



Holy Cross Catholic School Parent/Student Handbook 2024-2025

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 -----

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

ADMISSION

Holy Cross Catholic School recruits and admits students of any race, color or ethnic origin to all rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, ethnic origin or disability in administration of its' educational policies, scholarships, loans, fee waivers, educational programs, and athletics or extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative-agency-ordered or public-school-district-initiated desegregation.

On 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. It is recommended, for the best interest of your child, that a copy of court custody papers be on file. If either parent is not to have contact or receive information, we must have a copy of the court order that states such.

It's 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 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.

ATTENDANCE POLICIES AND 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:

- A. An early telephone call during hours when school personnel are available to receive calls (after 8:30 a.m.)
- B. Written notification from the parents delivered by a sibling or a neighbor's child.

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:

- A. Telephone call
- B. 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.

In the case of sequenced days of scheduled absenteeism, please fill out the advance request forms 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 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.

MISSING ASSIGNMENTS

It is the responsibility of the child to ask for missed assignments immediately following the 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.

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.

LEAVING THE BUILDING

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.

ARTICLES PROHIBITED AT SCHOOL

Mobile Devices: Mobile devices are considered to be small handheld devices and include 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 car and bus pick up. 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 action.

ASSEMBLIES

Throughout the year a variety of assemblies are planned. Students shall maintain courteous and polite behavior during assemblies. Students shall enter and exit the assembly area quietly with their class.

BEHAVIOR

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.

BIRTHDAYS AND PARTIES

A student may celebrate his/her birthday in school by bringing a treat for the entire class. Permission must be obtained from the classroom teacher prior to the child's birthday.

Classes may have a party at Halloween, Christmas and Valentine's Day. The classroom teacher will decide if these parties or any other are appropriate for his/her class.

Students may only pass out invitations to home parties if the whole class is invited or the invitation is given to the entire group of girls or the entire group of boys.

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

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 use on the envelope. All students are required to go to the cafeteria during their assigned cafeteria 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.

Lunch Times

PreK & young 5's: 11:20am

Grades K-2: 11:50am

Grades 3-6: 12:20pm

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.

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.

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 2015.

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.

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 voice messages will also be sent to parents who request the service. 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 our day 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.

DISMISSAL

At the beginning of the year parents/guardians will fill out a form telling the usual means their children will use to get home each day. A note must be sent each day the child will be going home a different way.

The school must receive advance notice if any other person besides a parent/guardian or family member is picking up a student. Approval must also be given for a student to ride a different bus; bus drivers require the approval and signature of the building principal to a parent's/guardian's permission notification.

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.

Shorts:

Uniform shorts 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 Classes:

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.

FAITH EXPERIENCES AND PRAYER

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.

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.

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.

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.

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.

GRIEVANCE PROCEDURE FOR PARENTS

In the event that a parent has a problem related specifically to the classroom and/or an individual teacher, the parent should request a conference with the teacher in question. The student may, or may not, be present depending on the situation.

If a resolution cannot be agreed upon by both parties, the parent may then refer the case to the principal for further deliberation. The principal may, or may not ask the teacher to be present.

Should an impasse occur, the parent is able to have recourse to the superintendent. The last group to be approached for assistance is the School Council, and one turns to them only after first conferencing with all of the above sources.

GRADING SYSTEM AND 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.

HARASSMENT POLICY

Student to student harassment may be deemed abuse when the age, maturity or developmental differences between the students are significant. If the school believes that a student may be sexually or physically abusing another student, the decision may be made to contact Children's Services and the Catholic Schools Office.

Students of similar ages may engage in harassment or bullying behavior. Complaints of harassment or bullying will be taken seriously and will be investigated. Disciplinary action may be imposed where indicated.

Examples of bullying are name-calling, hitting, punching etc., threatening, sending hurtful notes, deliberately ignoring or excluding, teasing, sexual innuendo or any excessive or unwelcome physical contact.

The Diocese of Toledo provides an online site to report any concerns pertaining to a student's learning environment. A link to the TIPS Incident Report button is located at the bottom of the school's webpage.

HEALTH AND 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.

Our school 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 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.

RECORDS OF STUDENTS

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.

TELEPHONE

Students are only allowed to use the telephone with the permission of the principal or secretary. Permission will only be given if the reason is considered to be important.

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.

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.

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!