



**Holy Cross School**  
*Parent/Student Handbook*  
*2016-2017*

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# **Mission Statement**

**At Holy Cross  
we provide  
Gospel Values and  
academic excellence  
for the  
holistic education  
of students in grades  
pre-kindergarten through sixth.**

# **Holy Cross School Philosophy**

## **At Holy Cross**

### **We Strive...**

- ...to impart Catholic values.
- ...to achieve academic excellence.
- ...to develop a good self-concept within each child through a Christ-centered curriculum.

### **We foster the desire...**

- ...to seek peace and justice in the world
- ...to accept responsibility to care for God's creation
- ...to become active participants in Christian service through our religious education program.

### **We encourage...**

- ...cooperation and communication between child, teacher, parent, and community in order to develop an atmosphere of family of faith through regular contact and opportunities for interaction.

## **Admissions**

No child whose parents desire to enroll him/her in Holy Cross School will be denied on the basis of race, ethnicity, gender, or religion.

Kindergartners must be 5 by the first of September of the calendar year in which they intend to enroll. First graders must be 6 by the first of September of the calendar year in which they intend to enroll or have attended Kindergarten. Pre-K students must be 3 by September 1<sup>st</sup> of the calendar year in which they intend to enroll and must be potty trained and self-sufficient.

### **Non-Catholic Students**

Students who are not Catholic and attending Holy Cross are expected to attend Mass and be respectful of the Church's practices. Students are expected to participate in religion class.

### **Tuition and Fair Share**

The total cost to educate a child at Holy Cross School is \$6,000 a year, however, Holy Cross School has implemented an extremely reasonable tuition plan which applies to all students entering the doors. The minimum tuition for Pre-Kindergarten for Parish members is \$1,500.00. Pre-Kindergarten tuition for non-parish members is \$1,850.00. Tuition for Kindergarten for Parish members is \$1,725.00. Kindergarten tuition for non-parish members is \$4,050.00. Tuition for students in grade 1 to grade 6 is \$1,500.00 per student. However, in recognition of God's gifts to us, all families are encouraged to contribute what will hereafter be referred to as "Fair Share" in addition to the tuition charge. To determine their Fair Share a family is encouraged to consider the following factors:

1. income, assets, and savings,
2. special circumstances within the family,
3. the value they give a Catholic education,
4. prayerful reflection.

Fair Share pledges are made with the principal and kept confidential. Each family may choose one of the several plans available. These plans include: making an annual payment, a biannual payment, or a monthly payment. We ask that all payments be prompt and by the due date as we have ongoing bills.

Our church encourages us to contribute time, talent and treasure in support of our church activities. Holy Cross School is an integral part of Holy Cross Parish, and would also encourage you to use your time (as a volunteer) and talent (also as a volunteer) to benefit the school and ultimately your child's education. We are always in need of the wonderful energy you bring with you as a volunteer. Please feel free to call our office and we will be glad to share with you the needs we have for both your time and your talents.

# Attendance & School Closings

## Daily Schedule

School is in operation from 7:30 a.m. to 3:30 p.m. daily

8:00 a.m. The bell rings.

8:05 a.m. School begins. \* Students who are not in their classrooms by 8:05am will be marked tardy!

11:30 a.m. Lunch begins.

12:00 p.m. Recess.

12:30 p.m. Afternoon classes begin.

3:00 p.m. Dismissal begins

\*\*Children who arrive before 7:30 a.m. will be sent to Angel Care.

School Mass is held on Friday at 8:30 a.m. Proper attire for Mass is encouraged. Pants should have no tears or rips. Shirts with no writing are preferred. Shoulders should be covered, no spaghetti straps.

Students must leave school grounds immediately after dismissal except for after school activities or with prior written permission.

Students who are on school premises at 3:30 p.m. or later will be sent to Angel Care and their parents will be billed.

## Absence

If your child will be absent or tardy for any reason, please call school by 7:45 a.m. or send a written notification the day preceding the absence. In cases of 10 unexcused absenteeisms per trimester, the student will be reported as truant to the Department of Social Services. If you have not called by 8:30 a.m. the school secretary will call you.

“Excused” means you have called in to the main office or you have sent in a written note.

## Tardiness

Any student arriving at school after 8:05 a.m. are considered tardy. Parents should enter the building with them and sign them in. When a student has arrived after attendance has been taken, **that student is responsible** for reporting to the secretary and indicating if he or she will be eating hot lunch that day.

## Dismissing Students During School Hours

Parents are asked to make appointments for their children after school hours. If it is necessary to pick your child up at school, please come to the office to sign your child out. If someone other than the parents is to pick up the child, the parents must notify the school personnel in writing or by phone before 2:45pm. That person should be prepared to identify themselves to the school personnel. We urge parents to make appointments outside of school time if possible.

## Early Closings

Radio stations and television stations will give notice of an early closing. Parents must have alternate childcare plans made and clearly explained to their child. It is important to review these plans with your children. Please watch your email. We usually send out an email letting parents know if we are closing early or are running late!



## Winter Weather Closings

**The following radio stations are notified of all school closings:**

KASM Albany	1150	AM
KCLD St Cloud	104.7	FM
WJON St Cloud	1240	AM
WCCO Minneapolis	830	AM

### **Television stations**

KMSP		Channel 9 & 29
KKCO/KCCW	Alexandria	Channel 7
KARE		Channel 11
KSTP		Channel 5
WCCO	St. Paul & Mpls.	Channel 4

**Listen for “ROCORI and/or KIMBALL Schools” cancellation. If either school district is closed then this means that Holy Cross will be closed.**

The primary consideration is the safety of the children. The decision to cancel school during inclement weather has to do with the bus company’s ability to safely transport students. **The final decision to send a child to school during inclement weather rests with you, the parents.**

**If either Rocori or Kimball School Systems call an early dismissal or late start for their students because of inclement weather conditions, Holy Cross will do likewise.**

If an early dismissal occurs, first teachers will be informed of which District is closing early. Then, all parents of students who will be picked up first will be notified of their potential dismissal time. All students will remain in their class rooms and continue their course of study until the first bus arrives. In the meantime, parent notification will continue until every family has been informed of the upcoming dismissals. When the first bus arrives notification will be given over the P.A. system. The school secretary (if she’s present) and the Principal shall direct the students (who will have gathered in an orderly manner in the front hall) safely onto their bus. Then, as parents arrive, they shall be directed to pick up their children in the individual classrooms. The principal, using administrative discretion, shall dismiss the staff as he or she sees fit, always keeping in mind the safety of the children, first.

For reasons other than inclement weather other policies will apply.

# **Health & Safety**

## **School Nurse**

A school nurse from the Rocori District services our school on a limited basis. She assists in maintaining health records, oversees the screenings performed onsite for hearing, vision, and scoliosis, informs us of the dates set up by the district for the spring immunization clinic, and monitors the progress of children in our system with chronic medical conditions. If your child is found to have a health problem during any of the appraisals, you will be notified to seek a medical opinion.

## **Minnesota Immunization Law**

Minnesota Statutes, 1980, section 123.70, require that all children enrolled in a Minnesota school be immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps and rubella or meet one of the allowable alternatives.

The law allows the following exemptions:

1. A signed statement from a doctor exempting the person from the required vaccine because of medical reasons.
2. A notarized statement that immunization goes against personal beliefs.

The law states that the school administration will exclude any student from school attendance who fails to present a signed document indicating that the student is in compliance with the law.

## **Emergency Card**

Emergency cards for every student are on file in the office and each homeroom teacher has emergency cards for each child in their classroom. If any factors in your life change, we need you to inform us so that we can keep the emergency cards current. During Open House each family will be asked to fill out an emergency card for each child. In this way, we can keep our files current.

## **Illness & Medication**

If your child is sick, please do not send them to school until they are fully recovered. If your child becomes sick or injured at school, we will make every effort to contact the parents. If the parents are not available, we will contact the people you have listed on the emergency card. Update your child's emergency card as necessary.

Office staff or educators will administer prescription medicine if necessary during school hours. Medication must be kept in the office in an original container and with directions written on the bottle. A note from the doctor or parent is necessary requesting that we administer the medicine.

## **Communicable Illnesses**

Student with infectious illnesses should have medical attention. Should the student be diagnosed with an infectious illness, the student should remain home until no longer contagious.

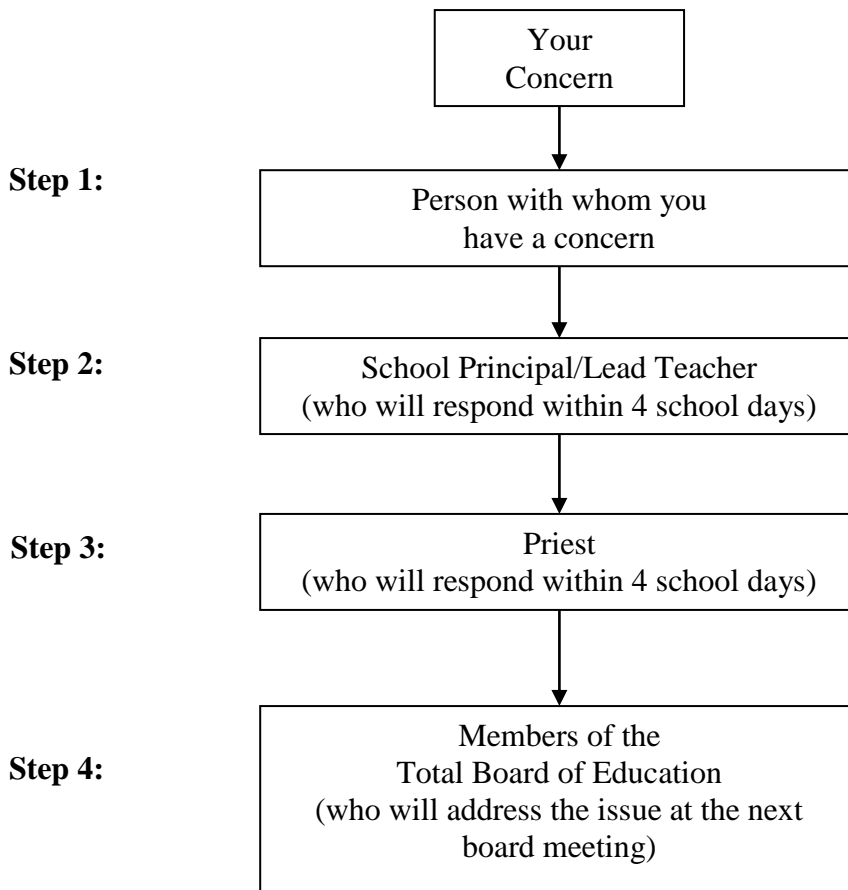
## Emergency Safety Procedures

As well as the usual tornado and fire drill procedures, we are now required by law to train our students to respond to a threat to their safety by having a lockdown drill of the school. (Details can be found in the Holy Cross School office.)

## Communication

### Complaints

If you have a concern with someone, Matthew 18 vs.15 teaches us to go directly to the person with whom we have a concern. If that does not work, then we are to go to a higher authority.



### Weekly Newsletter / Family Folder

Each Friday your oldest child will bring home a family folder with the newsletter describing the events of the week and information of interest. Please read this thoroughly. Frequently there is important information that needs to be responded to and sent back to school. The family folder will be needed each week, so it must be returned. When possible, communication with staff or the principal should be put in the family folder. Please make sure to return the envelope the following Monday, or the first day of school for the week.

### **Teacher Contact**

The faculty and staff are available by telephone and e-mail. E-mail is the best form of communication. The teachers are only available by telephone before or after school. If you need to speak to someone, leave a message and a response will be returned by the end of the day. We cannot interrupt teachers during class times

### **Progress Reports**

During the midterm of each trimester, a progress report will be sent home for students in grades 1-6. Please sign and return each report promptly.

At the end of each marking period a report card will be sent home. Again, sign and return the report card promptly.

### **Parent – Teacher Conferences**

There are two regularly scheduled conferences, one is the 1st trimester and the other is the 2<sup>nd</sup> trimester. We encourage you to ask for a special conference anytime you see a need.

### **Sending Money with Your Child**

Any money sent to school with your child should be put into a sealed envelope and clearly marked. Checks are preferable.

Example:      Child's name, Child's grade,  
Date, How much money,  
What it is for.

### **Monthly Calendar**

At the beginning of each month, a calendar of events is sent home in the Friday Folder.

### **Student Telephone Use**

Student use of the telephone is discouraged. Students are not to use the telephone unless they have permission from their classroom teacher, and either the secretary or the principal. Students may call you if an extracurricular activity or a class trip runs late. The school secretary will take messages for teachers and/or students but will not interrupt classes unless it is an emergency.

## **Behavior**

### **General School Rules**

At Holy Cross...

1. We respect all adults and other students in word and action.
2. We respect our property, our school's property, and our classmates' property.
3. We walk at all times in our building.
4. We raise our hands to speak in class.
5. We use quiet voices in the hallways.
6. We use reasonable voices in the cafeteria.
7. We come to school prepared for class and dressed appropriately.
8. We make a commitment to grow in understanding how to show Respect, Responsibility, and Reconciliation...because we are Jesus' followers.

### **Classroom Behavior**

Holy Cross School has a school-wide discipline plan which is reviewed annually with input from parents as well as staff and students. All students are made familiar with the discipline plan during the first week of school. Each teacher assigns consequences for the infraction of rules, which are appropriate for the type and degree of infraction and similar in nature to those used by the entire staff.

**\*If parents are at an after school hours function, they are responsible for the behavior and safety of their children, not the available school personnel.**

### **Playground Rules**

Playground rules serve as a guide to assure a safe and respectful environment. They also protect the school against cases of negligence for which it could be held liable. Students are instructed about the rules and encouraged to see them as a necessity rather than a hindrance to their desire for more freedom in play. The consequences for breaching playground rules are a verbal reminder and warning, timeout, loss of recess, and ultimately a conference with his or her parents.

### **Dress Guidelines**

Modest/appropriate dress is an important part of a wholesome classroom environment. T-shirts should cover the upper body completely. T-shirts logos with negative messages, sexual innuendoes, or advertisements for addictive substances or any activity contrary to Christian behavior is prohibited. Girls may not wear a spaghetti strap top unless it is covered during school hours by a sweater, blouse, or jacket. If a child wears inappropriate clothing, his/her parents will be notified and the child will be asked to wear the shirt inside out for the day or to change into other clothes.

On Friday, proper attire for Mass is encouraged to be worn. Proper attire includes pants without holes, shirts without writing on them preferred, and all shoulders covered (no tank tops, spaghetti straps). Students will be able to change from Church attire into regular school attire after Mass.

It is up to the parents to determine the day when shorts would be appropriate attire. However, we ask that you go by the weather and consider the suggested 80-degree guideline rather than by the desires of your child/children. Biker shorts, short shorts, or short skirts will not be allowed. Shorts and skirts must be longer than the length of arm/fingertips when held against the leg. Please no open toe shoes on the playground.

### **Winter Weather Dress**

Your child is encouraged to come to school prepared for outdoor winter activity. It is required that all students have warm boots, mittens, snow pants and caps. When snow is present on the playground, children are not allowed to play unless they have proper attire. Please discuss with your child the need for proper clothing for winter.

Except for extremely cold weather (wind chill 0 degrees) or rainy days, all children will be outside. They will need to dress appropriately for the season. We ask your cooperation when it comes to being excused from outdoor recess. If, for good reason, your child is unable to go outside, please send a written excuse. If it is for a lengthy period of time, the excuse must be from a physician.

### **P.A.L.S. Program (Peaceful Alternatives and Life Skills)**

We believe P.A.L.S. is an effective program for improving school climate by reducing conflict and encouraging Respect, Responsibility, and Reconciliation. Used as directed, P.A.L.S. can provide both the framework and the strategies for increasing the physical and emotional safety for everyone in the school. P.A.L.S. is a comprehensive violence prevention program for elementary schools. It is an integrated set of processes, activities, and experiences designed to create a physically and emotionally safe environment for everyone in the school. (I to I)

### **Harassment Policy**

To promote an environment free of harassment, the principal will encourage appropriate actions. Teachers shall discuss this harassment policy with their students in age-appropriate ways. Students will be assured that they need not endure any form of harassment. The school will treat all allegations of harassment seriously and will review and investigate such allegations of harassment in a prompt, confidential, and thorough manner.

Any member of the school community who believes that he/she has been subjected to harassment may report the incident(s) to the appropriate school authority.

If the complaint is against a non-employee such as a parent, parishioner, volunteer or vendor, the school will take steps within its power to investigate and to take appropriate action.

### **Search of students' possessions**

The school reserves the right to search anything brought to school by any students.

### **Suspension & Expulsion**

Normally, suspension and expulsion are the last two steps taken with a student who has demonstrated lack of respect for peers, authority, or property. A single incident, however, of a very serious nature could result in immediate suspension or expulsion. For example, when anything constituting a weapon is brought to school, when drugs or alcohol are involved, or there is violent action, suspension from school is possible until the appropriate changes are made. A meeting with the parents is required for any suspension or expulsion. In the case of expulsion, the option to withdraw may be offered for the child.

It is important to note that conduct that is detrimental to the reputation of the school, both inside and outside of school hours, can result in expulsion. Students who are accused of a serious wrong involving legal action may be placed on a home study program pending the outcome of the case. The principal reserves the right to waive any disciplinary policy for just cause and will be accountable to the pastor and Board for such decisions.

## **Holy Cross School Discipline Plan**

### ***At Holy Cross...***

*We respect all adults and other students...in word and action...*

*We respect our property, our school's property, and our classmates' property...*

*We make a promise to grow in understanding how to show Respect,*

*Responsibility, and Reconciliation in our daily lives together...*

***...Because we are Jesus' followers.***

**Goal:** To teach students that they have the power to handle their behavior and to enable them to be accountable for their choices.

**Steps:** General rules will be taught through role-playing and positive modeling. ("I to I" and "Working it Out" conflict resolution programs).

Commitment by students, staff, and parents.

### **Disruptive Behaviors**

Procedures:

- Reminder (visual or nonverbal) designed by students and staff.
- Talk privately ("I to I"). Child must choose to control self or time out area (room or office).
- Teacher/student conference (set up after time out).
- Student/principal conference (set up after a repeated incident)
- If student repeats pattern: conference with parents/student/teacher/principal.

### **Extreme Behaviors**

Any defiant behavior or verbal threat towards authority. This includes behavior of any kind which creates a threat to self, others, or property.

**In-School Suspension:**

- Teacher brings student immediately to office.
- Student (with adult present) calls parent immediately.
- In-school suspension the rest of day.
- Student stays after school until parent arrives for conference with teacher and principal.

**Immediate Out-of-School Suspension:** (Some examples: weapons, alcohol, tobacco, verbal threats, sexual harassment, physical altercations)

- Teacher brings student immediately to office.
- Student (principal/teacher) calls parent immediately.
- Parent comes to school to remove student as soon as possible.

-After consultation with appropriate authorities, a conference is arranged to deal with the extended consequences (see Expulsion section of Handbook).

**Rules: Hallway**

- inside voices
- walk at all times
- Respect for property
- hands and feet to self

**Consequences:**

- reminder: "I to I" if needed
- practice walking
- pay or fix for anything damaged
- back of line

**Rules:Lunchroom**

- inside voices
- walk at all times
- hands and feet to self
- respect for food
- use appropriate language and topics of discussion at table with peers

**Consequences:**

- eat in silence
- practice walking
- lose place at table
- clean lunchroom
- lose place at table - conference later

**Rules: Playground**

- respectful language
- include others when appropriate
- dress appropriately
- respectful behaviors
  
- be a good sport
- use the equipment properly
- no throwing snowballs
- no playing tag on the equipment

**Consequences:**

- "I to I" and time out
- lose game if not fair
- report to homeroom teacher for a silent recess
- "I to I", time out, and a conference later with your teacher



# **DISCIPLINE LEVELS**

**LEVEL 1 - Productive Personal Environment** - Behaviors that occur in the classroom and affect the misbehaving student and others.

- Not following classroom rules habitually

*Discipline Action*

- \*Discipline by teacher
- \*Teacher calls parents if behavior does not change
- \*Meeting with parents, student, teacher, and principal

**LEVEL 2 - Productive Classroom Environment** - Behaviors that occur in the classroom and affect the learning of other students and the teaching process.

- Defiance of authority
- Bullying activities including verbal and physical threats to others
- Threat of harm to self

*Discipline Action*

- \*Parent contact by principal
- \*In-school suspension – sit in office all day
- \*Behavior report (see Discipline Exhibit A)

**LEVEL 3 - Safe and Orderly Environment** - Behaviors that are intended to cause another individual physical or mental harm and/or are illegal.

- Drugs, alcohol, tobacco use on school grounds or during field trips
- Stealing or destruction of property
- Physical and sexual harassment
- Weapons

*Discipline Action*

- \*Parent contact by principal
- \*Behavior report
- \*Out-of-school suspension

## **Food Program**

### **Breakfast Program**

We will be continuing the Federal Breakfast Program in our cafeteria. Students will be directed to pick up their breakfast by their classroom teacher each morning. These meals will have to be ordered by the previous week in order for the cook to have the quantities available for serving. There will be no charge for this program for students who qualify for free or reduced lunch. The fee for this program will be \$1.10/day for all other participants. Non-participating students are encouraged to bring a healthy morning snack from home.

### **Lunch Program**

Holy Cross participates and complies with the National School Lunch Program. At the beginning of each month, a calendar of the daily menus is sent home. All grades will eat lunch at 11:30. Proper nutrition is important for physical energy and alert minds. Please encourage your child to try to eat a hot meal but your child may bring cold lunch. When a child brings a cold lunch, please pack nutritious foods with few sweets. Milk can be purchased for the cold lunch for \$.40. Prices for lunch are \$2.35 for children.

We encourage each family to apply for free or reduced lunch through the government reimbursement program. Even if you are not sure that you are eligible, this program is an asset to our hot lunch program benefits our overall program as well as being a great benefit to families.

If you believe your family may qualify for the federal free or reduced lunch program, please take advantage of this opportunity. Application forms are available at the Open House in August every year. Free and reduced meals do not become applicable until the forms are processed, usually within a week of receipt. Names of families receiving free or reduced meals are kept confidential. If during the school year, you feel need of these services, you may fill out an application at any time. Please see the principal for further instructions.

### **Snacks**

Snacks will be available for the Angel Care Program.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, and Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY)." "USDA is an equal opportunity provider and employer."

## **Transportation**

### **Bussing**

If you have any questions concerning the bussing of your child to or from school, please contact your bus company:

<b>Cold Spring (ROCORI) School Dist. 750</b>	<b>Superintendent: Voigts Bus Service:</b>	<b>685-4185 253-0510</b>
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<b>Kimball School Dist. 739</b>	<b>Superintendent: Hendricks Bus Service:</b>	<b>398-5585 398-2691</b>
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<b>St. Cloud School Dist. 742</b>	<b>Superintendent: Spanier Bus Service:</b>	<b>253-9333 251-3313</b>
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In a dire emergency, if your child needs to ride a bus that they normally do not ride, please call 251-6649 Voigt's Bus Company if it is a Rocori Bus. Hendricks Bus Company will transport students that are not regular passengers as long as a note from the parent or guardian is available for the bus driver.

Any bussing complaints should be addressed to the appropriate superintendent.

### **After School Student Transportation Change**

Any parent that would like their child to be transported from school by someone other than the bus or themselves, need to do the following:

1. Send a note to school with the following information:
  - a. Student name
  - b. Mode of transportation home
  - c. Name of responsible person doing transporting
  - d. Date this change is taking place
2. If you as a parent arrive in school with oral instructions, please go to the office and fill out a form which you will receive from the secretary regarding this change in dismissal.
3. All written instructions are turned in to the office.
  - a. The secretary will make two copies: one the secretary gives the homeroom teacher and the other to the teacher on bus duty that day.
  - b. The third copy is posted on the bulletin in the office and will be transferred to the bus board in the gym before dismissal.
4. Instructions given by phone must be given to the office before **2:45 p.m.**

## **After School Activities**

There is no bus service for after school activities. It is the parent's responsibility to transport your child to and from these activities.

## **Field Trips**

In order for students to attend a field trip, a parent or guardian must sign the school's official field trip form. Notes from home will not be accepted nor will permissions over the phone. The faxed copy of the form with signature will be acceptable

## **Special Services**

### **Title I**

Participants in Title I are those students who have fallen below grade level. This year students will receive services at Holy Cross School. This program will begin in October after the conclusion of the September testing. Any questions you may have may be directed to your child's homeroom teacher or the principal.

### **Speech**

Speech is provided by the Rocori School District. A parent and/or teacher referral is needed to begin any student in the speech program. The speech clinician will test each referral and determine a program of correction. He/she will also determine how often a student needs speech therapy and will provide speech therapy at Holy Cross School.

## **Non-School Hours**

### **Angel Care**

Angel Care is a program for parents who need to drop off their child/children before and/or pick up after normal school hours. An adult employee supervises students in the school gym. For more detailed information regarding fees and procedures, please pick up an Angel Care information packet at Open House or in the office.

### **Use of School Grounds**

Faculty and staff supervise school grounds during school hours. It is the parent's/guardian's responsibility to supervise their children on school grounds before and after school hours.

## **Parent Service Opportunities**

### **Board of Education**

The Board of Education has been established as an advisory council which helps oversee educational programs at Holy Cross School, to determine policies relating to the planning, operating and maintenance of facilities and equipment, and to create better understanding and support of Catholic education.

The Board is composed of five elected members. Members of the parish or parents of the students may serve on the board. Both the pastor and the principal are ex-officio, but the pastor is a voting member. The principal is a non-voting member. Nominations for new members shall take place before the April meeting. Elected school board members will serve a three year term and may only serve two consecutive terms before taking a two year break. Newly elected members will be seated at the conclusion of the board's regular business during the June meeting.

All School Board meetings will occur in the gym area of the school on the first Thursday of each month beginning promptly at 7:00 p.m. Chairs will be available for those of you who wish to attend. If you have any concerns which affect the entire school community you may bring them up during the open session. Further discussion and activity can not take place until the following meeting.

Any personal concerns or issues pertaining to your child (ren) should follow our complaint procedure. See "Complaints" on page 10. Please direct all concerns to the classroom teachers, and if you are not satisfied follow through by approaching first the principal and then the pastor. Personal issues do not involve the school board.

### **Home & School Association**

The Home & School Association consists of any fathers, mothers, and guardians of students enrolled at Holy Cross School along with Holy Cross School staff.

Our objectives are: to establish better communication between teachers and parents concerning the children; to inform both teachers and parents about the latest educational issues; to involve parents and teachers in school projects and activities; and lastly to plan activities which will enhance and contribute to school experiences.

Home and School is the best way for parents and staff to share in the partnership of educating our children. Be involved and active in the Holy Cross Home & School Association.

### **Fundraising**

Every family is encouraged to assist with fundraisers and school activities. Current fundraisers are: summer festival (July), walk-a-thon and Ride & Rib fest(October), fish fry (October), Catholic United Financial (January), SCRIP (year round), 3 breakfasts (September-May), the dinner/auction (April), and any other functions that may arise during the school year.

### **The SCRIP Program**

Holy Cross sponsors the SCRIP program at Holy Cross School. SCRIP is a nationwide fund raising program involving national and local businesses. The SCRIP program does not cost you any extra money. You purchase SCRIP certificates or gift cards and you use those certificates or gift cards at any of the SCRIP participating businesses. Depending upon which SCRIP we receive a percentage of what you spend. At least once a year the person in charge of SCRIP turns over the “profit” to the school budget.

Orders for SCRIP may be sent to school daily and will be filled and returned to your family as promptly as possible. In addition, SCRIP certificates and gift cards can be purchased from the office at 1-320-398-7885 or emailing [info@holycrossmn.org](mailto:info@holycrossmn.org).

### **Volunteers**

Volunteers have a very important role at Holy Cross. Without them we would not be able to offer the “extras” that mean so much to the students, teachers, and school community. To be a volunteer at our school, you must attend a Safe Environment session and have a criminal background investigation (at no expense to you). This is a requirement directed by law and the diocese.

**Please consider volunteering at Holy Cross. Some areas for which we need volunteers:**

1. Substitute Angel Care supervisor.
2. Playground supervision with a teacher.
3. Talking to students about trips to other countries and other topics of educational interest, including your type of employment.
4. Field trip chaperone.
5. Listening to students read.

## **State and Federal Laws**

### **Family Education Rights & Privacy Act of 1974**

This federal law requires the school to provide parents access to official records directly related to their child/children and an opportunity to challenge such records on the grounds that they are inaccurate or otherwise inappropriate. The law also requires the school to obtain the written consent of the parent before releasing personally identifiable data about students to third parties.

### **Child Abuse and Neglect**

Holy Cross School will follow all laws concerning the mandated reporting of physical or sexual abuse and neglect of children both inside and outside of the educational setting. Teachers and school personnel are mandated by Minnesota statutes to report any suspected physical or sexual abuse and neglect, including educational neglect, of children under the age of 18 that may have occurred within the past three years. The report will be made to the local Social Service Department, police department, or county sheriff.

### **Right to Know**

The Right to Know law is concerning the proper labeling and storage of any and all poisonous material in the school (i.e., cleaning solutions, chemicals used in science classes, etc.). Therefore, it is your “right to know” what chemicals we use in school and the treatments for toxic exposure. Information is kept in the office on all poisonous materials. Harmful materials used in science classes are locked up to ensure the safety of the students.

### **Asbestos**

The federal government has passed a law mandating the proper regulation and, at times, removal of all asbestos-containing materials in a building. Holy Cross has an approved management plan. The school is inspected on a regular basis to insure that there is no exposure to hazardous asbestos fibers in the air.

### **Pesticides**

Minnesota state law requires schools to inform parents and guardians if they apply certain pesticides on school property. Holy Cross School **does not use** any type of pesticides on our school property and will continue not to use any in the future.

## **Principal’s Right to Amend**

The principal reserves the right to amend this handbook at any time as a need arises. This would include letting every family know of any changes in a timely matter.

## **School Calendar and Other Information**

### **School Supplies**

A list of school supplies needed for each grade level is sent home the end of May. Copies are available during the summer months at many stores in the St. Cloud area and also on our school website. You can also obtain a copy by calling the school office.

### **Treats for Classroom Parties**

Due to increasing health regulations, **only store bought treats that are still sealed will be allowed for class parties and other school functions.** Please check with your child’s teacher for any student allergies.

### **Photo Release**

We take pictures of your child/children in school or at off-campus events. These pictures may appear later in the newspaper, on brochures, or just remain in the school on display. It is appropriate to seek permission from parents/guardians to publish pictures of their children, which the general public may have access to. In publishing stories with photos, children will be identified by name. The release form will be handed out at Open House.

### **User Agreement for Internet and School Technology**

A user agreement will be distributed at Open House for the parents to sign. The policy will be explained to the students on their first day in the Technology lab.

### **Library Program**

We encourage children to use the library and its resources as often as possible. The children are taught how to respect the library, its books, and materials. They are shown how to locate the kinds of books they enjoy or need for references on projects as the years progress. Our library is maintained by volunteers on a weekly basis. We would also like to encourage children, especially during summer months, to use the Kimball or Cold Spring public libraries.

We generally have a policy that children are allowed to check out two books every week.

Students will not be allowed to check out any more books until the books from the preceding week are returned or paid for if destroyed or lost.

**Parents are responsible for paying for replacement copies of any books not returned by the end of the school year.**

### **Homework**

Generally, we try to limit written homework to about half an hour a day for the lower grades and an hour a day for the higher grades. Please try to provide a well-lit, distraction-free environment for your child to do their written homework in. Also, try to be there to answer questions but do not do their homework for them. In addition third grade and above should be reading ½ hour each evening. Ten minutes each night studying for each class is also part of their standard homework. Homework is not only written work. Making the review (study) of that day's class work (notes) is an important habit to develop.



# MY CHILD'S SUCCESS IN SCHOOL

## How can I help?

All parents are interested in their children's progress in school and want to help them become successful students. The following is designed to help you assess what you are already doing and to create an awareness of additional activities you might want to try.

1. Provide a quiet study area for your child.
2. Insist that your child do homework in a place free of distractions with the TV off.
3. Take an active interest in your child's schoolwork.
4. Try to help if your child has trouble understanding something.
5. Read out loud to your child/children.
6. Attend parent/teacher conferences.
7. Respond to progress reports and calls from your child's teacher.
8. Encourage your child to set aside a regular time every day for homework and study.
9. Encourage your child to use spare time to read.
10. Give your child positive reinforcement at every opportunity.

# **HOLY CROSS SCHOOL STUDENTS' RIGHTS**

**I have the right to be happy and to be treated with compassion at Holy Cross School.**

This means that no one will  
laugh at me,  
hurt my feelings,  
leave me out of games,  
call me names,  
or lie about me.

**I have the right to be myself at this school.**

This means that no one will  
treat me unfairly because I am  
black or white,  
fat or thin,  
tall or short,  
handicapped or not,  
or because of the clothes I wear.

**I have the right to be safe at Holy Cross School.**

This means that no one will  
hit me,  
push me,  
bully me,  
embarrass me,  
or hurt me.

**I have the right to hear and be heard at Holy Cross School.**

This means that no one will  
yell at me,  
insult or criticize me,  
or ignore me.

**I have the right to learn about myself and others at Holy Cross School.**

This means that I will be  
free to express my feeling and opinions without  
being interrupted, insulted, or punished.

**I have the right to make mistakes and learn from them.**

This means that I will take responsibility for my actions  
without blaming anyone else for my choices.

## **A BRIEF HISTORY OF HOLY CROSS SCHOOL**

In 1905, Holy Cross School was built on what is now the parking lot across from the parish house. This school was enlarged in 1926 and was served by the Sisters of St. Benedict of St. Joseph, Minnesota.

In 1959-60, a new school was built and the old school house was sold and moved.

In 1980-81, Holy Cross was known to be the smallest school in the diocese with only about 40 children.

In 1987, Holy Cross received the Reward of Excellence from the National Rural and Small School Consortium, Rural Private School Category. With the quality education our children are receiving, it is not unusual for former students to graduate with honors from high school and college.

In 2005 Holy Cross School celebrated its 100 year Anniversary with a large celebration. Former teachers, principals, and students filled the gym to reminisce with each other, enjoy a meal, and participate in the ground breaking for the new school addition.

In the summer of 2005 the new addition was started and the outer shell was completed. The Media Center, Technology/Library were completed in 2006. The new 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> grade classroom was also completed and now is in use.

## **FONDLY REMEMBERED IN HOLY CROSS SCHOOL HISTORY ARE:**

\*Father August Preusser who started the annual Fish Fry and built the new school.

\*Sister Philip known for both her good direction and strict discipline.

\*Msgr. John F. Denery who loved the children and spent many school hours with them. He always seemed to be around by the gym doors at 3:10 p.m. to say “God Bless You” as they left the building.

\*Martin & Irene Schmitt who together served the school and parish for more than 48 years as janitors.

\*Shirl Carlson who served as our school secretary from 1997-2001. Her warm smile and infectious laugh brought such joy to the office. She was deeply loved by the students and staff.

**The handbook can be found online at  
[holycrossmn.org](http://holycrossmn.org)**

**We have read the Holy Cross School Family Handbook for 2016-2017. We commit ourselves to cooperate fully with the contents.**

**Family Name:** \_\_\_\_\_  
(Print please)

\_\_\_\_\_  
**Father Signature**                      **Date**

\_\_\_\_\_  
**Mother Signature**                      **Date**

\_\_\_\_\_  
**Student Signature**                      **Date**

\_\_\_\_\_  
**Student Signature**                      **Date**

\_\_\_\_\_  
**Student Signature**                      **Date**

\_\_\_\_\_  
**Student Signature**                      **Date**