



Parent/Student Handbook

2026-2027

Living & Learning Through Christ

**Holy Cross Catholic School
1745 S. Clinton St.
Defiance, OH 43512
419-784-2021**

Mission Statement

Holy Cross Catholic School of Defiance provides a superior academic education which guides each student toward lifelong service and Christ-centered decision making.

Admission

HCCS admits students of any religion, race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of religion, race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Upon a student's initial entry to school, the original birth certificate must be presented to the school office, along with an up-to-date list of the student's immunizations. A copy will be made and kept in the student's permanent file. Social Security cards may be asked for at a later date but are not required upon admission.

Each new and returning student must annually file in the school office an updated emergency medical authorization form. For the best interest of your child, we **must** have a copy of court custody papers on file if either parent is not to have contact or receive information.

It is at the discretion of the principal whether a student will be admitted to Holy Cross Catholic School. New students and their parents/guardians will meet with the principal and will be given full information about Holy Cross Catholic School and our expectations.

At Holy Cross Catholic School, conduct of students/parents/faculty, inside or outside of school, that is detrimental to the reputation of the school, or those that attend, can/will be disciplined/dealt with according to our disciplinary code. Conduct that is in contrast of Holy Cross' beliefs and policies may result in expulsion or termination.

Registration

Upon request to register a student, student must take part in a screening with the teacher for which class the student wishes to enroll. The student must bring with them 3 of their most recent grade cards. Upon review of the screening, the appropriate staff will provide information for the next steps in the registration process. Parents and students will be expected to fill out all of, but not limited to, the following forms: Registration Form, Media Release, Health History, Emergency Medical Authorization Form, and Dismissal Instruction Form. Parents and students will also be asked to provide a Birth Certificate and an Immunization Records.

There is a non-refundable registration fee of \$25.

Office Hours

The school office is open from 8:30am to 4:00pm Monday through Friday on regular school days.

Tuition

We encourage all families with students grades K-6 to apply for the Ed Choice Scholarship. This is a State funded scholarship which may result in 100% paid tuition. Students that do not apply for Ed Choice must pay the full subsidized amount. Students that do not apply for any scholarships must pay the full cost to educate. FACTS Management System is used to collect tuition electronically. Tuition can also be paid directly to the school via cash or check in any amount at any time as long as it is paid in full by May 31st. All families are required to pay technology fees, 5th and 6th grade only are required to pay an additional laptop fee. Assistance is available upon request. 5th & 6th grade band students that rent an instrument from Holy Cross will be asked to pay a \$75 Instrument Rental Fee.

Religion

Religion is taught as a subject daily. Religious instruction is appropriate to each age group. All students will be expected to proficiently fulfill the requirements of their Religion class. All students participate in daily religious instruction based on Catholic doctrine and tradition. This instruction in Catholic beliefs and values permeates all aspects of the school program.

There are many occasions during the year when staff and students share time praying and worshipping together. Students say daily prayers during morning announcements and before lunch. Students attend weekly liturgies. The teachers, along with their classes, take turns preparing the liturgy and choosing the music. Integral to our faith is a service component. Each year students become actively involved in several service projects in the school, their parish, in the community and for the Missions.

Alter Servers

Any Catholic student in grades 4 and up are welcome to become an altar server. To serve at school or Parish mass, the student must receive altar training.

Conference

Parents are encouraged to attend the regularly scheduled Parent-Teacher Conferences. The office will contact you to arrange a time. If you cannot attend your assigned conference time, please call the school office or contact the child's teacher.

If you need to talk to a teacher, please call or send an email or a note to the teacher to schedule an appointment. This method will allow the teacher to set aside an appropriate amount of time to meet with you and will avoid interrupting classroom instruction time.

Curriculum

The curriculum is based on the state approved courses of study developed by the Catholic School Office in the Diocese of Toledo. The school is in compliance with the Ohio State Standards, 1983 and the Ohio Revised Code.

Accreditation of Holy Cross Catholic School was last completed in 20__.

Grading System & Progress Reports

Report Cards

The progress of each student is measured and evaluated every quarter. Report cards are available on Option C at the end of each nine-week quarter. Paper copies are available upon request.

The grading scale for grades K-6 is as follows:

100 - 93	A	92 - 85	B	84 - 75	C
74 - 67	D	66 - below	F		

Government Funded Services

Holy Cross Catholic School provides a variety of supplemental services to meet the unique needs of each individual, through Government Funding.

Title I/Remedial Reading

A teacher provides individual and small group assistance to students who experience difficulty in developing reading and math skills. This service is usually provided for primary students.

Learning Tutor

This state-funded program has made it possible for students to receive special assistance in any subject area in which they are having difficulty. This assistance is provided to the students in grades K-6th, on an individual or small group basis.

Language and Speech Therapy

A speech therapist, financed by the State of Ohio, tests and provides therapy for those students in grades Kindergarten – 6th who experience difficulties in communication. The therapist serves as a consultant to the teacher and parents and provides individualized programs for those who qualify. The speech therapist also gives hearing tests to students.

Arrival

PLEASE DRIVE SLOWLY and watch for students walking in the parking area. If students are using our Before School Care program they should enter the building through the gym entrance, located off of South Clinton Street. Before School Care begins at 7:30am, students should not arrive before this time. Main entrance doors open at 8:30am. Students not using the Before School Care program should not arrive before this time. Any office business that needs to be taken care of can be done at this time until 9:00am.

Tardiness

A student is tardy if he or she arrives after the designated time for the beginning of the morning, which is 9am and 11am on a two-hour delay. Students that arrive after these times must check in at the office and be signed in by a parent or the adult which is providing transportation.

Delaying or Closing

School delays and cancellations are announced over the local TV news stations and on our Holy Cross Catholic School Facebook page. Text and email messages will also be sent to parents via

Option C. The Defiance City Schools schedule is followed. A 1-hour delay would begin classes at 10:00 a.m.; a 2-hour delay would begin classes at 11:00 a.m. If there is a two-hour delay, three-year old pre-school classes will be cancelled. Buses will run as delayed. In the event that school is canceled for the day, all extra-curricular activities are also canceled unless otherwise notified.

Attendance Policies & Procedures

Our attendance policies and procedures are based on the Ohio Missing Children's Act. When a parent, guardian, etc. determines that the child will be absent from the school, he/she may communicate this to the school in any of the following ways:

An early telephone call during hours when school personnel are available to receive calls (8:00 a.m.-9:00 am) 419-784-2021

Written notification from the parents delivered by a sibling or a neighbor's child.

Email to school secretary: rsampson@defianceholycross.org

*If a parent does not contact the school, the principal or designee will attempt to ascertain the reason for the absence and notify the parent, if necessary, by:

Telephone call

Written notice via mail or email

In the case of sequenced days of absenteeism due to illness, a phone call on the first day will suffice; however, a projected date of return to school must be given at this time. If the child is absent longer than the projected date, the entire process reactivates and a doctor's note is required. Students missing more than 2 academic periods throughout the day will be considered half-day absent. Parents wanting to pick up homework missed for absenteeism can do so after 3:00pm unless otherwise determined by the teacher.

In the case of sequenced days of scheduled absenteeism, please fill out the Advance Request for Absence form, available in the office.

If your child/ren will be going home with someone other than the parent or legal guardian, a note is required. If students are going home in a different manner than usual, i.e. by car instead of bus, a note is required.

If you will be out of town for any length of time during the school year, please advise the school office as to who will be staying with your children or where your children will be going in your absence.

*Truancy will be reported to our School Resource Officer.

Missing Assignments

It is the responsibility of the child to ask for missed assignments immediately following an absence. One day to complete missed assignments is given for each day of absence. Missing school because of non-scheduled vacations, shopping trips, haircuts, etc., is discouraged, but is the responsibility of the parents. Teachers are not required to give work in advance of these absences but will provide the make-up work when the student returns. A note is required.

Before School Morning Detention

Please read the Detention Policy, located at the end of this handbook, sign the attached parent acknowledgement form, and return to your child's teacher ASAP.

Dismissal

All students must have a Dismissal Instructions Form on file in the office. If students are going home any way other than is listed on that form, we must have a note stating those changes and it must be signed by a parent or guardian. Any student leaving the building during the school day must have a written request from the parents. This request is given to the teacher and is sent to the office for approval. The adult picking up the student/s should sign them out in the office. Regular dismissal for grades K-6 is 3:20pm. All students that walk home from school will be dismissed at 3:10pm. If there are any changes to this time, parents and students will be notified ahead of time. Please avoid conducting office business at dismissal time. This can be a very hectic time and our full attention will be on getting our students home safely.

Custodial and Non-Custodial Parents

A child may be released only to his/her parents or clearly authorized persons. A custodial parent must notify the school of any custody arrangements by providing the school with a certified copy of the custody order or decrees, supplying subsequent modification orders as they may take place. Full rights of access are given to either parent (natural or adoptive) unless there is evidence of a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Bus Service

Two bus systems, Defiance City and Tinora, transport students to Holy Cross Catholic School. Students riding buses must observe all rules and regulations as determined by these public school systems; failure to do so will result in the loss of bus privileges for a period of time, or permanently. Parents must contact their respective bus garage and make plans for their student to ride the bus, prior to the first day that they expect to ride. Defiance City Schools requires a bus rider consent form to be completed prior to the first day the student is expected to ride. These are available in the school office.

Defiance Bus Garage 419-782-7091 Tinora Bus Garage 419-497-9919

Articles Prohibited at School

Mobile Devices: Mobile devices are considered to be small handheld devices and include but are not limited to cell phones, iPods, iPads/tablets, Kindles, Nooks, pagers, cameras, calculators, handheld gaming devices, and media players. Any of these devices borrowed from the school may be used as assigned. Cell phones must be turned off and are not permitted to be used during the school day including at dismissal, bus pick up, and After School Care. All other personal handheld devices may be used with a teacher's permission for educational purposes only, **not** entertainment purposes. (i.e. listening to music, playing games, etc.) The exception to this would be allowing them to be used during recess time to play teacher approved games. No personal handheld devices are allowed to access the school's network.

Holy Cross Catholic School does not tolerate weapons at any time on school grounds. Any student found to possess a weapon will be subject to administrative and legal action. Students

should not engage in conversation about firearms, should not pretend to have a firearm, or make gestures that imitate firearms.

Behavior

The Diocese of Toledo and the Catholic Schools Office believe that all of our Catholic schools must be aware that their purpose is rooted in the mission of the Church and the message of Jesus Christ.

It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards, where no student shall be subjected to bullying, intimidation or harassment.

Pastors, principals, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and any other school support staff, are to expect that all students and staff behave appropriately and treat others with civility and respect.

Bullying, harassment or intimidation will not be tolerated in any of our Catholic schools in the Diocese of Toledo.

A. Bullying by Definition:

Bullying, harassment or intimidation means any of the following: Any intentional written, verbal, electronic (cyber-bullying), physical act, or any other similar behavior that a student or staff member has exhibited toward another student which:

- (1.) Causes physical or emotional harm to the target or damage to the target's property.
- (2.) Places another student in reasonable fear of harm or of damage to property.
- (3.) Creates a hostile environment at school for another student.
- (4.) Infringes on the rights of another student at school.
- (5.) Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.
- (6.) Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying.
- (7.) Is considered electronic bullying (cyber-bullying) meaning bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:
 - a) Wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.
 - b) The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
 - c) The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if

the distribution or posting creates any of the conditions enumerated in the definition of bullying.

B. Bullying is Prohibited:

- (1.) On school grounds owned/ leased/used by school or on property immediately adjacent to school grounds.
- (2.) At any school-sponsored or related activity, function or program whether on or off school grounds.
- (3.) At a location, activity, function or program that is not school-related, when there are possible ramifications for students or adults in the school.
- (4.) At a school bus stop, on a school bus or any other vehicle owned, leased or used by the school.
- (5.) Through the use of technology or electronic device owned, leased or used by the school.
- (6.) Through the use of technology or an electronic device not owned, leased or used by the school if the act or acts in question:
 - a. Create a hostile environment at school for the target.
 - b. Infringe on the rights of the target at school.
 - c. Materially and substantially disrupt the education process or the orderly operation of a school.

C. Prevention and Intervention Plan:

- (1.) Students, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, extracurricular advisors and all other school support staff may report bullying directly to the principal either in writing or verbally or may choose to report through the TIPS website link on www.saintpatrickschoolbryan.org website anonymously.
- (2.) Reports of bullying, harassment, intimidation may be made anonymously. No disciplinary action shall be taken against a student solely on the basis of an anonymous report.
- (3.) School (and parish if appropriate) personnel (listed in item 1) are obligated to report prohibited incidents of which they are aware to the school principal or other administrator designated by the principal.
- (4.) In cases where the aggressor or target is not a student at this school, information shall be disclosed to the principal or appropriate administrator of the public, private or charter school in which the student is enrolled.
- (5.) The custodial parent(s) or guardian(s) of any student involved in a prohibited incident shall be notified.
- (6.) Reported incidents and responses to incidents including steps taken to investigate reported incidents shall be documented in writing and kept in a file with the principal of the school.

(7.) Victims or other people reporting incidents shall not be subject to new or additional harassment, intimidation, or bullying, and from retaliation following a report, including any means by which a person may report an incident anonymously.

(8.) Referrals to appropriate outside counseling will be made for aggressors, targets and family members of students as needed.

(9.) Any student guilty of harassment, intimidation, or bullying, that infringes on any student's rights will be disciplined to the full extent of Student Conduct and Student Discipline policies outlined in the Student/Parent Handbook of St. Patrick Catholic School beginning with citations and including but not limited to suspension and possible expulsion.

(10.) A range of disciplinary actions may be taken against an aggressor for bullying or retaliation. The disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior and may include:

- a.) Complete Bullying Incident Form
- b.) Make principal aware of occurrence
- c.) One-on-one counseling/mediation with principal and/or appropriate counselor
- d.) Separation from peers within classroom to extent possible
- e.) In-school suspension
- f.) Out-of-school suspension
- g.) Expulsion

+++NOTE: Disciplinary actions will NOT necessarily be taken immediately solely on the basis of a report made by a student or a parent/guardian. Investigation of the report will take place prior to any disciplinary action.+++

(11.) Students deliberately making false reports of harassment, intimidation, or bullying and for any student responsible for deliberately making a false report will be disciplined according to the Student Conduct, Student Discipline and Bullying Prevention policies of St. Patrick Catholic School to include but not limited to citations, suspension and possible expulsion.

(12.) The Bullying Prevention Policy is included in the Student/Parent Handbook that all school families will receive at the beginning of the school year and is also included on the website of St. Patrick Catholic School: www.saintpatrickschoolbryan.org.

(13.) By signing the Acknowledgement and Signature Page of the Student/Parent Handbook, students and parents/guardians acknowledge they have read the handbook and all policies included therein.

D. Plan Review and Updates:

The plan shall be reviewed and updated preferably every year, but at least every two years and the principal is responsible for the implementation and oversight of the anti-bullying prevention and implementation plan within the school.

E. Training:

Regular training on the plan shall be provided for students, faculty, staff, parents, and all other school support staff including volunteers.

Such anti-bullying training may include, but not be limited to:

- (1.) Developmentally appropriate Biblical teachings about caring for the welfare of each other.
- (2.) Developmentally appropriate strategies to prevent bullying incidents.
- (3.) Developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents.
- (4.) Information regarding the complex interaction and power differential that can take place between and among an aggressor, target and witnesses to the bullying.
- (5.) Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment.
- (6.) Information on cyber-bullying emphasizing Internet safety.

F. Publication and Notice:

The plan shall be posted on the school's website and included in student/parent and employee handbooks.

G. Reporting:

A member of the staff shall immediately report any instance of bullying or retaliation the staff member has witnessed or becomes aware of to the school principal or administrative assistant.

H. Minimum Required Actions:

If the principal or his/her designee determines that bullying or retaliation has occurred, he/she shall:

- (1.) Take appropriate disciplinary action as stated in the plan.
- (2.) Notify the parents or guardians of the aggressor and target and inform them of the disciplinary action and action to be taken to prevent any further acts.

If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or his/her designee informed of such incident shall contact the local law enforcement agency if he/she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

Suspension/Expulsion In accordance with Ohio law, Section 3313.66 R.C. the Principal of a school may suspend a pupil from school for not more than ten (10) days. In addition, the Superintendent may expel a student from school for eighty (80) days. Suspensions and/or expulsions can extend into the next school year. Suspensions and expulsions may occur for the following reasons: fighting or intent to harm another person, personal threat to harm self or others, smoking of any kind on school property, general disruption and continual misbehavior in the classroom/on the playground, possession of drugs or weapons, inappropriate language, stealing of school property, harassment, intimidation, bullying, and other infractions at the discretion of the Principal. The decision for permanent dismissal rests with the Principal who is to consult with the faculty involved and the Pastor.

Students are expected to conduct themselves properly and respectfully at all times. Each teacher will establish age-appropriate guidelines. Consequences for inappropriate behavior will be handled first by the teacher. When it is necessary, the principal will assist. In the case of

repeated misbehavior, the teacher and/or principal will contact the parent/guardian. The principal reserves the right to suspend or expel students based on what he/she considers unacceptable behavior.

Hierarchy

At HCCS if a problem does arise, there is a gradual gradation in which a parent has recourse. This gradation should be followed to achieve a collaborative and correct decision for resolutions.

1. Teacher in the Classroom
2. Principal of the School- Rose Reinhart principal@defianceholycross.org
3. Pastor/Superintendent- Fr. Dave Cirata dcirata@toldedodiocese.org
4. The Most Reverend Bishop of the Diocese of Toledo

Parents who have problems or concerns about their student or the school should solve them at the lowest possible level. First the parent should contact the teacher who will set up a conference to work out a mutually acceptable plan of action. In the same regard, if a teacher is having an issue with a student, parents will be contacted to arrange a conference. Conferences should be scheduled by appointment. *No parent is to confer with any faculty member while they are teaching a class, preparing to do so, or preparing for dismissal. * If an issue persists or is so severe that it cannot be resolved in this manner, the School Principal will become part of the problem-solving process. If the issue still can not be resolved, the School Pastor/ Superintendent will schedule a meeting with the Classroom Teacher, Principal, Parents, and himself.

Child Abuse (O.R.C. 2151.421)

School personnel are required by law to report any evidence of child abuse or neglect to Defiance County Job and Family services. The school is required to and will cooperate 100% with law officials.

Calendar

It is the policy of Holy Cross Catholic School to follow the Defiance Public School calendar as closely as possible, with 950 hours of attendance. There may be special Holy Days that we observe that Defiance City Schools does not, i.e. Easter Monday. Parents will be notified in advance of any changes in the school calendar.

Cafeteria

Lunch money will be added to student accounts via Option C or with cash or check payments brought to the school office. When sending in money to the office, please place student name, grade, amount, and intended use on the envelope. All students are required to go to the cafeteria during their assigned lunch period. All lunches, regardless of being purchased in the

cafeteria or brought from home, will be eaten in the cafeteria. Food may not be taken out of the cafeteria. Good lunchroom manners are expected of all students.

Bringing in fast food is not allowed. All lunches are to be purchased or packed from home. Permission must be obtained from the principal for any special circumstances. This is also in compliance with the Ohio School Lunch Program guidelines.

The School Lunch Program provides portions and meal planning in accordance with the Ohio State guidelines. Students are encouraged to eat a portion of everything that is served.

Parents/guardians will be contacted if students are not eating lunches.

Free/ Reduced Lunch

Holy Cross Catholic School offers a free/reduced lunch program for families who qualify. Forms and an explanation of the program are available in the office. New forms are sent to each family and must be completed by Sept 30th to be considered for the current school year. Families will be notified of acceptance or non-acceptance.

Lunch Times

PreK & young 5's: 11:20am

Grades K-2: 11:40am

Grades 3-6: 12:20pm

Dress Code

(Please follow the more detailed uniform policy as outlined on the school web page.)

A paper copy of this policy is available upon request.

*Students in grades 3-6 will be allotted 3 Dress Code Infractions each quarter, if a student exceeds this amount, they will receive a before school morning detention.

*If we do not have the size that is needed in appropriate uniform attire, parents will be called to bring students uniform attire from home. No hooded sweatshirts, unless it is an HCCS sweatshirt. All sweaters and sweatshirts must be either a uniform color or grey.

Shorts:

Uniform shorts/skorts or shorts of any kind may not be worn to Mass. Students are welcome to bring shorts to school on Mass days and change after Mass is over. Uniform shorts may be worn year-round if student so desires. Jeans and t-shirts are also not to be worn to mass. There may be rare occasions when a non-uniform day is on a Mass day. Apparel for these special days will only be "Sunday best" or uniform.

Gym:

Skirts with shorts underneath or skorts may be worn by the girls during gym class. Due to schedule constraints, girls must wear the skorts, shorts, or pants to school on gym days. There is no time for changing. Gym shoes are required for all gym classes. Students without gym shoes will not be allowed to participate for safety reasons.

Miscellaneous:

1. Clothing promoting alcohol, tobacco, weapons, drugs or disrespect for authority or another person is not allowed.
2. Students are not to wear make-up to school.
3. Good personal hygiene is required.

4. Students do go outside for recess in the winter if the temperature, including wind-chill factor, is 24 degrees or above. Hats, gloves, boots, or heavy shoes should be worn. Snow pants and winter boots are required to play in the snow piles on the playground, otherwise students will be restricted to the blacktop.

Emergency Closing

In the event of severely inclement weather, the school will be closed or the starting time delayed. The same condition may also make early dismissal necessary. Parents and students will be notified of any such change in schedule by announcement over all text and email alerts, and Facebook. When the Defiance City Schools are closed, delayed or dismissed early, Holy Cross Catholic School will do the same.

Please remember to pay close attention to these announcements as there is not always supervision of students available during these times. If students are delayed so are teachers.

Emergency Drills

Tornado Drills

Tornado drills will be held in April and May. Students are to follow the instructions posted in each classroom.

Sound for alarm: a series of short bells

Procedure: each student proceeds to the hallway, faces the wall and kneels, sits or scrunches, facing the wall.

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution, it is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible, in a straight line and quietly. Directions are posted in each classroom and each room of the building.

Rapid Dismissal

During a rapid dismissal, a continuous tap of the announcement bell is the signal for all classrooms to evacuate to the outside area as quickly as possible.

Stay in Place Drill

Students are asked to stay in the classroom or a secure location with the class.

Field Trips/Activities

Each class is encouraged to take field trips to enrich our academic program. Arrangements can be made for either buses or parent drivers. The parish policy for field trips is followed and the proper forms must be filled out by persons transporting students.

When a student goes on a field trip or is involved in any activity that requires leaving the school grounds, written permission from the parents or legal guardians must be obtained.

The parent has the right to refuse to allow their child to participate in a field trip. If the child does not participate, he/she will most likely have to be absent for the day.

* Any student with missing assignments or behavior issues may not be allowed to participate in class field trips or activities. This is up to the discretion of the teacher, activity coordinator, and the principal.

Health & Safety Information

Accident and Sickness

In case of illness or serious injury, parents will be notified promptly. If they cannot be reached, the emergency person listed on the emergency information card will be called. If this person cannot be reached and the student needs a doctor's care or needs to be taken to the hospital, the doctor and hospital listed on the emergency medical authorization form will be used.

Medication

The school cannot administer any medication, prescription or non-prescription without the parents' written permission. Whenever a student must take any type of medication during school hours, the appropriate release forms must be on file in the office. The medication will be administered in the school office by the principal or secretary, child's teacher or any person designated by the principal in his/her absence.

Immunizations

An immunization record is kept on file for all students. At the student's entry into school, information about the child's immunizations must be provided to show that the incoming student meets the minimum immunization requirements.

Safety

Fire drills, tornado drills, stay in place, and rapid dismissals are conducted regularly as required by law.

Contagious Diseases

Head lice, chicken pox, pink eye, and the common cold etc. are medical conditions which would warrant exclusion of the student from school. Students can return to school when they are under treatment or when they are no longer contagious which means fever free for 24 hours without the aid of fever-reducing drugs.

Lice

Confirmed cases of lice will be prohibited from attending school until a statement from the Defiance County Health Department or a physician is presented to the school stating that an initial treatment will allow the student to be readmitted on a temporary basis. Continued attendance in school will only be permitted if the weekly contact sheets from the health department or physician are presented to the school or until the case is dismissed by the health department or physician.

HCCS will send a letter of notification to the parents of the class in which the case is found.

Lost and Found

Each year many articles are lost and unclaimed by children. It is important that children learn to value and care for all property. A “Lost and Found” box is kept at school. Encourage your child to check for lost articles. You are also welcome to come in and check. Also, students finding textbooks or other valuables at school should turn them into the office where they can be claimed. Unclaimed articles are sent to charitable organizations periodically throughout the school year, depending on abundance of items.

Organizations

School Advisory Council

This council is a representative body of both parishes. Its purpose: to consider and develop matters of school policy, to make recommendations to school administrators and to act in an advisory capacity to the Principal and the Pastor/Superintendent. The School Advisory Council’s bylaws are subject to the regulations of the Toledo Diocese. This group meets monthly August through May.

PMO: Parent Ministry Organization

This group is our parent support group. Every school family is encouraged to be part of the PMO. Its purpose is to be a source of parental support, to be a facilitator between parents, children and teachers and to financially support school functions and activities. For more information, please visit their Facebook page, search: Holy Cross Catholic School PMO.

Parents

Parent/ Guardian involvement is vital to the success of Holy Cross Catholic School. A working relationship between home and school is the best environment for a student and his/her progress. Therefore, students benefit when parents/guardians and teachers work together for the best interest of the students.

Promotion/ Retention Policies

The principal has the right to assign pupils to grade levels. Parents should be notified and consulted in reasonable time prior to the decision to retain a child; however, the right to retain a student at a certain level is dependent on the school’s judgment. If the school decides on placement due to parental pressure, the principal may properly require that the parents request the placement in writing. In such a case, the movement to the next grade should be regarded as a transfer and not a promotion.

Student Records

There is a cumulative record for each student enrolled in the school. This record contains yearly educational data, standardized test scores, and reports of any special services.

These files are only available to members of the staff, with the approval of the principal. Parents have the right to read and examine the file. When a student leaves the school, the data is sent to the receiving school only upon written request of the parent for the academic record. The health folder also is sent when the request is received. Both custodial/residential and non-custodial/non-residential parents are entitled to reasonable access to their child's school records. The school reserves the right to withhold records for non-payment of tuition and fees when a student transfers.

Sacraments

The Sacrament of Reconciliation and First Communion will be taught in the second grade, Reconciliation preceding First Communion. If you would like to have your child receive the Sacrament of First Communion, you must provide the school with the student's baptismal record.

School Pictures

School pictures are taken twice a year, in the Fall and Spring. Purchasing pictures is optional. Picture days will always be on Wednesdays. PreK3 students are welcome to join us for picture day between 9:00 and 10:00, otherwise their picture will be taken on retake day which will be on a Tuesday or Thursday. There is no retake day for Spring Pictures.

Personal Cell Phone and Other Electronic Devices

Students are only allowed to use the school telephone with the permission of the principal or secretary. Permission will only be given if the reason is considered to be important. Students have no need for cell phones or other personal electronic devices during school hours. All cell phones or other personal electronic devices will be confiscated by school personnel if found during school hours.

Textbooks

All basic texts are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Some teachers will require the books to be covered at all times. Student names should be written in the books in case they are misplaced. We do charge for the books in cases of abuse, misuse, or loss. The charge for damaged books will be based on the amount of damage, age of the book, and the reusability of the book. This charge may be as little as \$2.00 up to the replacement cost of the book.

Visitors

Visitors are always welcome at our school. Parents/guardians, relatives, and friends may visit the school from time to time. Visitors are required to report to the school office before going elsewhere in the building. If you plan to visit your student's classroom, please get permission from their teacher in advance.

Any questions or concerns can be directed to the school secretary at 419-784-2021 or rsampson@defianceholycross.org.

Thank you for choosing Holy Cross Catholic School!

We are pleased that you have chosen a Catholic education for your child/children. All of us at Holy Cross promise to work with you and support you in your role as primary educators of your child/children.

This handbook will serve as a guideline for all of us and a handy reference for you. Holy Cross recognizes the importance of communication. If you have any questions or concerns, please feel free to call the school.

Below you will find a Student Handbook Certification. Please fill in the necessary information and return it to your child's homeroom teacher. This will assure us that you have had time to share our handbook with your child.

Note: Cut off the Student Handbook Certification and keep the Parent/Student Handbook.

Thank you for taking the time to read this booklet.

-----Cut here -----

Holy Cross Catholic School Student Handbook Certification

We, _____ and _____,
Parent/Guardian Student

have received and read this student handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of Holy Cross Catholic School.

Parent/Guardian Signature

Student's Signature

Date