

Section 1: Philosophy, Objectives, Motto, Mission Statement, Credo and Non-Discrimination Policy

Philosophy:

Holy Cross Lutheran Christian Day School is an extension of the ministry of Holy Cross Lutheran Church. The school exists to provide a quality Christian education through the teaching of a complete basic curriculum and the Christian faith. Holy Cross believes that God has made us His children through the life, death, and resurrection of Jesus Christ. As children of God we are free to live new lives in Christ. Holy Cross Lutheran Christian Day School exists to describe and demonstrate this new life in Christ to the students, parents, and community we serve. We believe that the Bible is God's divine word and is the guideline for living a faith-filled, Christian life.

At Holy Cross Lutheran Christian Day School we desire to:

- Bring each child to know and love his or her Savior, Jesus Christ, through religious instruction, and an atmosphere of Christian discipline and love.
- Provide a total education for each child by meeting their spiritual, intellectual, physical, emotional, and social needs.
- Maintain close contact with parents/guardians in respect to student progress and behavior.
- Encourage parents/guardians to develop closer relationships in their families with their Lord and Savior.
- Provide a well-trained faculty and staff that teach all basic curriculum areas while maintaining a high standard of student achievement, and superior quality in instruction.
- Encourage students to become creative and innovative problem- solvers in preparing them to deal with everyday life.

Holy Cross Lutheran Christian Day School is committed to helping each child develop their God-given abilities through a quality Christian education in a loving, Christ-like environment, and to share God's Good News of salvation with those whom we serve.

Objectives:

The Child in Relationship to God:

The child will develop...

- a growing knowledge of the Triune God
- a realization that sin destroys ones relationship with God
- a trust in Jesus Christ as their Savior
- an understanding of the role of the Holy Spirit in nurturing faith through the Word and sacraments, and
- a worshipful and sanctified life in response to the grace of a loving God.

The Child in Relationship to self:

The child will develop...

- the knowledge, attitude, and behavior necessary to function as a child of God.
- an attitude of self-worth as a child of God who has been saved by the sacrifice of Christ Jesus.
- an understanding of the physical body and acceptance of responsibility for its health and safety.
- logical, scientific, creative thinking habits and academic skills appropriate to their grade level.
- the Christian social skills needed to live competently and creatively.
- an understanding of the emotional aspects and needs that are a part of life.
- an appreciation of the fine arts, and the ability to express themselves aesthetically through the arts.
- a saving faith relationship with God.

The Child in Relationship to Others:

The child will develop...

- a recognition that all people are children of God, and are deserving of love, respect, and courtesy.
- a consideration for the rights of others.
- a concern for the spiritual and material welfare of all people.
- an appreciation for the cultural variety which God has given us.
- a respect for parents, teachers, and others to whom God has given the responsibility of teaching a Christian lifestyle.
- a respect for those in the local, state, and national governments that have been placed in authority over us.
- the knowledge and communication skills necessary to communicate clearly and effectively orally and in writing, along with the ability to work cooperatively with others.

Motto:

"Learning in His Love and Care"

Mission Statement of Holy Cross Lutheran Church:

"Glorify the Triune God by operating a church and school in a manner that expands the community of Christians and nurtures spiritual growth"

Mission Statement of Holy Cross Lutheran Christian Day School:

"Holy Cross encourages academic excellence and a firm foundation in Christian faith through teaching and nurturing in partnership with students, staff, parents and community.

Credo:

- We believe children should grow in love and faith in their Lord Jesus Christ.
- We believe that every child is important and needs to feel that he or she has God-given worth as a person.
- We believe every child is an individual with individual needs and God-given abilities.
- We believe that each child should be able to progress at his/her own rate to produce quality work at his or her individual achievement level.
- We believe that the Christian environment is an important factor in the learning process and that the parents should be deeply involved in the educational program of their child.
- We believe that children should develop fluency in language, continue to be curious, continue to be exposed to beauty, and continue to be creative.
- We believe young children need time to explore and discover their world in a childlike fashion.

Non-Discrimination Policy:

Holy Cross Lutheran Christian Day School admits and does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs. The education program shall foster knowledge of and respect and appreciation for the historical, contemporary, and Christian contributions to society of diverse cultural groups. It shall provide equal education opportunity to both sexes. Holy Cross Lutheran Christian Day School offers equal opportunities in its co-curricular and extra-curricular activities and organizations to both boys and girls.

Section 2: Christian Conduct and Discipline

Student Responsibilities of Christian conduct:

The student at Holy Cross has 4 areas of responsibility as a student and Christian.

1. Students have the responsibility to participate fully in the serious business of learning. Students must report to school on time, and remain in scheduled classes until excused, pay attention to instruction, complete assignments to the best of their ability, request help when it is needed, and take advantage of opportunities presented to improve their academic skills.
2. Students have the responsibility of avoiding any behavior that is detrimental to themselves or other students achieving their educational goals. Students must cooperate in maintaining reasonable orderliness in the school and classroom, take reasonable care of books and educational materials, and encourage an environment where learning is cherished.
3. Students have the responsibility of showing respect for the knowledge and authority of their teachers. Students must obey the reasonable directions of teachers, use only acceptable and courteous language, and avoid actions that show contempt, and appeal teacher decisions only through the appropriate channels.
4. Students have the responsibility of recognizing the rights and human dignity of fellow students. For example, students must refrain from name-calling, fighting, harassment, belittling, or engaging in deliberate attempts to embarrass or harm another student. Students should take every opportunity to encourage excellence in others, and to positively recognize the achievements of others.

Public display of affection is an inappropriate behavior for a Christian school student. The students are to refrain from actions that are signs of a relationship that are not appropriate in a school environment.

General School Rules:

- Show respect for teachers, staff members and classmates at all times.
- Walk quietly in the hallways.
- Keep hands, feet and other objects to yourself.
- Take care of school property.
- In all that you do and all that you say, show Christian behavior and attitude to others.

Behavioral Expectations and Discipline Policy:

Christian Discipline Policy:

Learning to be responsible citizens means that students must obey school rules and regulations. These rules exist to permit students to work together in a Christ-like manner, assisting in orderliness and safety and promoting a smooth operation of the classroom and school.

The point of Christian discipline is not to just punish the student. Discipline is to lead the student to repentance and reconciliation with those around him or her. It is designed to bring about the necessary change in behavior that is required for the student to be successful and to not hinder the well-being and success of others. The Principal, in cooperation with the Board of Christian Education, **reserves the right to dismiss any** child who does not comply with the rules and regulations of the school if after appropriate intervention a student's behavior continues to hinder the rights of fellow students to learn and attend school in a safe and secure environment; also if the student is failing to cooperate with the teacher in follow school rules and the process of repentance and improvement is not occurring,

General Policies:

- There should be no loud, boisterous behavior in restrooms, hallways, or classrooms during breaks. These types of behaviors may be disruptive to other classes. Students in the hallways should walk in a line and keep their hands, feet and other objects to themselves.
- Bathrooms should be used at assigned breaks and with permission. Students need to use the facilities and return to class quickly and quietly. Students should not be loitering in or playing in the bathroom areas.
- Throwing of objects, with the exception of balls and other specified objects during physical education class, is prohibited. This includes but is not limited to rocks, pens, pencils, books, paper, etc.
- Unchristian actions, such as acts of immorality, profanity, gambling, lying, cheating, stealing, smoking, or the use of alcohol or drugs will not be tolerated. These situations will be dealt with severely.
- Students should be respectful of the property they are using. Trash should be placed where it belongs, students should walk on the sidewalks, and the landscaping should not be damaged. Students should not litter on school property.
- Food may be eaten only in the cafeteria, unless prior permission has been given.
- No gum is allowed on campus.
- Glass containers are not permitted in school at any time.
- Water bottles may be permitted at the discretion of the classroom teacher.
- Students must make every effort to conform their lives to the rule of God's word, and should conduct themselves as Christians, not only in school, but also in their daily lives. In doing this, Holy Cross students will display courtesy and respect at all times to their peers, teachers, staff, and school visitors.

There is a **zero-tolerance policy** for behaviors such as but not limited to bullying, aggression, destruction of school property, stealing, defiance and cheating. They will result in an immediate trip to the office and appropriate disciplinary action. In the event of such a serious offense, Holy Cross reserves the right to circumvent the disciplinary policy to proceed directly to suspension or expulsion.

Some Possible Consequences for Misconduct: (but not limited to)

- Loss of privileges
- Temporary loss of participation in special classes
- Loss of eligibility for extracurricular activities and trips
- Silent Lunch or lunch in the office, or assigned seat
- Afterschool detention
- In-school suspension
- Out of School suspension
- Expulsion

Afterschool Detention:

If a student is assigned an afterschool detention, a detention slip is issued and is given to the child. The parent is responsible to sign and return it to acknowledge receipt. If the detention slip is not signed and returned, the student still must serve the detention as scheduled. Failure to sign the detention slip does not negate the detention. If a child cannot serve the detention on the assigned date, it is the responsibility of the parent to make arrangements with the teacher or Principal to reschedule the detention. Failure to attend without notification and approval may result in an additional detention and/or in-school suspension. If a parent refuses to allow a student to serve a detention, the student will be assigned an in-school suspension.

It is not our intention to inconvenience parents who need to make alternative arrangements for pick-up if a student is assigned to a detention. For this reason, parents should take stern measures at home to lead their students to avoid behavior that may require a detention.

Fighting:

Holy Cross has **zero tolerance** for fighting and physical aggression of any kind. Students who fight will be suspended from school, regardless of who started the fight. Parents should not tell their students to hit back but instead instruct them to inform a teacher or other staff member immediately. To reiterate, all parties involved in a fight will be punished. There is always a teacher or staff member in close proximity so a student does not ever need to feel the need to defend him/herself physically. All Holy Cross students are expected to report any physical altercation that they witness or experience to a teacher or the Principal immediately.

Bullying:

Holy Cross has **zero tolerance** for bullying of any kind including verbal, physical, social and cyber-bullying. All Holy Cross students are expected to report any type of bullying that they witness or experience to a teacher or the Principal immediately.

Verbal: Verbal bullying is when someone is called names, threatened and made to feel bad.

Physical: Physical bullying is when someone is hit, punched, pushed or has their personal items taken, defaced or hid, or any other kind of physical, aggressive contact.

Social: Social bullying is when someone is left out of games, deliberately ignored, has negative gossip or comments spread about them and made to feel like an outsider.

Cyber: This type of bullying can be written bullying in internet chat rooms, online, instant messaging, texting and on social media sites such as face-book. Please see "Acceptable Use of Technology" for further information.

Middle School Disciplinary Policy:

A demerit system is used to monitor behavior in the middle school grades. Demerits are given for designated behaviors. Demerits do not carry over from day to day but do carry over from class to class within the day.

- The first demerit each day will result in a warning.
- The second demerit of the day will result in disciplinary action. The student will receive a written detention notice and an afterschool detention will be scheduled.
- A silent lunch may be assigned for misbehavior and disruption to the learning process during the day, either to individual students or the entire class.
- Three or more demerits within a day will result in the student spending the remainder of the school day in the office.
- Demerits may be used to determine eligibility for special privileges such as parties, trips, etc.
- After 3 detentions, the student may earn an in-school suspension.
- After 3 detentions in a grading period, each subsequent detention may result in a \$5.00 fine that will be charged to the student's account.
- Disciplinary records are used to determine eligibility for special privileges such as parties, trips, events, etc.
- Students may be assigned a Saturday detention if they are chronically in detention or if a specific misbehavior warrants it. Saturday detention is held monthly from 9:00AM to noon and a fine of \$20.00 will be payable on that day. Failure to attend Saturday detention will result in an out of school suspension for a minimum of 2 days. If the Saturday detention fee is not paid, it will be charged to the student's account

Behaviors receiving demerits include but are not limited to:

Talking out of turn	Tardiness to class
Lying	Disrespectful behavior towards others
Gum	Misbehavior in the hallway, bathrooms or lunchroom
Disrespect for school property	Eating or drinking in class (unless permitted)
Unprepared for class	Homework not completed
Disruptive behavior	Disrespectful behavior towards adult (automatic detention)

Elementary Disciplinary policy:

If a student's behavior is hindering the rights of fellow students and the offending student fails to cooperate with the teacher, then the following actions will be initiated. Variations of this policy may be individual to each grade.

- The student will receive a verbal warning regarding the inappropriate behavior, and will be provided with guidance as to what the proper behavior for the situation should be.
- A second misconduct will result in an appropriate punishment from the teacher (missing recess, time out, clean-up duty, detention, etc. depending on the age of the student and the particular misbehavior.
- Depending on the age of the student, further misconduct will result in a visit to the school office. After a conference with the school principal, the parents may be notified, depending on the severity of the situation. Notification may be via a phone call or a disciplinary report. The student may or may not be returned to class, depending on the situation.
- If the student is returned to class, any other misconduct within the course of a single day will result in a suspension for the remainder of the day. The principal may require the parents to attend a conference.
- **After 3 detentions**, the student may be assigned an in-school suspension.
- After 3 detentions in a grading period, each subsequent detention may result in a \$5.00 fine that will be charged to the student's account.
- Disciplinary records are used to determine eligibility for parties, trips, special events, etc.
- Students who are chronically in detention may be assigned a **detention on Saturday** from **9:00AM to noon** and a fine of **\$20.00** will be payable on that day. If the fine is not paid, a \$20.00 fee will be charged to the student's account of Monday. Failure to attend Saturday detention will result in an out of school suspension for a **minimum of 2 days**.

Behavioral Probation:

All new students will be placed on behavioral probation for the first grading period. Admission may be revoked if the student cannot conform to school rules and guidelines. Any student exhibiting severe behavioral problems during the school year may be placed on behavioral probation at any time. If the behavior does not improve, the child will be withdrawn from school.

Suspension:

- Depending on the misconduct, the first and second suspensions will normally be indoor suspensions, which will consist of work for the student to do while he/she is kept, isolated from their regular class. Students will be required to complete all work assigned. One or two day's indoor suspension will be given per disciplinary action, depending on the offense.
- After two indoor suspensions, further disciplinary actions will likely result in an out of school suspension. Students who receive out of school suspensions will not be permitted to return to class until the designated number of days suspension has been served. Students may receive a zero in all schoolwork assigned during this time. An out of school suspension will be given for 1 to 10 days per disciplinary action, depending on the offense.
- After two out of school suspensions, the student will be referred to the Board of Christian Education for review for expulsion.
- Students with 3 detentions are eligible for in-school or out of school suspension, depending on the reason for the detentions.
- After 3 detentions in a grading period, each subsequent detention may result in a \$5.00 fine to be charged to the students account.
- Students with excessive detentions or whose behavior warrants are eligible for a Saturday detention, at the discretion of administration. A \$20.00 fine will be payable on that Saturday. If the fine is not paid on Saturday, a \$30 fine will be charged to the student's account on Monday. Failure to attend an assigned Saturday detention will result in a minimum 2 day out of school suspension.

- Record of detentions will be maintained by the teacher and the school office. This record will be expunged at the end of each school year. The principal will keep a record of misbehaviors and disciplinary actions for cases that have been referred to her. These records are maintained in the students permanent file.

Behaviors requiring special attention:

There are some disciplinary problems that require special attention. These problems are severe enough to lead immediately to more strict punishments including, but not limited to, Saturday detention, suspension, loss of privileges and expulsion. The type and severity of the punishment will be at the discretion of the principal, in consultation with the teacher and parent. Such behavior problems include: fighting, bullying, stealing, or other deliberate actions which could lead to injury, disrespect to teachers or staff, defacing or vandalizing school property, or the use of profane or obscene language. For offenses such as these, Holy Cross Lutheran Christian Day School reserves the right to circumvent the normal disciplinary policy and proceed directly to out of school suspension or expulsion.

Policies regarding the use of technology:

- **Acceptable use policy:** All students and parents must adhere to the acceptable use policy with regard to the use of technology. Students who violate the acceptable use policy face consequences such as restriction from use of computers, suspension and expulsion, depending on the violation. Students may never sign on to a computer without express authorization from a teacher or staff member. See attachment.
- **Cyber-bullying policy:** What is cyber-bullying? Cyber-bullying occurs when students use the internet or any other electronic device such as cameras, recorders or cell phones to threaten, ridicule, harass, inflict emotional pain, destroy the reputation of their schoolmates, etc. Whether such action takes place inside or outside of school, disciplinary action will be taken against any student involved in Cyber-bullying because it violates the school's harassment policy and is against what we stand for as a Christian school. Such actions also have a negative effect on the classroom environment. Students should be taught and supervised properly at home to insure appropriate and responsible use of technology.

Policy regarding "Nuisance items":

We are here to teach and to learn. Students that bring toys, tape players, CD players, cameras (without specific permission) MP3 players, PDA's, radios, beepers, electronic games, or other nuisance items to school will have those items confiscated. Upon the first offense, the item will be returned at the end of the day and the student will receive a written warning. Upon the second offense, the item will be confiscated and held until the parent comes to the office to retrieve it, and the student will receive a detention. After the 1st and 2nd offenses, any further instances will result in the item being held until **the last day of school**. **Holy Cross is not responsible in any way for loss of or damage to items that are brought to school.**

Policy regarding cell phones:

Cell phones are not necessary as students may always use the school phone after seeking permission in the case of an emergency situation or illness. Please note that if a student brings a cell phone to school and it is taken out and observed during the course of the school day for any reason, **it will be immediately confiscated**. Cell phones are a disruption to the educational process. If a cell phone is observed out or heard, it will be confiscated and it will be returned only when a parent comes to claim it. If it occurs a second time, the same will happen and the student will receive a detention. If there is a subsequent offense, the student will receive a suspension from school and the cell phone may be **held until the end of the school year**. Please govern yourself accordingly. Parents, if you chose to allow your child to bring a cell phone to school, please make sure that the rules and consequences are clearly understood. This includes using the phone for phone calls, text messaging, playing games, using the calculator, clock, etc. Cell phone calls **after school hours** are limited to calls regarding **after-school pickup and other arrangements**, not for personal phone calls to friends. Holy Cross bears no responsibility for loss of or damage to cell phones that are brought to school.

PLAYGROUND RULES: Students are expected to follow standard school rules and policies while on the playground. In addition, the following playground behaviors are prohibited for the safety of students.

- Throwing or kicking rocks, sticks or any other object that could become missiles
- “Chicken fighting” on bars.
- Going down slide head first.
- Flipping over onto slide.
- More than one at a time on the swing
- Bombardment games
- More than one on the slide at a time
- Twisting the chains
- Standing on the swing seat.
- Spitting
- Jumping off the swing
- Bad language
- Pulling clothes.
- Carrying or piggyback games
- Tackling, wrestling, pushing or pulling onto ground.
- Toys from home other than allowed balls .
- Walking up the slide
- Martial arts / karate-type games

Bus Conduct:

Good student behavior on the school bus contributes to safe transportation. Such conduct makes it possible for the driver to give his full attention to the routine matters involved in the safe operation of the bus and holds to a minimum those conditions that might cause injuries.

- Students are to take, or change to, any seat assigned to them by the bus driver.
- Seat belts will be worn at all times.
- The aisle of the bus must be kept clear of books, backpacks, lunches, feet, etc.
- Eating or drinking is not permitted on the school bus except as designated by teachers/coaches on special trips.
- Windows or emergency doors are not to be opened or closed unless specifically instructed to do so by the driver.
- Head, shoulders, arms, and legs are to be kept inside the bus at all times.
- Paper, debris, or other objects are not to be thrown about or dropped on the floor of the bus.
- Nothing is to be thrown from the bus.
- Students are not to shout, whistle, or make offensive remarks and/or gestures to pedestrians or motorists.
- Students are to face forward when leaving the bus and have one hand free with which to grasp the rail.
- Students must take turns and avoid pushing others when entering or leaving the bus.
- Students must keep hands off of other students and their possessions.
- Students must speak in a normal tone of voice and avoid making noises that may distract the bus driver.
- The bus driver has complete authority to enforce the above rules and regulations.

These rules are for the students’ protection and the preservation of expensive equipment. The principal has the authority and obligation to suspend a student’s school bus riding privileges for such misconduct, either temporarily or permanently.

Before school and Out of School Childcare discipline:

Standard school rules will apply during after-school hours. Students are expected to listen and cooperate with their daycare supervisors. They are expected to show respect at all times. They may not leave their area without permission. They may not loiter or otherwise avoid signing in to OOS at the appropriate time. **Chronic behavior problems during after-school hours may result in the student being unable to attend Out of School Care.**

Policy concerning threats:

Threats of violence and physical harm inflicted by fists, weapons, bombs, etc. directed at a student, teacher, staff member or the school will be taken very seriously. In such a case, Holy Cross reserves the right to circumvent normal disciplinary procedures. If a student makes a verifiable verbal threat towards another individual or the school, a mandatory mental health evaluation **may** be required before the student may return to school.

Depending on the results of the mental health evaluation:

- The student may return to school,
- May return to school while receiving on-going mental health assistance or
- May be expelled from school.

If the student is permitted to return to school:

- A subsequent verifiable threat will result in mandatory expulsion.

Possession of a weapon of any type on school property will be grounds for immediate expulsion and the authorities may be notified.

Expulsion:

After 2 out of school suspensions, the student's records may be referred to the Board of Christian Education for review. For offense of a serious nature, a student may be referred for expulsion regardless of their previous disciplinary status. The Board of Christian Education will then provide recommendations as to retention or expulsion of that student. The possession of a weapon on school grounds at any time by any student is justification for immediate expulsion for the remainder of the school year. Any prepaid tuition will not be prorated or refunded if a student is expelled for any disciplinary reasons. If a student is expelled, the parents will be responsible for a suspension fee of \$500 and tuition for all months of enrollment. Re-admittance of the student for the next school year will be based on the unanimous approval of the entire Board of Christian Education. A weapon is defined as a knife, gun, or any article which can be construed as being used to injure an individual.

Early Childhood Disciplinary Policy (PK 2, PK 3, K4/VPK) : Please refer to Early Childhood Handbook

Section 3: School schedule and Out of School care policies and fees

Before School Policy:

7:00 – 8:00 am Any student arriving during this time **MUST** report to Before School Care in Room 17 and sign in with the monitor. There is no faculty supervision during this time and students **MAY NOT** be left unsupervised on school property. Students are to remain seated at tables for study time, quiet games or quiet talking.

Daily Schedule:

7:00	Early Care opens
8:00 – 8:15	Teachers open classroom and students are to report at this time
8:15	Students must be in their seats by this time. Attendance and lunch orders are taken at this time.
8:20	The student body assembles for announcements, prayer and flag salute.
8:30	Classes begin.
11:30	½ day VPK Dismissal
2:45	Full day K4 and K5
2:55	All remaining K4 and K5 students must report to OOS
3:00	Extended day PK students must be signed out in their classroom
3:00	Grades 1-4 dismissal.
3:15	Grades 5-8 grade dismissal
3:15	All 1 st -4 th grade students remaining must report to OOS
3:30	All remaining 5 th -8 th grade students must report to OOS or study hall
6:00	OOS closes

After school childcare / OOS Policies:

Students who are not picked after dismissal must go to OOS. This is for your child's security and well-being. Students may not wait in the office or in the classrooms. **Please do not ask your child to wait elsewhere unattended.** To do so would be actively encouraging your child to defy school rules and would be endangering his/her welfare.

Any student who is enrolled in any extracurricular activity that takes place after dismissal must have a completed OOS form on file even if the student does not need afterschool childcare. Until the paperwork has been completed, students may not participate. For example, students enrolled in sports, sign language, praise group, tutoring, etc. must have an OOS form on file each year. If your child is only staying for an extracurricular activity, you will not be charged for childcare.

Students will not be dismissed from the rooms until a parent, guardian or older sibling (**18 or older**) or another authorized person signs for them. Each student must sign in daily with the monitor. Homework time, snack time and organized outdoor playtime will be offered, depending on the age of the student. Students will be required to work on homework quietly at the appropriate time. Each student should have a book or other quiet activity to work on in the event that he/she does not have homework. Parents need to be aware that most students will not have enough time to complete their homework in OOS due to the other scheduled components of the program.

Out of School Program requirements: (For rate information, please see rate package

Students may be enrolled in the Children's Trust subsidized OOS program for a reduced rate, however, attendance and record keeping requirements must be maintained.

- Students must be in attendance at least three days per week until 5:00PM or later to qualify for this program.
- Fees are not prorated if the student does not attend or leaves early.
- Billing will continue each week unless the business office or Out of School Director is notified **in writing** that the student is being withdrawn from the program.
- After such note, regular daycare charges will apply until the student is re-registered for the program.
- Out of School paperwork must be completed and requirements must be met for enrollment in the program.
- If students do not meet attendance requirements, regular aftercare rates will apply.
- All charges will be posted to your account weekly or monthly, depending on the program the student is enrolled in.
- Accounts must be kept current within **2 weeks**. If the account is not current, the child may be unenrolled from OOS until the past due balance is satisfied.

Policy regarding billing disputes:

- Disputed after-school care charges must be brought to the attention of the business manager **within 30 days** of the billing date. Every effort is made to prevent error, but mistakes do happen. Therefore, please take the time to look at the bill that you receive twice each month, and address questions in a timely manner. If you fail to make notice of a dispute within 30 days, it will not be evaluated.

Policy regarding late pick-up from aftercare:

- After-care closes at 6:00PM. Late pick-up charges are applied after that time. See rate package for further details. Please be courteous and call and notify the daycare staff if you know that you are going to be late. If by 7:00PM, a parent or guardian has not arrived to pick up the child without any communication, the child will be considered abandoned and the authorities may be contacted.

Policy regarding pick-up from school:

- Students may only be picked up from school by a parent, adult or guardian over the age of 18 years. Photo identification is required until the individual is recognized by our staff. Students may only be picked up by an individual who has been authorized in writing to pick up a student. If someone other than a listed individual is sent to pick up the student, the parent must send a note and the individual must be able to provide photo identification. If an individual comes to pick up a child without prior notice, an attempt will be made to call the parent to obtain permission. If we cannot obtain permission, the student will not be released. All of these steps take a great deal of time and can be problematic. Please avoid problems by notifying the office properly if someone unknown to the school is coming to pick up a student.

Divorced / Separated / Unmarried parents:

- It is in the best interest of the student for parents to work together in a harmonious manner regardless of the personal relationship that exists between them. Holy Cross will honor the written custodial agreement. It is important such documentation be kept current in the school office. In the absence of such an agreement, Holy Cross will follow the guidelines indicated on the registration form. Should there be a discrepancy that cannot be resolved by the parents, school administration and office staff, the authorities may be involved. Here is an example of when that may be necessary. One parent registers his/her child for school and states that the other parent is not permitted to pick up the student from school or states that the other parent may only pick up the child on a specific day of the week. However, there is no written agreement. Should the other parent attempt to pick up the child, we would make every attempt to honor the wishes of the parent who registered the child. However, if the other parent should object and take issue with this, the authorities may be called to moderate. Holy Cross does not wish to become involved in discrepancies within families as our primary interest is the well-being of the child. Therefore, it is in the best interest of all parties for parents to work together to create a plan that best meets the needs of the child.

Section 4: Attendance and Tardy Policies

Regular attendance is essential if a student is to make use of all educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement. Chronic absenteeism seriously hampers academic achievement. A student who missed **20 or more days** of school may be retained. These policies and procedures have been established in the hope that they will result in regularity of school attendance on the part of each student.

Procedures for reporting absences:

When your child is absent from school, please follow the following procedures:

- Call the school if your child is absent
- Send your child back to school with a note when he/she returns
- If a student is absent for more than 3 days, he or she must obtain a Doctor's note prior to returning to school
- If the student has been diagnosed with a contagious illness such as strep throat, pinkeye, impetigo, chicken pox, etc., it is the responsibility of the parent to notify the school office immediately. The student may not return to school without a doctor's note.
- **VPK STUDENTS:** All absences must be documented in writing and must be submitted with the monthly attendance.

Excused and Unexcused absences:

- **Pre-excused absences** will require approval by the principal and all assignments must be made up in advance. (subject to teacher's discretion).
- **Excused absences** are those which are unavoidable, as in the case of illness or death in the family. The teacher determines whether or not the work needs to be made up. In order to be considered excused, it must be approved by the Principal and must be documented with a note of explanation.
- **Unexcused absences** are those which are avoidable and those for which:
 - The school is given no explanation
 - The explanation is not valid to excuse absence.
 - The student neglects to bring a written explanation on the first day of his or her return.
- **Truancy** is an absence without the knowledge of the parent or guardian. Truancy will be dealt with as a disciplinary problem. Schoolwork for truancy cannot be made up.

Vacation Trips:

Vacation trips are strongly discouraged. Such absences adversely affect the quality of a student's education. If a trip must be taken, the Principal and classroom teachers must be notified in writing at least two weeks prior to the trip. Classwork must be picked up prior to leaving on the trip and is due on the first day back to school. Immediately upon a student's return it is his or her responsibility to request any additional makeup work. After consultation with the teacher, a student is given a reasonable period of time to make up missed assignments, tests and quizzes. If permission is not requested in writing and granted, there will be no opportunity for make-up work.

Tardy Policy:

Punctual attendance is expected. Excessive tardiness is disruptive to a child's school performance and the general classroom routine. Students must be inside the classroom before **8:15AM** by the school clock or they are considered tardy and will require a late slip to be admitted to class.

All students must report to the school office to get a tardy slip if **they arrive after 8:15AM**. Late students will not be admitted to class without a tardy slip. It is very important to our school and to our teachers that our students are in class on time and ready to learn. It is important to your children that they learn that promptness is a valuable and important trait.

Any student who arrives after **8:15** by the **school clock** is tardy. Being on time means having arrived in the classroom at or before 8:15. Middle school students need to arrive at school in time to visit their lockers before checking in to homeroom. They should arrive at school at or shortly after 8AM to allow sufficient time to take care of their school preparation.

- **3 unexcused tardies** in any quarter will result in a letter being sent home from the school office to notify the parents.
- **4 to 6 unexcused tardies** will result in a 45-minute detention per tardy for the student. Parents may be requested to schedule a conference with the administrator.
- **Additional unexcused tardies** in any quarter will result in a **suspension** for the student. The parents will be required to schedule a conference with the administrator to establish corrective procedures.
- Individual teachers will determine how a tardy student is to enter the class.
- Each **5 unexcused tardies** will constitute as one absence and the student will not be eligible for perfect attendance.

Excused tardies include:

- a) Proof of a Doctor or Dental appointment (provide written verification)
- b) Delay of bus due to extreme weather conditions
- c) Delay of automobile due to extreme weather conditions
- d) Publicized traffic conditions.

In the case of extreme weather conditions or any other problem that would impede the on time arrival of the general student body, additional time will be extended to students.

Leaving school grounds during the school day:

No child shall leave school grounds from the time they have arrived at school until school is dismissed, unless he/she has been signed out from school by a parent or guardian in the school office for a legitimate reason. When a child becomes ill and must be sent home, the student will be sent to the office. The office will notify the parent, and the child will be signed out of the office when they pick up the student. Under no circumstances should a parent remove a child from school during the school day without notifying the office and under no circumstances should a student leave the school premises during the school day. This would be considered a serious behavioral infraction and will be dealt with accordingly. Under no circumstances should a parent or guardian remove a student from OOS or any extracurricular activity without notice.

Leaving school grounds after school:

No child shall leave school grounds after school unless he or she has been picked up by a parent or other authorized parent, or unless there is written documentation permitting the student to leave school grounds on foot (middle school only)

Section 5: Student Welfare, Safety, Health, Accident and First-aid policies

Accidents and First Aid:

First aid supplies are maintained in the pre-school and school offices. A first aid kit is also kept on the bus for use on field trips or at sporting events. In case of minor scrapes or cuts, the teacher may see that the wound is washed (soap and water only!) and bandaged. An incident report will be completed. In the case of more serious injuries, the office will deal with the student. The office will handle the notification of parents if necessary. If the student is in OOS during the time that the accident occurs, the OOS staff is responsible for administering first aid and notifying the parents unless the injury is significant.

Parents will be notified via telephone in the event of a significant injury including but not limited to any type of head injury, lacerations that may require stitches or further medical treatment, bug bites, eye injury, mouth injury, burn, injuries to extremities that may require additional medical treatment, etc. Parents will not be notified via telephone in the case of a minor accident such as a scrape or minor abrasion or any other injury for which it does not appear that further medical care will be necessary.

Minor cuts and/or abrasions will be washed with soap and water and bandaged. Ice may be applied to relieve discomfort.

Medication:

Teachers will not dispense any medication. Medications will be given out in the office, only with the written permission and instruction of the parents. An official medication form must be completed by the parents. Medication must be in the **original container** and must be prescribed **for the student. Students may not carry medication with them in to school.**

Health and Immunization Requirements:

All students are required to present updated health records to our admissions office before starting school each year, if their forms have expired. All physical exams and TB results are to be updated every 2 years. If health forms expire during the school year, it is the responsibility of the parent to provide current forms and students may be withheld from class until such forms are produced. This is the law.

Illness:

While regular school attendance is expected, students **should not** attend school if they have or have had any of the following conditions **within 24 hours** of the school day, per the Department of Children and Families:

- Diarrhea
- Fever
- Vomiting
- Unexplained rash
- Persistent cough
- Green and/or excessive discharge from the nose
- Ring worm (must have a doctor's note to re-enter school)
- Pin worms (must have a doctor's note to re-enter school)

Please do not send your child to school if any of the above conditions are present. It merely extends the life of the illness and it is likely to be passed on to another child and then back to your child. Sick children will be sent home from school. If a student is sent home from school with vomiting or fever, he or she may not return to school for 24 hours after the vomiting has ceased or the fever has broken. Thus, if a student is sent home from school at 11AM with a fever, he or she may not return to school the following day.

Student Security and Safety:

- Students are not allowed in the kitchen, workrooms, or office without permission.
- We stress to students that they should not talk to strangers! If any stranger approaches the school fence, students are to move to another part of the playground and report the incident to the teacher on duty so that the teacher may keep the situation under observation. The students should not converse with any individual that would be considered a stranger.
- No student is to be released to the custody of any person who is not recognized by the teacher, school secretary, or principal as the child's legal guardian or a person designated by the legal guardian to pick up the child. If someone other than a recognized parent or guardian is sent to pick up a student, the office should be notified in advance by phone or in writing that an alternate individual will be coming. That individual must be able to show photo identification. If any unknown person does come to pick up a student, the office will make every attempt to call and obtain permission from the parent. If the parent cannot be reached, the child will not be released. To avoid potential problems, always notify the office in advance.
- No teacher will confirm the presence of any child in the school to any unidentified and/or undesignated person who might inquire as to that child's presence in the school. All such inquiries are to be referred to the school office.

Fire and Emergency Drills:

Safety rules and evacuation procedures will be posted in each room. Students practice vacating the school buildings in an orderly fashion by having monthly fire drills, semi-annual lock-down drills and yearly tornado drills. Students are expected to exit the room as directed in a quiet and orderly fashion, proceed to the designated area and wait quietly until the all-clear has been signaled. While this is practice, students are expected to take this very seriously. During the lock-down drill, students will remain in their locked classroom, down on the floor, until the end of the lock down drill is announced. If the student/ class is in another classroom or another area of the building (cafeteria, art room, church, etc.) , they will remain in that classroom; they will not return to their homeroom. If the class is in the church, they will remain locked in that area. If the class is outside on the playground when a lock-down drill is announced, the class will proceed to the closest classroom or secure area (computer lab, library, etc.)

Reporting of Abuse or Neglect:

Even when the climate of the Lutheran school is loving, caring, warm and comfortable, a child may be suffering from abuse or neglect at home which prevents the child from fully benefiting from the school environment and hampers social, emotional, academic and physical development. Because school is a caring place, teachers are concerned about what happens to their students both in school and away from it. Awareness is growing about an affliction that affects many students: child abuse. In the U.S.A., one child dies every four hours from abuse by a parent or someone else entrusted with the child's care. It is estimated that about one-third of child abuse reports come from teachers. No one, except for parents, spends more time or is more closely in contact with children than teachers.

There are three main types of abuse:

Definition of Abuse: Any non-accidental injury, sexual battery or injury to the intellectual or psychological welfare of a child by a parent, adult household member or other person responsible for the child's welfare

- Physical abuse: Beating, burning, kicking, shaking, and other forms of inflicting physical injury.
- Sexual abuse: Incest, rape, sodomy, fondling, pornographic posing, and other means of taking sexual advantage
- Emotional neglect: failure to provide support, acceptance, attention, warmth, supervision, etc.
- Emotional/psychological abuse: Ridicule, isolation, neglect and all types of verbal assault.
- Neglect: Failure to provide adequate food, clothing, shelter, health care, supervision, support, acceptance, warmth and normal living conditions.

Holy Cross Christian Day School, its faculty and administration are legally required to report suspected cases of child abuse of any kind to the proper authority and will do so.

Section 6: Dress Codes and Uniform Policies

General Guidelines:

The following are guidelines to assist teachers, individually and the staff as a whole, with the interpretation, enforcement, and follow through of the dress code. Holy Cross has established a dress code to provide uniformity within the classes, reduce social stigmas associated with attire and to encourage neatness, self respect and self discipline within our student body. This is especially important in middle school. It is the responsibility of the parents to monitor their child's adherence to the school dress code and uniform policy. Parents need to insure that students have the proper uniform and they wear it to school.

- When a homeroom teacher identifies a student improperly dressed, he/she will bring it to the student's attention and assist the student in taking the necessary steps to correct it. The student may have to call home and wait in the office until the proper clothing is brought to the school. This is left to the discretion of the homeroom teacher and the principal. After an initial warning regarding dress code, other penalties may apply such as detention and loss of privileges.
- Boys may not wear earrings during regular school hours.
- Girls may have no more than 2 earrings in each ear.
- Body jewelry of any other kind (eyebrow, nose, tongue, belly-button, etc.) is not permitted.
- Girls in PK through 3rd grade may only wear stud earrings for safety reason. Girls in 4th through 8th grade may not wear hoop or dangle earrings that are larger than nickel size for safety reasons and may wear only stud earrings on days when they will have physical education.
- Tattoos are not permitted
- Boys must wear their pants **at waist level** and must be uniform pants. "Dickies" or cargo pants may not be worn.
- Hair must be of a color that would occur naturally and must be cut and styled in a reasonable manner.
- Mohawks and shaved designs and other distracting types of hairstyles are not permitted.
- Boys' hair must be well groomed and out of the eyes and face. Longer hair must be pulled back away from the face.
- Closed toed athletic type shoes must be worn with **black** or **white socks**
- Boots and sandals are not permitted for safety reasons.
- Skate shoes are not permitted.
- Middle School Girls: Makeup, if any, must be natural looking and minimal.

Please note: All uniform items must be purchased from Sunshine Uniform, located at 14661 Biscayne Blvd.

Uniform items are mix and match. It is your choice which items you wish your child to use. They all coordinate well. PE uniforms are used on PE days for K5 thru 8th grade. This is once per week for elementary school and twice per week for middle school.

PK and K4 Dress code: PK and K4 students have the option of the casual uniform or standard uniform.

- **Velcro closure** athletic shoes (rubber soles) with socks – no lace up shoes, boots or sandals. "Mary-Jane" shoes are acceptable for girls if they have rubber athletic soles
- **Elastic waist pull-on** uniform shorts or long pants in navy, khaki, no belts
- Early childhood t-shirt (from school office) in royal blue or light blue or pink

K5 through 8th Grade Dress Code:

Boys:

- Khaki or navy blue long or short uniform pants
- White, yellow, red or navy school polo shirt and/or button down Oxford uniform shirt
- Athletic shoes (rubber soles) worn with solid white or black socks. Students who cannot tie their shoes independently should wear athletic shoes with Velcro closures. No boots or open toed shoes
- A belt is not required but pants must fit properly. Pants may not be worn low on the hips. If they are too loose, a solid black or brown belt must be worn and shirt must be tucked in.

Girls:

- **K5 through 4th grade only:** Plaid school jumper with school polo (wear bike shorts underneath for modesty)
- Skort (navy, khaki or plaid) no more than 3 inches above the knee.
- Khaki or navy blue long or short uniform pants.
- Capri uniform pants
- White, navy, yellow or red polo shirt and/or button down Oxford uniform shirt
- Athletic shoes (rubber soles) worn with solid white or black socks. "Mary Jane" shoes are acceptable if they have rubber athletic soles for safety reasons. Students who cannot tie their shoes independently should wear athletic shoes with Velcro closures. No boots or open toed shoes.

PE Uniform, K5 through 8th grade (a limited number are available in the school office while supplies last. After that, purchase at Sunshine Uniform)

- Holy Cross navy blue PE shorts
- Holy Cross grey PE shirt
- Uniform sweat pants may be if weather is below 60 degrees at the beginning of the school day
- Athletic shoes (rubber soles) worn with socks

Acceptable Outerwear

- Grey Holy Cross hooded sweatshirt (School office) while supplies last
- Navy blue Holy Cross sweatshirt (Sunshine Uniform)
- **SOLID** jacket, sweater or sweatshirt in navy, gray, black or white, NO LOGO, PICTURES, ETC. Solid means only one color with no markings of any kind visible.
- Girls may wear black or white tights under skorts or jumpers on cold days; however, we strongly encourage you to purchase long school uniform pants as well.

Cold weather policy:

- If the temperature is expected to be extremely cold, **you will be informed** if we will set aside the uniform policy and allow the students to wear other clothing items in the interest of comfort. This will be only for the day in question and will likely happen once or twice per school year at most. Unless you receive this information, uniforms are required.
- Because long pants are a part of the school uniform, both male and female students should have a pair of long pants to wear on cold days.
- Navy uniform sweatpants with logo are available at **SUNSHINE SCHOOL UNIFORM**. If the temperature is 60 degrees or below at the beginning of the school day, these may be worn to school. Only the official school sweat pants may be worn.

Mark all school uniform items and especially jackets, sweatshirts and sweaters with your child's name in permanent marker on the inside. Each year, many items end up in the lost and found. Without a name, they all look alike and can be claimed by anyone. All unclaimed uniform items are washed and placed in the used uniform store at the end of the school year. All unclaimed non-uniform items are donated to charity at the end of the school year.

Shed your threads: One day per month (as notated on the school calendar), students may wear their own clothing (that is appropriate for school) and must pay a \$1 fee which is a fundraiser for the Student Government Association. Failure to pay the \$1.00 fee will result in the student being sent to the office to wait for uniform clothing to be brought to school and student will be unable to participate in Shed your threads for the following month. Closed toed shoes must be worn. Clothing may not be revealing and may not contain inappropriate logos. Clothing selection must be such that it does not create a distraction in the classroom. Hats are not permitted.

Section 7: Academic Policies

Class Placement:

As a general rule, students are placed in the next grade in each subsequent year if their records indicate that they were promoted to the next grade. All new students who apply for admission will be given a standardized placement test and students who do not demonstrate significant readiness for success at the next grade level may be offered enrollment in a lower grade level. Summer school may be required or recommended as a condition of promotion or placement in a given grade.

Early Childhood students are placed in a class based on their age and developmental level. General placement policies are as follows:

- Students must be 2 years old on or before Sept. 1 of the school year for admission in the 2 year old class. They do not need to be toilet trained.
- Students need to be 3 years old on or before Sept. 1 of the school year for admission into the 3 year old class. They are required to be totally toilet trained.
- Students need to be 4 years old on or before Sept. 1st of the school year for admission into the 4 year old / VPK class. They are required to be totally toilet trained.

Students may sometimes be placed into a lower grade class if it appears that such a placement is more developmentally appropriate for him / her. These decisions are based on teacher and administrator observation and parents are informed and must give consent before such a move will occur. However, to participate in the VPK program, students must be 4 years old on or before Sept. 1 of the school year. A student who turns 4 years old after Sept. 1st may be placed in the 4 year old / VPK class if space is available and it is deemed more developmentally appropriate based on observations, but he/she is not eligible for payment from the VPK program.

Grading Policy: Grading is the professional judgment of multiple factors comprised of the following components

- **Academic grade** - indicates the individual progress of a student in relationship to class standards as set by the teacher and the curriculum. This includes completion of homework and classwork and demonstration of mastery of material via teacher observation, evaluation and testing
- **Conduct grade** - indicates how well a student is behaving in class. This includes behaving in a manner that allows the teacher to teach and allows the student and other students to learn. This include showing courtesy and respect for the teacher and classmates and avoiding any conduct that disrupts the learning process.
- **Effort grade** – This indicates whether or not a student is working up to his/her own ability level and is putting forth sufficient effort to be successful. This includes timely completion of classwork and homework, participating in class discussion, showing evidence of studying and preparation, etc. (Good grades with low effort indicate there is room for improvement; acceptable grades with high effort indicates that a student is trying very hard but is struggling with the material.

Grading Scale:

A+	99-100%	C+	82 - 83%
A	95-98%	C	77-81%
A-	93-94%	C-	75-76%
B+	91 - 92%	D+	73- 74%
B	86-90%	D	68-72%
B-	84-85%	D-	66-67%
		F	65% and below

Effort and Behavior:

A, 1	Excellent
B, 2	Generally Good
C, 3	Some problems, improvement needed
D, 4	Much improvement needed
F, 5	Highly Unsatisfactory

Parents should stay informed about the student's progress by regularly checking **RENWEB**. Teachers will typically post grades to **RENWEB** within a reasonable period of time. It is the parent's responsibility to take advantage of this means of communication. We make every effort to assist students individually, so that each student has an opportunity to succeed and to be challenged academically. We encourage parents and students to communicate with teachers about academic problems. Cooperative effort of the parents is expected to help insure their student's success. Due to the availability of **RENWEB**, parents should never be surprised by their student's lack of progress.

An "incomplete" grade will be given only to students who have not completed the required work because of an unavoidable absence for illness, accident, or other situations beyond their control. "Incompletes" must be made up in a reasonable period of time or they will revert to an "F".

Students who are unable to work at grade level may be considered for a change in placement at any time. Parents will be informed whenever serious problems develop. With good communication, parents and teachers together can decide how best to deal with a given problem.

Reporting Progress:

Quarterly grade reports are prepared for grades K5 through 8th grade. These are distributed at a mandatory parent-teacher conference at the end of the 1st grading period and at report card night at the end of the 2nd and 3rd grading period. The final grade report can be picked up in the school office or will be mailed. Accounts must be in good standing or Quarterly grade reports and final grade reports will not be released. Parents are always encouraged to view their child's quarterly report and meet with teachers. Daily attendance and punctuality are reported on the quarterly and final reports. Final report cards will be distributed when the student's account has been paid in full. A midterm report will be sent home 4-5 weeks after the beginning of each quarter. If a student's curriculum, assignments, testing, etc. is being modified or accommodated in any manner, this will be noted on the student's progress report. An accommodation plan will be written to indicate this and it will become part of the student's permanent record.

Semester progress reports are prepared for PK2, PK3 and K4 students and are sent home in January and June. Parents are encouraged to communicate with early childhood teachers regularly regarding their child's progress and any concerns that the teacher may express or that the parents observe.

Please note: As per school policy, report cards are not released to parent at the end of each quarter if the account is not in good financial standing. However, parents are always given the opportunity to sit down with the teacher and review the report card. It is very important that parents take advantage of this opportunity and are always fully aware of how their child is doing in school.

Academic and/or Behavioral Probation:

Academic Probation: Students new to Holy Cross Lutheran Christian Day School will be placed on academic and behavioral probation for the first grading period. Other students who have exhibited serious academic or behavioral problems may also be put on probation for a grading period as a condition of continued enrollment. If the student fails to improve during this period the parents may be asked to withdraw their child from Holy Cross. Students may be placed on probation at any time during the school year.

Promotion / Retention

Students will advance to the next grade level at the end of the school year after satisfactorily completing the course of study required in their present grade. Students who do not demonstrate competence in their grade level in the estimation of the teacher and administrator will be retained in the grade. This decision will be based on academic grades, testing and teacher observation. The action will be taken after consultation with the principal and the parents. We require students to maintain a C- (75%) or better average for the school year in all core subjects as a condition of promotion. Any student not meeting these minimum requirements may be retained in the grade for another year or may be required to attend summer school. Some students who are able to maintain grades of C- or better because of accommodations and curriculum modifications but who do not demonstrate readiness for the next grade may be retained. All retentions are at the discretion of the teacher and Principal.

All areas of child development are taken into consideration including social and emotional growth, academic achievement level and physical development before a decision is made. Each decision is handled individually. The parents will be informed and have the opportunity to discuss the matter of additional time in the present grade with the classroom teacher and with the Principal.

Lack of Academic Progress:

Students having an average grade (of all 4 quarterly grades) of D or below in any core subject:

- May be required to attend and complete summer school at Holy Cross in a satisfactory manner (80% or greater). Enrollment in any summer school program other than Holy Cross must be approved by the Principal.
- May be required to have tutoring (from an approved tutor) and present a written report of satisfactory progress from the tutor to the school office.
- May be required to repeat the grade
- The final decision will be left to the teacher(s) and Administrator as to promotion or retention.

Understanding that summer school is remedial in nature, please note that if a student is required to attend summer school, he/she must pass summer school with a minimum score of **80%**.

If a student is promoted to the next grade at the conclusion of summer school, **he or she may not be permitted to attend summer school the following year**. If student fails any core class, he/she may be retained in the same grade for the following year without being permitted to attend summer school. This is left to the discretion of the administration.

If a teacher feels that a child is not doing the type of work which leads to success at the next grade level, the following procedure will be followed:

- The teacher will inform the principal of the concern and discuss alternatives that will be in the child's best interest.
- When retention is being considered the child's parents will be notified in writing of such consideration, either via a notation on the report card, a letter, phone call or email.
- The principal, after consulting with the teacher and parents, will take an official school position on retention of the child.
- The parents must state in writing to the Administration and Board of Christian Education if they are not in agreement with the school's position. This document will become part of the student's permanent record.
- The Principal will then determine if the student must remain in the present grade at Holy Cross, or will be withdrawn or referred to a new school.

Learning, behavioral and emotional problems can develop at any grade level. Sometimes the school and home have difficulty in finding the proper approach to help a child. In some situations, remedial assistance may be required as a condition of acceptance or continued enrollment at Holy Cross. Parents will assume responsibility for the cost of tutoring.

When a student's school and social progress are being hampered by learning, social or emotional problems, then the student may be referred for counseling and/or a psych-educational evaluation. This can be required as a condition of continued enrollment or reenrollment. Evaluations can be arranged through the Miami-Dade County Public School system as well as through other outside sources.

Academic Recognition:

The following are the guidelines and criteria for selection for academic recognition:

- To recognize outstanding academic achievement on the part of those students in all grade levels.
- To encourage other students to apply themselves as best they can in hope of recognition.
- To instill within students the fact that studying/learning is what their primary goal is in school.

Academic achievement is rewarded in grades 3 through 8 by placement on the following Honor Rolls:

- **Principal's List:** All A's
- **A Honor Roll:** A average with no C's, D's, or F's
- **B Honor Roll** B average with no C's, D's, or F's
-

Honor Roll and Principals List: A student cannot attain Honor Roll or Principals List if he/she has grades of C or less in conduct (elementary); A middle school student cannot attain Honor Roll or Principal's List with grades of less than a S in conduct or more than 2 detentions in a quarter for **behavioral** infractions.

Students' effort, achievement and citizenship are recognized at monthly award ceremonies and at the end of the year awards ceremony. Various awards for participation in extra-curricular activities and special contests may be awarded. Following is a list of monthly academic awards. In addition, one child per month per class will be recognized as the "Crusader of the Month". The class of the month will receive the "Angel Award".

Subject area awards will be given in Religion, Music, Art, Reading, Math, Social Studies, Science, English, Spelling, Computer and Spanish.

HOMEWORK

A reasonable amount of homework is expected of all children. It is important that students complete their assignments. Incomplete or missing homework will result in a zero for the assignment. Parents should be aware of their child's homework and should encourage them however and whenever necessary. Homework is posted on **Rebweb** for the parents to review. In addition, students will write down their homework in their assignment pad. The ultimate responsibility of being aware of the homework assignments rests with the students. If a student's assignments are being modified or accommodated due to difficulties, this will be noted on the student's progress report. An accommodation plan will be written and will become part of the student's permanent record.

General rule: This is an estimate of the time that it would take the average student to complete the assigned homework. Some students will take less time, some students will take longer. This estimate excludes time spent reading and studying.

- 20-40 minutes for K and 1st
- 40-50 minutes for 2nd and 3rd
- 45-1 hour for 4th and 5th
- 1 hour to 1 ½ hour for Middle School.

Parents are encouraged to assist their children by providing encouragement time and a quiet place for study. If your child is unable to complete an assignment for a legitimate reason, kindly send an explanatory note or email to his/her teacher. However, this should be the exception rather than the rule. Acceptance of this as an excused late assignment will be at the discretion of the teacher. Homework is independent practice of what is learned in school. Parents should give a reasonable amount of supervision and assistance, depending on the student's grade level.

Please note: Incomplete or missing homework is one of the most concerning problems that can hurt a student's grades. Teachers will set policies for dealing with missing assignments in their classroom at the start of the school year. Discuss the policies concerning late and missing homework with your child's teacher, and reinforce these policies with your children. Grades of zero for homework that is not completed is averaged along with other grades and has a very negative effort on the average grade.

Graduation Requirements:

Students in Kindergarten through eighth grade must complete all the required courses of study prior to graduation as determined by the Florida Department of Education and the Holy Cross Board of Christian Education as per school curriculum. The principal has discretion to determine extraordinary circumstances.

Testing and Evaluation:

Standardized testing:

- The Stanford 10 Achievement Test is administered each spring to all children in K5 through 8th grade. These tests help us draw comparisons of our students with the national and local average. These tests are electronically scored via an authorized scoring center, and the results are entered into the child's permanent record and profile. These results will serve to help determine specific needs and also is a criteria that is considered when a decision needs to be made regarding promotion or retention. It is most important during these testing days that students have adequate rest, a good breakfast, and come to school in a positive frame of mind to do their best. Students should not be absent except in the case of illness. In the case of illness that is documented with a Doctor's note, core subject areas of the test may be made up if the student returns to school before the deadline to submit the tests for scoring.

Other testing:

- Placement tests will be administered to all new students who enroll in K through 8th grade.
- Early Childhood students will be evaluated by an outside agency yearly in the areas of speech, language, hearing and vision. Parents must sign an authorization for this evaluation to take place. If it is determined that further evaluation is required, parents will be notified in writing and the student will be referred to Early Steps or FDLRS.
- Student enrolled in the VPK program will be formally assessed **three times** during the year using the Florida PK assessment
- Early childhood students will be assessed via the Ages and Stages Questionnaire.
- Early childhood students (PK2 and PK3 and 4) students are informally assessed monthly by their teachers.
- 6th grade students will be evaluated for scoliosis yearly. Parents will be notified in writing if their child fails the screening and it will then be the responsibility of the parent to follow up with an Orthopedic Doctor.
- Appropriate testing will be done as an integral part of the instruction program in each subject of each grade.
- Psychological testing where necessary will be referred to qualified specialists with the approval of the principal and parents.
- Students will be referred for speech, language and learning disabilities testing as recommended by the faculty, contingent on parental approval.

Individual test results will be available only to the student, parents, faculty, and Board of Christian Education unless parental approval is obtained.

SECTION 8: Home School Cooperation and Communication, Parental conduct and expectations, Volunteerism.

Opportunities for Communication between home and school:

- Orientation
- Back to School Night
- Parent-Teacher Conferences at the end of the 1st quarter
- Report card nights (at the end of the 2nd and 3rd quarter)
- Scheduled conferences when deemed necessary
- Email
- Text alerts
- Phone alerts
- RENWEB
- Weekly newsletters
- Website
- Social media sites
- Classroom visits (prior arrangement)

Parent-teacher conferences and communication:

In working together for the best interests of the children, it is important that the lines of communication between home and school be kept open and that information flow both ways. Since the need for a conference isn't restricted to report cards, both parents and teachers are encouraged to contact one another any time they think it necessary. Teachers can be contacted via telephone after regular class hours (except in the case of an emergency) or via email at any time during the day (teachers will check and respond to email when not actively involved with students). Conferences may be scheduled at the request of a teacher or parents and will be arranged at a mutually agreeable time. Mandatory parent-teacher conferences will be scheduled each fall for students in K5 through 8th grade. Report card nights are held at the conclusion of the 2nd and 3rd quarters and parents have an opportunity to discuss progress with teachers at this time as well.

Teachers are always ready to meet parents to discuss student welfare. Conversations with and phone calls to teachers should be made after school hours. Please do not attempt to have a lengthy conference with your child's teacher during the school day, as it is disruptive to the classroom routine. This includes time immediately before and after class as the teachers attention needs to be on the entire class at this critical time. Phone messages to teachers will be delivered at the conclusion of the school day, except in the case of an emergency, and will be returned within 24 hours. Parents are also encouraged to keep in regular contact with teachers via email, which will be responded to within 24 hours except in the case of computer difficulties.

Students in all grades will use a communication folder. This folder is to be kept at school at all times and will be sent home as needed for review. There is a pocket for "keep at home" and a pocket for "sign and return". Memos, newsletters and other information from school will be sent home each Friday and sometimes on other days as needed. The folder must be brought home and returned to school as required. Lost folders will be replaced and will be charged to the account for \$2.00 each.

Communication with School Administration:

Parents are encouraged to communicate ideas and concerns to our administration. If available, the Principal will be happy to receive you personally to discuss suggestions, problems, and concerns. If not, a mutually agreeable time will be arranged. Or, you may submit in writing or email your suggestions, problems, and concerns to the Principal. If further attention is needed to the matter, it may be referred to the School Board.

Parental Conduct expectations:

Parents are expected to conduct themselves in a manner that is in accordance with our principles as a Christian school. As such, they should only use appropriate language and mannerisms and handle disagreements and disputes amicably and professionally. Parents are also expected to support and follow school rules and policies, thereby modeling this to their children. Parents must bring any issues or complaints regarding other students directly to a teacher or administrator and should at no time address any child other than their own in a negative manner. Parents are expected to dress in a manner that is appropriate for a Christian School when on school grounds or when involved in any school activity. This means that parents should refrain from dressing clothing that is revealing, has inappropriate slogans or logos, or in any other manner conveys the wrong message to our children. Parents may not come on school grounds dressed in sleepwear. **A student may be withdrawn from school due to the inappropriate behavior of his/her parent(s).**

Stewardship Program:

At Holy Cross we are committed to providing excellence in education. A good education is one of the best and most enduring gifts we can give our children. Research shows that parental involvement is an important key in promoting excellence in education. As a part of this commitment we require all families to participate in the stewardship program. We believe that each family has gifts of time, talent, or treasure which can be instrumental in making Holy Cross a safe and stimulating environment for your child's education. Each school **family** is required to make a commitment of time, services, or money equivalent to 20 hours, or \$200 to help in the mission of the school. Incomplete stewardship hours will be billed quarterly at a rate of \$10 per hour. **It is the parents, not the teacher's responsibility to obtain and complete a "pink slip"** with the proper signature and turn it in to the office in a timely manner. Service hours are awarded for chaperoning field trips, helping in classrooms (pre-arranged with teacher), helping in the office (pre-arranged with the office), working on the grounds, providing baked goods for bake sales, providing other services to the school or church, helping at festivals, picnics or other activities, donating requested materials to classrooms, etc.

For volunteer hours to be counted you must complete a stewardship voucher each time that perform stewardship. It must be turned in before the last day of each quarter and you must obtain the proper signature. Donations of materials will be considered on a case by case base as to their stewardship eligibility.

We give our gifts from God for the future of our greatest gifts, our children.

Philosophy for the Use of Volunteers:

We ask for the help of volunteers because relationships are strengthened as school staff and volunteers work together and communication between home and school is enhanced. Also, children who see their parents taking an active role in their education and school become better students and understand the importance that their parents place on education.

General Qualifications of Volunteers:

Volunteers need to be friends to children, to listen to them, and to give them attention, encouragement, and praise whenever possible. Volunteers should respect both the privacy of children and school policies. It is not the role of volunteers to discipline students. Any problems should be brought to the attention of the teacher. Volunteers must submit to background screening.

Commitment:

We will be most grateful to our volunteers for making every effort to honor the commitments they have made. If, for some reason, a volunteer cannot meet a commitment, we ask that he or she inform the teacher or other staff person. This should be done as early as possible, so that alternate arrangements can be made.

Responsibilities:

Because all volunteers serve in a helping role, they work under the direction of our school staff. This is particularly true of those volunteers who work directly with students. Volunteers are encouraged to share ideas or concerns with the teachers or other staff persons under whom they work. Teachers retain the responsibility for the direction of the school's educational program and extracurricular activities. Volunteers should not become involved with discipline of any kind.

Although athletic team coaches will need to maintain discipline among their team members, under most circumstances it will not be necessary or expected that our volunteer helpers impose disciplinary measures upon any of our students. Concerns about behavior problems or academic needs are to be discussed with the teacher, Principal or athletic director. Scheduling of events (meetings, rehearsals, fund-raising programs, photo sessions, athletic team practices or games, etc.) which involve our students, should be done only with prior approval from a teacher or other staff person responsible for leadership of the particular program.

Confidentiality:

Volunteer school helpers often have opportunity to observe interaction among students, among teachers, or between teachers and students. As such, they may sometimes become party to privileged information, which must remain confidential. Contacts with the home concerning either behavior problems or academic needs should come only from professional staff, not from the volunteer. It is also a breach of ethics to discuss confidential school situations with other parents.

Room Parents:

These parents are a valuable aid to teachers. Activities of the Room Parents include: (1) assist with class parties, (2) provide assistance before and during field trips, and (3) other related activities as requested by specific classroom teachers.

Parent-Teacher League:

All parents are members of the Parent-Teacher League of Holy Cross, and as such are encouraged to become actively involved in the mission of this support and fundraising organization. The PTL raises funds for the improvement of programs, equipment and facilities. The PTL also offers promotes social events and offers support and services to the students and staff such as bi-monthly PTL meetings, school picnics and other special events, staff appreciation week, etc.

Volunteer Positions:

Various volunteer positions are available within our school. All volunteer work is applied towards service hour requirements. Minimal time commitment is required for most positions.

Classroom assistant Cafeteria Aide Room Parent PTL Officer Coach Library Aide Book Fair
Science Fair Geography Fair Office help Chaperone field trips Art room Rummage Sale

Note: All parent volunteers must submit to a background check before they can volunteer in any capacity that involved interaction with students, including chaperoning field trips.

What Parents and Students Can Expect of Teachers:

- We will pray for students and their families.
- We will work as team members seeking to provide the best Christian and academic education possible.
- We will not lose sight of the individual child's needs.
- We will provide a good learning atmosphere in our classrooms.
- We will be objective in our treatment of our students.
- We will follow Christian principles based on balance of law and gospel.
- We will show enthusiasm and interest in students.
- We will help our students learn to be responsible for their own behavior, work and choices.
- We will challenge our students to reach their highest potential.
- We will show patience and courtesy.
- We will keep you informed about student progress and school activities
- We will listen with an open mind to your concerns, problems or criticisms.
- We will practice what we preach in worship, Bible study, and giving habits, seeking to demonstrate that Jesus Christ is the Lord of our lives.
- We will show understanding for and appreciation of our cultural differences.
- We will keep our students safety and security as a major focus.
- We will keep current on developments in the field of education.
- We will treat each child as an individual, created by God with varying gifts, talents and needs
- We will make mistakes and will need your understanding and forgiveness.

What teachers and staff expect of parents:

- We expect that parents will provide students with all necessary school supplies.
- We expect that parents will monitor their student's adherence to the school uniform policy.
- We expect that parents will remain aware of their child's school progress by keeping in regular contact with teachers, reviewing RENWEB and progress reports and responding to all school communications.
- We expect that parents will use the school communication folder as indicated.
- We expect that parents will monitor their students homework to insure it's satisfactory completion.
- We expect that parents will provide their students with a nutritious breakfast before school.
- We expect that parents will provide their students with a nutritious lunch or order school lunch and make appropriate payments
- We expect that parents will support our efforts to discipline and guide their students offering consequences at home when misbehavior or lack of effort and completion of school-work occurs at school.
- We expect that parents will handle their differences and conflicts with a teacher, administrator, staff member or school policy appropriately. Conflicts should not be discussed with or in front of any students or other parents, but should be handled privately to bring about the most positive resolution.
- We expect parents to keep their tuition and fees current because our school, like any business, cannot function successfully without timely payment.
- We expect parents to arrange mutually agreeable times to discuss student's progress or any concerns, understanding that the teacher's attention must be on the entire class just before, during and after the school day.
- We expect for parents to follow school rules and policies, to model such behavior to their students and to refrain from instructing students to go against school policy.
- We expect parents to refrain from directly discussing any problem or situation with any student other than their own.
- We expect parents to take the time to obtain all facts regarding any school situation before formulating an opinion.
- We expect parents to refrain from gossip about the school, staff, other parents, students, etc. because it is destructive.
- Please note: A student may be dismissed from school due to the inappropriate behavior of his/her parent.

SECTION 9: Cafeteria policies and rules regarding lunch

Prices:

PK and K4	\$3.00 per lunch	K5 to Grade 3	\$3.50 per lunch
Grades 4 - 8	\$4.00 per lunch	Extra milk .50	Additional servings and snacks .50 to \$1.00

Ordering Lunch:

Students may bring a nutritious lunch from home or may purchase a nutritionally sound school lunch. Lunch is ordered at 8:15AM. Students who arrive late and wish to order lunch must order through the cafeteria.

- Each student has a **lunch account**. Parents make monetary deposits into their child's lunch account. If your child will be eating school lunch, you must make a deposit into your child's lunch account and always keep the account in the positive. Lunch accounts may not carry negative balances.
- Holy Cross participates in the National School Lunch Program. Families who financially qualify may receive free or reduced lunch. Applications will be sent home at the beginning of the school year. Until applications are approved, families must prepay for lunch. Parents are responsible for turning in the enrollment form on time. After the deadline the child(ren) will not be eligible. Holy Cross is required to perform random income verifications each year. If a family is randomly selected to verify their income, they must do so in the designated time or they will lose eligibility.
- Please do not send your child to school without a lunch or money on their account to purchase lunch.. **This would be considered child neglect**. The school day is quite long and students need to eat lunch. Hungry children cannot concentrate on their school work.
- Students may not share their lunch items.
- Students from SK-8th grade do not have access to a microwave. Therefore, do not send food that requires heating.
- Lunch must be brought from home **in the morning**. Special lunches may not be brought in to school or be ordered for delivery.
- Soda and candy are not permitted.
- Glass containers are not permitted.
- 5th – 8th grade students may purchase additional servings of main courses and side items for .50 to \$1.00. These items will be charged to the account and parents are responsible for their payment. This applies to students who are enrolled in the NSLP. Parents must authorize these charges in writing.
- All students will be given low-fat regular milk or low-fat chocolate milk with lunch. Exceptions can only be made if documentation is provided by a physician that states that the child may not drink milk for a medical reason (allergy, lactose intolerance, etc.). This is in adherence to Federal nutritional guidelines.

Cafeteria Rules and Policies:

- Every student must have lunch. If a student does not bring a lunch from home, it is the responsibility of the parent to provide for funds in the student's lunch account to pay for lunch.
- Students should pick up their lunch, eat quietly and remain seated through their lunchtime
- Students may talk with their classmates at lunch, however, voices must be kept low.
- No objects or food of any kind may be thrown or tossed in the cafeteria.
- After eating, the children are responsible for leaving their area clean.
- Students must exhibit proper mealtime manners.
- Students who do not maintain proper lunchroom behavior will be isolated from their class for lunch for 1-5 days and will eat lunch at a separate table or in the office.

SECTION 10: Extracurricular and Athletic Policies

Our lives and actions should constantly reflect service to Christ. Thus athletics at Holy Cross Christian Day School reflect Mark 12:30, "Love the Lord, your God, with all your heart, with all your soul, with all your mind, and with all your strength." To help mold our students into well-rounded individuals, extra-curricular activities are offered such as sports, sign language, praise group, etc. Coaches should provide a Christian example in word and action. Coaching will be done by a faculty member or supervised by a faculty member in accordance with the overall principles of the school.

Eligibility to Participate in After-School Sports and Extracurricular Activities

- If a student receives a grade of F or has 2 or more D's in any subject(s) on a midterm or quarterly report, he or she will be automatically placed on academic probation.
- The probation period will be at least 10 school days, to be left to the discretion of the Administrator.
- Academic Probation means that a student may practice with the team but may not play in any games during the probationary period. They may attend the game in uniform and sit with their team but are not required to do so.
- After the probationary period has ended, if the student has no F's and no more than one D in core subjects (as outlined above), then he or she is restored to full eligibility.
- After the probationary period has ended, if the student has a grade of F or has more than one D in any subjects, then he or she will be ineligible for further participation in that sport or activity.

To be part of and remain on a team, a student must be in good behavioral standing. **Any behavior that is detrimental** to the team will result in dismissal from the team. Behavioral problems during school time may result in loss of eligibility. A detention will result in loss of eligibility for one game. Two detention assigned within one week may result in loss of eligibility for the remainder of the season. These decisions will be made jointly by the principal and the coach.

ATHLETIC PROGRAM:

Codes of Conduct for Athletes: A student must:

- Know and adhere to the Christian philosophy and objectives of Holy Cross Lutheran Christian Day School and its athletic department.
- Meet all attendance and academic requirements
- Observe all policies regarding conduct
- Practice and play fairly, giving complete effort in all circumstances, giving credit in victory to teammates and to opponents in defeat.
- Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.
- Demonstrate respect for opponents and officials before, during and after contests.
- Help with the set-up and clean-up of athletic equipment as instructed by the coach or athletic director
- Take responsibility for the team uniform which needs to be cleaned as per instructions prior to every game/event and must be returned to the school in a timely manner in the original condition. Uniforms not returned or returned in damaged condition will be charged to the parents school account.
- Know that participation in any sport requires an acceptance of risk of injury.
- Keep things in perspective.
- Exhibit good sportsmanship!
- Have fun!
- Win graciously.
- Lose graciously.
- Understand that effort and attitude matter most

Note: If a student is absent from school, he or she may not attend practice or play in a game or participate in any extracurricular activity without approval of the Athletic Director and/or Principal, based on the reason for the absence.

Participation in Student Services:

Students may be selected to or elected to participate in student services including but not limited to:

- safety patrol
- student government
- chapel usher team
- sign language
- Audio-visual team
- Yearbook club

Students are selected based on their behavior, leadership and citizenship and in some cases special skills. It is an honor to be selected for such positions. Students who are selected for such a position are expected to maintain proper behavior at all times as well as grades of no less than B in all core classes. They are expected to serve as positive Christian examples to others. Students who do not meet the criteria will be removed from service either temporarily or permanently.

Administrator's prerogative will apply to decisions regarding eligibility

SECTION 11: Payment Policies and Miscellaneous

Payment Policies:

- Tuition is an annual contracted amount but may be paid monthly in 10 installments; it may also be paid in yearly or semi-annually installments for a discount of 10% and 5% respectively
- Aftercare fees are billed monthly on or around the first of each month for the previous month
- Tuition is due on the first of each month and is late on the 10th of each month
- A late fee of \$40 will be assessed on the 11th day of each month on all late accounts
- Checks returned from the bank will result in a \$30 service charge
- Returned checks must be paid in 5 days in cash or money order to avoid legal action and/or withdrawal of the student
- In signing the enrollment contract, the parents are agreeing to all of the clauses in the contract including commitment to paying all tuition and fees for the entire school year.
- If a student is withdrawn for any reason and release from the contract is granted per the requirements in the school handbook, the parents are responsible for each month of attendance and a \$500 withdrawal fee.
- After August 1, no portion of tuition or fees paid will be refunded or cancelled in the event of the student's absence,, withdrawal or expulsion from school
- Active church membership is defined as regular (at least 50% attendance) in church and Sunday school, regular contributions to church offerings, active participation in church activities, etc. as defined in the contract.
- If monthly tuition and fees are not kept current, the student will be withheld from classes until the account is brought current and/or the account may be referred to a collection agency or to the court system.
- Payments may be made in cash, check, credit card or through the online payment program (link on the website)
- Holy Cross plans special annual trips for students in 4th/5th and 6th-8th grade. The purpose is to offer students the opportunity to see/experience/learn of places that they may not otherwise have a chance to experience. However, if the school account is not in good standing, students will not be permitted to participate in such trips. The school account must be the primary responsibility of the parents.

Fees: See registration and fee schedule for detailed amounts

- All students will pay a yearly registration / materials fee
- All new students in K – 8th grade will pay a one time testing / application fee
- PK and K4 students will pay a yearly snack fee in two installments each year
- K5 – 8th grade students will pay a yearly technology fee in two installments each year
- K5 and 8th grade students will pay a one time graduation fee which covers all graduation materials
- Students who participate in after-school activities will pay an activity fee, which may be a one time fee or monthly fee, depending on the activity

Student Worship Life:

An important part of the Christian education that we offer to a child is the opportunity to participate in worship life. Students attend weekly chapel services and participate in class prayer. Students participate in religion class and class devotions. Students pray before lunch to bless their meal. A child is to become aware that his or her entire life should itself be an act of worship. Parents are encouraged to bring their children regularly to church. All school families are welcomed and encouraged to participate fully in the worship life at Holy Cross Lutheran Church or their home church. Students have opportunities to participate in worship at Holy Cross during the year. Students who come to sing receive credit for this in music class. Students who do not come to sing do not receive credit for this in music class.

Accreditation:

Although our state does not accredit private schools, we strive to maintain standards that are as high as or higher than the public schools. We will follow guidelines of the state as to the length of school year, annual reports, use of qualified teachers, and other standards of instruction. We also work with officials of our District and the Lutheran Church Missouri Synod.

Our school meets and exceeds the standards of the state Department of Education. Our teachers are concerned people with unique, God-given talents and abilities and meet or exceed all of the requirements for the grade level to which they are assigned. Holy Cross Lutheran Christian Day School is fully accredited by both the Florida–Georgia District of the Lutheran Church–Missouri Synod, and the National Lutheran School Accreditation Program. Holy Cross is an approved provider for all school choice programs such as Step Up For Students and John McKay Scholarship Program. Holy Cross is an approved VPK provider and school readiness provider. Holy Cross voluntarily participates in the Quality Counts early childhood rating program and has a four star rating.

Student Records:

A student's parents may access the student's educational records. Other than the parents, only authorized certified personnel, the student, authorized government officials and other appropriate authorities in a health or safety emergency may access the student's educational records without the approval or the notification of the student's parents. The student's parents or others may access records of a student who has reached the age of majority or who is attending a post-secondary educational institution only with the student's permission.

Records defined by law as confidential shall only be viewed or copied upon receipt of written permission from the person whose confidential records are being requested. The principal shall be the custodian of Holy Cross Lutheran Christian Day School's records. It is his or her responsibility to respond in a timely manner to requests for viewing public school records. Persons wishing to review the schools public records must contact the principal and make arrangements for viewing. The principal will make arrangements for anyone to view the records as soon as practicable, depending on the nature of the request.

Summer Reading Program:

We feel that reading should be an important part of each child's life in and out of school. Therefore we encourage our students to continue reading over the summer by presenting a Required Summer Reading list to all students. Those students who are not of reading age should have the stories read to them by an adult or older brother or sister via a recommended summer reading list. We have selected stories that are well known and easy to find at most any bookstore or library. The majority have also been recognized with various literary awards. Book reports and other activities may be required.

Summer School:

An academic summer school is offered at a cost to the parents for students in need of remedial assistance. This program information is distributed within the last month of school. Students may be required or recommended to attend summer school. Other students may also enroll. Students who are required to attend summer school as a condition of promotion must successfully complete all courses with an 80% or better.

Summer Camp:

Summer Camp is offered at an affordable cost to students in Pre-K through 5th grade for during the summer. Camp Crusader Jr. is offered for Pre-kindergarten and Junior Kindergarten students. Summer Blast Camp is offered for SK through 5th grade students. Both programs are open to the general public. Holy Cross students who are in grades 6 through 8 may also attend summer camp.

Parties:

Throughout the year class parties are held to celebrate national holidays, especially Thanksgiving, Christmas, Valentines' Day and Easter. Each class plans its own activities with the aid of volunteer room parents. Teachers use room parents to help coordinate, plan, organize and run class parties. Parents may be asked to participate by providing refreshments or paying a party fee. A **small celebration** may be held on the occasion of a birthday in early childhood and elementary grades. Middle School birthdays will be acknowledged during lunch. **Arrangements must be made in advance and must be scheduled with the teacher.** Classroom parties will be scheduled during a time that will cause the least disruption to school routine. Clowns, characters, bounce houses or other type amusements are not permitted. **Invitations to privately held parties may not be distributed in school unless the entire class is invited.**

Field Trips:

Field trips enrich and enhance the academic experience and life experiences of a student. Only students of Holy Cross may participate on Holy Cross Field trips. Only those students with properly signed permission slips may be allowed to participate. Permission slips must be turned in by the due date on the permission slip. There is a nominal charge for transportation for field trips included with the cost of the activity. Parent chaperones are frequently needed for scheduled field trips. If not enough parents volunteer, the field trip may be cancelled. Parent volunteers must submit to a background check. Parents who volunteer must take their role seriously and actively participate in the supervision of the children, under the direction of the teacher. Siblings may not accompany the parent on the field trip. If a child cannot safely participate in a field trip with his/her own chaperone, a parent or guardian may be required to attend with the child.

Participation in field trips is contingent upon **classroom behavior and demerit status.** Field trips are considered a privilege and those not earning the privilege of participation due to conduct will not participate.

Morning Flag Ceremony:

As citizens of the United States, our students should have the opportunity to develop feelings of loyalty and patriotism to their country. A part of this is learning and saying the "Pledge of Allegiance". The pledge will be recited each day at our Flag Ceremony. The Pledge of Allegiance to the Christian Flag, a prayer and a patriotic song will also be recited during this time. All students are expected to demonstrate a proper attitude of respect and reverence during this time.

Mealtime Prayers:

Students have an opportunity to ask God's blessing on their meal and also thank Him for it in prayers before and after meals.

Chapel:

Weekly chapel service for grades Pre-school through 2 will take place on Wednesday at 8:30 am. Grades 3 through 8 will have chapel on Thursday at 8:30 am. A monthly all-school chapel will be held as per the school calendar. On the assigned day, classes will proceed quietly to their assigned seats in the chapel accompanied by their teachers. The times before and after chapel services should be respectful, quiet times of meditation, therefore it should be stressed that students enter and leave the church quietly.

Physical Education Program:

All students in grades Sr. K through 8 will take Physical Education during their regular scheduled time. All students must dress out in the school PE uniform. **Only a written note** by a parent or doctor will excuse a student from participation. Students who are not prepared for PE class and who do not have a note will receive a zero for the day and will need to complete a written assignment. Students receive a daily grade for participation in PE, based on attitude, effort and behavior. Students must dress in the required school PE uniform.

Library:

The primary purpose of the library is to enrich and support the educational program of the school and to aid the individual student in the pursuit of continuing education and creative use of leisure time. Gifts of books and other media materials are encouraged. The library reserves the privilege of deciding whether it will be added to the circulating collection. Appraisal of gift for tax purposes is the responsibility of the donor. The library staff will provide the donor with a receipt for the items donated. We strive to provide books which enrich quality of thought and expression and which contribute to the development of informed and responsible Christians.

Library Material selection:

Selecting materials is the responsibility of the Principal and library coordinator. Materials selected for the library will be chosen with thoughtful attention as to their appropriateness for a Christian day school. However, it is not the function or intent of the library to unrealistically insulate students from all controversial subject matter. Rather, as opportunities arise, our goal is to teach students to deal with such subject matter as Christians. Therefore, the principal and faculty do not agree with or endorse every idea contained in books available in the library; every book may not agree with church doctrine. The library is to provide a wide range of resource materials on all levels of difficulty with a diversity of appeal and different points of view. Any parent or student wishing to express concern about the appropriateness of a book in the library may express this concern by submitting a letter outlining their concerns. Professional staff, administration and the Board of Christian Education will review concerns.

Rules for Library Use:

- The school library is open as per the schedule of the librarian.
- One book may be checked out at one time for a period of one week. If there is not a waiting list for a particular book, the student may check out the same book for another week, however, they must bring it back to school on library day to check it out again.
- Books must be returned on time so that other students may use them. Students with overdue books will not be allowed to check out new materials. Students who chronically return their books late will have check-out privileges removed.
- Reference books may not be checked out. They may be used in the library only.
- Students must be supervised in the library at all times.
- Appropriate behavior is expected at all times in the library. One verbal warning will be given, repeated problems will mean the student will be asked to leave and will lose library privileges. The student's teacher will be informed of any problems.

Lost or damaged book policy:

- A .50 fine per week may be charged for overdue books
- An overdue book will be declared lost **three weeks** after its due date. Replacement value of lost books will be billed to the account of the borrower plus a \$3.00 lost book fee.
- Damaged books will be billed to the account of the borrower.
- Library books and materials issued to a child or teacher become the responsibility of that person. Fines will be assessed for late returns, loss or excessive wear or damage, not to exceed the replacement value of the item.

Musical Programs and Singing in Congregational Services

As often as possible, classes sing in worship services at Holy Cross. Ample notice of scheduled dates and times is given. Students are expected to attend church to sing with their class. Students who participate in singing for a congregational service will receive credit in music class. Students who are a part of the Praise group and Sign Language ministries are required to participate in worship whenever it is scheduled as well as other scheduled performances.

Each year, the students have the opportunity to participate in musical programs such as at Christmas time. Students are expected to participate in these programs which typically take place in the evening. Unexcused non-participation in musical program will result in a negative impact on the music grade.

ADMINISTRATOR'S PEROGATIVE:

- We cannot foresee every situation and/or problem that may arise in the administration of the school including but not limited to discipline, grading, academics, attendance and financial matters. Therefore, we cannot have a policy in place for all occasions, situations and problems that may arise.
- The administration reserves the right to interpret and create policy in the best interest of the students, parents, staff and/or school.
- The administrative decision will stand as policy in these situations, and will be addressed as a "policy matter" on the next School Board Agenda if necessary.

ADDENDUM #1

Acceptable Use of Technology Policy

Revised February, 2013

The use of computer technology at Holy Cross is for the purpose of education and enrichment. It is not intended to be an entertainment. To remain eligible as users, students must restrict their activities to those that are in support of and consistent with the school's philosophy and goals. Each student has a responsibility to abide by all rules concerning computer technology at Holy Cross. Failure to follow the rules and practices will result in consequences, including but not limited to losing computer privileges for all or part of the school year, depending on the offense.

- School administrators and faculty may review files and monitor all student computer, local area network, and Internet activity to maintain system integrity and ensure that all users are acting responsibly, the privacy of students' files and electronic messaging is not guaranteed in the school setting. Students violating policies governing standards of conduct or the use of technology, including the Internet and electronic mail, will be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.
- The school makes no assurances of any kind, whether expressed or implied regarding any Internet services. Use of any information obtained via the Internet or other school-provided software is at the user's own risk. The school will not be responsible for any damages incurred by the user, including but not limited to, loss of data resulting from delays or interruptions in the Internet or in-school network service and/or hardware failure.
- The school will not be responsible for the accuracy, nature, or quality of information stored on any fixed or removable electronic media. This technology includes workstations, stand-alone computers, Tablet PC's and servers. Further, the school will not be responsible for personal property used to access school stand-alone or networked computers nor for unauthorized financial obligations resulting from access to the Internet. These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school's Internet access must also comply with agreements specified in the contract with the Internet service provider.

Student rules and responsibilities:

- Students may use a computer in the classroom or computer lab only with the authorization of a teacher.
- Students may not access the internet without express permission.
- Students may not sign on to a computer with a password that is not their own or access anyone else's account.
- Students must treat the computers with care and respect and are responsible for any damage that is deliberated or caused by their failure to follow policies and common sense.
- Students must use polite and appropriate language at all times if given permission to communicate with others on the internet.
- Students may only access websites that have been authorized by the teacher(s).
- Students may not download software, music, photos, documents, etc. without permission.
- Students may not print materials from the computers and internet without permission.
- Students may not plagiarize materials from the internet and turn them in as their own work.
- Holy Cross provides for internet filtering that greatly lessens the possibility of a student accessing inappropriate website, but no system can 100% prevent this. If a student unintentionally accesses a website that is inappropriate, he or she must immediately and discreetly notify the teacher in charge. If the student does not take **immediate action**, he or she will be charged with violation of acceptable use policy.
- Students may not change any settings including screensaver, background color or basic layout.
- Flash drives should only be used with the permission of the teacher and must be scanned for safety prior to transfer or download of any information or documents.
- Email is only permitted in conjunction with school assignments. It is not permissible to send or receive personal email while using the school's network services without the express permission of the teacher (i.e, emailing an assignment to a teacher, sending a business email)

Penalties:

Students are held responsible for their actions and activities on school computers. Misuse of the computers or the internet will be met with appropriate disciplinary action, including but not limited to temporary or permanent loss of privileges, payment of monetary damages, detention, suspension or expulsion.

Student safety:

- Students are expected to report to a teacher or administrator any problems or exchange of information that makes them uncomfortable.
- Students are instructed not to reveal their home address, images or phone numbers, or those of other students.

Policy regarding Cyber-bullying: Cyber-bullying occurs when students use the internet or other electronic device such as digital cameras, tablets, cell phones etc. to threaten, ridicule, harass, inflict emotional pain, destroy the reputation of their schoolmates, etc. Whether such action takes place **inside or outside** of school, disciplinary action will be taken against any student involved in Cyber-bullying because it violates the school's harassment and bullying policy. Such actions have a negative effect on the classroom environment. Students should be taught and supervised properly at home to insure appropriate and responsible use of technology.

Plagiarism and Copyright Infringement

- Users shall not plagiarize works that they find on the Internet. Any sources used in research must be cited and credit given to the author.
- Users shall respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces software or another work that is protected by a copyright. If software or another work contains language that specifies acceptable use of that work, the user shall follow the expressed requirements when using the work. If the user is unsure whether or not he/she can use a work, he/she should request permission from the copyright owner or teacher.

For Parents: While Holy Cross takes all precautions to restrict access to inappropriate and/or controversial material, it is impossible to guarantee that this will not happen as this requires absolute compliance on the part of each student. Therefore, Holy Cross Lutheran Christian Day School and its faculty, staff and Boards cannot be held responsible if access to inappropriate materials occur in spite of best efforts to prevent it. It is the responsibility of parents to provide for appropriate supervision of their students who are accessing technology at home or any other site away from the school and are advised to be extremely diligent about this supervision.

Attestation:

I have reviewed the acceptable use policy with my child and understand its contents. My child has agreed to follow the rules and understand the consequences of not following the rules. I hereby give my child permission to use school technology, including the internet. I understand that my child will not be authorized to use any computer at Holy Cross if this is not signed by both parent and student and returned to school. This agreement remains in force until it is cancelled in writing by the parent or there is a revision.

Student's Name: _____ Grade: _____

Student's Signature: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

ADDENDUM #2

Payments from Third-party sources

Some students attend school with financial assistance from outside sources such as VPK, School Readiness, Step-up for Students Scholarship program, John McKay Scholarship for Students with Disabilities. Each program has its' own policies and requirements for attendance, record-keeping, registration, payment, etc. It is the responsibility of the parent to be aware of these policies and to follow them.

VPK:

- Must obtain the VPK enrollment form from the appropriate source and submit it to the office and sign where indicated.
- Must adhere to the VPK attendance and tardy policies and submit written documentation to explain all absences
- ½ days students must be picked up at 11:30AM. Late pick up will result in OOS charges and these are the responsibility of the parent to pay.
- Full day students attend school until 2:45 and parents are responsible for payment for the portion that VPK does not pay as well as any OOS charges for care after 2:45PM
- Must sign the VPK attendance sheet on the last school day of each calendar month
- Recognize that VPK payments are delayed by one month.
- If the parent does not sign the attendance roster by the due date and it is submitted for payment without the signature, payment will not be received for the student and the parent will be responsible for it. The office staff will not make repeated phone calls or send repeated messages to remind parents about this obligation.

School Readiness:

- Holy Cross will accept CDS as partial payment, however, the parent is responsible for that portion of the day that CDS does not pay.
- Parents are responsible for in and out on the CDS attendance roster daily
- If the attendance roster is not signed by the end of the month, it will be submitted for payment without the signature. Payment will not be received for the student and the parent will be responsible for it. The office staff will not make repeated phone calls or send repeated messages to remind parents about this obligation.

Step up For Students:

- The parent is responsible for submitting the required award letter to the school
- The parent is responsible for the difference between the SUFS payments and actual school tuition. This must be paid monthly and is due on the first day of the month.
- The parent is responsible for all additional charges and fees
- The parent is responsible for keeping their account current and must recognize that past due accounts will be reported to SUFS. If this occurs, the student may be removed from the program.
- The parent is responsible for completing the renewal for each subsequent school year on time
- The parent must come to the school office and endorse the SUFS check as soon as they are notified by phone call, text message or note. Checks that are not signed in a timely manner will be returned to SUFS and the parents will be responsible for the full amount of the tuition that was not paid. The office staff will not make repeated phone calls or send repeated messages to remind parents about this obligation.
- The parent recognizes that if a child is dismissed from school due to disciplinary reasons, this is reported to SUFS and the student may lose eligibility to participate in the program.

John McKay Opportunity Scholarship for Students with Disabilities

- The parent is responsible for notifying the school office at the time of application and testing that the student is eligible for the John McKay Scholarship. If the parent does not notify the office and the student is not registered on time for the program by the school, the parent is responsible for the payment of the tuition.
- Parents are responsible for signing notarized affidavits each year when requested in a timely manner
- Parents are responsible for being fully committed to their student's success in school and to remain actively involved and informed.
- The parent must come to the school office and endorse the McKay check as soon as they are notified by phone call, text message or note. Checks that are not signed in a timely manner will be returned to the state and the parents will be responsible for the full amount of the tuition that was not paid. The office staff will not make repeated phone calls or send repeated messages to remind parents about this obligation.

Addendum #3

RENWEB ACCESS



Holy Cross Lutheran School offers parents the opportunity to have the most up to date information about their children via Renweb. Parents are strongly advised to take advantage of this because this is a primary means of communication between teacher and parent.

SETTING UP YOUR PARENTWEB ACCOUNT ON RENWEB:

- You must have an email address associated with your account to register for **Renweb** access.
- Go to www.renweb.com
- Click on logins
- Click on **Parentweb**
- Click on create new **Parentweb** account
- The District code is **HC-FL**
- Your user name is the email address associated with your account.
- After you login, the system will send you an email that contains a link.
- Click on the link to complete the registration.
- You will be asked to create a login and a password. Please write this down for future reference.

You can also download the program directly onto your desktop or laptop computer. On the main Renweb.com screen, locate "support" on the top right hand side. Then, click on "software downloads". Locate your version of the operating system (XP or Vista) and select and download the software.

If you have a problem setting up your account with **Renweb**, it is likely because the email address that we have in the computer does not match the address that you are using to log in **OR** you have not supplied the school with an email address.

Once you have set up an account, you will be able to view your child's attendance and grades, see the lunch menu, see your account, school calendar, look at class lesson plans and homework change your personal information, view announcements, etc. Holy Cross provides this service to parents at considerable expense because we want for our parents to be fully informed at all times. Therefore, we strongly urge parents to take advantage of these opportunities for real-time communication.