

ENTRANCE AGE

- Pre K3, Pre K4, K, and Grade 1 students must be 3, 4, 5 and 6, respectively, before September 30 of the current year.

ADMISSION

- Holy Cross Elementary School accepts students of any race, color or religion who want a Catholic education and are willing to participate in the program offered.
- As a parochial school, Holy Cross Elementary strives to meet the needs of Holy Cross Parishioners before extending services to others, but every effort is made to accommodate all students desiring a Catholic education.

The following priorities are adhered to:

- admit current students, their siblings, and the children of Holy Cross faculty and staff
- admit children of Catholic parents who are members of Holy Cross Parish and its mission (St. Rosalie, Stephenville)
- admit children of Catholic parents on a first-come, first-serve basis
- admit children of non-Catholic parents on a first-come, first-serve basis

TUITION

- Tuition is paid over a ten-month period (Aug -May) due the tenth of each month with the exception of the August payment which is due on Tuition Day at the end of July.
- Tuition is delinquent if not paid by the last day of the month in which it is due. The parent must contact the principal, and satisfactory arrangements must be made.
- Further delinquency requires a meeting with the Tuition Review Committee consisting of the Principal, Pastor, and an Advisory Council Member.
- **NOTE:** Tuition for the full year is acceptable and encouraged.
- Holy Cross also has a non-refundable registration fee payable per student at the time of registration.
- If a family has four or more children enrolled, the monthly tuition remains the same as for three.
- Tuition cards are sent home at the beginning of each month with the oldest child in each family.

SCHOOL HOURS

- **Grades Pre-K3 - Grade 6:** 8:00 am to 2:40 pm.
- Teacher supervision begins at 7:15 AM.
- After school care from 2:40 - 5:30 is available for an additional fee.
- **Pre-School 3 & 4 options:** 8:00 am -12:00 am OR 8:00 am- 2:40 pm. Lunch money is charged for students who stay for lunch.

ARRIVAL AND DISMISSAL

- Parent cooperation is critical.
 - **All students who arrive by car must be let off under the covered walk on Cedar Street.**
 - **Poplar Street entrance is for walkers and bicycle riders ONLY.**
 - **Do NOT park in the CCHS parking lot on Franklin Street.**
 - **Do not use cell phones when loading and unloading students.**
 - **Parents should not be on walkways, in hallways, in classrooms, on the playground or in the cafeteria after the morning bell or before time of dismissal.**
 - When cold or raining in the morning, students are supervised by teachers and staff in the cafeteria or in an assigned area.
 - All teachers and staff remain on campus until dismissal is complete.
- Students are dismissed beginning at 2:40 pm in the following order:**
- **Early bus riders** are taken by an assigned staff member to the school bus stop in the parking lot on Franklin Street.
 - **Franklin Street walkers** are taken by assigned staff members to the covered area on Cedar Street for dismissal while **Poplar Street walkers** and **bike riders** exit through the gate on Poplar.
 - **Car riders** are taken by assigned staff members to the covered area on Cedar Street for dismissal and are seated in assigned areas. Parents pull up into the circular drive in groups of four to allow all stations to load simultaneously.
 - **After school daycare students** are taken by an assigned staff member to the cafeteria.
 - **Late bus riders** meet at a designated area to wait for buses with an assigned staff member.

BREAKFAST AND LUNCH

- According to Federal-State Lunch guidelines, students are served lunch at a price of \$1.50 per day for grades 1-6 and \$1.25 for PK3, PK4, and K. Weekly or monthly payments may be sent to school or paid online.
- Payments sent to school **must be sent in a marked envelope on the first day of the week/month.** Envelopes should be marked with child's name, cafeteria number, grade, teacher, amount of money, and payment

dates. Checks are to be made payable to Holy Cross Cafeteria. Online payment instructions may be found at www.schoolfiles.com.

- A **written note from a physician is required** if a child needs special dietary adjustments.
- Breakfast following federal nutrition guidelines is also provided.
- **Timeline:** 7:30 a.m.–7:45 a.m. **Price:** \$0.75 for students.

ABSENCES

- Students must be present a minimum of 160 days per school year.
- Students may have no more than 20 absences per school year.
- Parents must call the office by 8:30 a.m. when a child is absent.
- **A note must be sent to the teacher on the day a child returns to school following an absence in order for him/her to make up class work.**
- The student is responsible for obtaining and completing classroom and home assignments covered during the period of absence.
- **Contact the principal if a student is to be absent for an extended period. Assignments and tests can be made up in the case of absences due to prolonged illness or other grave reason.**
- Vacations should be scheduled during holidays.
- Teachers are not required to administer make-up tests or give assignments in advance for vacation absences.

TARDY POLICY

- Students not in the classroom for the 8:00 a.m. bell are tardy.
- Parent/guardian must accompany tardy students to office for sign in.
- Tardy students remain in office during prayer and announcements.
- Students are given a tardy slip to enter classroom after announcements.
- Late entry puts the child at a disadvantage and disrupts class in progress.
- Late check in without an official note for educational or medical excuse is a tardy. Educational appointments, such as speech therapy, are exceptions.
- With the 4th tardy, a student has detention for 1 hour on a Monday after school and no longer qualifies for perfect attendance award.

STUDENT APPOINTMENT OR CHECK-OUT

- Appointments during school time should be kept to a minimum.
- If student must leave for an appointment, send a note to the teacher in advance informing her of the time.
- **Students must be signed out and picked up at the school office for appointments, then signed in by the parent upon return to school.**
- This same procedure is followed in the case of early dismissal.
- **If a student must check-out within 20 minutes prior to dismissal time of 2:40, a note must be sent to the teacher in the morning.**
- **Students leaving school without advance notice are ineligible for assignments.**
- **Early check out without an official note for educational or medical excuse counts as a tardy.**
- Holy Cross Elementary adheres to the following policy adopted by the Diocese of Houma-Thibodaux:
 - *"Where parents are separated and one parent requests that a child not be released into the custody of the other parent, the principal shall ignore such request and should remind the parents that until a court of competent jurisdiction awards custody of a child to a sole parent, the school is required to treat both parents as equals."*
 - *"In those cases where parents are divorced or legally separated, a child shall be released only to the parent awarded legal custody of the child. It is the responsibility of the parent who is the legal guardian to have on file in the school office a certified copy of the court order granting legal custody to that parent."*

CURRICULUM

- Holy Cross Elementary School maintains an effective and updated curriculum based on state benchmarks and diocesan standards.
- Religion, language arts (reading, spelling, language), mathematics, science, social studies, essentials, physical education, computer education, art, and library science are included in the curriculum.
- Technology is integrated into the curriculum through a computer lab and through multiple networked computers in each classroom. Each classroom has internet access.
- A variety of materials and methods such as hands-on and inquiry-based learning and cooperative experiences along with conventional teaching methods are employed to meet the educational needs of the students.
- Enrichment and reinforcement activities are provided within the classroom situation as well as through lab sessions.
- **A written note from the parent is required if a health condition prevents a student from participating in physical education.**

RELIGION

- Religion is an integral part of the curriculum with lessons taught daily.
- Individual grade-level and all-school Masses are celebrated weekly. Parents, grandparents, and friends are invited to share in the celebrations.
- Adoration takes place on Tuesdays throughout the year on a rotating class basis.
- The Way of the Cross is experienced during Lent.

EDLINE

- Parents receive a password for online access to Edline providing homework assignments, grades and other information to parents and students.

HOMEWORK

- Assignments are posted on Edline and written on the board for students to copy at an assigned time.
- If a child is to be absent from school, a request for written assignments is required unless illness prevents the child from working.
- Assignment requests must be made to the school **before 10:00 am** and **can be picked up at 2:30 pm** that same day from the office.

EVALUATION PROCEDURES

- Daily work - oral or written, weekly tests, homework, and special projects are considered when grading students,
- **Review Tests** are given periodically to give insight into student comprehension on a long-range basis. Semester review tests are given in January and May.
- **Standardized tests** given in grades 1 through 6 each spring provide academic guidance for students and aid in evaluation and formation of the curriculum. Scores are available for parents.
- Participation, conduct, and effort are considered when grading art, computers, essentials, and physical education.

REPORTING PUPIL PROGRESS

- Report cards are issued at nine-week intervals.
- **Progress reports are issued midway through the nine weeks.**
- Test papers are sent home weekly, must be signed by the parent, and returned to the teacher the following day.
- Grades are posted on Edline.
- These report measures reflect student academic performance, attitude, conduct, strengths, and weaknesses.
- Progress report/report card envelopes must be signed by the parent and returned as soon as possible.

ACHIEVEMENT RECOGNITION

Each nine weeks:

- **Principal's List** - Students must earn an "A" in each area on the report card including religion, math, language arts, social studies, science, PE, art, computers, essentials, and conduct.
- **Honor Roll** - Students must earn "A" or "B" in each area on report cards.
- **Additional Recognition** - Teachers recognize individual achievements such as good conduct, improvement, etc. with achievement cards.

End of Year:

- **Top Student Awards** - Three (3) students in each homeroom class with the highest numerical average in the core subjects of religion, math, language arts, social studies, and science, and with a grade of "A" or "B" in PE, art, computers, essentials, and conduct are recognized.
- **Principal's List All Year**
- **Honor Roll All Year**
- **Honor Roll Award** - combination of Principal's List or Honor Roll each nine weeks
- **Attendance Award** - More than 3 tardies or appointments during class time make a child ineligible.
- **All "A's" in Conduct** given by homeroom teacher

PROMOTION

- Students may have no more than 20 absences for sickness or emergencies each school year in order to be promoted.

Grades 1-6: The following guidelines determine student promotion:

- Students who fail two major subjects (language arts or math) are not eligible for promotion.
- Students who fail one major subject (language arts or math) are not eligible for promotion until he/she has removed the failure by successful completion of summer school under the direction of a tutor approved by the administrator.
- Students who fail one major (language arts or math) and one minor (social studies or science) subject are only eligible for promotion with teacher and principal recommendation.
- Students who fail two minor subjects are eligible for promotion with

teacher recommendation and evaluation.

- An average grade below 70 is a failing mark.

Pre-School and Kindergarten promotion is determined by:

- Teacher recommendation based on observation and evaluation of student work and behavior.
- Results of review tests administered in the spring.

DISCIPLINE POLICY

- The Code of Student Responsibilities and the administration of discipline are based on Catholic values and the dignity of the human person. The aim is to foster the spiritual and psychological growth of individual students so that each assumes responsibility to do and be one's best.
- Discipline requires the cooperation of students, parents, and members of the school staff.
- Students and parents must respect and support the purpose, decisions, and spirit of the school.
- If students or parents do not comply, an evaluation occurs to determine if the student will remain or be readmitted. Specific areas of improvement will be identified and must be complied with, and these specifications are discussed in conference with parents.
- More serious disciplinary measures always involve the parents and the school administration.
- Records of offenses, disciplinary measures and parent conferences are kept on file.
- Students may be suspended or expelled if problems cannot be resolved.
- If a student is suspended, he/she is responsible for academic work during suspension period.
- Disciplinary measures that publicly embarrass, humiliate or ridicule students and methods that involve physical contact such as striking, pulling and shoving are avoided.
- Students are not deprived of lunch or caused to miss the bus (except in cases with extenuating circumstances) as part of the discipline policy.
- No parent request to employ methods contrary to Holy Cross Elementary Disciplinary Policy will be honored.
- The administration and faculty at Holy Cross are trained to call attention to misbehavior on the spot and to discipline the student later. This is done in private when neither party is angry.

Classroom disciplinary measures include:

- Writing assignments (consequence sheets)
- Detention after school
- Parent contact (phone calls, e-mails, and/or notes)
- Other creative procedures (private talks, positive reinforcement)

CELL PHONES

- Cell phones may not be in a students' possession while at school.
- Students who must have a cell phone for after-school purposes must bring the phone to the office upon arrival at school **with a note of authorization from the parent.**
- **Parents' cell phones should be turned to silent while on campus.**

PLAYGROUND REGULATIONS

- The school supplies balls, toys and play equipment. Students may not bring these to school.
- Students may play running games in the grass only.
- Gymnastics and karate are not allowed on the playground.
- Grades 1-6 are allowed to play basketball skill games on the court near Poplar Street and on the court near CCHS.
- Regulation basketball games are not allowed.
- Students may sit and talk quietly in assigned areas before the 8:00 a.m. bell.
- Students must keep shoes on at recess.
- **Rocks around playground equipment are not to be removed.**
- Students may not play in restrooms, in restroom areas, or on the walkway between middle and Mamie Bergeron wings.

CONFERENCES

- **Parent/teacher or parent/principal conferences are available.**
- Call the school office at 384-1933 to schedule an appointment with the teacher or principal.

GRIEVANCES PROCEDURE

For grievances related to a classroom matter:

- Discuss the problem directly with the teacher as soon as possible after occurrence.
- If satisfaction of both parties is not obtained, notify the principal.
- If, after discussion with the principal, satisfaction is not reached, the next step is to discuss the problem with the designated mediator of the Holy Cross Elementary Advisory Council.

For grievances with the principal or school policy:

- Discuss the problem directly with the principal.

- If satisfaction is not reached, then the problem is discussed with the designated mediator of the Holy Cross Elementary Advisory Council.
- **Please note that if a problem cannot be resolved at the local level, the Diocesan Advisory Council serves as a final Mediator.**

GENERAL STUDENT REGULATIONS

- Students are to use blue or black ink only.
- Proofreading and workbook activities are exceptions.
- Students may use the office telephone only in case of sickness or great necessity.
- All materials brought to school must remain in school bag during arrival and dismissal and on the bus.
- **Students are not allowed to take food, candy, gum or drinks of any kind to school or on the bus except bottled water.**
- Students must not bring money to school except for designated school purposes.
- Students are not allowed to make collections for any purpose without the principal's approval.
- Student must pay for replacement if a book or other school-provided items are lost or damaged through carelessness.
- Bicycles must have a safety lock and are parked in racks located on the Poplar Street side of school.
- Students are not to bring unnecessary clothing such as overnight apparel for sleepovers to school.
- Students are not to bring electronic devices to school.
- Students are not to bring magazines to school unless specified by the teacher for an educational purpose.
- Pets are not allowed on school grounds unless cleared by the classroom teacher or the office.

ABUSE AND NEGLECT

- Any suspected abuse and/or neglect of a child in a school or day care center must be reported in accordance with Louisiana Statutes.

BIRTHDAY CELEBRATIONS

- Student and teacher birthdays are celebrated on the last Friday of each month. Summer months are included.
- Class treats are not to be sent to the school in celebration of individual birthdays. Kindergarten and pre-school are an exception.
- Do not send balloons, flowers, etc., to school to an individual child.
- **Birthday or other invitations may not be distributed at school unless the entire class or all girls or all boys are invited.**
- Faculty birthdays are recognized and celebrated by the school. No individual parties, decorations, collections, and treats for faculty members are allowed.

BUSINESS PROMOTIONS

- Holy Cross Elementary is not allowed to promote or advertise individual businesses by sending flyers or brochures home with the students.

DIOCESAN SAFE ENVIRONMENT PROCESS

- Parent-volunteers and substitutes must complete the Safe Environment process offered through the school and parish.
- Parent-volunteers, substitutes and visitors must sign in and obtain a badge from the office before entering any area of the school.
- Upon completion of task or visit, each person must sign out and return the badge to the office.

DRUG FREE/WEAPON FREE/SMOKE FREE SCHOOL

- The use, possession of, and distribution of controlled drugs and alcohol and the possession of a firearm or other dangerous weapons are illegal.
- Holy Cross Elementary is a smoke-free facility.

EMERGENCY /SAFETY

- Holy Cross Elementary has Emergency Response Procedures and security cameras.
- Holy Cross Elementary School will notify radio stations KFXV, KMRC, KBZE, and KQKI and the local television station in the event of an emergency.

FIELD DAY

- Field Day takes place in the spring. Skills developed through the physical education program are incorporated into activities.

FIELD TRIPS

- Parents are notified when field trips will be taken.
- All students are required to ride the bus to and from destination.
- The Code of Student Responsibilities and school rules apply.

FIRE/TORNADO DRILL INFORMATION

- Fire and tornado drills are held monthly during the year. Teachers complete an evaluation form after each drill. Regulations comply with safety codes.

HEARING AND VISION

- Hearing and vision screening takes place annually.

- A written note must be sent to the principal should a parent/guardian decline the service.

HOLIDAY TREATS AND GIFTS

- Holiday and special treats are provided by the school.
- Treats may not be sent to school unless approved by the teacher.
- Approved treats must be brought to the office--**NOT** the classroom.
- Gum is **NOT** allowed.

INTERNET AND NETWORK USE AGREEMENT

- Parents and students must sign and adhere to an internet and network agreement. Signed agreements are kept on file at the school.

INTRAMURALS

- In spring, organized intramurals take place in the fourth, fifth, and sixth grades.
- Girls play kickball, and boys play cabbage ball.
- Sportsmanship is stressed.

LICE AND OTHER CONTAGIOUS CONDITIONS

- If a student is found to have head lice or nits, he/she is immediately sent home for treatment. Parents of classmates are notified. Check your child's head periodically. When the child returns to school after treatment is completed, his/her head must be rechecked by a member of the office staff. A similar procedure is followed for other contagious conditions.

MEDICATION

- Teachers at Holy Cross Elementary are not permitted to administer medication to students.
- If a student must have medicine during the school day, parents may come to the school office to administer it.
- If this is not possible, call the school office to make other arrangements.
- **Medication can be administered by office staff on a one-day basis only. Exceptions must be arranged with the principal.**
- **Medication sent to the school office must be accompanied by detailed written instructions with parent signature and date.** This policy includes prescription medication as well as cough drops, lozenges, chap sticks, etc. NO sore throat pops.
- At the end of each school day, all medication must be picked up by the parent or student and taken home.
- **SPECIAL NOTE:** Parents are asked not to send medication unless **absolutely necessary.**

MESSAGES

- Messages to students must be relayed *through the office.*

PHOTO PERMISSION

- Holy Cross utilizes student photos to publicize the activities of Holy Cross Elementary and the accomplishments of its students.
- **If you do not wish for your child to be pictured in any media, send a signed and dated letter advising of your wishes** which will be placed on file in the school office.
- By not sending a letter, you are granting HCES and/or the Diocese of Houma-Thibodaux the right to publish and print your child's name and/or likeness on the HCES website on the internet and/or the world wide web and further, release, indemnify and hold harmless HCES, the Diocese of Houma-Thibodaux, the directors, officers, agents, pastors, employees and insurers from any and all claims and/or damages on behalf of yourselves and your child arising from the publication of your child's name, photograph or likeness used by the school. This agreement shall remain in force and in effect at all times.

SCHOOL NEWS

- A monthly newsletter and calendar from the principal is sent home and posted on the website, www.holycrosselementary.com.
- **Special bulletins are issued as needed.**

SCHOOL ORGANIZATIONS

- **Parents to Promote HCES (PTP)** – An organization consisting of parents whose functions include fund-raising and community- building.
- **Advisory Council** - The Holy Cross Elementary Advisory Council consists of ten members who meet monthly - the principal and pastor along with eight members representing the church parishes served by the school. Council functions include policy-making, goal-setting, financial budgeting, and principal-related activities, such as hiring and evaluating.

STUDENT INSURANCE

- Student accident insurance is provided for school time coverage. **This is supplemental only.**
- Forms and information can be obtained through the school office when an accident occurs.
- 24-hour coverage may be purchased at the beginning of the school year.

SUPERVISION

- Students are supervised at all times.
- Students are not allowed in any rooms without adult supervision.
- Students are not left outdoors at any time without adult supervision.
- While on duty with a group of children, staff members devote their time to supervising the children and participating with them in activities.

TRANSFERS

- Holy Cross should be notified at least a week in advance when a child transfers to another school.
- All school-rented and state-supplied books must be returned to the teacher.
- The student receives his/her report card from the teacher.
- Tuition payments are to be checked with the office personnel.
- Cumulative cards sent to the new school upon written parental request.