



Parent and Student Handbook | 2023-2024

Policies and Procedures

REVISED AUGUST 2023

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Policies and Procedures

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Seven Holy Founders Pastor: Fr. Jeff Knight

Seven Holy Founders Campus

Seven Holy Founders Pastor: Fr. Jeff Knight
Parish Office: 314-638-3938

Holy Cross Academy is accredited by the Missouri Chapter of the National Federation of Nonpublic School State Accrediting Associations. Holy Cross Academy is open to students of any race, color, national, and ethnic origin.

This Student/Parent Handbook contains established policies and procedures for the 2023-2024 school year. Since it is not possible for a handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this handbook at any time as circumstances may require. When changes are made to the handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

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Safe Environment Program (SEP)

All volunteers and employees who work with children at Holy Cross Academy must be in full compliance with the Safe Environment Program (SEP). This includes attending a Protecting God's Children workshop and signing up for the Prevent & Protect program. These requirements are mandated by the United States Council of Catholic Bishops and are followed by every diocese in the country. The policies are the Church's attempt to ensure the suitability of all adults who work or volunteer around children. If you have any questions about your compliance, please contact the Holy Cross Academy Child Safety Coordinator, Melissa Buttice 314-832-4161 or email at mbuttice@hca-stl.org

Foreword

For the Academy to function successfully, staff, parents, and students must work together in a spirit of mutual respect and trust. Fundamental to this spirit is common agreement regarding the standards, policies, and procedures flowing from the Archdiocesan Policy and Procedure Handbook under which the school operates.

While the Pastors are available to provide guidance to parish families, questions or concerns regarding school matters are most efficiently handled when the following order of contact is adhered to: Teacher, Principal/Director, President, and Pastor. The following policies are issued for your information and reference.

Mission Statement

The Mission of Holy Cross Academy is to provide the highest-quality academic and faith formation program where each student develops spiritually, intellectually, and socially. Rooted in the Person of Jesus Christ and in the Catholic tradition, we strive to prepare our students to live a faith-filled life.

Core Values

Faith Formation

Catholicism is an evangelizing faith, nurtured and lived through prayer and deed. Catholic schools, in all that they do and for every member of the school community, are expected to be purposeful in providing opportunities for this formative process.

Academic Excellence

Every child in every Catholic school is to be given the opportunity to experience academic success. Resources and methodology are combined to provide students with a classroom environment that is challenging, yet nurturing.

Community

Catholic schools are communities of learners, ministers, and servants. Mindful of the task of developing within each community member a personal relationship with Christ, doctrinal instruction, meaningful liturgies, and service opportunities come together in the everyday life of the school community.

Social Justice

Catholic schools can never disregard the Church's special regard for the poor, ostracized, and the weak. School curriculums will incorporate this mission into both service opportunities and academic instruction.

Stewardship

Only by helping students understand what true stewardship means—a voluntary giving of time, talent, and treasure—can a child grow into adulthood that fully grasps the meaning of “stewards of the earth and of each other.”

Board of Directors

Holy Cross Academy is governed using a four tiered system. The final authority is Archbishop Rozanski, the Pastors of the four supporting parishes, the Board of Directors which has limited jurisdiction, and the President. The Archbishop selects one pastor from the parishes to serve as the Designated Pastor. This Pastor works directly with the President to ensure the effective management of the academy. The Board of Directors consists of individuals from the parishes, as well as the greater St. Louis area, who are committed to the success of Catholic education and Holy Cross Academy. This board is an executive board that deals primarily with strategic planning, general policy making, and finances. Different from a school board, it does not deal with specific curriculum, instruction, or personnel issues. The board meets regularly and has limited jurisdiction in the area of finance.

Faculty and Staff

Information regarding administration, teachers and staff may be found on the Holy Cross Academy website at <http://www.holycross-stl.org/>. Holy Cross Academy personnel may be contacted through FACTS or by the email information found on the HCA website.

Holy Cross Parents Association

Holy Cross Parents Association (HCPA) is a partnership of parents working together to build a school community through social events for students, parents and staff. HCPA

works with administration to plan events for various holidays and organize volunteers for events. Information regarding the HCPA and HCPA sponsored events may be found on the Holy Cross Academy website and social media.

Admission/Registration K-8

The K-8 program uses FACTS enrollment and Facts Financial for enrollment and tuition collection. A non-refundable annual registration fee is due at time of enrollment.

New students will be required to complete a two step process for enrollment. Parents will complete an online application and should talk with the building principal. Once the application is accepted, parents will need to complete the second part of the registration by uploading required documents. A non-refundable annual registration fee will be required with registration.

Transfer Students from another K-8 school must provide all academic and behavioral records prior to acceptance. Acceptance will be based upon the review of these records and a meeting with parents and child.

All current students will be required to re-enroll each spring and fill out any additional paperwork. New immunizations and physicals are required for grades: K, 3rd, 6th, 8th.

Requirements for registration for K-8 students are as follows:

1. Birth certificate
2. Baptismal certificate
3. Health records with current immunization information
4. Copies of all records (health/academic/psychological, etc.) for all transferring students must be examined by the principal and, if necessary, discussed with the parents prior to final acceptance.

Please note that incoming kindergarten students must be five years old prior to July 31, in accordance with the state of MO and Archdiocesan guidelines.

A three-month probationary period is in place for all new students. School Administration will contact family if there are concerns regarding academic progress, behavior, attendance or social concerns during the three-month probationary period.

[Home Schooled Students](#)

Prior to accepting a student who has been home-schooled, parents/guardians must provide evidence that the student has been receiving regular instruction.

The student's placement shall be determined by a review of submitted materials and student work samples. If the student's records are not sufficient to determine placement, the student will be given appropriate end-of grade assessments.

Simultaneous enrollment in Holy Cross Academy and participation in a home school is not permitted.

Admission/Registration ECEC

The Early Childhood Education program uses FACTS enrollment and Facts Financial for enrollment and tuition collection. A non-refundable annual registration fee is due at time of enrollment.

Registration for the ECEC program will begin Feb. 1. Priority will be given to parishioners and HCA families. ECEC rates vary depending on the days attended by the child. Registration is a two step process. Parents will fill out an initial application with a request for specific days of attendance and if wanting a traditional or year round program.

The Director will review the application and if space is available, the family will fill out the second part of the FACTS application. If space is not available for the specific age group or classroom, the child will be added to a waiting list. When space is available the Director will contact the family.

[ECEC Calendar Year](#)

The Traditional School year program runs mid-August through May. The traditional school year program follows the same calendar and days off as the K-8 program.

The Summer program runs June through mid-August. Separate registration is required. If a family does not re-enroll in February, their child's enrollment will end prior to Memorial Day and not continue through the summer.

New students will be admitted based on age and will have a 90 day trial period with the school. Once a student starts the ECEC program, if the school deems the child has behavioral concerns, modifications and accommodations that can't be made based on the schools daily staffing, class size, IEP specifications, a child that isn't potty trained for the appropriate classrooms or other circumstances, the child may be asked to leave the program. Parents must be willing to work with the school on referrals for outside

evaluations, behavior plans and additional assistance to meet the needs of the child while in a school setting.

Children that are currently receiving First Steps, behavioral therapy, speech therapy, have an IEP plan or health concerns, need to meet with the Director prior to the child starting at HCA. The school may also request to talk with the child's current therapist, classroom teachers, SSD or to observe the child in another school setting prior to starting enrollment at HCA, to make sure the school is able to make the needed modifications and accommodations with our current staff and class sizes. All enrollment forms will be reviewed prior to final enrollment acceptance and classroom placement.

When the number of students exceeds the number of available places, the following priority guidelines are applied for accepting new students:

1. Siblings of current students who are parishioners.
2. Children without siblings in the school who are parishioners of the four supporting parishes.
3. Siblings of current students not registered in one of the four supporting parishes.
4. Children not registered in one of the four supporting parishes, but in another Catholic parish.
5. Children not registered at a Catholic parish.

Requirements for registration for ECEC students are as follows:

1. Current immunization and physical (Religious exceptions will not be accepted)
2. Copies of IEP plans or First Steps evaluations
3. Any Custody records, when parents are separated or divorced
4. Allergy and Asthma action plans

Records may need to be examined by the director, nurse and learning consultant and discussed with the parents prior to final acceptance.

ECEC Enrollment and Class Placement:

1. ECEC students will be placed in classrooms based on age and availability. July 31st, will be used as an age factor for creating school groupings.
2. ECEC enrollment and class placement is determined by the ECEC Director, with teacher recommendations.
3. Classroom sizes may vary from year to year due to enrollment and staffing.

ECEC Potty Training and Independence in Bathroom

1. Children enrolled in a 2 year old or young 3's classroom do not have to be potty trained. Families will supply diapers, wipes and other supplies as needed.
2. ECEC students entering a 3-5 year old classroom will need to be fully independent in the bathroom.
3. Bathroom independence includes but is not limited to: pulling up and down pants/skirts, wiping, flushing and making needs known to staff members. If a child displays inconsistent skills in the bathroom or has multiple accidents in a day or the course of a week, staff members will contact parents and discuss the child's needs.
4. 3-5 year old parents may be asked to make other arrangements for their child while the potty training process is finished. Tuition will need to be paid during this time to hold a child's spot in the classroom.
5. Moving children to a 2 year old or young 3's classroom may not be available due to class size.

Children typically stay with the same teachers and classmates for the August - May period. However, children can be moved to another classroom if needed. Typical moves would be made in January, June or August. Parents would be notified if a change in class placement would need to occur.

Custody Arrangements

In cases in which the parents of the student are divorced or have shared custody, a copy of the portion of the divorce decree or custody agreements, which verifies custody assignments and financial arrangements for tuition payment must be provided at the time of registration and updated throughout the year. Parents who have legal custody are entitled to receive communication, report cards, and to attend parent conferences.

Finances/Payment Plans/Student Fees

HCA works with FACTS Financial to collect monthly tuition fees and incidental billing. FACTS Financial charges a fee for the school year of \$55 per family. This fee is set by FACTS yearly.

Holy Cross Academy has an out-of-parish fee for K-8 students to reflect the investment our parishes are making in Holy Cross Academy.

Tuition payments are an investment in the student's education and religious formation. Tuition payments are also a financial reality necessary to keep the school in business. The Holy Cross Academy Board of Directors and the Finance Committee are involved in the setting of tuition and fees each year.

All families are expected to make tuition payments in one of two ways:

Full Payment - If the entire tuition amount is paid on or before July 1st for the upcoming school year, there is a 2% discount. Parents may view the tuition balance on their FACTS account. There is a \$25 FACTS service fee.

Monthly Payments - This method requires the family to enroll with a tuition collection service chosen by the school and that the payments will be collected through automatic bank drafts. Payment dates of either the 5th or the 20th of the month may be selected by the family. The tuition collection service may charge families a fee for the privilege of paying in monthly installments and this fee is non-refundable to a family in all circumstances (the "Tuition Services Fee").

K-8 and Traditional ECEC school year families will be billed for ten (10) monthly installments (July - April) for the total amount due for all children enrolled at HCA. Only families with children enrolled in both the traditional and summer ECEC programs will pay in 12 monthly installments.

The tuition for students enrolled after the first quarter will be prorated according to the number of school days they expect to be enrolled. Payment may be made in full upon enrollment or using the monthly payment plan however the number of monthly payments may be fewer than ten depending on the date of enrollment.

ECEC tuition is based on the age of the child and total number of attendance days and full day or morning only. ECEC fees are calculated on a monthly basis. If parents change the number of weekly attendance days, the monthly fee will be recalculated and updated on the next FACTS tuition payment.

ECEC students are NOT included in the K-8 multi-child discount. ECEC students may qualify for an HCA or parish scholarship. Financial assistance applications must be filled out through the FACTS program.

Late payments - It is the responsibility of the family to inform the Business Manager of situations which arise which may affect their ability to meet their tuition payments or payment schedule.

- If full tuition is not made by the first day of classes, the family will be required to enroll in the monthly payment plan as outlined above.

Additional consequences for tuition delinquency will be:

- If tuition is delinquent at the close of the semester, parents will not have access to view student report cards.
- If tuition payments are substantially delinquent at the close of the semester in December and the Business Manager has not been contacted, students will not be admitted beginning the first day in January.
- All tuition from the previous years must be paid in full by August 1st for the student to be readmitted for the next school year.
- If a student's account is delinquent, unless otherwise required by law, the student's records/transcripts will not be released to another school/high school until such time that the delinquency is resolved.

Families should be up to date on all financial obligations prior to re-enrolling in February for the next school year. Re-enrollment can be withheld if payment agreements haven't been set-up with the Business Manager.

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition paid for that school year (minus any monies owed, if applicable). After the first day of school, tuition refunds shall be prorated based upon the number of school days the student was enrolled. No refunds of the Tuition Services or Registration Fee will be made.

[Fees/Service Fees](#)

The following fees are due on or before the date noted and are paid directly to the school:

Registration Fee: Fees are due with registration documents in the spring prior to the year for which the student will be attending Holy Cross Academy.

Chromebook Fee all 6th grade and new 7th and 8th graders: Chromebooks cost \$350* which can be paid in full or added to monthly tuition payments.

Fees will not be refunded due to student withdrawal.

School property, including Chromebooks, will not be issued to students for whom the Registration or Chromebook Fees have not been paid.

Lunch Fees: If a family carries an outstanding balance for more than 2 months, they will not be allowed to continue ordering lunch from the cafeteria or Pizza Friday, unless a payment plan has been arranged with the Business Manager.

ECEC Supply Fee: Each child will have a supply fee of \$125 used for consumable supplies, snacks and the use of Brightwheel. This fee will be added to the yearly tuition.

After School Program-ASP

The After School Program is available for K- 8 students at the Primary campus until 5:00 pm, and the Early Childhood campus from 3:00 pm until 6:00 pm daily. Families will need to fill out a registration form to enroll in the program. If your circumstances should change and you require aftercare during the year, please contact the office at which campus child will attend ASP and every effort will be made to accommodate your family schedule. The fee for ASP will be announced at the start of each school year. The fee is charged for any portion of an hour. More information on this program is available through the ECEC and Primary school offices at each campus.

After School Program Payment Policies

The After School Program will be available at the Primary and Early Childhood campuses. K-8 students will attend ASP at the Primary Campus.

Fees accrued for use of the After School Program will be posted to FACTS semi-monthly. Families are expected to make regular payments on their ASP fees. Payment schedules can be made with the Business Manager, if needed. All After School Program fees must be paid in full at the end of first semester and second semester. Contact the business office to arrange a payment plan.

Families arriving after closing time will be charged a \$10.00 late fee per child. Pick-up time will be determined by the ASP clock. Families should make every effort to contact the ASP staff to inform them if they are running late.

If a family carries an outstanding balance for more than 2 months, they will not be allowed to continue using ASP unless a payment plan has been arranged with the Business Manager.

After School Classes and Clubs

Specialty classes and clubs may be offered to HCA students for an additional fee. Classes may vary from campus to campus depending on schedules and personnel. Parents will need to enroll their children and pay an additional fee for these classes. Fees and class size are determined by the class sponsor. HCA will send home registration forms and put class information on the website. Parents will need to be in contact with the teacher or independent company sponsoring the class in regards to supplies and class expectations.

Attendance

Absence

Appointments and vacations are discouraged during school hours. Because we wish to ensure the safety and responsibility of the children, please call school by 8:00 am to report that your child or children will be absent. Students will be marked accordingly for tardy, absent full day, absent half day, early out, or short absence. Students are considered absent whenever they are away from school during school hours except for school sponsored sanctioned co-curricular activities (e.g. field trips, enrichment, and remedial programs, etc.). Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences, a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence. Make-up work and test scheduling are the responsibility of the student.

Once present on school property, either before classes begin or during the school day prior to dismissal, students may not leave the school campus without a parent or guardian following the regular "sign out" procedure.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. Each student is allowed nine parent excused absences in a school year. When a student has accumulated nine absences in

a year, the parent will be asked to meet with the campus principal. Future absences may require official documentation (doctor's note) for every additional absence.

When a student has been absent 10 days or more, consecutively or otherwise, during a grading period, the grade of Missing (M) is reported until the student has fulfilled the required work for that grading period.

Absences include:

Sickness - All tests and assignments that occur during the student's absence must be completed within three school days of returning to school. Extensions may be granted by the teacher.

Appointments - (i.e. medical, dental, or other reasons) In the case of absence due to appointments and high school visits, it is the responsibility of the parent to notify the school office and teacher(s). It is also the responsibility of the student to obtain missed school work/assignments and to reschedule any missed tests.

Field Trips - Unless ill or excused for a verifiable and reasonable situation, students who do not attend scheduled school sponsored field trips are required to stay at home and will be marked absent on that day.

Truancy - A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials. Students found to be truant will have a meeting with the Principal, Dean of Students or other Administration. Repeated truancies could lead to withdrawal for cause.

Vacation - Holy Cross Academy respects the right of parents to remove children from school during the academic term for family vacations. However, teachers are not required to give a list of all assignments prior to the student's departure. All tests and assignments that occur during the student's absence must be completed in a time frame assigned by staff following the student's return to school. Students who are present part of a school day and then leave for vacation may be expected, prior to departure, to take any tests or turn in any assignments that were scheduled for that day.

Dual Enrollment- Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

Holy Cross Academy permits dual enrollment of its students only in other accredited schools.

As the primary education provider for K-8 students, Holy Cross Academy is responsible for instructing the student in the core curriculum. All core curriculum coursework and assignments will need to be completed by the student following the absentee policy.

When determining if dual enrollment is a viable option for meeting a student's educational needs, consideration should be given to the educational impact of the student's absence.

A student is not considered absent from Holy Cross Academy when in attendance at the other school. Whenever dual enrollment is established, a written plan is developed and placed in the student's cumulative file. This plan will include specific information regarding:

- The educational purpose the dual enrollment arrangement is intended to achieve
- The amount of time the student will be away from Holy Cross Academy
- The mechanism by which Holy Cross Academy will receive information from and provide information to the supplemental program, including attendance/absences
- Transportation to and from Holy Cross Academy
- A signed copy of the HCA Acknowledgement of Dual Enrollment Form

Student Release From School

Holy Cross Academy students are permitted to leave the school for reasons of illness only after the parent/guardian has been contacted by phone. Only contacted/authorized parents/guardians may pick up a child from school for early release. Parents/Guardians must utilize the "sign out" procedure when picking up students for early release.

Tardiness

A child is marked tardy when they are not in the classroom at 8:00 am on the Primary Campus, 7:55 am on the Intermediate Campus, and at 7:30 am at the Middle School.

When a student is tardy, they must report to the office before entering the classroom. They will be checked in at the office through FACTS. Students are marked tardy for 30 minutes following the tardy time, and a short absence is for the first two hours after the students' campus day begins. After two hours, students are marked, "Absent Half Day." ECEC students are asked to arrive by 8:00 a.m. If arriving after 8:00 a.m. students should be dropped off at the main door (#1).

Please note that 10 tardies in a quarter will result in a meeting with the Principal or Dean of Students for the parent and student. Principals reserve the right to develop school-based consequences for students with excessive tardies.

Communications

Branding and Logo Usage

Should you or your organization wish to reproduce the Holy Cross Academy logo for whatever reason, your request needs to be approved by the Office of the President.

FACTS

FACTS is a web-based system that enables Holy Cross Academy to communicate with our school families and vice versa through their preferred email account. FACTS also provides parents with student's grades, monthly lunch menu, family accounts for lunch and aftercare, current news, and a notice of important school dates through the Family Portal. Each family has a username and password. If you have any questions regarding FACTS, please contact the school office.

Communication Between Staff and Parents

The following guidelines have been created to promote the positive child-focused relationships needed to support student learning.

Applicability: This policy applies to all students and parents/guardians of students. (Note: Holy Cross Academy has an existing policy applicable to communications from teachers and staff to parents/guardians).

1. Be respectful in communicating with Holy Cross Academy staff members.
2. Be respectful of the schedules of Holy Cross Academy staff members. Generally speaking, during the school day, teachers are in classrooms or performing other duties for Holy Cross Academy. The priority of all teachers is educating our students. Responding to messages can distract them from this responsibility. Please give Holy Cross Academy staff members a minimum of 24 hours to respond to messages on regular school days.
3. If your matter is urgent or critical, parents should always call the school office at the campus which their child attends.

4. In keeping with Archdiocesan policies, please do not text teachers or staff regarding school matters. All communications should go through FACTS or Brightwheel (ECEC) and/or staff HCA email accounts.

[Calendars](#)

The calendar of events for the school year may be found on the HCA website and in the Family Portal in FACTS. Parents will be notified in a timely manner if and when major changes occur. It is a good idea to subscribe to this online calendar or check it frequently for minor changes.

[Conferences](#)

Parent-teacher conferences for ECEC and K-8 students are held every fall in conjunction with receipt of the first report card. You will be notified of the exact time and date. Any parent desiring to see a teacher at a time other than a scheduled conference time is encouraged to do so by making an appointment with the teacher. The ECEC will also have parent conferences in late February or early March.

[School Meetings](#)

At meetings to discuss student progress, parents or legal guardians of students may meet with their child's teacher. In some cases, other relevant faculty and staff may be needed to discuss the child's progress. In certain instances, it may benefit the student if credentialed support specialists such as therapists, counselors or other specialists attend such meetings. Parents or legal guardians desiring such credentialed support specialists attend such meetings should sign a consent form allowing Holy Cross Academy to meet with credentialed support specialists to discuss the progress of the child. Only approved individuals should attend scheduled meetings.

[Deliveries to School](#)

Items brought to school for students (lunches, textbooks, projects, etc.) are to be brought to the office. No items are to be taken directly to the student's classroom.

Flowers, balloons or other items delivered to the school for students' birthdays, special events, etc. are also to be brought to the office and will be given to the individual student at dismissal.

[Communication-Media](#)

Members of the media are to be present on Holy Cross Academy property only as invited guests, and are not allowed to interview students or school personnel on matters unrelated to the purpose for which they were invited.

[Electronic Devices](#)

Holy Cross Academy students have access to computers and other electronic media in

both the media lab and classroom settings. Each year, students and parents must review and sign the school's "Acceptable Use Policy".

Student violations of this policy will result in termination of electronic media privileges and, if warranted by the violation, further disciplinary action.

Holy Cross Academy adheres to the current copyright laws governing printed material, videotape, computer software, music, multimedia presentations, and Internet web sites and resources. No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned or borrowed or leased from the school. No students or others may use any form of unauthorized copies of copyrighted materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials are allowed for specific instructional purposes within the limits of the "fair use" limitations.

Cell Phones. Camera. Ipods. etc.

During school hours, student electronic devices may not be seen, heard, or used while at school, on the bus, or at any school-sponsored activity unless approved by the administration. If there is a message you must get to your child, the secretary will see that the student receives it.

The office phone may be used by students to call parents in emergency situations. All students must have an adult's permission before using the telephone.

Unless specifically granted permission, students should not have electronic devices such as Smart Watches, portable gaming systems, etc. during the school day and/or at any school-sponsored activity. If these items are confiscated, parents must pick up the device from the school office.

Students attending after school clubs, ASP or school activities should refrain from using personal electronic devices. Devices can be used for school work when necessary. If a student is on a device, he or she may not take pictures of anyone (self included), nor watch videos, play games, etc. If a student does not follow these rules, he or she may be banned from using a cellphone during ASP and parents/guardians will be notified.

Out of respect for the students in our school, students and parents are not permitted to publicly post any videos, pictures or audio recordings of students at school events unless the student/parents has the express written permission from the school to do so. This includes but is not limited to online photo-sharing and posting videos to Youtube, Facebook, Snapchat, Instagram, Twitter, or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teacher's permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parents have the express written permission from the school staff member. This includes but is not limited to online photo-sharing and posting videos to Youtube or similar applications.

Electronic Readers or Tablets

Electronic Readers or Individual tablets are not allowed to be used at school unless they are part of a student's learning profile and approved by the building administration.

Holy Cross Academy is not responsible for electronic devices.

One to One Chromebook Program

All Middle School students participate in a one-to-one Chromebook program. The Chromebooks are parent funded and purchased through Holy Cross Academy. This purchase includes the Chromebook device loaded with a Google Management System designed for Holy Cross and a three-year warranty for normal use. Students are responsible for adhering to the Student-Parent Chromebook Use Agreement, which is updated each year and signed by the student and parent. Google Classroom is used in all Middle School classes. Internet safety is important. Each student has an HCA domain which is monitored by the administration and the technology coordinator.

Social Media

Holy Cross Academy currently uses our school website, Facebook and Instagram Pages to inform our various stakeholders about happenings on our campuses and in our parishes. We reserve the right to adopt other forms of social media in the future if we determine it/they enhance our ability to communicate with one another, our outside stakeholders and/or benefit Holy Cross Academy.

HCA defines inappropriate electronic conduct as anything of a sexual nature; statements that threaten, libel, slander, malign, disparage, harass or embarrass members of the HCA community, faculty, staff and administrators. In addition, inappropriate electronic conduct includes words and/or statements that can harm the school both internally and how the school is viewed by outside sources.

HCA reserves the right to remove comments on our social media site(s) that compromises the dignity of any community member. Words, actions, or depictions which

violate the privacy, safety or good name of community members are completely inconsistent with our mission.

Telephone (School)

The school office telephone may be used by students only in cases of emergencies, with permission from a staff member.

Curriculum

Core Curriculum

The Holy Cross Academy curriculum is available online at <http://www.holycross-stl.org/>.

Holy Cross Academy is working to align curriculum standards with the Saint Louis Archdiocese core curriculum.

Class Size/Teaching Assistants

The educational needs of the students will be the primary determination in all class size decisions. Exceptions at all grade levels will be made for classes where larger numbers may be appropriate. Our expectations on class size and staffing are as follows: K-2 with a class size of 25 or below with an assistant available at 20 students; grades 3-5 with a class size of 30 or below with an assistant available at 25 students; grades 6-8 with a class size of 30 or below. All other matters of class size will be handled pastorally with consultation of the parent(s) and administrator.

ECEC 2 year olds will have up to 16 children with 3 staff members, if under 12 students 2 staff members. ECEC 3 year class size is 16 students with 2 staff or 20 students with 3 staff. ECEC 4-5 year class size is up to 20 students with 2 staff, if over 20 students additional staff may be put in place.

Field Trips(K-8)

Field trips must have an evident educational purpose. This applies even if the trip takes place outside of the school year. Class visits to places of religious, cultural or educational significance give enrichment to the lessons of the classroom. The administration and faculty determine the appropriateness of school-sponsored field trips.

The written consent of parents/guardians must be obtained for every child participating in a field trip.

Field trips are privileges. No student has an absolute right to go on a field trip. Students can be denied participation if they fail to meet behavioral requirements. (See the Attendance section of this handbook if a student wishes to be excused from a field trip.)

Parents may be asked to pay an additional field trip fee to cover the cost of programming.

Since students represent Holy Cross Academy on field trips, appropriate behavior is expected at all times. School uniforms are always worn on educational field trips unless exceptions are communicated by the teacher or moderator of the trip. The teacher oversees supervision during field trips. Any other adults accompanying the students are to assist the teacher with supervision of the students. The administration will approve the appropriate ratio after consulting with the moderator of the trip. No children are to be on field trips except those students in the designated class. The primary responsibility of every adult supervisor is to be actively involved with the activities of the students.

When feasible, a Holy Cross Academy shuttle or bus transportation by an insured carrier will be utilized.

If special circumstances indicate the use of private passenger vehicles, the following criteria are to be implemented:

- Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
- The vehicle should have a valid registration and meet state safety requirements.
- The vehicle must be insured for minimum limits of \$100,000 per person, \$300,00 per occurrence.
- Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting. Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age and who weigh at least 40 pounds but are less than four feet nine inches tall must be secured in a child passenger restraint system or booster seat appropriate for the child. Children who weigh at least 80 pounds or children taller than four feet nine inches must be secured by vehicle safety belt or booster seat appropriate for the child. (Missouri SB 872).
- Every person in the private vehicle must wear a seatbelt or use an appropriate passenger restraint system.
- Adults are not permitted to smoke in the vehicle.

- Drivers/parent volunteers must be in compliance with the “Protecting God’s Children” (Prevent and Protect STL) through the Archdiocese of St. Louis.

Volunteer drivers must provide the school with copies of a valid driver’s license, their vehicle registration, and proof of insurance coverage.

Grading for K-8th Grade Students:

Holy Cross Academy utilizes Standards Based Grading (SBG) and Report Cards for our K-8 students. SBG provides a higher quality of feedback to more clearly communicate information to be used in directing learning and teaching. The student’s performance, measured in several ways to check for consistency and fluidity, is assessed using the criteria in the Performance Descriptors listed below. Teachers analyze students’ answers to determine their depth of understanding. They teach the students to self-reflect as well. The assessments are aligned with the curriculum at Holy Cross Academy.

K-8 PERFORMANCE DESCRIPTORS

PERFORMANCE DESCRIPTOR	EXPLANATION
MASTERY	The student CONSISTENTLY demonstrates an understanding of the learning goal and applies the information, concepts, and skills at an independent level .
ACHIEVING	The student USUALLY demonstrates understanding of the learning goal and applies the information, concepts, and skills at an independent level .
DEVELOPING	The student SOMETIMES demonstrates an understanding of the learning goal by applying the necessary information, concepts, and skills. The student needs teacher support in order to meet the learning goal.
INSUFFICIENT PROGRESS	The student INFREQUENTLY demonstrates understanding of the learning goal by applying the

necessary information, concepts, and skills. The student needs **reteaching and extra support** in order to meet the learning goal.

K-5 LEARNER QUALITIES (Self-Directed Learner and Quality Producer, Respectful Citizen, Cooperative Learner) will be graded with an *O=Outstanding, S=Satisfactory, &/or NI=Needs Improvement*

6-8 LEARNER QUALITIES

Participation-Student contributes ideas in small and large group discussions and puts forth a high degree of effort.

Cooperation-Student demonstrates respect toward the teacher, classmates and self; encourages peers, follows classroom rules and procedures; and accepts responsibility for own behavior.

Assignments-Student completes work on time, is prepared for class, and follows the directions of the assignment. *The Middle School Learner Qualities will be graded with *Mastery, Achieving, Developing, &/or Insufficient Progress*.

Homework

Homework policy is given out to parents and students at the beginning of each year.

Promotion and Retention

Students are promoted to the next grade level upon satisfactory completion of the required academic work for the current grade level. This includes the achievement of all required skills and the completion of all necessary coursework to the satisfaction of the teacher and/or school principal.

A plan for students who have demonstrated insufficient progress will be made through summer programs or tutoring, and will be developed by the teacher, parents, school principal and learning consultant.

At the discretion of Holy Cross Academy, students may be retained in the current grade level if they have not demonstrated an ability to be successful at the next grade level.

To graduate from Holy Cross Academy, a student must have successfully completed the minimum academic and religious requirements of the school, maintain a satisfactory attendance record, and demonstrated satisfactory conduct.

Religion

Holy Cross Academy is a Catholic school community rooted in Jesus Christ. Our program educates and forms our students in the Catholic faith, Tradition and its teachings. Our school exists to evangelize faith through each child's personal relationship with Jesus Christ, while fostering Catholic identity and infusing faith in every activity and curriculum.

Prayer, both informal and formal, is an integral part of the school day. Daily prayer includes Sacred Scripture, which reveals and communicates God's love and action in their daily lives. We pray each morning as a school community and then throughout the day in individual classrooms.

The Archdiocesan 4-8 Theology of the Body program is part of the school's Religion curriculum. The Archdiocesan Safe Touch Program is implemented in grades K-8. A separate notification letter will be sent out regarding these programs. Kindergarten students will participate in the Catechesis of the Good Shepherd program at ECEC.

Standardized Testing

Each fall, the Iowa Assessments are administered to grades 2-8 and Cognitive Abilities Tests are administered to grades 1, 3-5, 6, and 8.

Individual student test results are made available to parents at the end of the first quarter.

Discipline

The Discipline section of this handbook is not intended to cover every student behavior that may require disciplinary action. In all matters of discipline, Holy Cross Academy administration shall be vested with the discretion to respond in an appropriate manner, commensurate to the facts presented.

Academic Honesty

The consequences for a violation of the school's policy concerning academic honesty are at the discretion of the faculty. These consequences could be a signature on the Responsibility Card or a demerit/detention at the middle school, or other action as deemed appropriate by the building administration.

Academic dishonesty includes, but is not limited to, the passing of answers on quizzes, tests, or classroom assignments; verbal and/or electronic seeking, receiving, or

transmitting of specific information about questions/answers on a test; the lending or copying of homework; use of cheat sheets or their possessions in the testing room; and acts of plagiarism.

Alcohol/Drugs/Tobacco

The possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

All Holy Cross Academy buildings are Smoke Free facilities. Tobacco and vaping type products are prohibited on all Academy properties and at Academy sponsored events. There is no smoking, of any kind, permitted in the school buildings for anyone.

Classroom Behavior

Please refer to each campus' behavior plan for building specific procedures.

The following behaviors are considered severe at each campus:

- **Anything thrown** either inside the classroom or out of the classroom window.
- **Vulgar/obscene language or gestures**
- **Physical altercations**-i.e. tripping, pushing, shoving, or elbowing, with intent to harm.
- **Disrespect**-especially in language to any adult or fellow student.

Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body may be suspended or dismissed from school (withdrawal for cause).

Suspension means that a child may not return to school until the parents have a conference with the administration. A student under suspension may be given a probationary contract that specifically outlines the need for improvement.

If suspended, school assignments will be provided by the appropriate teachers and must be completed upon return to the classroom. If suspension occurs during testing time, all tests, quizzes or exams must be completed in an agreeable time determined by the teacher.

Withdrawal for cause is the permanent end of enrollment of a student in a school. In the Archdiocese of St. Louis, the President of the school may specify that a student is withdrawn for cause.

False Messages to School

Any student who contacts school (telephone, email, written notes, etc.) with false or threatening information deemed harmful to any individual member or group of the Holy Cross Academy community, or the community at large, will be subject to disciplinary actions deemed appropriate by the school administration.

Any of the aforementioned activities that result in legal violations will also be reported to the appropriate civil authorities.

Harassment

Holy Cross Academy maintains a learning environment that is free from all forms of harassment. No students in the school should be subjected to any type of harassment. Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes, but is not limited to, conduct that is verbal, physical, visual, or of a sexual nature. Holy Cross Academy investigates every harassment complaint. The investigations and all actions taken will be shared only with those who have a need to know.

After being notified of an allegation of sexual harassment, the building administrator of the campus will review the allegation with the appropriate authority and communication will be made, when appropriate, to those affected.

If the school determines that a student has engaged in sexual, or other forms of harassment, the appropriate disciplinary action will be taken.

Hazing and Bullying

Holy Cross Academy prohibits all forms of hazing, bullying, and student intimidation. Students participating in or encouraging inappropriate contact will be subject to discipline. Such discipline may include, but is not limited to, suspension or expulsion from school. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

Holy Cross Academy employees, sponsors, and volunteers shall not permit, condone, or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. Staff will report incidents of hazing or bullying to the building principal. The principal shall promptly investigate all

complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate the policy.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of the student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, or club including, but not limited to, a grade level, student organization, or a school-sponsored activity.

For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or damaging property; oral or written taunts including name-calling, put downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide, or self-harm.

Violence (Weapons)

Violence is not tolerated at Holy Cross Academy.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon, and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons.

The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

All reported or observed instances of threatened or actual violence will be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause and legal actions depending upon the severity of the incident.

At the discretion of the Holy Cross Academy administration, acts of severe violence or the use of any weapon may be reported to the appropriate authorities for further investigation.

Student Desks and Lockers

Desks and lockers are school property. The school reserves the right to check any desk or locker unannounced. The student is to use the desk or locker assigned to him/her by the homeroom teacher. No student is to enter any desk or locker other than his/her own except when getting homework for a student who is absent.

School administration may request that a student empty the contents of pockets, purse or backpack. If a student refuses, disciplinary action may be taken on the basis of that refusal.

The student is responsible for damage to his/her desk or locker and will be required to pay for the repairs.

Nothing is to be permanently affixed to the desk or locker. The school is not responsible for lost or stolen items. Keep money and valuables with you at all times.

Dress Code/Uniforms

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and is not allowed.

General Requirements

All students should be neat, clean and in full uniform. Students are required to be in uniform during after school programming. Parental communication is required for any exceptions.

It is the responsibility of the student, with the cooperation of the parents, to abide by the uniform policy. The final decision regarding the appropriateness of school attire is at the discretion of the administration.

Hair must be groomed, neatly kept, and of a natural color. It may not be styled in a way to cause a disruption of the school environment or student learning. This includes hair accessories. The final decision regarding the appropriateness of hair is at the discretion of the administration.

Smart watches, Fitbits, and similar devices with internet capabilities are NOT allowed in school.

Uniform Requirements

General Information for Early Childhood and K-8 Students.

Mass Uniform Requirements:

- A white polo with the HCA logo is required for K-8 boys, 5th grade girls wearing skirts, and 6-8 girls to be worn on Mass days with proper uniform bottoms.
- Logoed polos can be purchased at Just Me Apparel or white polo may be purchased at the store of your choice and embroidered at Initial Design.

ECEC Children

- Shirt: Royal, yellow, or light blue screen printed t-shirt from Lipics Engagement
- Shorts, sweatpants or other elastic pants should be navy,
- Navy fleece quarter zip, HCA hoodie, HCA sweatshirt
- HCA logoed tote bag from Lipics

ECEC girls can also wear:

- Tights: solid color: navy, white, black or gray
- Navy polo style dress with drop waist dress with or without HCA logo embroidered
- Jumper: Mayfair 18631B, with royal or light blue shirt under jumper
- Navy, light blue or white sweater
- Simple headbands, bows and hair chips that aren't distracting or make noise

All Campuses:

- Socks must be worn.
- Shoes: No shoes that will scuff the floors or leave black soles marks on floors.
- Shoes should have a closed toe and closed heel.
- CROCS, sandals, flip flops, or inappropriate heels are not allowed.
- Shoes with lights in heels should not be distracting.
- Girls Leggings: Ankle length black or navy; plain (no lace, buttons, etc. should only to be worn under skirt or jumper)
- Girls Tights: White, navy or black
- Undergarments should be natural in color and not noticeable.
- Skirts and jumpers should be at an appropriate length.
- Cargo style pants or pants with holes should not be worn to school.

3rd-8th Grade Gym Uniform

- HCA dark gray screen printed t-shirt with navy shorts or sweatpants.

- Navy shorts should have a 4 inch or longer inseam with or without HCA logo
- Navy sweatpants with or without HCA logo
- Short running shorts are not permitted. Parents will be contacted if shorts are not appropriate length.

Primary and Intermediate Campus Daily Uniform:

- Polo Shirt: white or gray with or without logo
- Required 1 White Polo with logo for Mass days
(Logo on polo not required for K-4 girls due to jumper covering logo)
- Navy Docker style uniform pants or shorts
Navy shorts must have at least a 4 inch inseam
- HCA hoodie or quarter zip fleece, HCA embroidered or appliqué sweatshirt
- K-5th Girls: Jumper: Style Mayfair 18631B

Middle School Campus

- Khaki Docker style uniform pants, with black, brown, or navy belt;
- Khaki shorts must have at least a 4 inch inseam
- Polo Shirt: White or Navy with or without logo
- White Polo with logo for Mass days
- Navy quarter zip or fleece with HCA logo (no hoodies)
- Girls plaid skirt: Style Mayfair 868

8th Grade Additional Options:

- Specialized class quarter zip
- Class t-shirt can be worn on non Mass days
- Mass days students should wear white polo with logo

HCA reserves the right to adjust uniform options based on current trends or manufacturing style cuts for non-specific uniform attire.

Uniform Suppliers:

Supplier links can be found on the HCA website from the following companies: Just Me Apparel, Lipic Engagements (online orders only), and logo embroidery through Initial Design Shop in Webster Groves

[Out-of-Uniform Day/Birthday Guidelines](#)

There are various days during the school year (birthdays, holidays) when the students are allowed to dress out of uniform. We recognize the popularity of the current styles, but do realize these may not be appropriate for school (i.e. tight fitting tops and pants,

short skirt lengths, strapless or spaghetti tops, cut off shorts, midriff-baring tops, tight-fitting yoga pants, or pajama pants).

- Jeans are allowed but may not be faded or have holes or no low rise styles.
- Shorts with at least a 4 inch inseam
- Tops/shirts should have sleeves and be able to be tucked in the jeans and slacks.

If the clothing worn by the student is considered inappropriate for school, parents will be contacted.

Birthdays may be celebrated on the particular day or a designated day arranged with the teacher. If it falls during the summer the student should celebrate it on the half-birthday.

Emergency Procedures

To assure the safety of each student in the event of an emergency, specific drills are held periodically to familiarize students and teachers with emergency procedures.

Emergency Information

At the beginning of each school year, parents are required to update all information in the FACTS system. In cases when parents cannot be reached when your child is ill, there will be a place for you to list the names of other contact people.

Please update this information throughout the year as needed. If there are any changes, please contact the school office.

If a disaster should occur while your child is attending school, report to the student pick up areas designated by special signs and sign out your child/children before taking them home.

Snow/Inclement Weather

Parents will be notified through FACTS, social media, and local news outlets if there is a change in the school schedule, including Snow Schedule, school cancellation, or emergency information. Parents should not opt out of text messages via FACTS.

If weather conditions indicate opening school at the regular time would be hazardous, but does not warrant the school being closed the entire day, a Snow Schedule will be announced. When the Snow Schedule is in effect, classes will begin at 9:30 a.m. for all campuses. Doors open at 9:00 a.m. There will be no supervision of students available before 9:00 a.m. Consideration for those carpooling to multiple campuses will be taken

into account. **If Holy Cross Academy is on the snow schedule no AM shuttle buses will be running. Afternoon buses will be determined by weather and communicated through FACTS messaging.**

In the event that school needs to be canceled once classes are in session due to a non-weather emergency, every effort will be made to contact you via email and phone calls.

Child Abuse/Health

The faculty and staff of Holy Cross Academy are required by state law to report suspected cases of child abuse to the Missouri Division of Family Services.

Except at the direction of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents/guardians and provide them the opportunity to be present.

Mandated Reporters:

Mandated reporters are those who are required by law to report suspected child abuse. This includes but is not limited to Archdiocesan personnel who have responsibility for the care, custody and control of children, such as

- Principals, Teachers and other School Personnel
- Clergy and Religious
- Pastors and parish staff
- Agencies and Offices that serve children

Missouri law requires that a mandated reporter make the CA/N report himself/herself rather than delegating that responsibility to a supervisor. Questions regarding Archdiocesan Policy on the reporting of abuse may be directed to the Office of General Counsel, the Office of Child and Youth Protection or the Safe Environment Program Office. It is required that suspected child abuse be promptly reported for the safety and wellbeing of children.

Reporting Requirements

A person is required to report when he/she has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or when he/she observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect. "The person who initially suspects/observes the abuse must make the report himself/herself, and cannot delegate this responsibility to someone else, including that person's supervisor." All adults in the Archdiocese employed or volunteer, who have

regular contact with children, are required to be in compliance with the Prevent and Protect program. This program teaches participants how to identify potential or actual abuse situations.

Investigation Process

Suspected child abuse or neglect should be promptly reported. Missouri law mandates that an internal investigation of suspected abuse cannot be undertaken until the suspected abuse is first reported to the DFS Hotline or Law Enforcement. The Archdiocese may then investigate the allegation after the hotline report has been made. This will be done in consultation with the DFS Hotline workers and/or Law Enforcement so as not to impede their investigation. The internal investigation is generally carried out by designated persons in the Office of General Counsel, the Office of Child and Youth Protection, the Safe Environment Program Office, the Vicar for Priests, and the Education Office as indicated. The Archdiocesan Review Board will generally be involved in the internal investigation process

Illness and Injury

Holy Cross Academy maintains an emergency form for each student indicating the parent/guardian wish for the handling of any physical/medical emergencies for their child. This form bears the signature of the parent/guardian and is updated yearly.

If a child has been ill with a fever, they will be required to stay home a minimum of one day prior to returning to school. They should only return to school if they have been fever free for 24 hours without fever reducing medication. Fever is defined as a temperature of over 100.4 degrees Fahrenheit. ECEC families should see additional health guidelines in the ECEC packet.

If a child is vomiting at school, they will be sent home for parents to monitor. Students may return to school when 24 hours have passed without vomiting.

Students with persistent coughing or having difficulty breathing will need to be picked up by a parent or guardian.

Please see additional information regarding updated health policies.

Administration of Medication at School

When possible, medication should be given at home. If a student requires medication during the school day, the following must be in place:

- The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner; signed and properly filed with the school. Only physicians, physician's assistants, and nurse practitioners have prescriptive rights. A

parent/guardian cannot prescribe a medication for the school to administer to their child even non-prescription medication; nor may the parent/guardian authorize changes in the medication administration. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to school.)

- Written consent of the parent/guardian for school personnel to administer the medication.
- The medication in the original container. This includes cough drops, ibuprofen, inhalers, epi-pens, diabetic medications, Tylenol etc.

All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of life saving medication (such as epinephrine autoinjectors) when properly registered with the school.

Written orders from a physician should detail:

- The name of the student
- The name of the medication
- Dosage
- Time interval medication is to be administered. If the medication is given on an "as needed" basis, it is necessary to state how often the medication can be given.
- Diagnosis or reason for medication

The school may request from the parent the right to call the physician to clarify a medication order.

If there is any change in the dose or timing of the medication, the physician must submit the change in writing. This may be faxed or mailed to the school your child is attending. A parent may not give permission to administer medication differently from the physician's order.

[Life-Threatening Medical Conditions](#)

Parents of those students with significant or potentially life-threatening medical conditions must provide Holy Cross Academy with the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to

provide the student with a healthy and safe environment. Parents of those students with life-threatening medical conditions must contact school administration prior to the first day of school to discuss the child's medical condition and emergency plan.

If a student has a life-threatening medical condition requiring emergency medication to be given at school, it is mandatory for the parent to provide the emergency medicine with proper administration instructions to the school. The emergency medication must be provided to the school prior to the first day of school. Failure to do so will result in the child being withheld until the emergency medication is provided.

Head Lice

If it is determined that a student has contracted head lice or nits, the school nurse/office staff will examine the student and all siblings of the infected student and send home a letter to the appropriate classroom(s).

The letter will contain information regarding the procedure for removal of head lice.

Students with head lice will be excluded from school until they have been properly treated. Before a student may be readmitted, the school nurse/office staff must check for any remaining nits or lice.

ECEC classrooms will send home rest mat covers and blankets to be laundered by families.

Physical Examinations and Immunizations

ECEC students must have a physical prior to starting school. ECEC parents should submit new immunizations to the school office as immunizations are received each year.

Updated immunizations and physical records must be submitted at the beginning of the following school years: kindergarten, third, sixth and eighth grades. In addition, all new students must submit these records prior to the start of school.

According to Missouri School Immunization Requirements, all students must present documentation of up-to-date immunization status, including month, day and year of each immunization before attending school. Failure to do so will result in the child being withheld from school until documentation of up to date immunizations is provided. For a complete list of school immunizations, please search "Missouri Immunization Requirements." Exceptions to this requirement will only be made in cases of medical need only with documentation from a doctor. Religious exemptions will be reviewed by Holy Cross Academy administration and nurses on a case by case basis.

In accordance with Section 210.003.7, RSMo, the parent or guardian of a child(ren) enrolled at Holy Cross Academy may request notice of whether there are any children enrolled at our school with an immunization exemption on file. If you would like to request this information, please contact the administration and the information will be provided to you. Please note that the name or names of individual children or grades are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our school with an immunization exemption on file.

[Allergy Prevention and Response](#)

Under state and federal law, Holy Cross Academy has the responsibility to provide a safe environment for students with life-threatening health conditions, including allergies and anaphylaxis, while striving to maximize inclusiveness to the greatest extent possible without sacrificing safety. All faculty and staff receive training concerning life-threatening allergies prior to the beginning of each school year.

In order to provide a safe environment to all of our students, food for celebrations/special events such as parties, holidays, and other school events that may include food will be purchased by the school. Parents will not send class snacks for parties or any other occasion.

Areas of the school may be designated Nut Safe Area, Nut Restricted Areas, etc., as medically necessary. These areas may include nut-free lunch room tables and nut-free classrooms.

Please refer to the "Holy Cross Academy's Guideline for the Allergy Prevention and Response" document for more detailed information. For a copy of this guideline, please contact the HCA school nurse.

[Hearing and Vision Screenings](#)

Students in ECEC, Kindergarten – 8th grade have the opportunity to be tested for vision and hearing only by request of parents or Learning Consultants.

Liturgies

Each K-8 student in the Holy Cross Academy system will participate in liturgies at a minimum of once per week. When attending Mass, students should be dressed according to the Mass attire outlined in the uniform section.

All-Academy Mass Days are for K-8 students and families to come together on one campus. Specific information regarding dates, locations, and procedures will be sent

prior to each Mass. All parents are encouraged to attend and help us celebrate these special Masses.

Lunch

Students have the option of bringing their lunch every day or purchasing lunch from the Holy Cross Academy lunch program. All lunches will need to be preordered on FACTS during the prior month. Parents will be informed when preorders are open and when they are locked each month.

ECEC children enrolled in the 2 year old and young 3's program, who stay through lunch, will have lunch from the school cafeteria. These students may not bring lunch from home. The cost of lunch is included in tuition. ECEC children enrolled with the all inclusive rate, also have lunch included in their tuition, but families will need to order each month through FACTS.

All food and drink must be consumed in the cafeteria. If a student forgets a lunch at home, a turkey sandwich will be ordered through the cafeteria for the students. Families will be billed for the lunch.

Parties/Classroom

All classroom parties are planned with the input and consent of the homeroom teacher. Volunteers are expected to prepare for parties within the guidelines established by the school and the homeroom teacher. All food and drink is provided by Holy Cross Academy. Candy for games or goodie bags must be approved by the building administrator. All food, candy and drinks must be peanut and tree nut free. If there are other food allergies in the classroom, these allergies must also be considered when selecting food.

Sacraments

Holy Cross Academy students receive the sacraments of First Reconciliation and First Holy Communion while in the second grade and Confirmation in the eighth grade. There are required parish based preparation meetings for all sacraments. Opportunities for Reconciliation are offered to students throughout the year.

School Supplies

A written list of needed school supplies per grade level is posted on the Holy Cross Academy Family Portal. Please label outerwear and personal belongings. Please check lost and found when items are missing. Any items left at the end of the year will be donated.

ECEC children will have a supply fee of \$125 per child instead of bringing supplies, with the exception of a few items. This may include but not limited to: rest mat, blanket, sunscreen, sweatless water bottle, hat for outside, and extra clothes. The 2's and young 3's room will need to provide diapering supplies, if still needed.

Security

All students and parents are to use the main entrance when arriving and leaving the buildings. The doors will be locked during school hours. For the safety of our students, faculty and staff, everyone is expected to stop by the school office to sign in.

Parents should not use keys, passcodes, or magnetic cards that were provided for extra curricular activities held after school hours to gain access to the building during school hours or to retrieve a child's school work after school hours.

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of Holy Cross Academy is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

Student Records

Access to student records by parents: Parents and guardians have the right to inspect and review the official active files of their children. Non-custodial parents will not be given access to copies of student records and staff will not be available to discuss the student's records, unless a court order providing otherwise is filed with the school. Copies of such orders must be included in the student's record.

Access to student records by others: The right of school personnel to access the records of students is limited to those who have legitimate purpose for the information the record contains. This includes teachers, guidance counselors, administrators, and special education personnel. In addition, the person must also have a professional responsibility for a specific student or a clearly identified group of students.

Transfer of records: There will be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age 18 or older. Official records are not released to parents but are transferred directly from the school to the institution designated to receive them. If there are any unpaid balances on the students accounts records will not be sent until they have been paid in full.

School guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at Holy Cross Academy. These should be kept in a professional manner and in a format which allows the information and the date obtained to be readily identified and understood.

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution will only be done with the specific consent of the student's parent or guardian. This applies to providing both written and/or oral information.

Student's records may be released without prior consent to the courts when subpoenaed.

Textbooks

All textbooks are the property of the school and are on loan to the student for the school year. The books must be returned in good order at the end of the year. Any books, including library books, lost or defaced, must be paid for by the student or parent. Notice of cost will be given at the end of the year and will be based upon replacement value.

Traffic Safety/Parking Lot Procedures/Bicycles

Arrival and Dismissal/ Bicycles

Please adhere to the arrival and dismissal policies as outlined in your child's campus. These procedures can be found at the Facts Family Portal.

Bicycles **MUST** be walked across the school grounds and parked in the school bike racks. Bicycles should be locked. The school cannot accept any responsibility for missing bicycles. Riding double on a bicycle is never permitted. For each child's safety, the school highly recommends that helmets be always worn while riding bikes.

Transfer Students

Holy Cross Academy will request a copy of the cumulative record from, or forward a copy of the cumulative record to, any parochial school in the Archdiocese of St. Louis. If transfers are being made to a public school outside of the Archdiocese, a copy of the student's cumulative record will be sent upon the request of the receiving school.

If a student is entering Holy Cross Academy from another school, please authorize the school from which the child is coming to release to us the child's cumulative academic and health records. A student transferring from a public or private school may be accepted into Holy Cross Academy after a thorough inquiry regarding the motivation for the request for admission. In addition, the standard requirements for admission to Holy Cross Academy would apply.

Students from public school districts directly affected by a mandatory Court order for integration may not be accepted into Catholic Schools.

Students may be accepted into Holy Cross Academy on a conditional basis, provided all standard admission criteria have been met and after a thorough review of the student's previous school records and all records relating to any special needs of the student. The conditions for acceptance will be communicated to the parents/guardians in writing.

Home-schooled students may be accepted only after evidence that the student has been receiving instruction provided by the parents/guardians.

Updated information regarding the admission of students from other countries may be obtained by contacting the Office of Catholic Education and Formation.

Tuition

Yearly tuition rates can be found on our school website.

[Registering in an HCA Parish from Outside the Parish Boundaries](#)

Families that transfer from an outside parish to a Holy Cross Academy parish will be charged the \$500 out-of-parish fee for each student for the first school year that they enroll their children in Holy Cross Academy. Following the first year of registration in one of the Holy Cross Academy parishes, the family will be eligible to have the \$500 out-of-parish fee eliminated.

Volunteers

There are many opportunities for parents/guardians to assist in the activities at Holy Cross Academy. All volunteers must be in compliance with the Prevent and Protect program. Information can be found on www.archstl.org.

Witness Statements

Parents

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training him/her in the practice of the faith. It will be your duty to bring him/her up to keep God's commandments as Christ taught us, by loving God and our neighbor...You will be the first teachers of your child in the ways of faith. May you be also the best teacher, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith.

As a parent or guardian, I will:

- Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family.
- Commit to speak more with my children about God and to include prayer in our daily home life.
- Participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children.
- Support the moral and social teachings of the Catholic Church to ensure consistency between home and school.
- Teach my children by word and example to have a love and concern for the needs of others.
- Meet my financial responsibilities in supporting the Catholic School or Parish School of Religion.



PARENT SIGNATURE PAGE

I have read the Parent-Student Handbook for Holy Cross Academy. I understand the importance of my role in making Holy Cross Academy a vibrant faith community. I understand its contents and agree to follow the policies for the school year as outlined by the Board of Directors of Holy Cross Academy.

Family Name _____
(Please Print)

Student Signature

Parent Signature

Date

Date

Parent and Student Handbook | 2023-2024

Policies and Procedures