify the issuing teacher at the beginning of the school year. The teacher will then make a notation regarding the condition of the book. Students are expected to pay for all damages to a book while it is in their car.

## **BULLYING, VIOLENCE, HARASSMENT, THREATENING BEHAVIOR**

GRACE schools are nurturing communities focused on building a foundation of faith and care for others. We are committed to making our schools safe and caring places for all. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our schools. It is the responsibility of all parents and school staff to model kind actions and words toward and about others. A rule of thumb...if it is going to hurt someone don't do it or say it. Bullying behavior is contrary to our basic school rules as well as our Catholic identity.

Bullying type behaviors include, but are not limited to:

- Intimidation
- Threatening
- Exclusion
- Gossiping
- Perpetuating rumors
- Name-calling
- Cyber bullying
- Physical violence
- Retaliation

Harassment/hate, defined as any act or attempted act intended to cause physical injury, emotional suffering or property damage through intimidation, intentional infliction of stress, bigoted epithets, vandalism, force or the threat of any of the above, motivated all or in part

out of hostility to the victim's real or perceived race, color, ethnicity, religion, sexual orientation, national origin, ancestry, creed, marital or parental status, physical, mental, emotional, or learning disability will not be tolerated at GRACE schools. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest, in person or online) face disciplinary action, suspension, and/or expulsion.

- Any acts of bullying or harassment will result in disciplinary action such as suspension, expulsion, and/or referral to law enforcement.
- Any student, who participates in this type of behavior as an encouraging bystander, will also face disciplinary action.
- Students who witness such behavior are expected to report it to a teacher or administrator immediately.

Violence, aggressive and threatening behavior on school premises, church, buses, or at school events will not be tolerated.

All staff and faculty at GRACE schools will do the following things to prevent bullying and help children feel safe at school:

- Provide periodic 'focus' activities on positive actions that also might involve GRACE counselors.
- Watch for signs of bullying and stop it when it happens.
- Record observed incidents and report it to a school administrator.
- Respond quickly and sensitively to bullying reports.
- Provide a safe process for reporting bullying and a description of the investigation process. These processes will be disseminated to parents and students at the start of each academic year.
- Provide consequences for retaliation against students who report bullying.
- Assign consequences for bullying

## **BUS TRANSPORTATION**

Free bus transportation is available to any student living within our school boundaries. Others wishing to ride the bus may make arrangements for bus transportation through First Student Bus Lines (920-468-6515)

Riding the bus is a privilege. All students are to respect that privilege and realize it can, and will, be taken away for inappropriate behavior and/or failure to comply with the directives of the bus driver that could result in jeopardizing the safety of others.

## **Bus Rules**

- Students will remain seated and facing forward while the bus is in motion and follow all directions of the bus driver. The driver may assign seats.
- Do not throw objects out, at, or on the bus. Keep all body parts inside the bus.
- Respect the school bus and personal property. No eating or drinking on the bus. Report damage to the bus driver.
- Use appropriate and respectful language. No bullying or teasing.
- Students and parents/guardians are encouraged to immediately notify the school administrator and/or bus company of any safety hazards that are seen during bus operations.

## **Bus Disciplinary Procedures**

1. The driver will fill out a misconduct report. This report will be turned in to the school administrator within 48 hours of the offense.
2. The following action will follow the issuance of a misconduct report.
  - First Offense: The school administrator will inform the parent or guardian regarding the offense and discuss what disciplinary measures the parent or guardian and school administrator deem necessary to correct the situation.
  - Second Offense: The school administrator will inform the parent or guardian regarding the offense and the student will be denied transportation for three school days.
  - Third Offense: The school administrator will inform the parent or guardian regarding the offense and the student will be denied transportation for thirty school days.
  - Any subsequent offense will result in denial of bus transportation for the balance of the school year.

## **CANCELLATION OF SCHOOL**

Cancellation of school takes place only for extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school is aware of the hardship caused by an abrupt cancellation of school and, therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents/guardians of an impending cancellation, including radio, television, newspaper and SwiftK-12 PowerSchool alert system. In the unusual circumstances where school must be cancelled during regularly scheduled school hours, the school will determine that all students have transportation and supervision before releasing them from school.



When weather conditions are such that the school must close, local radio and television stations will announce the complete listing for both the parochial and public school closings. Holy Cross School will be closed when Green Bay Public Schools are closed.

## **CALENDAR**

Refer to our website, [holycrossfamily.org](http://holycrossfamily.org) for calendar information. The calendar may be amended to accommodate unplanned occurrences. Changes to the calendar will be noted in the monthly calendars and the weekly newsletters.

Wisconsin State Statute 118.165 (c) requires parochial school calendars to include 875 instructional hours per year. The school calendar must provide 180 days of instruction, three of which can be used for conferences. Two snow days or emergency closings are allowed per calendar year, without making up the missed days.

## **CELL PHONES and ALL TECHNOLOGY**

All cell phones, iPad/iPods, and tablets of any kind in addition to smart watches are to remain in the student's backpack, locker or office and turned off between 7:40 am - 2:40 pm unless students are given permission by their teacher to use them for instructional purposes. Please do not text your child in school; if you need to contact your child, call the office to have a message sent to your child's homeroom. Holy Cross Catholic School is not responsible for lost, stolen, or damaged electronic devices.

Consequences if a student has, or is using a device during school hours without teacher permission:

**First Offense** – Warning; shut device off and store it in locker.

**Second Offense** – Shut device off and the principal will keep it in their office for student to pick up at the end of the day; parents will be contacted

**Third Offense** – The device will be confiscated and the parent will need to come to school to pick up the device and conference with the student and the principal.

## **CHANGE OF ADDRESS, EMAIL ADDRESS, OR PHONE NUMBER**

It is very important for emergency and administrative reasons that every student maintains an up-to-date address, email address, and phone number record at the school office. Notify the school office immediately if you have a change of address, email address, and/or phone number during the school year.

## **CHEATING and PLAGIARISM**

Representing another person's work as your own is considered cheating and may also be plagiarizing. Cheating includes "borrowing" someone else's homework answers to fill in your own, verbally asking for and using another person's answers to fill in your own, copying someone else's answers, or any time someone takes or gives an answer with no explanation of discussion.

According to the Merriam-Webster Online Dictionary, to "plagiarize" means:

- To steal and pass off (the ideas or words of another) as one's own
- To use (another's production) without crediting the source
- To commit literary theft
- To present a new and original idea or product derived from an existing source.

Our students work very hard to produce quality work, done by their own hands and with their own efforts, and no one should tolerate or accept another student cheating or plagiarizing as a matter of honor, integrity, and truthfulness. Students should report cheating and/or plagiarizing to staff whenever they witness it. Confidentiality will be maintained for students who report cheating or plagiarizing.

## **CHILD ABUSE**

In accordance with Wisconsin State Statute 48.981 and diocesan guidelines, it is the responsibility of school personnel to report to the proper authorities any suspected child abuse and neglect cases observed or reported to them.

## **CODE OF CONDUCT**

The Christian behavior expected from students at our school is a reflection of the values of common courtesy and safety considerations. Students are expected to:

1. Respect individual rights and the rights of others in a comfortable and pleasant atmosphere
2. Maintain proper behavior during class hours and school related activities
3. Respect school/parish property

## **Common Behavior Rules**

- Students will keep hands, feet and objects to themselves.
- Students will treat one another with respect.
- Students will come to school with a positive attitude.

- Students will take appropriate care of books, equipment and property of the school.
- Students will listen and follow directions.
- Students will put forth their best effort.
- Students will walk in school hallways and will be quiet.
- Students will follow all appropriate safety rules and playground rules.
- Students will keep our school neat and clean.
- Students will not use cell phones or Internet communication during school hours, unless directed.

## **Playground Rules**

*PLEASE BE ADVISED THAT THESE RULES ARE PUT INTO PLACE TO MAKE EVERY ATTEMPT TO KEEP YOUR CHILD SAFE AT RECESS.*

Recess is the best part of the day! We have a wonderful playground area that includes the playground equipment, the grassy area east of the school building, the soccer field, and the blacktop areas near the school and by the basketball hoops. By treating everyone, fellow students as well as supervising adults, with respect, all will enjoy the recess time.

The safety of the students is important. Some unsafe activities that are not allowed include the following:

- tackle games
- crossing the road to retrieve a ball
- playing on the bridge or in the creek
- crossing the creek any way other than using the bridge
- throwing wood chips
- using the monkey bars while wearing mittens
- throwing snow or ice balls/chunks

The rule on the playground for *all* students is “HANDS OFF”! There will be zero tolerance for any aggressive physical activity on the playground.

Poor sportsmanship is not tolerated. Students are expected to respect one another, and respect each other’s games and activities. Name calling or taunting other students is not permitted. Students who bring any equipment outside are responsible for bringing it back in when the bell rings.

All students through grade 4 must have boots and snow pants during the winter months (Spring when weather is snowy). Grades 5-8 need them to leave the blacktop during the winter months.

Office administration decides about indoor/outdoor recess, as well as, grass, boots, blacktop, etc.

### **Cafeteria Rules**

- Students will treat all people politely and use appropriate dining room manners
- Students will request permission to leave their eating area (e.g., to use the bathroom, get more food, etc.)
- Students will clear their trays and clean their eating area after they have been excused
- Students will eat quietly and visit with peers using “inside” voices

### **COLD WEATHER POLICY**

Recess breaks are considered an important part of the education process and, if not at lunch, are included in curriculum minute reporting. Our students are allowed outdoors whenever weather is conducive to outdoor activities. As a general rule, children will remain indoors if the air temperature wind-chill is below 0°. Parents should be cognizant of the weather conditions and see that the child is dressed appropriately. The school office will determine when students will stay indoors.

### **CONFERENCES**

Parents/Guardians are encouraged to keep in close contact with the teacher regarding the progress of their child. Contact can be made through email and/or notes to the teacher, personal phone calls, or conferences with the teacher. Do not wait for a problem to develop to express concern or seek advice or assistance.

Teachers cannot be called to the telephone while teaching, as their primary responsibility is the education supervision of their students. A message will be given to the respective teacher who will respond at a non-teaching time of the day. Emergency needs are an exception.

A parent/guardian who has a concern that deals with the teacher should contact the school administrator through a note or by a personal phone call. A conference can then be scheduled.

When a concern needs to be discussed, a conference appointment is a way to ensure sufficient time to listen and talk things over. A spontaneous visit may not allow the listening and talking time that may be needed. *Please schedule an appointment!*

School staff wishing to speak to a parent/guardian will send a note, and/or make contact by phone or email when desiring to speak about your child's accomplishments or progress.

Conferences are scheduled approximately two weeks after the midpoint of the first trimester. Time for optional conferences is provided approximately two weeks after the end of the second trimester. Conferences afford parents/guardians, as well as teachers, an opportunity to question and to listen. Strategies should be planned for helping the child achieve the goals that parents/guardians and teachers feel are realistic and appropriate for the child. All parents/guardians are asked to attend the fall conferences.

## **CONFLICT RESOLUTION**

The school and parents work together to educate a child academically and spiritually in a Catholic environment. To assure the best solution for concerns, issues, or grievances, parents are asked to comply with the following procedure for dispute resolution:

1. First contact is normally with the person directly responsible for the action in question. For example, if it is a classroom issue, then it should be taken up with the classroom teacher.
2. Second contact is with the immediate supervisor of the person directly responsible. The supervisor will normally arrange and facilitate an appointment between the parent and the employee/volunteer. For any faculty concerns, the supervisor would be the school administrator.
3. If concerns continue, one should contact the supervisor (again).
4. Final recourse is to bring concerns to the President of the GRACE System.

The Site Advisory Council is not involved in the day to day operations of the school and therefore are not appropriate avenues for dispute resolution.

## **COURTESY**

Accepted patterns of common courtesy and good manners are expected at all times. All faculty, staff, and volunteers are to be addressed by their appropriate title (Mr., Mrs., Miss, Ms., Father, Sister). The use of inappropriate, offensive, vulgar, sexually suggestive and/or harassing language is unacceptable and will be dealt with appropriately.

## **COVID-19**

The safety of our students and staff is a priority. Diligent work continues due to the COVID-19 pandemic to aid in the protection of our school communities. All parents/guardians are responsible to review and adhere to the important 2020-21 reopening information including policies, protocols and guidance. This information is posted on dedicated Reopening webpages. *Please know that the contents and outlines of this handbook and the protocols followed at Holy Cross School may be adjusted to keep with the ever changing needs due to the pandemic.*

## **CURRICULUM**

Curriculum development at Holy Cross is based on the school's philosophy and mission, the GRACE mission statement, and the Diocesan Department of Education. In this shared mission, the faculty, administration and others chosen to share in the process, develop instructional goals and objectives.

The programs, activities, and celebrations convey the Gospel message; a faith community is evident; students are motivated to serve others; and worship celebrations reflect the faith of the community.

Our instructional program at Holy Cross Catholic School takes into consideration varied learning styles and the unique characteristics of the school climate. A holistic approach to education assists the student in growing spiritually, socially, academically, emotionally, and physically. Experiential learning acquired through hands-on activities and field trips is a strong focus of our curriculum.

The following curriculum is offered:

- Art
- Band, grades 5-8
- Choir, grades 5-8
- Computer Education / Technology
- Health - Human Development, Health
- Language Arts - An integration of reading, literature, phonics, penmanship, speaking, English, spelling, listening skills, and writing
- Math
- Music - Choir 5-8 / General music PK-4
- Physical Education

- Religion
- Science
- Social Studies
- Foreign Language - Spanish (K-8th)
- Safe Environment
- Other Programs - Junior Achievement, DARE

Curriculum guidelines are available in the school office and are in the process of being revised and updated by the Diocese of Green Bay, Education Department.

## **DISCIPLINE PLAN**

### HOLY CROSS DISCIPLINE PLAN

*Based on the “Discipline With Purpose” Program*

Occasionally removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

1. Is in physical or psychological danger or puts another in danger.
2. Is irrational or unreasonable.
3. Pushes beyond the limits of respect in speech or actions.
4. Does not gain self-control after repeated correction from an adult.

If possible, the adult who removes the child will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student will be sent to the principal’s office and a four set Discipline Plan will be set in motion.

STEP ONE: The student will be sent to the office with a Referral form. The top half will be completed by the adult who is sending the child to the office.

1. The student will meet with the principal.
2. Together they will complete the bottom half of the referral form.
3. The referral form will be sent home to be signed and returned by a parent(s).
4. The student will be held accountable for the plan developed.
5. The principal will speak with the referring staff member.

STEP TWO: The student will be sent to the principal if a second incident occurs within a two month period.

1. The student will meet with the principal.
2. The student will receive a new referral form and notify parent(s) by phone or note.
3. A conference with the teacher, parent(s), student and principal will be scheduled.
4. A Discipline Service Plan will be drawn up.

5. The Discipline Service Plan will be reviewed with the parent(s) and signed by all.

**STEP THREE:** If a third incident occurs within a two month period or in extreme cases when the principal determines the seriousness of the action warrants starting at Step Three, the student is sent to the office with a Referral form.

1. The student meets with the principal.
2. The student notifies the parent(s) that a suspension of up to three days has been earned. The length, type, in-school or out-of-school, will be determined by the principal.
3. A conference will be held with the parent(s), teacher(s), student and principal to write a Discipline Service Plan, if one does not exist, with a measurement for progress to assist the student in developing self-control.
4. A recommendation may be made to have the family visit with a counselor or other specialist.
5. All school work missed during the period of suspension must be completed before the student rejoins the class.
6. A probationary time period to monitor and review progress will be set once the student is ready to return.

*Note: Step three can be repeated as long as a student is able to demonstrate that progress is being made, and is willing to contribute to a positive learning environment. When little or no change is evident and school personnel have exhausted all available means to effect change, the student will move to Step Four of the plan.*

**STEP FOUR:** The administrator will use the district's police only when all other means of disciplinary actions have failed and the student's conduct is a hindrance to the welfare and progress of the school community and/or there is evidence of repeated disregard for the philosophy, policies, rules, and regulations of the school.

*Serious infractions such as possession of drugs or weapons or severe physical or moral misconduct could result in an immediate move to Step Four of this plan.*

## **DOCTOR AND DENTIST APPOINTMENTS**

Parents/guardians are asked to schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused for these appointments. A written excuse will need to be kept on file. Parents/guardians should report to the office to sign their child out.

## **DRESS CODE**

Holy Cross Catholic School's mission centers around fostering an environment best suited to learning and faith development. The purpose of the student dress code is to create a



respectful, professional learning environment with particular emphasis on neatness, modesty and cost effectiveness. Parents or guardians are expected to support the school's enforcement of the Student Dress Code, thus supporting our values and morals. The Dress Code for Holy Cross Catholic School (K-8) is as follows:

### **General Guidelines:**

- Clothing is to fit properly. Clothing may not be form-fitting, see through, too tight or oversized. Undergarments may not be visible.
- Clothing must be neat and clean. Holes or frayed clothing are not allowed.
- Clothing may not contain pictures of and/or writing referring to alcoholic beverages, tobacco products, sexual reference, profanity, violence, weapons or drugs.
- No hats or hoods are allowed to be worn in the building during school hours. (exception: Holy Cross hooded sweatshirts may be worn indoors on Spirit Tuesday dress days and hooded sweatshirts will be allowed on Choice Dress Days.)

### **Grooming:**

- Hair must be clean and neatly groomed. Extreme hairstyles are not permitted. Hair may not obstruct the student's vision and must be worn in a manner that does not endanger the student.
- Hair color must be natural color (no pink, purple, neon, green etc.) Temporarily colored hair for school spirit activities is acceptable.
- Excessive jewelry and/or accessories are not allowed. Visible body piercing is not permitted except earrings. For safety reasons, no hoops or dangling earrings are permitted.
- No visible body tattoos are permitted. Drawing or writing on skin is not allowed. The exception related to this are spirit days with rub-on tattoos.

### **Uniform Colors:**

**Shirts: (Solid)** Navy blue, Royal blue (Holy Cross color). Light Blue, Red, White (Holy Cross logo is optional).

**Bottoms:** Navy blue, Brown, Khaki, Black (cotton twill, broadcloth or corduroy)

**Socks:** Navy blue, White, Red, Black or Brown

**Tights/Leggings:** White, Blue or Black (**No patterns or textures**)

**Bottoms: Pants/Shorts/Capris (during the correct months), Skorts/Jumpers/Skirts:**

Navy blue, Brown, Khaki, Black (cotton twill, broadcloth or corduroy)

- Plaid uniform-style/jumpers are allowed (see the correct Holy Cross pattern on Lands End website: <https://www.landsend.com/shop/school/S-ytp-xe8>)
- No cargo or carpenter styles, frayed hems or denim material
- Legging-style pants are only permitted when worn under a skirt or jumper.
- Skirts/skorts, jumpers and shorts may be no more than **4 inches** above the knee.
- Capris and shorts may be worn in August, September, October and April, May and June.

**Shirts: (see color options above) May be untucked except when attending Mass.**

- Collared or turtleneck style with sleeves must be worn as a part of the uniform
- Holy Cross School logo shirts are optional (purchased from Lands End) otherwise no logo bigger than a quarter and NO other wording is allowed.
- Long-sleeved shirts may be worn under short-sleeved shirts (uniform solid colors only)

**Fleece:**

- Navy blue, royal blue or black fleece with Holy Cross logo only (available through Lands End or Holy Cross Spirit Wear sale)

**Sweaters:**

- Solid only: White, blue or red (no hoods)

**Socks/Tights/Leggings (see color options above)**

- Leggings (socks required) and tights may be worn under proper-length skirts or jumpers
- Socks must be worn and visible every day
- No patterns or textures
- Dress shoes or tennis shoes ONLY
- No heels, wedges, open toes, open backs, light up, wheels, slippers or boots with heels. **Ugg type boots are allowed**, Snow and rain boots are not allowed to be worn inside.

**Dress Down Days/Choice Days:**

- Casual clothing, athletic wear, jeans, dresses (no more than 4 inches above the knee), sweatshirts, appropriate logos/pictures/words (hooded sweatshirts allowed)
- Must follow all general guidelines (see above)
- **The above also pertains to Packer Dress Days during HOME GAMES and PLAYOFF GAMES ONLY.**

**Spirit Wear Days (Every Tuesday):**

- Holy Cross School Spirit Wear, NDA, or SNC shirts/sweatshirts/fleece (hooded sweatshirts are allowed)
- **Uniform bottoms are required on Spirit Wear Days.**

**Scout Uniforms:**

- Scout uniforms are allowed on meeting days

**Gym Clothes:**

- **Gr. K-3:** A pair of non-marking tennis shoes should be left at school for indoor use only.
- **Gr. 4-8:** Students must change into loose fitting shorts or pants and an appropriate short/long sleeved t-shirt for gym class (no tank or spaghetti strap shirts are allowed)
- Shorts must be mid-thigh length or longer
- **Appropriate logos/pictures, or words only**

## **Dress Code Violations Procedures:**

- A written warning will be issued for any violations of dress code and will require parent/guardian signature.
- Parent/guardians may choose to bring a change of clothes or have Holy Cross provide a used uniform item for the day.
- A parent/administrator meeting will be held with the 3rd violation in order to set up a plan of action to prevent any further issues.

**The Land's End Holy Cross page is available on their website and is optional to use.**

**Our school code is 900079476**

<https://www.landsend.com/shop/school/S-ytp-xe8>

## **EARLY CHILDHOOD / 4K PROGRAMS**

Holy Cross Early Childhood Programs provide children who are three and four years old with quality educational experiences in a Christian, caring environment. Holy Cross 4K will provide each child with experiences that will encourage spiritual growth, intellectual growth, social interaction, physical growth and a positive self-image. Early Childhood / 4K parents/guardians are expected to participate in and support Holy Cross School activities. The birthday cut off dates are turning three before Sept 1st for the three year old half day program and four before Sept 1st for the 4K program.

## **EMERGENCY INFORMATION**

Every student is required to provide the school office with the following information:

1. Parent/Guardian name(s)
2. E-mail address
3. Complete up-to-date address
4. Home phone and parent/guardian work phone numbers
5. Two phone numbers for emergency contacts
6. Physician's name and phone number
7. Medical Alert information

Parents/guardians may indicate the names of persons (not more than three) to whom their child(ren) may be released. No other person(s) will be given the right without the parents/guardians changing the form.

## **EMERGENCY PROCEDURES**

Emergency procedures for fire drills, tornado drills, bomb threats, hazardous spills, and crisis situations are on file in the school office and located in the Faculty/Staff Handbook. Evacuation procedures and routes are posted in every classroom.

## **EQUIPMENT USAGE**

Our school has a variety of educational, safety, and janitorial maintenance equipment. Students are not permitted to use or handle equipment, unless they have official permission to do so. If school equipment is damaged because of negligence or unauthorized use, the person at fault is held financially responsible.

## **EXTENDED CARE PROGRAM**

Holy Cross provides an Extended Care Program for students of the school from 6:30 a.m. until school begins and again after school until 6:00 p.m. There is NO EXTENDED CARE on early-release snow days, or mornings of weather-related delayed-start days.

Cost:

There is a yearly registration fee of \$25.00 per student or \$35.00 per family. Fees are \$5.00 per hour per child. For those who need to drop their child off anytime prior to the first bell at 7:30 AM, fees will be prorated at 15 minute intervals at \$1.25/min.

Payment is due Monday each week care is needed. All families are asked to keep a positive or zero balance in their account. Prompt payment on all negative balance accounts is expected. We reserve the right to deny program attendance for families with excessively negative accounts. **Please make checks payable to Holy Cross Parish.**

Late Pick Up:

BASC closes promptly at 6:00pm. In the event a child is picked up after closing time, you will be assessed a Late Pick-up fee of \$1 per minute per child. We reserve the right to deny program attendance for families with habitually late pickups.

Students who are not registered for BASC, but are not picked up from school by 2:50 PM will be sent to BASC. You will still be charged the regular hourly rate per child. After the third instance of late pick up/BASC attendance, you will also be charged the \$25.00/child registration fee.

During the day you can email at [kruczek112513@gmail.com](mailto:kruczek112513@gmail.com) or text at 920-655-1882 with any messages.

## **FAMILY VACATIONS**

We encourage parents/guardians to plan vacations when school is not in session, however, realizing that this is not always possible, we request that:

1. If a vacation requires a student's absence from school, the matter should be discussed with the administrator and the teacher well in advance of the vacation.
2. A pre-excused absence form must be completed.
3. A written note of the vacation should be sent to the school office, as well as a letter to the bus driver (when appropriate) to inform the office and bus company of the upcoming absences for the student(s).
4. Because of our emphasis on hands-on work and cooperative learning, and the role of class discussion in the learning process, it is not always possible for homework to be gathered ahead of time for a student who will be missing school for any length of time. Homework that will need to be made up should be determined through discussion with the classroom teacher(s). Students are responsible for making up all missed coursework.

## **FAMILIES AND SCHOOL TOGETHER (FAST)**

All parents/guardians are members of FAST. FAST is a way of integrating the goals of home and school for the benefit of the students. All parents/guardians, interested grandparents, and parishioners are strongly encouraged to attend and participate in the meetings and activities.

FAST sponsors several activities throughout the year. Members are notified of these activities and provided opportunities to participate and attend. Some examples include:

- Teacher Appreciation Week
- Teacher Welcome
- Gingerbread House
- Guest Speakers
- Room at the Inn
- Family Socials and Activities
- Teacher Christmas, Family sledding, Hayride
- 8th Grade Recognition and Family Supper

FAST dues are \$50 for families with children in Grades K-8 and 5-day 4K families(\$20 for families with children in 3-day 4K and 2-day 3EC families). FAST dues are charged in lieu of fundraising.

FAST provides Holy Cross students with wonderful educational and social opportunities that would not otherwise be available. The support of *all* school families is vital to the success of our school.

## **FIELD TRIPS**

Field trips broaden the educational experience of the students. Through field trips, students will experience learning unavailable to them within their classroom, yet highly supportive of the curriculum.

Field trips and school related activities conducted under the supervision of the school are part of the school day and an extension of the classroom activity. All such activities must have approval of the school administrator before any preparations are made. In order to participate in a field trip, a student must submit a permission slip prepared by the school and signed by the student's parent/guardian. The teacher is to arrange for an adequate number of adult chaperons. There should be at least one chaperone for every ten students. Adult chaperones must have their background check and VIRTUS completed.

## **FIREARMS, WEAPONS, AND DANGEROUS OBJECTS**

Firearms, weapons, and other dangerous objects are not permitted in schools or religious education buildings. The possession or use of such by employees, volunteers, or students is not permitted in the aforementioned buildings or on the grounds or property owned, used, or operated by the parish, school, or religious education program. Diocesan Policy #D/B code 4604.

## **FIRE DRILLS AND TORNADO DRILLS**

Each month, during the school year, unless the weather is inclement, we will conduct a fire drill to practice emergency dismissal should a fire occur. Students will be instructed by their teachers where and how this exit is to take place. During the month of April, students will also be instructed as to what they should do in the event a tornado warning is issued.

## **FOOD SERVICE**

Hot lunch with milk is available for \$3.10 a day for students and \$3.75 for adults.

Applications for Free and Reduced Meals can be obtained by contacting GRACE. You may apply for Free and Reduced Meals at any time during the school year. This information is strictly confidential.

The lunch accounting system is through POWERSCHOOL. You may deposit a sum of money (checks made out to GRACE) to the school office with your family name and breakdown of amounts to go into each individual account and those funds will be posted to your child's account. The cost of all meals eaten by those members of your family will be deducted from his/her account. You will be notified when your account falls below \$5.00.

A monthly menu will be found on the school website or at

<https://gracesystem.nutrislice.com/menu/menus-eula> and a paper copy will be sent home in the parent folders. Milk is available for cold lunch students at \$0.50 / carton. Please make the school aware of any food allergies for your child.

## **FUNDRAISING/THIRD SOURCE FUNDING**

Fundraising is absolutely essential to the existence of our school. All school families are required to participate in fundraising for Holy Cross Catholic School by contributing their time, talents and/or resources to the school's major fundraisers which may include: Annual Auction For Education, Fall Fest/Golf Outing, Football Mania and other opportunities. Additional volunteer opportunities are available to accommodate all schedules (e.g., full-time working parents, stay at home parents, etc.). Each family is required to participate in these mandatory fundraisers, or choose the buy-out option.

The cost of educating our children at Holy Cross comes from three main sources: the tuition families pay to GRACE for their child(ren), a portion provided by the parish, and our collaborative fundraising efforts referred to as Third Source Funding(TSF).

The Site Fundraising Agreement(as defined in the contract) requires participation of the following TSF events.

Football Mania: All families will be required to buy and/or sell ten (10) Football Mania tickets at \$20/ticket.

Fall Fest/Golf Outing: All families are required to buy two (2) tickets to the Fall Fest/Golf Outing event. Historically, this event was in fall, but due to the auction being moved it is likely “fall fest” will be a springtime event.

Auction for Education: All families are required to buy two (2) tickets to the Auction for Education.

If you prefer to buy out of the Site Fundraising Agreement (as defined in the contract) the fee is \$400. The deadline for the buyout will be *May 31, 2021*.

In addition, each family is required to complete 5 TSF hours as part of the Service Units Agreement. Your involvement in Holy Cross fundraising activities count towards TSF hours for your family.

- Option #1 -- Complete all 5 TSF hours
- Option #2 -- Buyout Option
- Option #3 -- Combination (complete some TSF hours and buyout the remaining hours at the end of the year)

If you prefer to buy out of the Service Units Agreement (as defined in the contract) the fee is \$150 (\$30/TSF hour). The deadline for the buyout will be *May 31, 2021 for the 2020-21 school year*.

Families are required to submit all TSF hours electronically to receive credit for their time. You can find the form on the school website and here: [HCS TSF Submission Form](#).

Contact SAC at [SACHolycross@gmail.com](mailto:SACHolycross@gmail.com) with questions.

In addition, school families are strongly encouraged to participate in other fundraising efforts, including but not limited to:

- General Mills Box Tops for Education
- Inkjet Cartridge
- HuTerra



## **GRADING SCALES**

The academic grading scales are as follows:

Kindergarten:    S+ Exceeds basic requirements  
                          S Satisfactory Progress; consistent with ability  
                          S- Having difficulty meeting basic requirements  
                          P Makes sufficient progress for student's aptitude but below grade level  
                          U Unsatisfactory

Grades 1 & 2:    S+ (90-100) Exceeds basic requirements  
                          S (80-89) Satisfactory progress  
                          S- (70-79) Having difficulty meeting basic requirements  
                          P (0-69) Progress shown, but below grade level

Grades 3- 8:    A 93-100  
                          B 85-92  
                          C 77-84  
                          D 70-76  
                          F 0-69

## **GRADUATION**

Students completing Eighth grade will be recognized in a graduation ceremony, usually in the context of a liturgy, followed by a graduation reception. Students in Kindergarten will have a graduation ceremony.

## **HALLMARKS OF CATHOLIC EDUCATION**

A special emphasis will be placed on incorporating the hallmarks of Catholic Education into all instruction taught at Holy Cross Catholic School. Our activities for Catholic Schools Week, as well as our Catholic Virtue/Value Education Program, will emphasize these four hallmarks.

1. *Message*. The Message will be brought out by having daily scripture be a part of our morning announcements that pertain to our Character Education theme of the month.
2. *Community*. Community will be worked on as we reach out to the shut ins of the parish and the people in area nursing homes.

3. *Prayer/Worship*. Prayer/Worship is done at the start of each day, and as we close our day, through Morning and Closing Prayer. We will also have weekly liturgies and other prayer services.
4. *Service*. We will be doing Service on a regular basis as part of the middle school Religion classes, but also in other grades as part of their activities throughout the year.

## **HARASSMENT AND SEXUAL HARASSMENT**

It is the policy of the educational programs governed by the Diocesan Board of Total Catholic Education to maintain a learning and working environment that is free from harassment and or sexual harassment. No employees, volunteers, or students associated with these programs shall be subject to harassment or sexual harassment.

It shall be a violation of these policies for any employee, volunteer, or student to harass another employee, volunteer, or student.

Violations of these policies and procedures will be cause for disciplinary action.

## **HEALTH CLASSES**

Health classes will be taught to students in Grades 6-8 once each week. The Health Curriculum follows with Diocesan guidelines and curriculum.

## **HEALTH PROGRAMS**

Vision and hearing tests are conducted annually for specific grades under the supervision of the Green Bay Health Department. Vision is tested in kindergarten, first, third, fifth and seventh grades. Hearing is tested in kindergarten and first grade.

Students in grades four through eight will have the opportunity to participate in Human Growth and Development talks/videos.

## **HOLDING REPORT CARDS**

At the end of the school year (third trimester), if a student/family has any outstanding balances, their report cards will be held in the office until balances are reconciled. Examples of unpaid balances would be lunch accounts, library fines, and extended care payments.

## **HOMEWORK**

Homework is an important extension of the teaching/learning that takes place in school. It can contribute to practice and drill that reinforces learning and can provide opportunities for study, research, and creativity. Parents/guardians can assist their children by providing a quiet place for the students to work and checking that the assignments are completed.

A student has the responsibility to complete assignments and prepare for classes to the best of his/her ability. An average amount of homework to be expected each day is:

- 10 to 30 minutes for primary students (Gr. K-2)
- 30 minutes to 1 hour for intermediate students (Gr. 3-5)
- 1 to 2 hours for middle level students (Gr. 6-8)

Depending on the student's own study habits, and/or special projects due, the amount of time required may be more or less. We strongly recommend setting aside a regular time and place each night for homework and study. If a child consistently has more than this amount of homework each evening, the teacher should be contacted immediately.

## **HOMEWORK ABSENCE FORM**

When a student is absent, a homework absence form will be completed by the teacher listing work missed in each subject area due to the absence. Necessary textbooks and materials will be gathered with the form, and placed on the student's desk. Parents/guardians may collect these items at the end of the school day.

## **HONOR ROLL AND HIGH HONOR ROLL (Grades 6-8)**

Students achieving a 3.00 - 4.0 average for a trimester, including all co-curricular classes, will have their names published on the Honor Roll as follows:

3.00 - 3.49-Honors

3.50 - 3.74-High Honors

3.75 - 4.00-High High Honors

## **ILLNESS AND INJURY**

In case of illness or injury, a member of the school faculty and staff will care for a student temporarily. School personnel will render first aid treatment only. If emergency medical

treatment is necessary, and parents/guardians or emergency contacts cannot be reached, the school office will call 911.

## **KINDERGARTEN**

Students entering Kindergarten are required to be five years old on or before September 1 for the school year in which they are enrolling. Registration for Kindergarten takes place in spring, along with our enrollment of other students.

## **LEAVING SCHOOL**

Students are not allowed to leave school grounds during school hours for any reason without written consent of their parents/guardians and without being signed out through the school office by an adult.

## **LIBRARY**

The library is available to all our students on a regularly scheduled basis. Students are encouraged to use the library during regular library hours with the permission of their classroom teacher. They may use the library to read, check out books, return books, do reference work, or to work on special projects.

Students are financially responsible for fines for lost and/or damaged books and materials. The school will be reimbursed for the cost of any lost library book or materials or those returned in unusable condition. Books and materials damaged, but usable, will be assessed a fee depending upon the condition of the item.

## **LITURGIES**

Liturgy is central to our faith. Our students, faculty, and staff participate in liturgies or other prayer services once weekly. Liturgies are celebrated at 8:00 a.m. on Thursday mornings and/or Holy Days of Obligation or other major feasts. Students will have the opportunity to help plan and/or participate in liturgies throughout the school year. Parents are welcomed and encouraged to attend our school liturgies.

## **LOCKERS/DESKS/STORAGE**

Students are expected to keep their lockers and desks orderly. Students are considered co-tenants of their lockers and desks; therefore, the school reserves the right to search this property when an occasion to do so becomes necessary. The school cannot be responsible for valuables left in the lockers and desks. Locks are not permitted on the lockers.

## **LOITERING**

Students should leave school and school grounds promptly after classes or activities are dismissed.

## **LOST AND FOUND**

The school will not be held accountable for items lost or stolen. We encourage students to leave valuable or breakable items at home, since accidents occasionally happen.

Clothing items should be labeled with the student's name (on the inside only). Items found will be placed in the designated Lost and Found area near the school office. Unclaimed clothing, after a reasonable amount of time, will be donated to St. Vincent de Paul.

## **MEDICATION**

Written instructions for dispensing medication (prescription and over-the-counter) are required before school personnel can administer medication to any student. A Medication Authorization Form is to be obtained from the school office to be used by a parent/guardian and/or physician to grant authorization to school personnel to give medication in the dosage prescribed.

The administrative assistant is designated to administer medication. In her absence, the Principal/Teacher will administer medication. We do not administer medication that does not have the drug store label or over the counter label on the container.

## **MEMORY BOOKS/YEARBOOKS**

Memory books are made each year and include the individual student pictures, faculty and staff pictures, and various group pictures. Memory Books will be available for purchase at the end of the school year.

## **NON-CUSTODIAL PARENT**

Holy Cross abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order, the school will provide the non-custodial parent access to academic records and to other school related information regarding the child. If there is a court order specifying that no information be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **OFFICE HOURS**

School office hours are from 7:20 a.m. until 3:20 p.m. each day school is in session.

## **PARENTS/GUARDIANS AT SCHOOL**

Parents/guardians are encouraged to visit school anytime and are also encouraged to attend FAST-sponsored activities and special programs presented by the students.

All school doors will be locked during the school day. This is to ensure the safety and protection of you, our students and our school. Any parent/guardian entering the school building during school hours must be “buzzed” in at the front door near the school office. After entry is granted, the parent/guardian must report to the office, sign in, and receive a visitor’s badge before entering any other area of the building. Upon leaving the building, he or she must sign out and return the visitor’s badge.

If anyone other than a parent/guardian is to meet a student at school, inform the school office. This, too, is for the protection of your child(ren). If a student is to be picked up during school hours due to illness or an appointment, the students will need to wait in the school office. The parent/guardian or other designated person will need to sign the student out before the student may leave the building.

## **PARISH MEMBERSHIP**

All families with children in the school are welcome to become registered members of Holy Cross Parish. As registered members of any parish that supports the GRACE system, all school children in the family are eligible for In-parish Tuition, provided however, that the family also meets the sacrificial giving levels set forth by the parish.

## **PARTIES**

The faculty and staff, through consultation with administration, will schedule parties for special occasions. Room parents/guardians will be asked to assist at these parties. Nutritional snacks are encouraged whenever treats are sent to school. When students bring in birthday treats, they are only to do so for their classroom and siblings. Invitations to individual parties should not be distributed at school unless all students in the classroom/grade level are included.

## **PETS**

Pets of any kind are ordinarily not allowed in school. Teachers may give special permission for pets to be brought to school as part of a special program or activity, provided no students' health will be endangered by the presence of the pet (allergies or the like). Dangerous pets may not be brought to school.

## **PHYSICAL EDUCATION**

Physical education is taught to students twice a week. Students, grades 4-8 are to change into shorts and a T-shirt for classes.

## **PICTURES**

Individual pictures will be taken during the fall of the school year by a professional studio.

## **PLAYGROUND/PLAYGROUND RULES**

Specific playground rules and procedures have been developed for the safety of all students at our school. The playground rules can be found on pages 15.

Injuries on the playground should be reported to the school office and/or the homeroom teacher. When the injury is serious, the procedure outlined by the parents/guardians on the student's Emergency Form will be followed. A report will be filed for each serious injury and maintained in the school office.

## **PROMOTIONS AND RETENTION**

Promotions and retention are based on each student's academic, physical, social, and emotional growth and involve consultation of the parents/guardians, the teacher(s), the school administrator, and other personnel involved with the student.

## **PRAYER AND LITURGICAL CELEBRATIONS**

Holy Cross School shall provide opportunities for its students to participate in sacramental celebrations and prayer experiences, recognizing the Eucharist as the center of religious vitality.

All students will participate in prayer in the morning, before lunch and at the end of the school day. Students will attend a weekly liturgy and will have opportunities to help plan and/or participate in those liturgies. See LITURGIES on page 36.

## **RECESS**

Students in grades PK-5 are to participate in a daily morning recess. In addition, students in 4K-5 will have recess either before or after lunch. Students are expected to obey and be respectful of the adult playground supervisors on the playground. Playground rules, found on pages 15, are to be observed while engaged in recess activities.

Students are expected to leave and enter the building in a quiet, orderly manner for recess periods. In case of inclement weather, students will engage in quiet activities in their respective classrooms.

Students with health problems are expected to have a written note from their parents/guardians excusing them from outside recess. They will remain in the classroom or may go to the office area, wherever there is an adult to supervise them.

## **RECORDS**

A student's official file is kept in the school office. This file contains the student's registration form, diocesan progress reports and /or public school report cards, attendance records, kindergarten screening information, and standardized achievement test results. A parent/guardian wishing to review this file may do so upon 24 hours written notice to the school administrator to request an appointment to review the file.

Holy Cross School abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents/guardians. In the absence of a court order, the school will provide the non-custodial parent/guardian with access to academic records and to other school related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the court order.



## **REGISTRATION**

Registration for Holy Cross Catholic School students and all GRACE students for the following school year begins in January. All registrations are done online through the GRACE website ([gracesystem.org](http://gracesystem.org))

## **RELIGIOUS INSTRUCTION**

### **Sacramental Guidelines**

Religion is taught in each classroom. Students plan and participate in the liturgy. Sacrament preparation is a parish responsibility and is coordinated by the Faith Formation Administrator, through a cooperative spirit with the administrator and the pastor.

First Communion and First Reconciliation are scheduled and received in Second grade. Parents/guardians of a student receiving these sacraments are expected to attend the parent/guardian meetings scheduled as preparation for each sacrament.

## **REPORT CARDS**

Report Cards are issued three times a year at the end of each trimester. See the School Calendar for dates marking the end of the trimesters.

## **SACRIFICIAL GIVING**

Each registered parish family with children in the day school is expected to support the parish through sacrificial giving, in addition to their child(ren)'s tuition/education fees. To help meet the needs of the parish, a donation of \$780 per year (\$65 per month) is suggested. GRACE asks for an update each year to ensure families are in good standing and you may be billed non-parish tuition for the following year if you are not on pace to support the parish through sacrificial giving. Sacrificial giving is tax deductible, tuition is not.

## **SAFE ENVIRONMENT CURRICULUM**

As part of our VIRTUS training, which each faculty and staff member participates in as well as each parent volunteer, we also teach once each year a curriculum issued by our diocese that teaches our students how to be safe. It helps our students recognize which places they are in that are not safe for them, and to recognize the need to have safe adults to speak to

when they are not comfortable in a situation. This and many other things we do, help us protect children from sexual and other abuse.

## **SCHOOL SUPPLIES**

A school supply list is provided at the end of the school year for the following school year. These supplies are modestly priced and easy to obtain. Supplies should be replenished throughout the year as needed.

## **SCRIP PROGRAM - TUITION REDUCTION**

The Scrip Program offers families the opportunity to raise funds to help pay for a portion of their child(ren)'s educational fees simply by buying gift cards/certificates purchased through the Scrip Program. It costs nothing to participate and a percentage of the proceeds raised is automatically calculated and applied towards any outstanding educational fees.

Gift cards/certificates are available for purchase by the Scrip Program from numerous retailers, restaurants, and service providers at a discounted rate. When a family purchases them at face value through the Scrip Program, the difference in price (i.e., the face value minus the discounted rate) is credited to the Scrip Program. A percentage of the credited proceeds is then applied to the family's outstanding educational fees.

On purchases made by day school families, 59% of the proceeds credited to the Scrip Program is applied to your child(ren)'s outstanding educational fees and 41% of the proceeds is credited to the parish. If your tuition has been paid in full, the credit can be applied to your tuition bill for next year.

Scrip order forms will be sent home occasionally in the family packet and are always available on our school website and blogspot. Additional order forms are sent home with filled orders. Orders can be sent to school during the week and will be filled with available inventory and sent home on Wednesdays and Fridays. In most cases, items not available in inventory will be ordered on Monday and sent home by Friday. Scrip will also be available for purchase after most weekend masses.

Each participating family must purchase a blue envelope (cost is \$1 each) to send in their Scrip order forms and receive their Scrip purchases if sending them via the students.

Tuition-reducing purchases can be made year round. We will tabulate your credits earned and GRACE will periodically credit them to your tuition account.

## **SERVICE HOURS—STUDENTS**

Students in all grades will be involved in service on a regular basis. The students will have an opportunity to help others locally, nationally, and globally.

Students in grades 6-8 are required to perform 10 hours of service per school year. The completion of at least 10 hours of community service will be 10% of the student's final Religion grade of the 3rd trimester. Please see the community service timesheet for more information.

## **SEXUAL HARASSMENT POLICY**

GRACE is committed to creating learning environments where all people treat each other with dignity, charity and respect. GRACE follows the Diocesan Sexual Harassment policy. The GRACE administration will comply with all laws regarding the protection of children, employees and individuals at risk from harm. Sexual harassment and/or sexual abuse shall be reported to a school administrator. GRACE administrators will comply with all laws regarding the reporting of allegations of sexual abuse to proper civil authorities for investigation. Each allegation needs to be reported to the GRACE President and to the Diocese. Each complaint will be investigated. Disciplinary action may include suspension, expulsion, termination, and/or notification of legal authorities.

## **SITE ADVISORY COUNCIL (SAC)**

The Holy Cross Site Advisory Council (SAC), formerly called the Board of Education, is responsible for site-based programs of the school. Their responsibilities include:

- Educate parents and students on school and GRACE matters
- Support efforts for marketing, enrollment, and retention of school families
- Promote community among all school and GRACE families
- Have responsibility for all site-based fundraising requirements, including raising the GRACE Budget Contribution: as the Site Advisory Council's top fundraising priority
- Consult with the GRACE President on issues related to school policy, the administration of school policy, school program needs and site-based fundraising

- Make recommendations to and/or support the Principal on matters related to policy, operations, budgets, and programming of the school
- Will not direct day-to-day operations or make school or GRACE policy

The SAC meets the third Tuesday of each month. All meetings of the SAC are “open” except those sessions designated as Executive Sessions.

## **SNACKS**

Students are permitted to bring healthy snacks for morning recess/break. In keeping with the development of good nutritional habits, snacks are to be nutritious. Fruit, vegetables, yogurt, cheese, and crackers, etc.. Soda will not be allowed at any time.

## **STANDARDIZED TESTING**

Holy Cross students in Grades K-8 will participate in MAP (Measures of Academic Progress) Assessments in the fall, winter and spring. Our school uses the results of these tests in evaluating and planning curriculum. The teachers use individual student results to determine individual student strengths and weaknesses. Specialized testing is available through our school personnel for students with special needs.

## **SUPERVISION**

Students enter the building with the first bell at 7:30 a.m. Our school assumes responsibility for the students who ride buses from the time they arrive in the morning until they leave on the bus at the close of the school day.

Students for whom other transportation is provided or who walk to school are not to arrive at school before 7:30 a.m. unless the students are participating in the Before School Program. They are to leave the school grounds when school is dismissed, unless the students are part of the After School Program. Parents and guardians are responsible for students who arrive and leave before and after these stated times.

## **SUPPORTIVE CONSULTANT PROGRAM**

This program is an outreach program designed to assist our faculty in identifying learners with challenges, identifying learners who are advanced, and utilizing various strategies to address specific learning styles for all students.

The Supportive Consultants assist our classroom teachers by developing a support plan for students in their classrooms who may have special needs.

Our Supportive Consultants have received the training and materials necessary to administer diagnostic assessments and to interpret the results of the assessments. As a result of these assessments, accommodations, modifications, interventions, remediation and/or differentiation strategies may be implemented for our students.

Holy Cross students may no longer have to be referred to the Green Bay Public School System for these types of diagnostics and assessments.

## **SUSPENSION/EXPULSION**

In 1972, the American Catholic Bishops stated that Catholic schools are communities of faith. This means that the students and the teachers of that community recognize the presence of Jesus in them and in every other member of the community. This undertaking challenges us to model respect, justice and responsibility to one another in our discovery of God's creation.

In general, GRACE schools' discipline programs will follow the philosophy of the National Catholic Education Association guidelines, "Discipline in the Catholic School." The principal, teachers and staff realize that students learn best in an environment that promotes positive and trusted interactions. Therefore the discipline process is one that recognizes the worth and respect of every individual.

### **In-School Suspension:**

The student will spend the entire day or days (no more than two) separated from the rest of the class in a designated area under supervision of the administrator; assigned work to be completed by the end of the day; and the student will be expected to make up missed tests or class work. The purpose of an in-school suspension is to place disruptive students for periods of time, in an appropriate, supervised, in-school environment where student learning can continue. Parents/Guardians will be notified by the administrator of an in-school suspension and a parent/guardian conference will be scheduled.

### **Out-of-School Suspension:**

Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the administrator at each GRACE school. Suspensions may be recommended by teachers, but may be implemented only by the administrator after a conference with teacher(s).

There are two general situations that may lead to an out-of-school suspension:

1. When the moral or physical well-being of the student body or staff, or personal or school property, is endangered.
2. When there is a prolonged and open disregard for school authority.

If the administrator determines that a suspension is justified due to a serious violation of school rules, the student may be suspended for no more than five consecutive school days unless the suspension is pending expulsion, in which case it may be for no more than 15 days. The student and parents/guardians must be given notice. The parents/guardians are entitled to be given an explanation of the evidence that the school administrator(s) possesses. A conference must be scheduled between the student, parents/guardians and administrator within five (5) school days following the beginning of the suspension.

Students who receive out-of-school suspension will not be allowed on campus during the time of their suspension or allowed to participate in or attend any school related activity including all extra-curricular activities. Students will complete a packet of work and must make up all missed classwork, homework, tests and quizzes.

After an out-of-school suspension and prior to the student returning to school, the student may be placed on probation with a behavior contract which is for a limited time during which a student must fulfill the terms of the behavior contract or the student faces expulsion.

### **Expulsion:**

Expulsion is the permanent exclusion of a student from a school. Full credit will be given for all work accomplished by the student up to the date of expulsion.

Various situations may lead to expulsion of a student from school. These include but are not limited to the following offenses:

- Acts which, in the judgment of the school, endanger the moral, academic, or physical well-being of the student body;
- Where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons;
- Prolonged and open disregard for school authority;
- Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

Expulsion from GRACE schools begins with suspension by the administrator. This removes the student from school until the proposed expulsion can be reviewed. The administrator notifies in writing the student and parent/guardian of the suspension with the possibility for expulsion and the specific charges. The administrator informs the GRACE President and the Chairman of the GRACE Board of Trustees.

A record shall be kept of previous measures of remediation, counseling, probation, conferences, and/or suspension. This documentation shall include written communication between the school and family. In the case of serious circumstances, as described in “a” or “b” above, the student shall be immediately suspended until the process can be completed.

Following the decision of the administrator for expulsion, the student and parent/guardian are notified in writing of their right to appeal to the Executive Committee of the GRACE Board of Trustees within five (5) school days of the expulsion. The request for appeal must be in writing.

If the student or parent/guardian files a petition for a hearing within the prescribed five days, the hearing according to Diocesan policy shall be set as soon as practical. The Executive Committee of the GRACE Board of Trustees shall conduct the hearing. The student and parent/guardian are informed of the date, time, and place of the hearing.

Hearing procedures: The administrator states the reason for expulsion and provides documentation. The student or parent/guardian presents his/her case. The hearing panel then asks whatever questions are necessary for their understanding of the facts and circumstances. Cross-examination is allowed. All expulsion hearings shall be closed hearings.

Decision process: When the hearing panel decides it has enough information to make a determination, the panel will go into executive session. The student, parent/guardian and the administrator will be informed of the panel’s decision in writing.

The administrator shall properly document all expulsion cases including grounds, evidence, record of conferences and final notice. Such documentation shall be maintained in a separate file and apart from the student’s permanent record. The student’s permanent record shall indicate that the reason for transfer was expulsion. Expulsion must be reported to the GRACE President and the school to which the student transfers.

Expulsion from GRACE schools may be permanent, or the building administrator or the Executive Committee of the GRACE Board of Trustees may set conditions for re-admittance on a case-by-case basis.

## **TARDINESS**

Any student who arrives at school after 7:40 a.m. is considered tardy. If a student leaves school before 9:00 a.m., the student will be marked absent for the day. A student who leaves school after 11:00 a.m. will be marked absent for 1/2 day.

## **TELEPHONE CALLS TO SCHOOL**

During school hours, calls should be made to students and faculty/staff members only when urgent. Parents/guardians wishing to contact a teacher may call the school and leave a voice message. The teacher will return the call as soon as possible.

## **TRANSFER**

When transferring to another school, records will be issued upon receipt of a written request from the new school.

## **TRANSFER STUDENTS**

The GRACE Schools welcome students who transfer from another school based on availability of space. Parents/Guardians who wish to transfer their student(s) into a GRACE School begin the process by setting up an appointment with the School Principal. Parents are asked to provide the School with records for the purpose of placement only. The Principal will work with the Parents/Guardians to place the student, recognizing the satisfactory completion of previous coursework. Coursework completed through another school, satisfactory completion of coursework through home-schooling and online coursework are acceptable.

## **TRUANCY**

Section 118.15 of the Wisconsin Statutes defines truancy as an absence without just cause or an absence without notification of the school. The same parent/guardian responsibilities apply to our school as to a public school. All cases of truancy must be reported to the local public school attendance officer.



## **VANDALISM**

Willful damage or destruction of school property is cause for immediate suspension or possible expulsion. Our school policy requires restitution be made by the student(s) according to the terms determined by the school administrator.

## **VIRTUS TRAINING**

VIRTUS Training is a program the faculty, staff, and administration is involved in to create a safe environment for our students. Each employee and/or volunteer of Holy Cross Parish who spends time with our students on a regular on-going basis must be trained in VIRTUS. The purpose of VIRTUS training is to educate attendees about situations and circumstances where sexual abuse could occur. In addition to the training session, employees are also required to complete online training.

Before parents/guardians can participate in school activities with students and/or chaperone field trips, they must also be VIRTUS trained and eApps approved. Please contact the school administrator for more information.

## **VISITORS**

All visitors to the school must check in and out at the school office. Parents are welcome to visit the school during the school day. If a parent wishes to visit a classroom for any period of time, the parent should inform the school office.

## **Policy Handbook Agreement**

When you enrolled your child(ren) through TADS, you acknowledged and signed the policy handbook agreement. This statement indicates that you have read the handbook and agree to abide by its contents.

No policy handbook can cover everything that might happen throughout the year. The administration looks at each issue and makes decisions based on the information provided. Please note that the administration reserves the right to change or add policies as necessary.

# GRACE Protocols/Practices Family Handbook Updates 2020-21

Updated: August 2020

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## INTRODUCTION

The contents of the GRACE Family Handbook are to be accepted by parents and students as essential parts of the contract between them and our GRACE schools. The enrollment of a student in a GRACE school is considered to be an agreement on the part of a student and his/her parent(s)/guardian(s) that they will comply with all school procedures, rules and regulations. Violation of its spirit, intent, philosophy, or rules will be just cause for administrative action.

## OUR MISSION

***“Building academic excellence and life skills while growing in our Catholic faith.”***

GRACE is a ministry of our parishes with a mission to provide a foundational, Catholic-based, high-quality education that inspires and equips students to become the next generation of informed and dedicated servant leaders in Christ.

GRACE schools differ in size, curricular offerings and location. Each school has a distinct history and parish connection. Yet together, every student, parent, teacher and family member of a GRACE school is GRACE. Our GRACE schools have strong momentum and continue to grow stronger as a community and unified system of quality schools. Standardized test scores outpace the region and state.

## BULLYING/DISCIPLINE

GRACE schools are nurturing communities focused on building a foundation of faith and care for others. We are committed to making our schools safe and caring places for all. We will treat each other with respect, and we will

refuse to tolerate bullying in any form at our schools. It is the responsibility of all parents and school staff to model kind actions and words toward and about others. The Diocese of Green Bay's Board of Education Policies apply to GRACE as a school system within the Diocese- [LINK HERE](#).

Individual GRACE schools utilize a variety of general frameworks and programs to guide their discipline practices. Each and every interaction, positive or negative, is viewed as an opportunity to learn and grow. Please review the school's Family Handbook for further details related to the site-specific discipline programs.

### **COVID PRACTICES/POLICIES**

The safety of our students and staff is a priority. Diligent work continues due to the COVID-19 pandemic to aid in the protection of our school communities. All parents/guardians are responsible to review and adhere to the important 2020-21 reopening information including policies, protocols and guidance. This information is posted on dedicated Reopening webpages- [LINK HERE](#).

### **ENROLLMENT CHANGES**

#### **Admissions**

**Admissions prior to the start of the school year:** Enrollment opens in conjunction with Catholic Schools Week each year. At this time, families re-enroll their returning students and admissions is opened to "new" students- those children from returning families or of families new to GRACE. An online admission application is required for each child. Applications are acted on in the order in which they are received and may require additional information and/or an interview.

**Admissions during the school year.** All admission requests/applications received during the school year are subject to review and approval. For all approved admissions, the parent/guardian must complete the enrollment process for the child and ample notice and arrangements must take place as appropriate prior to the child's first date of attendance. During the COVID pandemic, approved new admissions will only be permitted to begin attending at the start of the trimester.

At this time, eighth grade admissions at any time are permitted only if there are special circumstances and with approval by the principals and administration.

Additional information can be found on the How to Enroll webpage- [LINK HERE](#).

#### **Grade or Program Changes**

Grade or preschool program changes at any time requires involvement and approval by the principal. Approved changes are communicated through the GRACE system via an Enrollment Change Form for which its completion by both parent/guardian and principal is facilitated by the school office. Ample notice and arrangements must take place as appropriate to the situation prior to the change taking effect.

#### **Learning Format Transfers**

Students must be committed to either face-to-face instruction in their Home GRACE School or select GVA for one entire trimester. Transfers will be permitted at the close of each trimester through the year only on 11/23/2020 and 3/1/2021. Additionally, there will be a ten-day grace period for families that join GVA at the start of the academic year allowing students to switch if it becomes apparent that the program chosen is not a good fit. As always, special circumstances will be considered. Students brand new to GRACE would not be permitted to transfer into either the face-to-face school program or the GVA program except for the start of each trimester.

Transfer requests must be made by the parent/guardian by the cited transfer request deadline and must be approved by the Home School Principal. During the ten-day grace period, the transferring student will be allowed to begin the new learning format after 24 hours to allow for transfer arrangements to be completed. Approved Learning Format Transfers are communicated by the Home School Principal per an established internal GRACE system procedure.

### **Transfers within GRACE**

Transfers from a GRACE school to another GRACE school during the COVID pandemic are only permitted at the close of the trimester. These transfers must be approved by the outgoing school principal and the incoming school principal based on enrollment availability. At this time, eighth grade transfers are permitted only if there are special circumstances and with approval by the involved principals and administration. Approved transfers require both the appropriate Exit and Admission/Enrollment process to take place appropriate. Ample notice and arrangements must take place as appropriate to the situation prior to the change taking effect.

### **Exits**

Exits are comprised of one of the two following two scenarios:

- **Exits prior to the start of the school year (Not Attending):** Any child enrolled or pending enrollment who will not attend the academic year.
- **Exits during the school year (Withdrawals):** Any enrolled student who has attended school during the academic year and exits during the academic year.

The parent/guardian is to contact the school office and/or school principal to notify and discuss the situation. Exits are processed through the GRACE system via an Enrollment Change Form for which its completion by both parent/guardian and principal is facilitated by the school office. This form will initiate the appropriate updates by GRACE staff including but not limited to, billing, enrollment, food service and technology.

If there is an admission or an exit for any reason during the academic year, the activity fee and the technology fee will not be prorated. The tuition or program cost will be prorated based on the weeks of attendance.

### **FIELD TRIPS**

At this time, all school field trips are postponed for the first trimester due to COVID-19. This decision will be reviewed at the start of each trimester for the 2020-21 academic year.

### **FOOD SERVICE**

GRACE is committed to our Food Service mission: “Helping our students be healthy, well-nourished, balanced, confident and ready to achieve academic excellence and life skills, while growing in their Catholic Faith.”

Director of Food Service, Jamie Hurley, is a state-licensed Registered Dietician, and the dedicated Food Service professionals at each of our schools are passionate about providing healthy, student-friendly, nutritious and affordable meals daily.

All GRACE schools using our Food Service program participate in the United States Department of Agriculture’s National School Lunch Program. The program ensures daily nutritional components are met for lunch, provides students and families with additional resources (such as the Free and Reduced Meal Eligibility Program) and provides additional grant funding for our schools. Additional information can be found on the Food Service webpage- [LINK HERE](#).

### **MEDICATION POLICY**

A Medical Consent Form must be on file for all medication. This applies to all prescription and over-the-counter medications, including cough drops.

- Non-prescription medication must be supplied in the original manufacturer’s package, and the package must list the ingredients and recommended therapeutic dosage in a legible format. Written instructions from the parent or guardian are required.
- Prescription medications must be supplied in the original pharmacy-labeled package. The package must list the name of the pupil, name of the prescriber, name of the prescription medication, the dose, the effective date, and the directions in a legible format

All medications must be kept in the school office and administered by authorized school office staff. No medication may be kept with a student. The Medication Consent Form is available on the school website.

Medication Consent Form- [LINK HERE](#).

### **PARENTS AS PRIMARY EDUCATORS**

Parents have the first responsibility for the education of their children. They bear witness to this responsibility first by creating a home where tenderness, forgiveness, respect, fidelity and disinterested service are the rule. The home is well suited for education in the virtues. Parents have a grave responsibility to give good example to their children. By knowing how to acknowledge their own failings to their children, parents will be better able to guide and correct them.” (Catechism of the Catholic Church #2223)

The education of your child is a partnership between you and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require you to withdraw your child.

### **TUITION AND FEES**

As a non-profit entity, Catholic schools are dependent upon tuition to meet their contractual obligations for salaries and benefits of staff as well as balance our budgets. Our GRACE schools do not charge the actual cost to educate a student, therefore every tuition dollar and fundraising dollar matters to help us maintain operational vitality of our schools.

Families needing tuition assistance are encouraged to apply to the GRACE Financial Aid Program through TADS as we work hard to make Catholic education affordable to all.

GRACE offers various installment plans for families to fulfill their financial obligation for the education of their child/ren. In addition, all tuition balances must be paid by the end of the respective academic year.

Additional information may be found on the Tuition and Fees webpage- [LINK HERE](#) and the Tuition Assistance webpage- [LINK HERE](#).

## ACCREDITATION STATUS

Holy Cross School received accreditation  
in 2012 through the  
Wisconsin Religious and Independent Schools.  
This Accreditation will be renewed in 2020-2021.

### **Holy Cross Parish Mission Statement**

Holy Cross Parish Family, with the Eucharist as our center,  
welcomes all God's people through our open doors.

By working together as a strong faith community,  
we live what we believe. Our Catholic heritage and  
solid educational tradition provide the foundation  
upon which we build for the future.

*Adopted by the Pastoral Council March 31, 2009*

